

AIA® Document B221™ – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 001 made as of the Twenty-fourth day of August in the year Two Thousand Twenty-Six
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Community Unit School District No. 5, McLean and Woodford Counties,
Illinois
1809 W. Hovey
Normal, IL 61761
309-557-4000

and the Architect:
(Name, legal status, address, and other information)

Design Mavens Architecture PLLC
1702 W. College Ave Suite E
Normal, IL 61761
(309) 304-3048

for the following **PROJECT**:
(Name, location, and detailed description)

Unit 5 - Parkside Junior High School Addition & Renovation
101 N Parkside Rd
Normal, IL 61761

The project consists of a special education addition to the existing Parkside Junior High School building adjacent to the elective/exploratory corridor as the special education population is expected to grow from 26 students to 32 students. The approximately 6,400 sf addition will include classrooms, a sensory room, calm rooms, support spaces, and dedicated special education locker rooms. Special education classrooms will each be provided with a single-user toilet room. The design will be fully accessible to accommodate wheelchairs, and storage will be provided to accommodate equipment and mat tables. A dedicated bus drop-off for the special education program is desired. The spaces in the existing building (approx. 4,000 sf) that are currently occupied by the special education program will be renovated to be used as general classroom and/or office space.

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the Twenty-fourth day of August in the year Two Thousand Twenty-Six
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B221™–2018, Standard Form of Master Agreement Between Owner and Architect

TABLE OF ARTICLES

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- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 COMPENSATION
- 5 INSURANCE
- 6 PARTY REPRESENTATIVES
- 7 ATTACHMENTS AND EXHIBITS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)

See Attached Proposal Letter dated August 15, 2026

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

§ 2.1.1 Basic Services

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

As referenced in the Attached Proposal Letter dated August 15, 2026, and incorporated herein.

§ 2.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

As referenced in the Attached Proposal Letter dated August 15, 2026, and incorporated herein.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

- .1 Commencement of construction date:

09-06-2027

- .2 Substantial Completion date:

07-10-2028

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

Fixed fee in the amount of Four Hundred Eighty-One Thousand Dollars and Zero Cents (\$481,000.00) for Basic Services

- .2 Percentage Basis
(Insert percentage value)

() % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 4.4.

- .3 Other
(Describe the method of compensation)

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

A Fixed fee in the amount of Twenty Four Thousand Seven Hundred Dollars and Zero Cents (\$24,700.00) for Additional Services (Programming, Furniture, and Topological Survey) as referenced in the Attached Proposal Letter dated August 15, 2026.

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:

(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage

Limits

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:
(List name, address, and other information.)

Marty Hickman
1809 W. Hovey
Normal, IL 61761
(309) 557-4000
hickmanms@unit5.org

M. Curt Richardson,
Attorney for the District
1809 W. Hovey Ave.
Normal, IL 61761
309-557-4082
richardmc@unit5.org

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:
(List name, address, and other information.)

Jean Underwood
1702 W. College Ave Suite E
Normal, IL 61761
(309) 304-3048
jean@design-mavens.com

ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)

Proposal Letter dated August 15, 2026
- .3 Other documents:
(List other documents, if any, including additional scopes of service forming part of this Service Order.)

This Service Order entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)

ARCHITECT (Signature)

BY: Jean Underwood, Principal

(Printed name, title, and license number if required)

Additions and Deletions Report for

AIA[®] Document B221[™] – 2018

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 15:13:01 CDT on 08/24/2026.

Changes to original AIA text

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(309) 304-3048

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M. Curt Richardson,

Attorney for the District

1809 W. Hovey Ave.

Normal, IL 61761

309-557-4082

richardmc@unit5.org

Variable Information

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User Notes:

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SERVICE ORDER number 001 made as of the Twenty-fourth day of August in the year Two Thousand Twenty-Six

Community Unit School District No. 5, McLean and Woodford Counties, Illinois

1809 W. Hovey
Normal, IL 61761

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Design Mavens Architecture PLLC

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Unit 5 - Parkside Junior High School Addition & Renovation

101 N Parkside Rd
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The project consists of a special education addition to the existing Parkside Junior High School building adjacent to the elective/exploratory corridor as the special education population is expected to grow from 26 students to 32 students. The approximately 6,400 sf addition will include classrooms, a sensory room, calm rooms, support spaces, and dedicated special education locker rooms. Special education classrooms will each be provided with a single-user toilet room. The design will be fully accessible to accommodate wheelchairs, and storage will be provided to accommodate equipment and mat tables. A dedicated bus drop-off for the special education program is desired. The spaces in the existing building (approx. 4,000 sf) that are currently occupied by the special education program will be renovated to be used as general classroom and/or office space.

This Service Order, together with the Master Agreement between Owner and Architect dated the Twenty-fourth day of August in the year Two Thousand Twenty-Six

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See Attached Proposal Letter dated August 15, 2026

As referenced in the Attached Proposal Letter dated August 15, 2026, and incorporated herein.

As referenced in the Attached Proposal Letter dated August 15, 2026, and incorporated herein.

09-06-2027

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07-10-2028

Fixed fee in the amount of Four Hundred Eighty-One Thousand Dollars and Zero Cents (\$481,000.00) for Basic Services

A Fixed fee in the amount of Twenty Four Thousand Seven Hundred Dollars and Zero Cents (\$24,700.00) for Additional Services (Programming, Furniture, and Topological Survey) as referenced in the Attached Proposal Letter dated August 15, 2026.

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Marty Hickman

1809 W. Hovey

Normal, IL 61761

(309) 557-4000

Jean Underwood

1702 W. College Ave Suite E

Normal, IL 61761

(309) 304-3048

jean@design-mavens.com

Proposal Letter dated August 15, 2026

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Jean M. Underwood, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 15:13:01 CDT on 08/24/2026 under Order No. 20240080645 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B221™ - 2018, Service Order for use with Master Agreement Between Owner and Architect, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

August 15, 2026

Martin Hickman
McLean County Unit District No. 5
1811 W Hovey Avenue
Normal, IL 61761



Re: Proposal for Professional Design Services – Parkside Junior High School Addition & Renovation

Dear Mr. Hickman,

Design Mavens Architecture (DMA) is pleased to submit a fee proposal for Architectural, Structural, Civil, Mechanical, Electrical, Plumbing and Fire Protection services for the Parkside Junior High School Addition and Renovation project at 101 N Parkside Road, Normal, IL 61761.

We understand that McLean County Unit District No. 5, the Owner, would like to construct a special education addition to the existing Parkside Junior High School building adjacent to the elective/exploratory corridor as the special education population is expected to grow from 26 students to 32 students. The approximately 6,400 sf addition will include classrooms, a sensory room, calm rooms, support spaces, and dedicated special education locker rooms. Special education classrooms will each be provided with a single-user toilet room. The design will be fully accessible to accommodate wheelchairs, and storage will be provided to accommodate equipment and mat tables. A dedicated bus drop-off for the special education program is desired. The spaces in the existing building (approx. 4,000 sf) that are currently occupied by the special education program will be renovated to be used as general classroom and/or office space. The renovations may be bid as either an add-alternate or deduct-alternate.

We understand that the project budget provided by the Owner is approximately \$4-6 million for construction. This budget is preliminary, so a programming phase preceding basic services is recommended to confirm the adequacy of the budget to achieve the district's goals.

BASIC SERVICES

We propose the following basic services at each phase:

SCHEMATIC DESIGN

- Initial Concept Plan
- Refined Concept Plan after Owner review
- Code review – plumbing, exiting, occupancy/fire, ADA
- Initial interior and exterior material selection - digital
- Schematic floor plans, building sections, & exterior elevations
- Initial interior elevations / 3D visualization
 - (1) Exterior 3D photorealistic rendering in Twinmotion
 - (3) Interior 3D visualizations to explain design
- Civil (site plan)
- Structural, mechanical, electrical, technology (rough-in only), plumbing, and fire protection narrative
- Schematic furniture plan
- Preliminary estimate of probable construction cost to establish project budget
- (4) in-person or virtual design meetings with the Owner's team (Dates TBD)
 - Stakeholder meeting with principals, staff, teachers, etc.

- Review initial concept
- Review finalized schematic plan, exterior design, site layout, and cost estimate
- Attendance and presentation at McLean County Unit District board meeting

DESIGN DEVELOPMENT

- Finalize Code review
- Develop plans including floor, roof, and ceiling
- Develop building sections, exterior elevations, and interior elevations
- Interior and exterior material sample boards
- 3D visualization – updates to schematic views, as needed
- Civil, structural, electrical, mechanical, plumbing, fire protection, and technology (rough-in only) design and coordination
- Product data sheets
- Preliminary technical specifications
- Estimate of probable construction cost to confirm project budget
- (4) in-person or virtual meetings with the Owner’s team (Dates TBD)
 - DD floor plan review
 - Engineering/systems review
 - Interior and exterior design review
 - Review finalized design development drawings, specifications, and cost estimate

CONSTRUCTION DOCUMENTS

- Bid documents for civil, structural, architectural, electrical, technology (rough-in only), mechanical, plumbing, and fire protection, including Project Manual with front-end specifications and technical specifications. Documents will be signed and sealed by a professional (architect and engineer) licensed in the state of Illinois.
- (2) in-person or virtual meetings with the Owner’s team (Dates TBD)
 - 50% CD review meeting
 - 75% CD review meeting

BIDDING & PLAN REVIEW

- Issue public notice, as required
- Make plans available to contractors for bidding and respond to questions
- Facilitate pre-bid meeting and conduct walkthrough of project site for potential bidders
- Issue Addenda as necessary
- Facilitate bid opening and tabulate bid results
- Conduct scope review with apparent low bidder
- Attend McLean County Unit District board meeting and answer questions, as needed
- Submit plans to Regional Office of Education (ROE) for review and respond to comments
- Review successful bidder’s bonds and insurance and generate Owner-Contractor AIA Agreement

CONSTRUCTION ADMINISTRATION

- Attend pre-construction meeting
- Provide Issued for Construction set of documents after bid prior to start of construction
- Provide shop drawing reviews
- Respond to contractor questions

- Walk through, observe construction, and provide notes weekly
- Attend construction progress meetings weekly
- Provide RFPs/ASIs as needed
- Review monthly contractor Pay Applications
- Review RFP pricing
- Provide a substantial completion punch list
- Provide an above ceiling inspection

CONSTRUCTION CLOSEOUT

- Review close-out items submitted by Contractor
- Provide Record Drawings (in PDF format) of floor plans developed from As-Built drawings provided by Contractor
- Attend walkthrough with Regional Office of Education (ROE) superintendent
- Nine-month walk-through to identify warranty items

PROFESSIONAL A/E FEE

Based on the services outlined above, we propose a **fixed fee of \$481,000**. Fees shall not be reduced if the overall construction cost decreases, however, in the event of a 15% increase in the construction cost of the project at any phase, the professional A/E fee shall be increased accordingly.

Any additional services would be performed by contract modification, on an hourly rate basis per the attached rate sheets or by negotiated fixed fee. We propose the following professional design services fee breakdowns by phase and by design service:

BASIC SERVICES - Phase Breakdown		
Phase	Fee	Anticipated Duration
Schematic Design	\$ 61,100	8 weeks
Design Development	\$ 94,000	8 weeks
Construction Documents	\$ 188,000	16 weeks
Bidding & Negotiations	\$ 23,500	4 weeks
Construction Administration	\$ 105,000	11 months
Construction Closeout	\$ 9,400	4 weeks

PRELIMINARY SCHEDULE

In order for the addition and renovations to be complete for the 2028-2029 school year, the following schedule is anticipated:

- Programming: October-November 2026
- Schematic Design: December-January 2027
- Design Development: February-March 2027
- Construction Documents: April-July 2027
- Bidding & Negotiations: August 2027
- Construction Administration: September 2027-July 2028
- Construction Closeout: August 2028

ADDITIONAL SERVICES

We understand that the district would like programming services to precede basic services, to define the program of spaces and necessary adjacencies for the project. This will help to confirm the size and scope of the project. Furniture services may also be provided as an additional service, to develop furniture plans, make furniture selections, and procure furniture. Lastly, a topological survey may be provided as an additional service.

We propose a **fixed fee of \$10,000** to provide programming services prior to Schematic Design:

PROGRAMMING

- Site investigation / Survey Existing Conditions
- Initial Program of Spaces for Owner review and comment (listing rooms, square footage, occupant count, and spatial needs)
- Final Program with Adjacency Diagrams
- (3) in-person or virtual meetings with the Owner's team (Dates TBD)
 - Initial kick-off meeting
 - Workshop to gather information from stakeholders
 - Meeting to review Program of Spaces

We propose a **fixed fee of \$12,200** to provide the following furniture services:

FURNITURE

- Design Development furniture layout using Unit 5 standard furniture selections
- (1) Furniture layout revision
- Create Construction Document level furniture schedule for furniture vendor
- Send to vendor for quote / answer questions
- Review vendor quote
- Furniture punch list
- (1) in-person or virtual meetings with the Owner's team (Dates TBD)
 - Meeting to review furniture layout

We propose a **fixed fee of \$2,500** to provide topological survey services:

TOPOLOGICAL SURVEY

- Signed and sealed PDF site plan for project area
- CAD drawing with surface data, contours, and spot elevations, for project area, including:
 - Visible site elements like buildings, fences, trees, curbs, and utility poles
 - Height callouts on paving, slab corners, and high/low points

The following items are not included in the proposal, but are available upon request for an additional fee:

- Preparation of plans not explicitly defined by this agreement.
- Detailed phasing drawings.
- Design revisions requested after the Design Development phase, including value engineering.
- Attendance at additional meetings or site visits requested by the Owner.
- Fast Tracking or multiple bid packages.
- Project renderings or presentation graphics beyond what was described above.
- Assistance with material testing, special inspections, or inspection report reviews.
- This proposal does not include audio, video, and lighting (AVL) services. These services can be added to our scope of work if desired.

ASSUMPTIONS

The following items are assumed:

- The Owner will:
 - Designate a single individual able to make decisions on behalf of the Owner at the beginning of the project.
 - Participate in scheduled meeting(s) and provide timely feedback to design.
 - Provide hazardous materials testing and report(s).
 - Obtain building permits with Architect's assistance.
 - Provide topographical and utility survey, plat and boundary survey, geotechnical report, and ALTA Surveys.
 - Provide all available existing building drawings.

EXCLUSIONS

The following items are excluded from the proposal:

- This fee does not include technology design beyond rough-in only as noted above.
- Energy modeling and documentation
- Project renderings and presentation drawings, beyond those described above and necessary for communication and discussion of the project design with the Owner.
- Formal System Commissioning, LEED design and certification process, energy modeling.
- Environmental (asbestos, lead and soil) material testing and material abatement design and removal.
- Life cycle cost analysis.
- Utility cost analysis, including energy rebate programs.
- Services related to any International Building Code (IBC) required Special Inspections are excluded from this fixed fee proposal. These services shall be provided by a separate contract between the Owner and the designated Engineering Testing Laboratory.
- Construction staking is excluded and assumed to be provided by General Contractor.

At any point McLean County Unit District No. 5 may stop the professional services with a written notification. Design Mavens Architecture will then submit invoices for work complete and will not proceed with the remaining services until given written notification from the district to do so.

Reimbursable expenses incurred in the interest of the Project will be compensated as indicated in the Master Service Agreement.

Once again, thank you very much for your consideration. We look forward to the opportunity to work with you and be a part of your success story!

Sincerely,

Design Mavens Architecture, PLLC



Jean Underwood, AIA, NCARB, LEED AP O+M
Principal