



AIA[®] Document B221[™] – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 002 made as of the Sixteenth day of September in the year 2026

(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, Illinois 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, Illinois 61761
(309) 304-3048

for the following **PROJECT**:

(Name, location, and detailed description)

McLean County Unit 5 HLS and Miscellaneous Architectural Services

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 2026

(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 B121[™]–2018, Standard Form of Master Agreement Between Owner and Architect

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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.)

Ongoing architectural services related to Health and Life-safety Surveys, Amendments, miscellaneous maintenance items, and maintenance of Facility Index documents and As-Built drawings as requested by the District.

§ 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.)

Performing Health and Life-Safety surveys, compiling HLS drawings and other required documentation. Filing, compiling and closeout of Amendments, Developing drawings and specifications as needed for minor repair and maintenance items at school District facilities. Developing and maintaining Facility Index documents and As-built drawings.

§ 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.)

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:

N/A

.2 Substantial Completion date:

N/A

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)

.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)

On an hourly rate basis. Refer to Master Service agreement for rates

§ 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.)

§ 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, Illinois 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, Illinois 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.)
- .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)*

ARCHITECT *(Signature)*

BY:

BY: Jean Underwood, Principal

(Printed name and title)

(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 13:49:46 CDT on 09/10/2026.

PAGE 1:

SERVICE ORDER number 002 made as of the Sixteenth day of September in the year 2026

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

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McLean County Unit 5 HLS and Miscellaneous Architectural Services

This Service Order, together with the Master Agreement between Owner and Architect dated the Twenty-fourth day of August in the year 2026

PAGE 2:

Ongoing architectural services related to Health and Life-safety Surveys, Amendments, miscellaneous maintenance items, and maintenance of Facility Index documents and As-Built drawings as requested by the District.

Performing Health and Life-Safety surveys, compiling HLS drawings and other required documentation. Filing, compiling and closeout of Amendments, Developing drawings and specifications as needed for minor repair and maintenance items at school District facilities. Developing and maintaining Facility Index documents and As-built drawings.

N/A

PAGE 3:

N/A

On an hourly rate basis. Refer to Master Service agreement for rates

PAGE 4:

Marty Hickman

1809 W. Hovey
Normal, Illinois 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

Jean Underwood

1702 W. College Ave Suite E
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(309) 304-3048

jean@design-mavens.com

BY: Jean Underwood, Principal

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Jean 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 13:49:46 CDT on 09/10/2026 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)