



December 12, 2024

Jim Fitton
Director of Finance and Operations
Riverside School District 96

Re: 2025 Blythe Park Windows Replacement Project
Design Services Recommendation

Dear Jim:

Vistara has received a Memorandum of Understanding from DLA Architects, Ltd. for the 2025 Blythe Park Windows Replacement Project, dated 2024-1125. We offer the following summary for your consideration:

Budget Estimated Cost:	\$918,750.00
Architect's Compensation:	\$66,150.00

The MoU covers design services through Construction Documents and meetings with the Preservation Commission. Services for Construction Administration and Closeout will be determined at a later date.

Based on the memorandum of understanding (MoU) from DLA Architects Ltd., Vistara recommends approval of design services to DLA Architects, Ltd. in the sum of \$66,150.00.

Should you have any questions, please contact me at 312-986-8660 ext. 1.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ramesh Nair'.

Ramesh Nair
Project Executive

CC: AKD, File



EXHIBIT A

MEMORANDUM OF UNDERSTANDING

September 20, 2024
November 25, 2024

Mr. James Fitton
Director of Finance and Operations, CSBO
Riverside School District 96
3340 S. Harlem Avenue
Riverside, IL 60546

Architect: DLA Architects, Ltd.

Riverside School District 96 hereby authorizes the Architect to provide professional services for the Project identified herein, which professional services shall be subject to all terms and conditions of the Master Agreement B101 unless specifically provided otherwise in this Memorandum of Understanding.

Location(s) / Description(s) of Project(s):

Blythe Park Elementary School
735 Leesley Road
Riverside, IL 60546

Description(s) of Project(s):

- Window Replacement Project for Blythe Park Elementary School

Scope of Services, Including Consulting Services to be provided by Architect:

The Scope will include all Services listed in sections 3.2 Schematic Design 3.3 Design Development, and 3.4 Construction Documents, as noted in the Master Agreement for the **Window Replacement Project at the Blythe Park Elementary**.

As time is of the essence moving forward, it is important for the Board to realize that a timely decision related to this specific project is important in order to be able to meet an appropriate bidding schedule. That being said, approval is being sought on this project to keep on schedule.

Architect's Consultants:

- None

Architect's Compensation:

- The Architect shall be compensated for Basic Services (**for Schematic Design, Design Development and Construction Documents**) for a Lump Sum Fee of **(\$66,150)** based upon final estimate from Vistara for the project at the following:
- Window Replacement Project for Blythe Park Elementary School which includes all exterior classroom windows and storefront entries not recently replaced

Planning and Zoning pre-submittal meetings with the Village of Riverside and Historic Preservation Commission **will** be necessary prior to these projects going out to bid and could impact the project bidding schedule.

Per our Standard Contract with the District, meetings with the Historic Preservation Commission to obtain approvals for the project shall be considered as a reimbursable expense. Additionally, any time required for municipal permitting and/ or public hearings – meetings shall be considered as a reimbursable expense.

Project Budget:

The Conceptual Budget for the project is listed below based on an updated estimate done by Vistara Construction Services Inc. and provided below.

Replacement of existing Window Systems at Blythe Park Elementary School. Cost Estimate: \$918,750.

Tentative Project Schedule ***

Preliminary Estimate:	September 2024
Historic Preservation Commission	December 2024
Construction Documents:	January 2025 – March 2025
Out to Bid:	TBD
Bids Received:	TBD
Construction Contract Approval:	TBD
Commence Construction:	TBD
Substantial Completion	TBD
Final Completion:	TBD

**** If there is a significant delay in decisions, a revised schedule will need to be developed.*

Owner's Project Representative:

Martha Ryan-Toye Superintendent
Jim Fitton, Director of Finance and Operations
Bill Radtke, Director of Building and Grounds

Owner's Consultants:

- Environmental Consultant: TBD

Additional Services Authorized:

- Reimbursable expenses* in accordance with Article 11.8
- All Municipal Permitting

Reimbursables and Additional Services:

This proposal does not include reimbursable expenses such as printing, renderings, postage, presentation boards or additional services as follows:

- Zoning meetings and documents, soil borings and site surveys, MWRD permitting/revisions
- Additional Community Engagement Meetings

These additional services shall be billed on a time and material basis and reimbursables shall be billed at 1.05 time cost. Our hourly rates are included herein. Drawings for this project will be prepared using AutoCAD 2007 or Revit 2013 and the Board shall be provided with at least two sets of hard copies of the completed drawings and the electronic files of the complete drawings.

This Proposal sets forth the Basic Services to be provided by DLA. Article 3 of the Agreement is excluded from incorporation into this Proposal. Further, this Proposal shall serve as the **Memorandum of Understanding (MOU) Exhibit A**, identified in the Agreement. Our office looks forward to working on this project. This Memo of Understanding will establish the overall project expectations.

Please sign and return one copy of this memorandum as acknowledgement that our perception of the project is in agreement with the District's wishes.

Sincerely,



Steven K. Wright, AIA
Principal

c: Lou Noto, DLA Architects

ACCEPTANCE OF PROJECT EXHIBIT

Authorized Agent: _____
Mr. James Fitton, Director of Finance and Operations

Date: _____

Please sign and return at your earliest convenience.

****Terms and conditions of this agreement identified above, shall not be disclosed, or allowed to be disclosed, to any third party, school district, architectural firm, legal firm, or private citizen unless through compliance with the Freedom of Information Act without the express written consent of DLA Architects. Riverside District 96 shall provide written notice of all Freedom of Information Act requests to DLA Architects within 3 business days of the request receipt. Thanks for your cooperation in this matter.**

EXHIBIT "B"

DLA Architects, Ltd.

Hourly Rates

Category	Rate
Senior Principal	\$220.00
Principal	\$205.00
Director	\$180.00
Senior Project Manager	\$175.00
Senior Architect	\$150.00
Architect / Project Manager	\$135.00
Apprentice Architect	\$115.00
Senior Technician	\$105.00
Project Technician	\$90.00
Senior Designer	\$145.00
Designer	\$125.00
Senior Interior Designer	\$135.00
Interior Designer	\$125.00
Computer Graphics Manager	\$140.00
Senior Administration	\$130.00
Administration	\$85.00

*These hourly rates will remain constant thru the end of the year and may be adjusted annually thereafter.