



## LAKE BLUFF SCHOOL DISTRICT 65

**TO:** Board of Education  
Dr. Lisa Leali, Superintendent

**FROM:** Jay Kahn, Chief School Business Official

**DATE:** November 18, 2025

**RE:** LBES Emergency Generator –  
Professional & Engineering Services

### **Recommendation**

Administration recommends that the Board approve the attached Professional and Engineering services agreement with Wight & Co. for the design, procurement, and installation of natural gas emergency generator at the Lake Bluff Elementary School in the amount of \$30,000.

### **Background**

Emergency lighting at the elementary school is currently powered by a bank of 48 12-volt batteries. Half of these batteries need to be replaced every 2 years at a cost of \$5,000. This system also does not work reliably and can be hazardous if not maintained properly.

With the growing number of additional critical systems requiring electricity (wireless networks, VOIP phones, exterior and interior door locks, cameras, security system, etc.), administration recommends installing an emergency backup power generator.

### **Current Situation**

The total project budget is estimated to be \$300,000, with a target installation date during the summer of 2026. The District received a \$50,000 matching State Maintenance Project Grant to pay a for a portion of this project.

The generator would be placed behind the school between the golf course and the building. This location is ideal because it is where the natural gas line enters the building, it is near the current emergency power closet, and it is out of the way so it will not detract from the visual appearance of the school or create significant noise that could affect neighbors.

Wight & Co. would provide a survey of existing conditions, design and construction documents, assist in bidding, contract administration and monitoring.



October 28, 2025

Ms. Jay Kahn  
Chief School Business Official  
Lake Bluff Elementary School Dist. 65  
121 E. Sheridan Place  
Lake Bluff, IL 60044

**LAKE BLUFF ELEMENTARY SCHOOL  
GENERATOR ADDITION  
PROFESSIONAL ARCHITECTURE & ENGINEERING SERVICES PROPOSAL**

Dear Mr. Kahn:

Wight & Company (Wight) is pleased to submit this proposal to Lake Bluff SD 65 to provide professional architectural and engineering services related to adding a generator to Lake Bluff Elementary School located at 350 W Washington Ave, Lake Bluff, IL.

Our proposal is presented in five parts:

- PROJECT UNDERSTANDING
- SCOPE OF SERVICES
- SCHEDULE
- COMPENSATION
- TERMS AND CONDITIONS

**PROJECT UNDERSTANDING**

Wight and Company understands that the Lake Bluff Elementary School intends to enhance the reliability of its electrical infrastructure by providing a new natural gas emergency generator system. The scope includes the installation of a new generator set, automatic transfer switch (ATS), and associated emergency distribution panel (EM panel) to support critical school loads during utility outages.

The new generator system will be designed to provide emergency power to essential building systems such as life safety lighting, fire alarm, select mechanical equipment, and other critical electrical loads as identified by the District and design team. The design will integrate with the existing electrical service and distribution equipment while maintaining compliance with the current Illinois School Code, NFPA 70 (National Electrical Code), NFPA 110, and all applicable ISBE permit requirements.

Site coordination will include evaluation of proposed generator location, routing of electrical conduits between the generator, ATS, and existing main electrical service, and integration with existing building systems. The project will require collaboration with the owner's representative, architect, mechanical engineer, and local utility provider to confirm load connections, transfer sequencing, and control integration.

## **SCOPE OF SERVICES**

### Kick-off Meeting

- Conduct a meeting with Lake Bluffs designated representative.
- Establish project goals.

### Field Survey & Document Preparation

- Perform a detailed survey of the existing power to the addition of a generator.
- Input the field-surveyed information into Revit format for use in preparing a schematic plan which, upon approval, will form the basis of the Contract Documents.

### Preliminary Pricing

- Prepare marked up plans and a scope narrative for the purpose of having a preliminary budget estimate completed.
- Upon acceptance of the Scope of Work, commence with the design and construction documents.

### Contract Documents

- Prepare architecture and engineering contract documents describing the construction. Includes specifications, plans, schedules/details/symbols legend sheet, and construction plan.
- Provide documents required for the approval of governmental agencies having jurisdiction over the project.

### Bidding Phase

- Offer contact information for potential contractors capable of performing the Scope of Work.
- Wight will assist the District with the bidding and selection process of contractors when requested.

### Contract Administration and Monitoring

- Provide clarification of the contract documents, as needed, through timely responses to contractor RFIs.
- Provide periodic "on-site" observation to monitor progress of the work, and to ensure that the work is constructed in accordance with the contract documents.
- Review all shop drawings, samples and product data, as required.
- Contract administration is based on the schedule referenced below.
- Total of two (2) visits to the job site on an as needed basis.

### Punch List

- Review completed field work. One (1) visit to review.
- Prepare a written punch list of construction deficiencies to the assigned parties responsible for the corrections. Deficiencies will be noted as they pertain to the original architect and engineering contracts.

## SCHEDULE

Wight & Company is available to commence work immediately and will proceed with the performance of services upon your authorization. Upon execution of this agreement, Wight & Company will evaluate the Scope of Work in detail and identify a delivery schedule for drawings.

## COMPENSATION

Wight & Company proposes the following fees to perform the Professional Services outlined above:

- Architecture and Engineering (A/E) Design Fixed Fees: \$30,000.00
- Reimbursable Direct Cost Expenses: \$500.00  
Any reimbursable expense above the limit shall be authorized in writing by Lake Bluff SD 65 prior to incurring the expense. The following is a list of reimbursable expenses:
  - CAD plots, printing, color reproductions, and delivery costs of drawings and reports.
  - Supplies, materials, and costs related to specific reports and presentations.
  - Travel at the current IRS established reimbursement rate.

## TERMS & CONDITIONS

This proposal assumes the terms and conditions outlined in the AIA Document B101-2017, "Standard Form of Agreement between Owner and Architect". Wight will invoice monthly based on a percentage of the work completed and payment will be due in 30-days (or in accordance with the Illinois Prompt Payment Act).

We thank you for the opportunity to partner with Lake Bluff SD 65 and look forward to working with you on this effort. If this proposal meets your approval, please sign one (1) copy and return it to us.

If you have any questions regarding this proposal, please do not hesitate to contact us.

Respectfully submitted,

WIGHT & COMPANY



Anthony Sullentrup  
Senior Project Manager, Electrical Engineering



Jason Dwyer, AIA, LEED AP  
President, Design & Construction

Approved by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title