

February 25, 2026

Dr. Robert Halverson  
Superintendent  
East Aurora School District 131  
310 Seminary Avenue  
Aurora, IL 60505

RE: **Proposal to provide updated facility assessment services**

Dear Dr. Halverson:

Cordogan Clark values our long-standing partnership with East Aurora School District 131 and the trust you have placed in our team over many years. Because of this relationship and our commitment to supporting the District's long-term facility planning efforts, we are approaching this assessment as an investment in your future capital strategy. We want to be transparent that the fee proposed does not fully reflect the actual level of effort required to assess all 20 facilities; however, we are providing this pricing in recognition of our history together and the continued work we anticipate supporting as the District advances its facility improvement initiatives.

The following is a synopsis of the scope of services and deliverables for the proposed assessment of the East Aurora School District 131 educational facilities.

### ***PROJECT UNDERSTANDING:***

A facility assessment is being considered to assist East Aurora School District 131 in projecting and planning for maintenance and upkeep of its existing facilities. Understanding current facility needs and strategically planning future investments is essential to maintaining safe, functional, and efficient learning environments. The proposed scope of services includes assessments of all 20 district buildings. Based on findings from the facility assessment, MEP survey, visual roof evaluation, and visual pavement evaluation, a 10-year capital project budget and annual expenditure forecast will be developed. These will be categorized by similar needs and include recommendations for maintenance, improvements, and upgrades. This effort will update the District's previous facility assessment and associated budget needs, while also identifying any new or emerging requirements across the district.

The Project intent is summarized below:

#### *Facilities Condition Assessment*

1. Undertake facilities assessment study to identify current facilities condition and 10-year deferred maintenance program.
2. Enhance effectiveness, efficiency, and sustainability while addressing deferred maintenance needs.
3. Define capital development program focused on the next 10 years.

### **SCOPE OF SERVICES:**

#### ***Facilities Condition Assessment***

The focus of this study will be on the three primary physical condition components of the facility – building assembly, building infrastructure and exterior/site. This study will be completed with a team of technically focused architects, mechanical, electrical, and structural engineers. The process will include detailed tours of the buildings with maintenance staff and designated representatives. The assessments will be conducted as a visual walking inspection and will not involve in-depth examinations and testing of building components. This study will be supplemented with information East Aurora School District 131 has on file and current knowledge of the buildings.

Findings will be categorized using a rating system refined with East Aurora School District 131 input for each building component's condition. The rating system will reflect the level of priority, condition, and life expectancy. To assist with prioritizing by East Aurora School District 131, observations may also be categorized into various criteria which may include: Building Enclosure, Infrastructures, Safety & Security, Interior Finish Conditions, and Site. A full report will be developed with documentation of existing conditions, photographic documentation, key plans, and a spreadsheet detailing projected facility expenditures for the next 10 years.

MEP High Level Systems Assessments shall consist of:

1. Mechanical HVAC and Plumbing Systems
  - a. Field verify major HVAC systems (i.e., Chiller plant, boiler plant, Air distribution systems) and comment on damaged or worn-out equipment. Documentation of all major building Mechanical systems. Provide recommendations on either replacement or practical life span remaining.

2. Electrical, Low Voltage, Lighting Systems
  - a. Field verify all equipment nameplate information, including panel manufacture, generator data, and panel schedules.
  - b. Visual condition of all equipment, comment on damaged or worn-out equipment and recommend either replacement or practical life span remaining.
3. Plumbing Systems and Restrooms
  - a. Visual condition of all equipment, comment on damaged or worn-out equipment and recommend either replacement or practical life span remaining.
4. Fire Protection and Life Safety Systems
  - a. Review visual condition of exposed sprinkler piping, fire pump, and back flow preventer. Provide recommendations on either replacement or practical life span remaining.
  - b. Review condition of fire alarm systems, evaluate age, remaining life, and estimated replacement cost.

Building Architectural Systems Infrastructure Evaluations shall consist of:

1. Inspections, providing estimated remaining life, and estimated replacement costs of all major building systems: Architectural Systems (windows, building envelope, etc.), Interior Finishes (flooring, walls, paint, etc.)
2. Architectural Systems
  - a. Perform an architectural condition assessment on building envelope, including cladding and caulking.
  - b. Assess the condition of the interior borrowed light and door systems.
  - c. Identify deferred maintenance on above systems and provide correction pricing.
3. Interior Finishes
  - a. Visual condition of all interior finishes and systems, comment on damaged or worn-out finishes and recommend either replacement or practical life span remaining.
4. Building Enclosure shall consist of the following:
  - a. The scope of the exterior wall, window and door surveys will be based on visual assessments and will include:

- b. Exterior wall, window, and door survey
- c. Photographs of all elevations of the buildings
- d. Observations to determine the general appearance of the wall systems
- e. Observations to determine the general appearance of the window and door systems

The exterior wall, window and door data will address the general condition of the walls and masonry and will present recommendations for any additional services that may be required which may include physical testing, water testing or the disassembly of wall elements, window, curtain wall or door assemblies or components.

5. Roof Evaluations shall consist of the following:

- a. We will review, schedule and coordinate information with the current roofing assessment.

6. Site Evaluations consist of the following:

- a. Evaluation of the physical condition of all pavement surfaces...including curbs, walks, parking lots, playground surfaces.
- b. Visual evaluation of existing drainage conditions

If requested or deemed necessary to be studied, the following areas would require the team to engage outside specialized consultants or vendors to provide a more detailed, technical assessment. This would be provided at a cost outside of our fee proposal, but would only be authorized following presentation too, and acceptance of, a proposal by East Aurora School District 131.

These areas could include:

- a. Video inspection of sewer lines
- b. Roof scans

The Facility Assessment process will conclude with the preparation and presentation of findings to East Aurora School District 131 Administration and Board.

### **COMPENSATION:**

Cordogan Clark values our long-standing relationship with East Aurora School District 131 and the opportunity to continue supporting your facility planning efforts. As noted earlier, the fee proposed does not fully cover the actual cost of performing this level of assessment across 20 facilities. We are offering this reduced fee in recognition of our partnership and the future work we expect to support as the District advances its capital improvement program.

We propose to provide the professional services described above in the amount of One Hundred Thousand Dollars (\$100,000.00) for the assessment of the 20 facilities. This is based on the following:

- \$34,000 Physical Condition Assessment
- \$38,000 Report Documentation
- \$28,000 10-year Facility Spreadsheet Development

Includes development of 10-year Facility Improvement and upgrade planning document with estimated costs, and all client review meetings and preparation.

If scope increases beyond what is described within this proposal, Cordogan Clark shall notify and discuss with East Aurora School District 131 possible additional compensation beyond the not to exceed fee amount.

Reimbursable shall be provided at direct cost and it is recommended that an allowance of \$2,000 be set aside for such items.

### **SCHEDULE**

We anticipate beginning the assessment in April 2026 and completing all work by October 2026. This schedule allows adequate time for building walkthroughs, coordination with District staff, documentation of existing conditions, and the development of the 10-year capital forecast. As we progress, we will work closely with your team to ensure that all necessary input is gathered and that each facility receives the appropriate level of attention. Should additional time be required to incorporate stakeholder feedback, address unforeseen conditions, or ensure the accuracy and completeness of the final assessment, we will adjust the schedule in collaboration with the District to maintain both quality and alignment with your planning needs.

Thank you for this opportunity to serve East Aurora School District 131. Should you require any additional information or clarifications, please do not hesitate to contact me.

Respectfully submitted,

**Cordogan Clark**



Richard Blair, AIA, RA  
Managing Director - Aurora

Upon approval of this agreement please forward a copy of the signed proposal letter back to our office. A Service Order (AIA B221) will be issued upon approval.

Cordogan Clark & Associates

EASD SD #131

BY:  \_\_\_\_\_

BY: \_\_\_\_\_

Its representative

Its representative

DATE: 02 - 25 - 26 \_\_\_\_\_

DATE: \_\_\_\_\_