



September 21, 2023

Amy McPartlin  
Assistant Superintendent for Finance and Operations  
Prospect Heights District 23  
700 N. Schoenbeck Road  
Prospect Heights, IL 60070

**RE: AGREEMENT FOR ARCHITECTURAL CONSULTATION SERVICES  
SCHEMATIC DESIGN  
PROSPECT HEIGHTS DISTRICT 23  
ADDITION AND RENOVATIONS AT EISENHOWER ELEMENTARY SCHOOL**

Amy,

ARCON is pleased to submit for your review, a fee proposal to provide services required to perform Schematic Design for the proposed addition and renovation improvements at Eisenhower Elementary School, located at 1N. Schoenbeck Road in the City of Prospect Heights, Illinois. The proposed future development consists of a one-story classroom and multi-purpose room addition which will generally be located on the east side of the existing building. The project is also expected to include reconfigurations and expansions to both existing parking lot facilities on-site to increase the amount of available parking spaces and to provide improved queuing for student pick-up and drop-off.

#### PROJECT UNDERSTANDING

It is our understanding that District 23 wishes to proceed with initial design and engineering to support the budgeting process being facilitated by their construction manager, Nicholas & Associates. The intent of the process will be to provide additional information to N&A to allow them to refine their budget estimate.

The Schematic Design phase will verify the school's program requirements, overall space relationships, and space and feature hierarchy. The completed site survey and geotechnical report will be reviewed, along with zoning and code reviews. Initial building systems concepts will be explored. Site and floor plans will be developed along with exterior and interior building character concept sketches.

Civil Engineering:

Engineering Investigation

This phase includes engineering investigation and conceptual site planning efforts for the proposed development:

- a. Obtain record drawings, as-builts, or atlas information from the City and MWRD

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- b. Review topographic survey information and identify additional potential needs, as required.
- c. Perform a site visit to review findings and better understand proposed needs.
- d. Investigate stormwater detention/outlet requirements for the proposed concept plan and determine preferred outlet connection routing.
- e. Meet with the Client and Owner to review findings and confirm objectives for proposed development.

**Engineered Site Plan**

In coordination with the Client, CAGE will prepare a site plan that integrates the proposed site design with existing site conditions and constraints. This plan will utilize the detailed site survey, preliminary assessment of stormwater requirements (as described below), and actual physical design constraints. The layout of proposed improvements identified on Engineered Site Plan will be utilized as the basis for which the preliminary stormwater management system will be sized. The effort includes attendance at two coordination meetings with the Client.

**Preliminary Stormwater Management**

This effort includes performing calculations to determine preliminary storage sizing needs for stormwater management facilities. The design would include identification of the preliminary location, sizing and type of any facilities which may be needed to comply with local regulations. CAGE will create a preliminary report for submittal to the Client and Owner which addresses detention needs, runoff volume reduction calculations, and other best management practices.

**MEP Engineering:**

As part of the Schematic Design Phase, CS2 Engineering will review existing building drawings, perform a site visit, and provide Systems Options Narratives for mechanical, electrical and plumbing systems to allow for initial decision-making by owner. They will conduct an owner meeting for such discussions. As a result of the owner decisions, they will provide design criteria to the construction manager for budgeting purposes. CS2 will review the site survey to coordinate utility requirements and will develop typical floor space requirements including electrical rooms, mechanical rooms, major risers, and major penetrations.

**Structural Engineering:**

ML Structural will review soil borings to address any unique foundation conditions. They will advise as to overall structural system for the building addition and will provide general descriptive information sufficient for schematic budgeting.

**Design/Architecture:**

ARCON Associates will facilitate meetings with civil and MEP engineers and will conduct Administrative Committee Planning meetings and a User Group Meeting to confirm desired performance goals, desired

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space adjacencies and other functional requirements. Major plan elements will be developed, with approximate accommodations for structure and MEP. Building elevation concept sketches will be provided, with exterior materials noted. Typical building section information will be included for budgeting. Soil borings, site survey, and code requirements to be reviewed during this phase of the project.

COMPENSATION

To provide professional services for the Schematic Design associated with this project, ARCON proposes a fee structure as follows:

**Ten Percent (10%) of Seven and One-Quarter Percent (7.25%) of the total construction cost of the project, based on the original N&A cost estimate of \$18.1M, dated May 5, 2022. The proposed fee is \$131,225.**

Note, should the project move forward following a successful referendum, the fee above would be applied to the overall A/E fee for the project.

Thank you for the opportunity to submit this architectural services fee proposal. If acceptable, please sign below and return to ARCON. Please contact me if you have any questions or comments.

Sincerely,  
ARCON Associates, Inc.



Erin M Miller  
Principal

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Prospect Heights School District 23