



March 8, 2018

Revised April 16, 2018

Dr. Guy Schumacher
Superintendent
Libertyville School District 70
1381 West Lake Street
Libertyville, Illinois 60048

Re: Ten-Year Survey and Capital Plan Proposal

Dear Dr. Schumacher;

We appreciate the opportunity and are pleased to present the following proposal on the above referenced project. We understand the project to be a Ten-Year Life Safety Report as required by 180.310 of the Health/Life Safety Code for Public Schools for Libertyville School District Schools, including Adler (~35,456 sq.ft.), Butterfield (~79,845 sq.ft.), Copeland (~65,310 sq.ft.), Highland (~128,960 sq.ft.), and Rockland (~52,466 sq.ft.) and Capital Plan for the Schools, Administration Building and Maintenance Garages. We anticipate our scope of services to be as follows:

I. Ten-Year Life Safety Survey Services

A. Survey and Report Phase:

1. Review existing floor plans provided by the district.
2. Visit the existing schools and perform a walk-through survey by our team of Architects and Engineers of the existing buildings including mechanical and electrical systems for compliance with applicable Illinois School Code.
3. Provide a written report describing the repairs or revisions required to correct the Life Safety violations observed.
4. Provide a cost opinion for each of the recommendations.
5. Provide a written report in the format required by the ISBE for approval by the Board of Education, and submission via IWAS and the ISBE.
6. Creation of the Safety Reference Plans.
7. Survey to include all items readily accessible and visible from floor to below ceilings. Additional items beneath or behind existing equipment, furniture, or fixtures may not be included.



II. Capital Plan Services

A. Survey and Report Phase:

1. Review existing floor plans provided by the district.
2. Visit the existing buildings and perform a walk-through survey and data collection from observations and records supplied by the district by our team of Architects and Engineers including roofs, ceilings, windows, doors, cabinetry, finishes, mechanical, plumbing and electrical systems.
3. Meet with district personnel to discuss each building, the existing systems, replacement, future building and system plans.
4. Provide a written report describing recommendations related to repairs or replacement of equipment or systems as required to operate the building.
5. Provide a written report of major equipment and material by building including age, remaining expected life, and cost opinion for replacement.
6. Provide a written report identifying the next 5-10 years of building recommended repairs and replacements.
7. Survey and data collection to include all items readily accessible and visible from floor to below ceilings. Additional items beneath or behind existing equipment, furniture, or fixtures and furniture and fixtures may not be included.

III. Compensation

A. Basic Service Fee:

1. GravesDesignGroup will provide all services in Section I.A.1. through I.A.6 and II.A.1 through II.A.8 for a fixed fee of One Hundred Four Thousand Seven Hundred Eighty Dollars and Zero Cents (\$104,780.00).

B. Reimbursable Expenses:

1. All printing costs for our in-house use will be paid for by GravesDesignGroup. Printing costs for review sets and for Owner's personnel will be a reimbursable expense. All printing and plotting costs for final distribution will be a reimbursable expense.

C. Additional Services:

1. A separate proposal/amendment shall be prepared for additional services.



IV. Billing

- A. Billing will be made monthly for work performed during the previous month. Bills will be prepared on a percentage of the fee.
- B. All reimbursable expenses will be billed monthly.

V. Acceptance of Ten-Year Life Safety Survey and Capital Plan Proposal

- A. This proposal letter, when signed and returned to our office within 30 days of the date on the first page, constitutes the full agreement for services.
- B. We have sent this proposal for your review. If you agree with our proposal, please indicate your acceptance by returning one signed copy to our office.

We thank you and look forward to working with you on this project.

Sincerely,

Peter Graves
GravesDesignGroup

Ten-Year Life Safety & Capital Plan
Proposal Accepted:

Client Name _____

Signature _____

Date _____