



December 26, 2014

**MEMORANDUM OF UNDERSTANDING**

Mr. Josh Aurand  
Assistant Superintendant  
Harlem Administration Center  
8605 North Second Street  
Machesney Park, IL 61115

Re: Rock Cut and Windsor Elementary Schools Secured Entrances and  
Elementary Schools Door Replacement Project  
DLA Project No. 2014.78

Dear Mr. Aurand

Per your request we are submitting to you a "Memorandum of Understanding" to provide architectural services for the design and working drawings for the Rock Cut and Windsor Elementary School Secured Entrances Project and the replacement of selected doors and hardware at Loves Park, Maple, Marquette, Ralston, Rock Cut and Windsor Elementary Schools.

**Project Scope of Services:**

The District has requested that DLA Architects provide architectural and engineering services to design and create working drawings, in AutoCAD release 2009, for the design of a secured entrance and remodeling of an adjacent classroom into office space for both Rock Cut and Windsor Elementary Schools and the specification of new flooring related to an abatement project which will be facilitated by the School District's Environmental Consultant under a separate contract. Identification, preparation of abatement program and the removal/abatement is not in the scope of this contract with DLA Architects, Ltd. DLA Architects, Ltd. and our consultants will perform a walk-through investigation of the building to verify the existing conditions and prepare a set of construction documents for bidding, permitting and construction.

**Project Schedule:**

We will start the project so that we will be able to have documents available for bidding in March, 2015. Construction is to begin in early June, 2015 immediately after the school year

ends. The anticipated time of Substantial Completion is late August, 2015, subject to the impact of the abatement scope and schedule as required.

**Project Budget:**

The preliminary estimate of construction costs for this project from the Facility Assessment is approximately:

Rock Cut Elementary School Secured Entrance and new flooring	\$230,000
Windsor Elementary School Secured Entrance and new flooring	\$230,000
Door and Hardware Replacement at 5 Elementary Schools	<u>\$337,120</u>
Subtotal	\$797,120
10% Design & Construction Contingency	\$ 79,700
Design Fees (8.5% of Construction Cost)	<u>\$ 67,750</u>
<b>Anticipated Project Cost not including abatement cost or Environmental Consultant Fees</b>	<b>\$944,570</b>

**Project Fee Structure:**

In accordance with our contract with Harlem Consolidated School District 122, we propose to provide professional architectural services as outlined in the contract. The Fee for Specialty Projects over \$200,000 will be 8.5% of the construction contract. This fee is assuming that the District will be utilizing the "General Contracting" delivery method. Our services include architectural, mechanical and electrical engineering services.

This Memorandum of Understanding and the Standard Form of Agreement Between Owner and Architect, AIA B101 – 2007, Between the Board of Education of Harlem Consolidated School District 122 and DLA Architects, LTD., dated November 4, 2009 and renewed by the Board of Education at the November 17, 2014 meeting for FY15, (the "Agreement"), shall constitute the entire agreement between the parties with respect to the Project identified in the Project Scope of Services above. The Project Scope of Services identified herein shall be inserted into Section 1.1 of the Agreement. Additionally, the compensation set forth herein shall be inserted into Section 11.1 of the Agreement.

This Proposal does not include reimbursable expenses, associated permitting, printing costs, postage, presentation boards, etc. which will be billed on a consumption basis, per Section 11.8.2 of the Agreement. Billing will be on a monthly basis. All designs produced by DLA Architects, Ltd. remain the property of DLA Architects, Ltd. and shall not be reproduced or replicated without prior written agreement of DLA Architects, Ltd.

Our office looks forward to working on this project. If there is any modification necessary related to this memorandum, please let me know. Please sign and return one copy of this memorandum as acknowledgment that our understanding of the project corresponds with the District's wishes.

Mr. Joshua Aurand  
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If you have any questions, please do not hesitate to give me a call.

Sincerely



Tracy Biederstadt, NCARB, LEED AP BD+C®  
Project Manager

**ACCEPTANCE OF MEMORANDUM**

Authorized Agent:

\_\_\_\_\_  
Harlem Consolidated School District 122

\_\_\_\_\_  
Date

Please return one signed copy of Memo at your earliest convenience.

c Lou Noto, DLA Architects, Ltd.  
Bruce Dahlquist, DLA Architects, Ltd.