



ARCHITECTS

EXHIBIT A

MEMORANDUM OF UNDERSTANDING

February 3, 2020

Martha Ryan-Toye
Superintendent
Riverside School District 96
63 Woodside Rd.
Riverside, IL 60546

Dear Martha,

Furniture Selection Package

As requested, DLA Architects, Ltd. ("DLA") is pleased to provide the Board of Education of Riverside School District 96 ("Board") with architectural and interior design services for the development of furniture selections for each of the new areas under construction as part of the overall District Master Construction Project currently underway. The furniture selections will provide your District with options for outfitting the new spaces to accommodate new 21st Century Learning Environments that the District has committed to instituting. Services for the Project identified herein, shall be subject to all the terms and conditions of the Master AIA Document B101 – 2007 Agreement entered into between the Board and DLA ("Agreement") unless specifically provided otherwise herein.

This work will include the following:

- ***Inspiration & Visioning: Meeting #1***
 - DLA
 - Will provide inspiration & product images to help 'kick-off' conversations about each space and what type of furniture options are available for those spaces as well as information about what was reviewed at EDspaces back in October
 - Provide floorplans color-coded by type of space to allow for ease of conversation & scheduling (i.e. classroom, professional development, art, media center, etc.)

- **Product Concepts & Types: Meeting #2**
 - Meet w/ Stakeholders
 - Based on information gained from meeting #1, DLA will provide multiple product options with furniture lay-out concepts for each area.
 - The goal would be to narrow down/refine each product selection to a specific product (or two) based on the desired attributes and function.
 - Arrange an order of 'test classroom' equipment for the District to try out furniture concepts based upon the District's Pedagogy
- **Finalize Concepts & Types: Meeting #3**
 - Meet w/ Stakeholders
 - Finalize products to be specified
 - Start to review finish options
- **Finalize Product Types & Specifications: Meeting #4**
 - Present final products with their associated finishes
 - Provide renderings of areas to convey products and finishes desired
- **Determine District's desired method of acquiring Furniture**
 - Traditional Public Bid
 - Co-Operative Purchasing Contract
 - Dealer RFP Process

Location(s) / Description(s) of Project(s):

A.F. Ames Elementary School
 86 Southcote Road
 Riverside, IL 60546

Blythe Park Elementary School
 735 Leesley Road
 Riverside, IL 60546

Location(s) / Description(s) of Project(s): (continued)

Central Elementary School
61 Woodside Road
Riverside, IL 60546

Hollywood Elementary School
3423 Hollywood Avenue
Brookfield, IL 60513

Description(s) of Project(s):

- Furniture Selection for Ames Elementary School
- Furniture Selection for Blythe Park Elementary School
- Furniture Selection for Central Elementary School
- Furniture Selection for Hollywood Elementary School

Project Budget:

The conceptual budget for each project is listed below based upon a preliminary estimate done by Vistara Construction Services Inc.

A.F. Ames Elementary School	\$200,000
Blythe Park Elementary School	\$60,000
Central Elementary School	\$22,500
Hollywood Elementary School	\$20,000

TOTAL **~\$300,000**

Project Schedule:

Since time is of the essence, we anticipate beginning this project immediately upon approval with project schedule as follows:

<i>Inspiration & Visioning:</i> Meeting #1	– February, 2020
<i>Product Concepts & Types:</i> Meeting #2	– February, 2020
<i>Finalize Concepts & Types:</i> Meeting #3	– Early March, 2020
<i>Finalize Product Types & Specifications:</i> Meeting #4	– Mid-March, 2020
Out to Bid:	– End of March, 2020
Bids Received:	–Mid-April, 2020
Furniture Contract Approval:	– End of April, 2020
Furniture Delivery / Install:	– Mid-August, 2020

** note this schedule may vary depending on input received from the Committee

Owner's Project Representative:

Martha Ryan-Toye Superintendent
Jim Fitton, Director of Finance and Operations
Bill Radtke, Director of Building and Grounds

▪ **Architect's Compensation:**

We propose to provide professional Architectural Design Services **on a Time and Material Basis (T&M) with a not to exceed amount of \$35,640.**

Reimbursables and Additional Services:

This proposal does not include reimbursable expenses such as printing, renderings, postage, presentation boards or additional services as follows:

- Additional Community Engagement Meetings

These additional services shall be billed on a time and material basis and reimbursables shall be billed at cost. Our hourly rates are included herein. Drawings for this project will be prepared using AutoCAD 2007 or Revit 2013 and the Board shall be provided with at least two sets of hard copies of the completed drawings and the electronic files of the complete drawings.

This Proposal sets forth the Basic Services to be provided by DLA. Article 3 of the Agreement is excluded from incorporation into this Proposal. Further, this Proposal shall serve as the **Memorandum of Understanding (MOU) Exhibit A**, identified in the Agreement. Our office looks forward to working on this project. This Memo of Understanding will establish the overall project expectations.

Please sign and return one copy of this memorandum as acknowledgement that our perception of the project is in agreement with the District's wishes.

Sincerely,



Steven K. Wright, AIA
Principal

c: Lou Noto, DLA Architects

ACCEPTANCE OF PROJECT EXHIBIT

Authorized Agent: _____
Martha Ryan-Toye Superintendent Date

Please sign and return at your earliest convenience.

**Terms and conditions of this agreement identified above, shall not be disclosed, or allowed to be disclosed, to any third party, school district, architectural firm, legal firm, or private citizen unless through compliance with the Freedom of Information Act without the express written consent of DLA Architects. Riverside District 96 shall provide written notice of all Freedom of Information Act requests to DLA Architects within 3 business days of the request receipt. Thanks for your cooperation in this matter.

EXHIBIT "B"

DLA Architects, Ltd.

Hourly Rates

Category	Rate
Senior Principal	\$200.00
Principal	\$175.00
Director	\$160.00
Senior Architect/Senior PM	\$150.00
Computer Graphics Manager	\$138.00
Senior Project Manager	\$150.00
Architect / Project Manager	\$132.00
Job Captain	\$115.00
Intern Architect	\$105.00
CADD Technician / Drafter	\$85.00
Senior Administration	\$90.00
Administration	\$75.00

*These hourly rates will remain constant thru the end of the year and may be adjusted annually thereafter.

