



December 26, 2014

MEMORANDUM OF UNDERSTANDING

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

Re: Windsor Elementary School and Harlem High School Roof Replacement Project
DLA Project No. 2014.77

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 Windsor Elementary School and Harlem High School Roof Replacement Project.

Project Scope of Services:

DLA Architects, Ltd. will prepare a set of Construction Documents for Bidding, Permitting and Construction, and provide Bidding & Negotiation and Construction Administration Services for reroofing the Windsor Elementary School roof and Harlem High School Roof areas HH6, HH17, HH24 and HH25, with the District standard 20 year warranted, black EPDM membrane roof.

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.

Project Budget:

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

Windsor Roof Replacement 37,025 SF	\$ 481,325
Harlem High School Areas 41,705 SF	\$ 542,165
Subtotal	\$1,023,490
10% Design and Construction Contingency	\$ 102,350
Design Fees (8.5% of Construction Cost)	\$ 87,000
Total Anticipated Project Cost	\$1,212,840

Budget is based on \$13.00/SF

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.

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

Sincerely

Tracy Biederstadt

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.