



January 6, 2016

Mr. Mark Linden  
Gavin School District #37  
25775 W. Highway 134  
Ingleside, IL 60041

Re: Decennial Life Safety Survey and Capital Improvements Planning for the  
Gavin School District #37  
BLDD Project #: 154EX05.200

Dear Mark,

Thank you for giving BLDD Architects, Inc. the opportunity to be of service to the Gavin School District #37! We look forward to working with you to maximize the effectiveness of the District's facilities planning and maintenance efforts.

#### **YOUR OBJECTIVES**

We understand the School District is interested in completing the required Decennial Safety Survey Report, as well as developing a plan to effectively address the district's capital improvements needs. Our tours of the sites with you have given us a good picture of the various facilities' needs, some of which will be addressed through the Life Safety amendment process. The remaining capital improvement items can be addressed at the district's discretion.

#### **OUR APPROACH**

We believe that an assessment of the district's facilities to develop a comprehensive plan for improvements is the strongest approach to maximize the effectiveness of the district's resources. With the "big picture" in mind, smarter decisions will be made. We will perform site investigations of both facilities, identifying those items that may be addressed through the Life Safety amendment process and those that fall outside the process. Our report of findings will include a prioritization of items identified, recommended solutions and the costs to implement those solutions.

To complete this work, we will develop a database of building conditions during our initial walk-through. This database will be used to create the 10 year implementation plan. At the completion of our services, we will provide the district with an electronic copy of the plan (in Access); provide training to staff who would maintain the plan, as well as ongoing assistance on an as-needed basis. Once this staff is familiar with this tool, it becomes a powerful planning tool for the future!

The services will also include meetings with appropriate school district personnel to collect pertinent information, including repair history, utility costs, previous planning work and / or studies, and of course, to develop the appropriate capital improvements plan. Presentations to the Board of Education will be provided as required to develop agreement on the work to be included on the Decennial Survey as well as an overall capital improvements plan. The assessment and the subsequent report of findings will be complete within 1-2 months of the Notice to Proceed to the Architect.

(844) 784-4440



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Bloomington, IL 61701

17 E. Taylor St.  
Champaign, IL 61820

833 W. Jackson, Suite 100  
Chicago, IL 60607

5183 Utica Ridge Rd.  
Davenport, IA 52807

100 Merchant St.  
Decatur, IL 62523



Where applicable, you may wish to have us model life cycle cost consequences of any projected work that might impact operations and maintenance costs, so that the school district has the benefit of a life cycle cost comparison to make decisions. Depending upon the scope of the work, it is not unusual to realize operational cost savings that exceed the cost of this study, within the first few years.

We understand that there isn't a professional MEP Engineer or Civil Engineer that has knowledge of the district's facilities. It is always our recommendation to retain these services when performing life safety analysis, or capital improvements planning. Nevertheless we have worked with professional contractors filling these roles if the district prefers this approach. Our proposal is based upon working with the district's preferred contractors performing these services.

We propose to provide these services for a lump sum fee of \$5,000.00. The services required to perform any required hazardous materials consulting are excluded from this proposal. The costs for documents printing and express mail and mileage (from our Chicago office) will be a reimbursable (they will be in addition to this fee).

If this proposal is acceptable, please notify this office, and we will develop an agreement for services immediately. We are ready to begin and look forward to working with you on this exciting project. Once again, thank you very much for giving us the opportunity to be of service to the Gavin School District #37.

Sincerely,

BLDD Architects, Inc.  
Decatur, Illinois

A handwritten signature in blue ink, appearing to read "Samuel J. Johnson", is written over a light blue circular stamp.

Samuel J. Johnson, AIA  
Principal

SJJ:lse

cc: File