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February 29, 2016

Dr. Dave Palzet,  
Superintendent  
Pleasantdale School District 107  
7450 South Wolf Road  
Burr Ridge, Illinois 60527

**Re: Architectural Services Proposal for Pleasantdale School District 107**

Dear Dr. Palzet:

STR Partners LLC is pleased to present this Proposal for architectural and engineering services related to Parking Lot, Flooring, HVAC Work and other possible renovations at both the Elementary and Middle and Schools

**PROJECT DESCRIPTION**

The Pleasantdale School District 107 intends to retain professional architectural and engineering services from STR Partners LLC for Parking Lot Repair/Resurfacing at Pleasantdale Elementary School, Flooring Replacement at both Pleasantdale Elementary and Pleasantdale Middle Schools, and replacement of the 1994 Rooftop HVAC unit serving the Technology and Band programs at Pleasantdale Middle School. The scope of work will also include other miscellaneous renovations as directed by District 107.

The project scope and budgets are defined in the attached "5 Year Facility and Technology Plan" spread sheet provided by the District

**SCOPE OF SERVICES**

**Basic Services**

**Design Phase**

- A. STR shall utilize existing plans of as the basis of construction documents for the new work.
- B. STR shall meet with District representatives to review and to refine the scope of the project.

**Construction Document Phase**

- A. Upon Pleasantdale School District 107's approval of the Design Documents, and any adjustments authorized by Pleasantdale School District 107, STR shall prepare Construction Documents for the Project. The Construction Documents shall consist of Contract Drawings, Specifications, General Conditions, Instructions to Bidders, and other necessary documents to set forth in detail the requirements for construction.
- B. STR shall prepare a preliminary budget estimate of the construction.

**Bidding Phase**

- A. STR shall assist Pleasantdale School District 107 in soliciting competitive lump-sum bids from general contractors.



- B. STR shall assist Pleasantdale School District 107 in filing the construction drawings with the Regional Superintendent and other governmental authorities with jurisdiction over the project.
- C. STR shall assist Pleasantdale School District 107 in evaluating bids and in the selection of the successful bona fide bidder.

**Construction Phase - Administration of the Contract**

- A. STR shall provide administration of the Construction Contract. These construction administration services include: advising and consulting with Pleasantdale School District 107; forwarding Pleasantdale School District 107's instructions to the Contractor; reviewing shop drawings, samples and other submissions of the Contractor; interpreting the Contract Documents; issuing Certificates of Payment and Certificates of Substantial Completion; preparing and issuing Change Orders; preparing and issuing punch list(s) and final review
- B. STR shall make visits to the Project site to observe the progress and quality of the work and to determine, in general, if the work is proceeding in accordance with the Contract Documents. Such visits shall be made appropriate to the stage of construction.

**Consultants**

- A. STR has included normal architectural, structural, mechanical, electrical, fire protection and plumbing engineering services as part of Basic Services under this proposal.

**COMPENSATION**

**A. Basic Services**

For professional services in connection with the Design, Construction Documents, Bidding/Negotiation, Construction/Administration of the Contract described above, STR shall be compensated on the following basis:

STR Partners LLC intends to provide architectural and engineering services for the above work for a fee equal to 6.4% of the cost of construction.

STR's compensation for professional services shall be paid monthly in proportion to the services performed with respect to the total fee for various phases equaling the following percentages of the total:

Design Phase	30%
Construction Documents Phase	40%
Bidding or Negotiation Phase	5%
Construction Administration	25%

**TERMS**



- A. The terms of this Proposal are based upon service commencing in March 2016 and all services being completed within twelve (12) months thereafter.
- B. If the project is suspended or abandoned, in part or in whole, for more than ninety (90) days through no fault of STR, the compensation, rates, and mark-ups shall be subject to renegotiations prior to the continuation of our services.
- C. STR and its consultants shall have no responsibility for the presence, discovery, removal, or exposure of persons to hazardous materials of any kind, including asbestos or other toxic substances.
- D. Evaluations of Pleasantdale School District 107 's project budget, preliminary estimates of Construction Cost and any other estimates of Construction Cost prepared by STR represent STR'S judgment as a design professional familiar with the construction industry. It is recognized, however, that neither STR nor Pleasantdale School District 107 has control over the cost of labor, materials, or equipment, over the Contractor's method of determining bid prices or over competitive bidding, market or negotiating conditions. Accordingly, STR cannot and does not warrant or represent that bids or negotiated prices will not vary from Pleasantdale School District 107 's budget or from any estimate of Construction Cost or evaluation prepared or agreed to by STR.

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If the terms of this Proposal are in accordance with your understanding and meet your approval, please indicate your acceptance by executing both copies of this Proposal. Return one executed copy to our office and keep the other copy for your records. Upon receipt of your authorization, STR Partners, LLS will immediately proceed with the work.

We will then follow up this letter agreement with a standard AIA Owner/Architect Contract, incorporating the issues above.

Thank you for this opportunity to provide our services to you and Pleasantdale School District 107.

Sincerely,

**STR Partners LLC**

By: Michael Henderson, AIA, Principal

**A C C E P T E D**

**Pleasantdale School District 107**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_