

Executive Summary: Master Agreement for Architectural Services

The District seeks Board approval to enter into a Master Agreement with GreenAssociates, Inc. to provide professional architectural services for upcoming Health and Life Safety (HLS) and other authorized facility projects. This agreement establishes the legal and procedural framework for our partnership, allowing the District to assign specific projects efficiently.

Key Agreement Provisions

The proposed agreement is based on the AIA Document B101–2017, a standard industry form that has been modified to include specific protections and requirements for the District.

- Structure: This is a Master Agreement. Detailed scopes of work, schedules, and specific budgets for individual HLS projects will be defined in subsequent Project Specific Addenda as they are authorized by the Board.
- Standard of Care: The Architect is required to perform services with the professional skill and care consistent with architects practicing in the same or similar locality. They specifically represent expertise in school design and compliance with Illinois State Board of Education (ISBE) regulations.
- Insurance Requirements: Green Associates must maintain robust insurance coverage, including:
 - General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate.
 - Professional Liability: \$2,000,000 per claim / \$3,000,000 aggregate.
 - Excess/Umbrella Liability: \$3,000,000.
 - The District and its Board members are to be named as additional insureds.
- Termination Rights: The District maintains the right to terminate the agreement or any specific project addendum for convenience (without cause) upon seven (7) days' written notice.

Compensation Structure

Compensation for basic services will be determined on a project-by-project basis, typically using a percentage of the Cost of the Work or a stipulated sum.

Project Type	Cost of Work: \$1M – \$5M	Cost of Work: \$5M – \$10M
New Construction	7.0% to 11.5%	6.5% to 9.0%
Additions/Renovations	8.0% to 12.0%	7.5% to 11.0%

- Hourly Rates: For additional services, rates range from \$85/hour for administrative staff to \$220/hour for Principals.
- Reimbursable Expenses: Authorized expenses (printing, postage, etc.) are billed at cost plus a 5% markup. Consultant reimbursables are billed at cost plus a 10% markup.

Recommendation

Administration recommends the Board consider the approval of this Master Agreement for Architectural Services. It secures a qualified architectural partner knowledgeable in Illinois school facilities while providing the District with the flexibility to scale services according to our specific HLS needs and budget.