



**STR PARTNERS LLC**  
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February 4, 2015

Dr. Kevin Nohelty  
Assistant Superintendent for Business Operations and Human Relations  
Harvey School District 152  
Administrative Center  
16001 Lincoln Ave.  
Harvey IL 60426

**Re: Letter Proposal: Brooks Middle School**  
**Mechanical System Renovation**  
**STR Project No. 14090**

Dear Dr. Nohelty:

Per our September 8, 2014 meeting and subsequent meetings with the Board, we have prepared this letter proposal for professional architecture and engineering services related to renovation of the mechanical system at Brooks Middle School, located at 14741 Wallace Street, Harvey, IL. for your consideration. Upon acceptance, this letter proposal will serve as an amendment to our Master Agreement, AIA Document, B101, 2007, jointly executed in January 2014, the applicable terms of which govern this proposal.

For convenience, in this agreement, Harvey School District 152 will be referred to as D152, and STR Partners and consultants will be referred to as STR.

## **I. Our Understanding**

- A. The following is our basic understanding of the project requirements:
  - 1. The condensing units have failed
  - 2. Both condensing units and air handlers are approximately 33 year old and beyond their service life.
  - 3. The District would like to have an energy-efficient system for both cooling and heating.

## **II. Scope of Services**

### **A. Information Gathering/Definition of Givens**

- 1. STR will assist D152 in locating information about existing conditions. This information includes, but is not limited to the following:
  - a. Existing building and site drawings
- 2. STR will supplement the above with field verification of existing conditions as they affect the proposed work. This field verification includes but is not limited to, the following:
  - a. Field measurement of pertinent existing conditions
  - b. Photo documentation of existing conditions
  - c. Field review of building systems and structure
- 3. Based on the above, STR will prepare CAD drawings of the existing building and site.

- a. STR will inform D152 of any additional information required. STR will assist D152 in soliciting proposals for services relating to acquiring this necessary information.

**B. Identification of Viable Alternatives / Schematic Design**

- 1. Using the information gathered thus far, STR will work with D152 to prepare alternative solutions for the work, with associated budgets.
- 2. STR will meet with D152 to discuss these options and budgets.

**C. Development and Implementation**

- 1. STR proposes to provide development and implementation per the Master Agreement's phases of work as follows:
  - a. Design Development
  - b. Construction Documents
  - c. Bidding
  - d. Construction Administration

**III. Preliminary Schedule**

- A. We propose to have bid documents ready for bidding in February 2015 and a bid opening in March. Construction to take place Summer 2015 or earlier.

**III. Compensation**

- A. Professional Services
  - 1. Architecture and MEP Engineering .....\$23,000.00
- B. Reimbursable expenses are in addition to the cost of professional services. Reimbursable expenses shall be invoiced at-cost and include out-of-pocket expenses made by STR in the interest of the project. These expenses, include, but are not limited to the cost of: reproduction, mail, delivery, expressage, fees paid to governmental authorities and any other project-related expense, or as defined in the Master Agreement.

**IV. Terms and Conditions**

- A. Per Master Agreement

\* \* \*

If this proposal meets with your understanding of the project requirements and is acceptable to you, please indicate your acceptance by having an authorized agent of Harvey School District 152 sign both originals of this proposal. Please keep one original for your file and return the other to STR.

If you have any questions regarding this letter agreement or any other matter relating to this project, please do not hesitate to call me.

We appreciate this opportunity to continue our long-term relationship with you and Harvey School District 152. Thank you for this opportunity to serve you.

Sincerely,  
STR Partners LLC

**A C C E P T E D**  
Harvey School District 152



Jan T. Taniguchi, AIA, LEED-AP  
CEO/Managing Principal

cc: Thomas Allen

by: \_\_\_\_\_

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

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

**SECTION 00 11 13  
ADVERTISEMENT FOR BIDS**

Harvey School District 152 is accepting sealed bids for the **HVAC Replacement at Brooks Middle School**, located at 14741 Wallace Street, Harvey, Illinois 60426.

Lump Sum Bids will be publicly opened and read at the District Administration Office of Harvey School District 152, at 16001 Lincoln Ave, Harvey, IL 60426, **at 2:00 p.m., on Monday, March 9th, 2015**. Bids received after designated time and date of bid opening will not be considered.

Bid security, in the form of a bid bond or certified check, in an amount equal to **ten percent (10%)** of the base bid shall be submitted with the bid. Performance, Labor and Material Payment Bonds and Certificate of Insurance, as required by the Owner, will be required from the successful bidder.

The Board of Education, Harvey School District 152, reserves the right to reject any and all bids or parts thereof, to waive any irregularities or informalities in bidding procedures and to award the contract in a manner best serving the interest of the Owner.

All bidders must comply with applicable Illinois Law requiring the payment of prevailing rate of wage to all laborers, workmen and mechanics working on public funded projects. If during the time period of work, these rate changes, the contractor shall be responsible for additional costs without any change to the contract amount.

The proposed contract is subject to the requirements of the Equal Employment Practices Commission and the Illinois Human Rights Act (HRA) Illinois Revised Statutes, Ch. 68, Par. 1-101, et. seg."(Including the requirement that every party to a public contract shall have adopted written sexual harassment policies, P.A. 87-1257).

**The Bidding Documents are on file Monday, February 16<sup>th</sup>, 2015 and may be obtained from Best Imaging Solutions, 55 E. Monroe St., Lower Level, CON F, Chicago, IL 60603. Phone (312) 357-9050 / Fax (312) 357-0235, service@emailbest.com.** Drawings are not available through the Architect. Payment and delivery arrangements should be made through Best Imaging Solutions.

All prospective bidders shall attend a pre-bid conference at **3:00 p.m., on Thursday, February 26<sup>th</sup>, 2015, at Brooks Middle School**, at 14741 Wallace Street, Harvey, IL 60426, in order to familiarize themselves with the project, which will be attended by both the Owner and the Architect. It is the responsibility of the contractor to attend and sign in at the pre-bid conference and site inspections. This will be the only time that contractors will be allowed access to the project site. The Architect will transmit to prospective bidders of record any addenda the Architect considers necessary in response to questions arising at the pre-bid conference.

**Board of Education  
Harvey School District 152  
Administrative Center  
16001 Lincoln Ave  
Harvey, IL 60426  
Dr. Kevin Nohelty  
Assistant Superintendent for Business Operations and Human Relations**