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October 16, 2013

Ms. Therese M. O'Neill  
Assistant Superintendent for Finance and Operations  
Oak Park Elementary School District 97  
970 W. Madison St.  
Oak Park, IL 60302

**Re: AIR CONDITIONING STUDY – 8 Elementary Schools**

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Dear Ms. O'Neill:

Pursuant to the Facility Advisory Committee (FAC) meeting on October 2, 2013, we have prepared the following proposal to assist the Board of Education in determining how to proceed with the issues of air conditioning classrooms as well as upgrading the control systems.

**PROPOSAL**

**I. Our Understanding**

Oak Park Elementary School District 97, hereinafter referred to as D97 intends to retain STR Partners and consultants, hereinafter referred to as STR to compile a report outlining the various options in providing air conditioning to all classroom spaces of existing school facilities as well as upgrading the building system controls. This study shall include cost opinions for each of the options explored in the study. The resulting report will be presented to the FAC for final evaluation and recommendation to the Board of Education.

The purpose of the study is to assess the available options in providing air conditioning to those classrooms currently without cooling and in providing upgrades to the temperature control systems in the D97 elementary school facilities.

**II. Scope of Basic Services**

**A. Documents**

1. Obtain from D97 existing drawing documentation for each of the buildings including architectural, structural, mechanical, plumbing and electrical information.
2. Obtain from D97 reports and calculations prepared for the recent electrical upgrade projects. Please indicate if these upgrades were sized to accommodate future air conditioning equipment loads.
3. Review the Air Conditioning Study previously assembled by Ralph Muehleisen of the FAC, the electrical capacity study conduction by DLA and the Performance Contract Documents from Precisions Controls.

**B. Site visits**

1. Survey the eight (8) elementary schools to review the existing major components of the HVAC systems such as boilers, main distribution pumps, air handling units, rooftop units, and unit ventilators.

2. Determine the age of the major pieces of equipment and visually assess the condition. The survey will include items readily accessible and visible from the floor to below the ceilings.
3. Review the current control system(s) for each of the schools.

### **C. Report**

1. Prepare a report summarizing the finding of the survey including the existing condition of equipment and control systems.
2. Outline reasonable options for different types of air-conditioning systems. For each system, a summary will be included describing the major characteristic of the system as well as a relative comparison of the following data:
  - a. Maintenance costs (information will be obtained from the equipment manufacturers.
  - b. Basic life cycle costs based on first cost, annual maintenance cost, annual energy cost, and replacement cost.
  - c. Compare relative sound levels for the options being presented (i.e. louder or quieter than other options)
  - d. Estimated energy usage costs for each air conditioning option. A single 3-story stacked classroom group (one classroom per floor) will be selected from one of the eight elementary schools. This will be the basis for the energy usage comparison.
3. Indicate any architectural alterations required of the various options.
4. Provide system upgrade options to provide better temperature control to the existing building systems. This control upgrade could be independent of the air conditioning system.
5. Provide a cost opinion that will include the following information:
  - a. Costs, per school, for each system determined to be a viable option.
  - b. Unit costs, per classroom, for each system.

### **III. Additional Services**

D97 may elect to have STR perform the following services; however, these are not included as part of the services described as "Basic Services" above:

- A. In-depth acoustical evaluation
- B. Indoor air quality testing

### **IV. Schedule**

Provided STR receives approval from the Board of Education and/or the Superintendent by October 16, we will work toward the schedule below.

|                                     |                          |
|-------------------------------------|--------------------------|
| Approval to Proceed                 | October 15, 2013         |
| Survey of school buildings to begin | approx. October 16, 2013 |
| Report submitted for FAC review     | November 8, 2013         |
| Present to FAC Committee            | November 12, 2013        |
| Report submitted to Board Packet    | November 14, 2013        |
| Present to Board                    | November 19, 2013        |

**V. Compensation**

For the scope of services described above, STR proposes to be compensated as follows:

|                                    |                 |
|------------------------------------|-----------------|
| • Site visits                      | \$5,000         |
| • Report and Recommendations       | \$7,000         |
| <u>Total Professional Services</u> | <u>\$12,000</u> |

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Ms. O'Neill, please review this proposal and call either Jennifer Costanzo or me if you require any clarifications or changes. We welcome your comments.

If our proposal meets with your and the Board's understanding of the project requirements and is acceptable, please have an authorized agent of D97 sign below. Upon receipt, we will attach the proposal to a Project Authorization, per our Owner-Architect Agreement.

We appreciate this opportunity to serve you and District 97 and we look forward to working with you.

Sincerely,  
STR Partners LLC

ACCEPTED  
Oak Park Elementary School District 97



Jennifer Costanzo, AIA, LEED AP  
Principal

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cc: Jennifer Costanzo

by  
Title  
Date