

EXHIBIT A

MEMORANDUM OF UNDERSTANDING

Architect: ARCON Associates, Inc.

Project: Furniture, Fixtures and Equipment at Lincoln Hall Middle School

Project No. 18028

Board of Education of Lincolnwood School District 74 hereby authorizes the Architect to provide professional services for the Project identified herein, which professional services shall be subject to the terms and conditions of the Master Agreement B101 dated June 5, 2014 unless specifically provided otherwise in this Memorandum of Understanding. This Memorandum of Understanding provides specific information for the Project authorized herein and shall only apply to that Project identified herein.

LOCATION/ DESCRIPTION OF PROJECT	<u>Furniture, Fixtures, and Equipment at Lincoln Hall – Project No. 18028</u> Lincoln Hall School 6855 N. Crawford Avenue Lincolnwood, Illinois 60712 Provide furniture, fixtures, and equipment to all new spaces created during the Phase III Remodeling Work at Lincoln Hall Middle School.
SCOPE OF SERVICES, INCLUDING CONSULTING SERVICES TO BE PROVIDED BY ARCHITECT	Consistent with the terms and conditions of the AIA Document B101-2007 “Standard Form of Agreement Between Owner and Architect”, entered into by the parties dated June 5, 2014, ARCON will provide the necessary professional architectural services for developing the design/construction documents for the above project, as well as all of the Basic Services set forth in Article 3 of said agreement and such other services as are specifically detailed in this Exhibit.
ARCHITECT’S CONSULTANTS	N/A
ARCHITECT’S COMPENSATION	The Architect shall be compensated for Basic Services on a time and material basis.
PROJECT SCHEDULE	Design / Construction Document Phase: March 20 – April 5, 2018 Drawings Out-to-Bid: April 5, 2018 General Bids Due: April 19, 2018 Letter of Recommendation: April 20, 2018 Facilities Review: April 24, 2018 Board Approval of Bids: May Board Meeting Purchase Order & Delivery by: August 15, 2018
PROJECT BUDGET	FURNITURE BUDGET: \$100,000

OTHER PROJECT INFORMATION	None.
OWNER'S PROJECT REPRESENTATIVE	Kim Nasshan, Ed.D, Superintendent
OWNER'S CONSULTANTS	None at the time of execution.
ADDITIONAL SERVICES AUTHORIZED	None at the time of execution.
SITE OBSERVATION	The Architect shall visit the site in accordance with Article 3.6.2.1, as necessary dependent upon construction activity, but not less than twice (two times) weekly, for the duration of the construction phase.
COMPLETION OF ARCHITECT'S SERVICES	N/A

Board of Education of Lincolnwood SD 74

ARCON Associates, Inc.



OWNER

ARCHITECT

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