



Sep 25, 2024

Jim Fitton
Director of Finance and Operations
Riverside School District 96

Re: 2025 Hollywood Roof Replacement Project
Project Budget Recommendation

Dear Jim:

Vistara has received a Memorandum of Understanding from DLA Architects, Ltd. for the 2025 Hollywood Roof Replacement Project, dated 2024-0924. We offer the following summary for your consideration:

Budget Estimated Cost:	\$316,200.00
Architect's Compensation:	\$25,296.00

Based on the Memorandum of Understanding (MoU) from DLA Architects Ltd., Vistara recommends approval of design services to DLA Architects, Ltd. in the sum of \$25,296.00.

Should you have any questions, please contact me at 312-986-8660 ext. 1.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ramesh Nair', is written over a light blue horizontal line.

Ramesh Nair
Project Executive

CC: AKD, File



EXHIBIT A

MEMORANDUM OF UNDERSTANDING

September 24, 2024

Mr. James Fitton
Director of Finance and Operations, CSBO
Riverside School District 96
3340 S. Harlem Avenue
Riverside, IL 60546

Architect: DLA Architects, Ltd.

Riverside School District 96 hereby authorizes the Architect to provide professional services for the roof replacement at Hollywood Elementary School. Project identified herein, which professional services shall be subject to all terms and conditions of the Master Agreement B101 unless specifically provided otherwise in this Memorandum of Understanding.

Location(s) / Description(s) of Project(s):

Hollywood Elementary School
3423 Hollywood Avenue
Brookfield, IL 60513

Description of Project:

- **Replacement of existing built-up tar roof over area designated as “Built Up Roof” of the building (excluding all other roofs noted – see attached exhibit) on IRCA Roof Report dated 1/6/2022 at Hollywood Elementary School.**

Scope of Services, Including Consulting Services to be provided by Architect:

It is our understanding that Riverside School District 96 is requesting that DLA Architects prepare and bid Construction Documents for the replacement of the built-up tar roof over the “Bult-Up Roof” designated portions of the building at Hollywood Elementary School in the 2022 IRCA Roofing Report. Work would include the removal of the existing built-u tar roof down to structure and include re-insulation of the roof and new modified bituminous capsheet.

The Scope will include all Services listed in section 3.2 Schematic Design, 3.3 Design Development, 3.4 Construction Documents, 3.5 Bidding and 3.6 Construction Phase Services, as noted in the Master Agreement.

As time is of the essence moving forward, it is important for the Board to realize that a timely decision related to this specific project is important in order to be able to meet an appropriate bidding schedule. That being said, **immediate approval is being sought** on this project to keep on schedule.

Architect’s Consultants:

- None

Site Observation Services:

DLA Architects Ltd. shall visit the site a minimum of one day a week to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents.

Project Budget:

The Conceptual Budget for the project is listed below based upon an updated estimate done by Vistara Construction Services Inc. and provided below.

- **Replacement of existing built-up tar roof over area designated as “Built Up Roof” and “Lower North” of the building on IRCA Roof Report dated 1/6/2022 at Hollywood Elementary School. Cost Estimate: \$316,200**

Architect's Compensation:

The Architect shall be compensated for Basic Services (**for Schematic Design through Construction Documents, Bidding, Construction Administration and Closeout**) for a Lump Sum Fee of **(\$25,296)** based upon final estimate from Vistara.

Project Schedule

Preliminary Estimate:	September 2024
Construction Documents:	September 2024 - October 2024
Out to Bid:	October 18, 2024
Bids Received:	November 8, 2024
Construction Contract Approval:	November 20, 2024
Commence Construction:	June 4, 2025
Substantial Completion	August 15, 2025
Final Completion:	August 22, 2025

Owner's Project Representative:

Martha Ryan-Toye Superintendent
Jim Fitton, Director of Finance and Operations
Bill Radtke, Director of Building and Grounds

Owner's Consultants:

- None

Additional Services Authorized:

- Reimbursable expenses* in accordance with Article 11.8
- All Municipal Permitting

Reimbursables and Additional Services:

This proposal does not include reimbursable expenses such as printing, renderings, postage, presentation boards or additional services as follows:

- Zoning meetings and documents, soil borings and site surveys, MWRD permitting/revisions
- Additional Community Engagement Meetings
- Landscape Architect

These additional services shall be billed on a time and material basis and reimbursables shall be billed at 1.05 time cost. Our hourly rates are included herein. Drawings for this project will be prepared using AutoCAD 2007 or Revit 2013 and the Board shall be provided with at least two sets of hard copies of the completed drawings and the electronic files of the complete drawings.

This Proposal sets forth the Basic Services to be provided by DLA. Article 3 of the Agreement is excluded from incorporation into this Proposal. Further, this Proposal shall serve as the **Memorandum of Understanding (MOU) Exhibit A**, identified in the Agreement. Our office looks forward to working on this project.

This Memo of Understanding will establish the overall project expectations. Please sign and return one copy of this memorandum as acknowledgement that our perception of the project is in agreement with the District's wishes.

Sincerely,



Steven K. Wright, AIA
Principal

c: Lou Noto, DLA Architects

ACCEPTANCE OF PROJECT EXHIBIT

Authorized Agent: _____
Mr. James Fitton, Director of Finance and Operations, CSBO

Date: _____

Please sign and return at your earliest convenience.

**Terms and conditions of this agreement identified above, shall not be disclosed, or allowed to be disclosed, to any third party, school district, architectural firm, legal firm, or private citizen unless through compliance with the Freedom of Information Act without the express written consent of DLA Architects. Riverside District 96 shall provide written notice of all Freedom of Information Act requests to DLA Architects within 3 business days of the request receipt. Thanks for your cooperation in this matter.

EXHIBIT "B"

DLA Architects, Ltd.

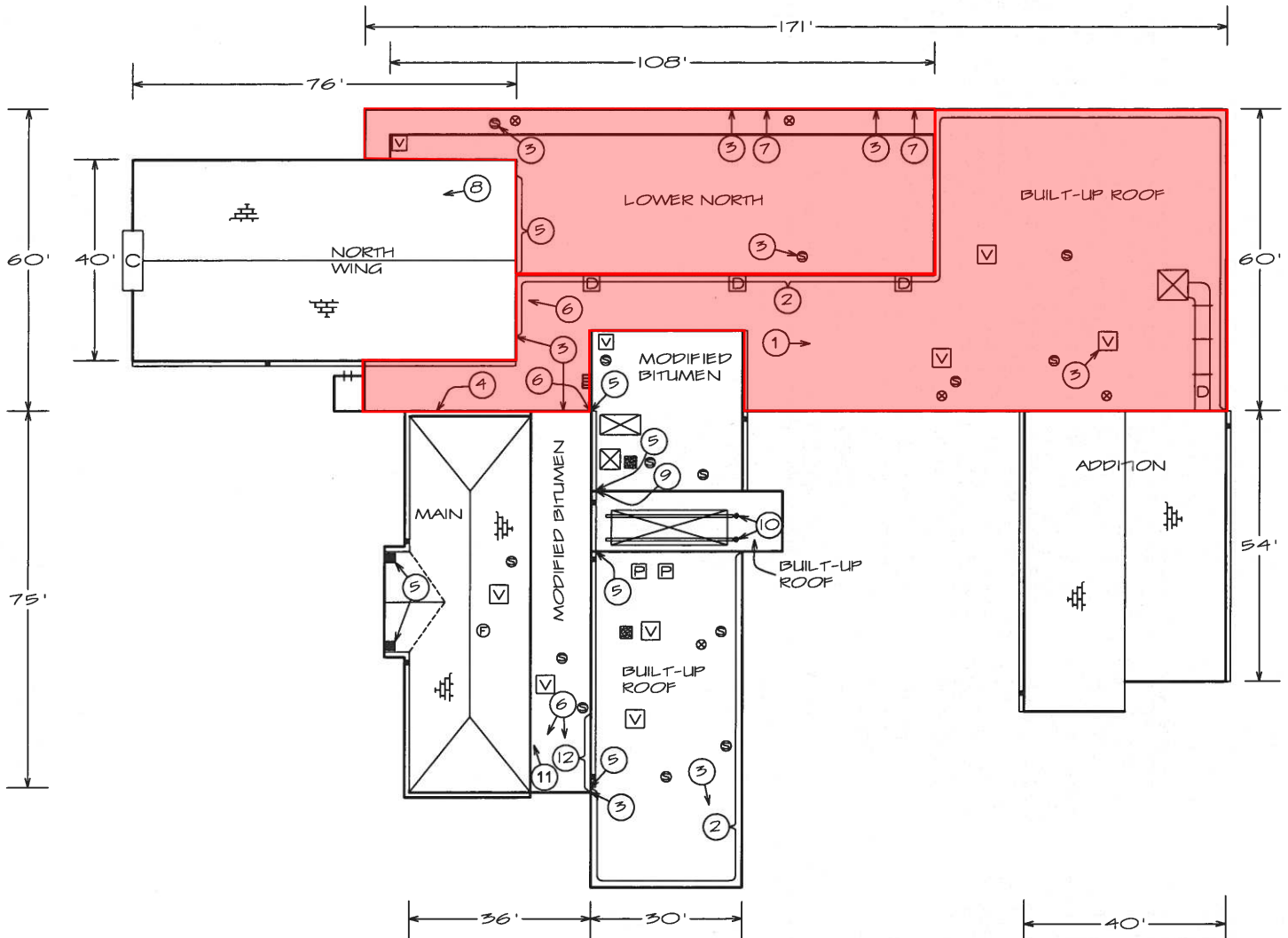
Hourly Rates

Category	Rate
Senior Principal	\$220.00
Principal	\$205.00
Director	\$180.00
Senior Project Manager	\$175.00
Senior Architect	\$150.00
Architect / Project Manager	\$135.00
Apprentice Architect	\$115.00
Senior Technician	\$105.00
Project Technician	\$90.00
Senior Designer	\$145.00
Designer	\$125.00
Senior Interior Designer	\$135.00
Interior Designer	\$125.00
Computer Graphics Manager	\$140.00
Senior Administration	\$130.00
Administration	\$85.00

*These hourly rates will remain constant thru the end of the year and may be adjusted annually thereafter.

LEGEND

- WALL DRAIN
- ROOF PENETRATION
- SCUPPER
- DRAIN
- VENT
- FLUE STACK
- SOIL STACK
- PIPE CHASE
- DUCT
- CHIMNEY
- ROOF TOP UNIT
- UNIT ON CURBS
- GUTTER
- DOWNSPOUT



STEEP SLOPED ROOFS 6,891 SQ. FT.
 LOW SLOPED ROOFS 12,919 SQ. FT.
 TOTAL 19,840 SQ. FT.

(n) DENOTES PHOTO NUMBER



21236 RS

IRCA

PROJECT: HOLLYWOOD ELEMENTARY SCHOOL 3423 HOLLYWOOD AVENUE BROOKFIELD, ILLINOIS		DRAWING TITLE: ROOF SKETCH	
PROJECT #: 21236	DATE: 12/21	SCALE: 1" = 35'-0" 	DETAIL #: RS - 1