



Larson & Darby Group

Architecture Engineering Interiors

January 17, 2025

Dr. Clayton Theisinger
Superintendent
Putnam County CUSD #535
400 E. Silverspoon Avenue
Granville, IL 61326

Re: Proposal for Professional Architectural & Engineering Services
District-wide Facilities Assessment
Putnam County CUSD 535
LDG #2024-313

Dear Dr. Theisinger:

Larson & Darby Group and our entire team are excited to be working with Putnam County CUSD 535. Our meetings, interactions, and conversations to date have all been informative and enjoyable. We all feel that this is going to be a very successful team/partnership for all of us – both now and for many years to come. We look forward to contributing to the growth, improvement, and success of the Putnam County Schools and the overall Community as a whole. We appreciate the opportunity to submit, for your consideration, the following proposal to complete a fresh District-Wide Comprehensive.

I. PROJECT DESCRIPTION & SCOPE OF SERVICES

This will be a comprehensive District-Wide Facilities Assessment. Our team will use the previously completed facility assessment as a guide to our assessment process but will provide you with a completely new and updated facility assessment document. The team of Larson & Darby Group and JDR Engineering will provide the following services for Putnam County CUSD 535:

A. DISTRICT-WIDE FACILITIES ASSESSMENT

- Meet with Putnam County CUSD 535 representatives to review the project scope and goals of the assignment.
- Collect existing facility plans and documents from the district and scan them digitally for use by our team and the district.
- Develop new base plans for use in the living digital assessment document, if necessary.
- Conduct a plan review and detailed on-site survey, including 360-degree photo documentation of each space within each educational facility in the district, (4 in total, adding up to approximately 244,100 SF) with respect to:
 - School site, exterior amenities, and supporting buildings or facilities such as parking areas, paved play areas, concessions, stadium, press boxes, restrooms, sports surfaces (i.e., tennis courts, tracks, and locker/storage buildings)
 - Entire exterior building envelope (walls, windows, doors, caulking, roofs, lighting, etc.)
 - Interior structure and condition of materials and finishes
 - Mechanical, electrical, plumbing, fire protection, and alarm systems and equipment



- The team will meet with the district throughout the entire assessment process to review progress and findings.
- After collection of all the data from the on-site surveys, the team will prioritize, (in a spreadsheet format), the deficiencies data for each building. These will be prioritized into the following four categories: 1-3 years, 3-5 years, 5-7 years, and 7-10 years +, regarding the timeframe recommended to address the issue.
- Preliminary estimated costs to address the deficiency/issue will also be included in the spreadsheet in today's 2025 dollars.
- The team will meet with district administration and any other designated staff members to present a preliminary draft report for review and discussion of the assessment findings in more detail, as well as the initial prioritization.
- The team will make any necessary adjustments to the assessment document as a result of the review meeting(s).
- The LDG Team will present the final District-Wide Facility Assessment document/report to the Putnam County School District's administrative leadership team and school board, providing all necessary copies of the documents for use in planning for the district's future.
- The final assessment report can also be used to inform and direct any District Long-Range Facility Master Planning.

II. OWNER INFORMATION

The following information or access will need to be provided by Putnam County CUSD 535:

- Putnam County CUSD 535 to provide the Larson & Darby Group Team with access to the campuses and the schools, as required, to complete the facility assessment field survey and verification work.
- Putnam County CUSD 535 to provide the Larson & Darby Group Team with access to all existing building documents and AutoCAD/Revit files (site surveys, utility plans, architectural, mechanical, electrical plans, etc.) necessary to complete these assignments.
- Putnam County CUSD 535 to provide the Larson & Darby Group Team with a copy of the previously completed assessment, (done by others), as well as a list of any known deficiencies at each district building, so the team is aware of known chronic issues to confirm, and include, as part of the facility assessment.

III. COMPENSATION

The Larson & Darby Group Team proposes to perform the architectural and engineering services outlined above for the following fixed fees:

DISTRICT-WIDE FACILITIES ASSESSMENT:

Larson & Darby Group	=	\$ 21,400.00
JDR Engineering	=	<u>\$ 36,500.00</u>
Subtotal	=	\$ 57,900.00



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IV. SCHEDULE

Our team is prepared to start the facility assessment process as soon as the weather breaks in the spring of 2025 and we believe the assignment should be completed within a two-three month timeframe. Please sign below to officially authorize us to begin working on this assignment and forward it to our office, retaining a copy for your file.

Dr. Theisinger, thank you again for the opportunity to submit our proposal. If you have any questions or require any additional clarification, please feel free to contact me directly at 815.484.0739, ext. 140 or email me at snelson@larsondarby.com. We look forward to working with you on this project.

Sincerely,

Stephen Nelson, AIA, LEED AP
CEO – Director of Municipal & Educational Architecture

cc: Andrew Macklin, AIA (LDG)
Jerry Buttice (LDG)
Grace Stubblefield (LDG)

Accepted By:

Dr. Clayton Theisinger
Superintendent
Putnam County CUSD 535

Date