



February 19, 2020

Mr. Brian Rominski  
Director of Buildings & Grounds  
Prospect Heights SD23  
700 N. Schoenbeck Rd.  
Prospect Heights, IL 60070

RE: PROJECT AUTHORIZATION  
2020 HVAC RETROFITS  
AT ROSS & SULLIVAN ELEMENTARY SCHOOLS  
PROJECT NO. 19140

Prospect Heights School District 23 (Owner) authorizes ARCON Associates, Inc. (Architect) to provide professional services for the Project identified herein, which professional services shall be subject to the terms and conditions of the AIA B101 Master Agreement dated June 6, 2016 unless specifically provided otherwise in this Project Authorization.

LOCATION / DESCRIPTION OF PROJECT	The scope of work at Ross & Sullivan Elementary Schools involves the retrofit of the existing Bard Heat Pump Units to add a refrigerant hot gas reheat coil down stream of the cooling coil in order to allow dehumidification and control of space humidity levels. The work requires adding the reheat coil, refrigerant piping and refrigerant control valve and modifying the existing control sequence for the unit as well as adding a temperature, humidity and CO2 sensor.
INITIAL INFORMATION (including Project Budget, etc.)	The Base Bid Construction Budget for the project is \$285,035. The estimated Project Budget (construction budget plus architect/engineer fee) is \$307,837.80.
SCOPE OF BASIC SERVICES (including all engineering disciplines under ARCON)	The Architect shall retain the following consultants: AMSCO Engineering
ADDITIONAL SERVICES (including specialty consultants)	A third party commissioning agent shall be required.

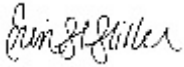
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PHASES OF SERVICES	Complete SD, DD, CD, Bidding, and CA services are included.
PROJECT SCHEDULE FOR SERVICES, INCLUDING ANTICIPATED DATE OF COMMENCEMENT OF CONSTRUCTION AND COMPLETION	Drawings and Specifications available January 6, 2020. Contractor to provide preliminary schedule with proposal.
ARCHITECT'S FEE (if other than as set forth in Master Agreement)	The Architect's fee for this project shall be calculated on percentage basis at per Section 11.1 of the master agreement.  The estimated fee is \$22,802.80.
HOURLY BILLING RATES (if other than as set forth in Master Agreement)	Hourly billing rates shall be as per Section 11.7 of the Master Agreement.
SPECIAL TERMS AND CONDITIONS APPLICABLE TO PROJECT (No. of site visits if other than a set forth in 4.3.3.2.)	Site visits shall average one (1) per week during construction phase.

This agreement entered into as of the day and year first written above.

Please feel free to call if you have any questions. If acceptable, please sign, retain one copy for your files, and return one copy to ARCON. Thanks, again, for the opportunity to serve the needs of Prospect Heights School District 23.

Sincerely,  
ARCON Associates, Inc.



Erin M. Miller, LEED AP  
Associate Principal

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Prospect Heights School District 23