



September 23, 2021

MEMORANDUM OF UNDERSTANDING

Mr. Josh Aurand
Assistant Superintendent
Harlem Administration Center
8605 North Second Street
Machesney Park, IL 61115

Project: Memo of Understanding for Harlem School District 122
Harlem High School Career & Technical Education Program
Project Programming

Dear Josh,

Per your request we are submitting to you a “Memorandum of Understanding” to provide architectural programming services for the High School CTE Project Programming.

During Programming an architect consults with the owner to determine project goals and requirements. These goals and space requirements become the architectural program. The program is the term used to define the required functions of the project. It will include estimated square footage of each usage type and any other elements that will achieve the project goals.

Project Scope of Services:

DLA Architects will provide the following: architectural program, conceptual site plan and conceptual floor plan(s) along with other illustrative materials; computer images, renderings, or models.

The Components of the Programming Phase will include:

- Kick off meeting to discuss and tour the facilities with owner’s representative/committee

- Review of existing architectural drawings
- Architects survey of the existing facility to review functional concerns and operations and maintenance items
- Meet with relevant administration to discuss the existing facilities and curriculum needs.
- Introduction to stakeholders about what's going on in today's high schools
- Focus on Education Curriculum
- Engage the staff in an online curriculum survey
- Help the District determine "Where does Harlem High School want to go in the future?"
- Integrate survey findings into a summary report and review summary report with District Administration
- Conceptualize capital improvements to support curriculum changes, space concerns and educational trends
 - Conceptual Floor Plans
 - Conceptual Site Plans
 - 3 Conceptual Renderings
- Preliminary storm water detention calculations to determine feasibility and cost impact
- Preliminary feasibility study for buildable area and zoning requirements
- Develop associated preliminary costs base on a typical cost per square foot basis
- Meet with the owner's representatives to review preliminary draft of Program, preliminary drawings and cost estimate
- Revisions to program and conceptual drawings per owner meeting
- Submit final program and drawings

Tentative Project Schedule:

We anticipate beginning this project immediately upon approval with project schedule as follows:

Kick Off Meeting	October 2021
Meet with Staff to discuss curriculum needs	November 2021
Survey to staff	November 2021
Complete Draft Program for Review by Administration	December 2021
Begin Drawings	January 2022
Meetings and Revisions as required	February 2022
Final Program Board Presentation	March 2022

Architect's Compensation:

We propose to complete the Programming Phase for the High School, based upon the proposed schedule above, for a lump sum fee of \$35,000.

Reimbursables and Additional Services:

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

- Capacity Study
- Animation of the conceptual design
- Virtual reality
- Field verification of existing facility, or portions, if “as-built” drawings are not available
- Construction Documents
- Site Survey

This Programming Proposal sets forth the Basic Services to be provided by DLA. This Memorandum of Understanding and the Standard Form of Agreement Between Owner and Architect, AIA B101 – 2007, Between the Board of Education Harlem School District 122 and DLA Architects, LTD., dated Nov. 4, 2009 and renewed by the Board of Education on Nov. 17, 2014 (the “Agreement”), shall constitute the entire agreement between the parties with respect to the Project identified in the Project Scope of Services above. The Project Scope of Services identified herein shall be inserted into Section 1.1 of the Agreement. Additionally, the compensation set forth herein shall be inserted into Section 11.1 of the Agreement.

This Proposal does not include reimbursable expenses and associated permitting, and printing costs, postage, presentation boards, etc. which will be billed on a consumption basis, per Section 11.8.2 of the Agreement. Billing will be on a monthly basis. All designs produced by DLA Architects, Ltd. remain the property of DLA Architects, Ltd. and shall not be reproduced or replicated without prior written agreement of DLA Architects, Ltd.

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,

A handwritten signature in black ink, appearing to read "Carrie Matlock", written in a cursive style.

Carrie Matlock, AIA, LEED ® AP BD+C
President

c: Lou Noto, DLA Architects

Mr. Aurand
Page 4
September 23, 2021

ACCEPTANCE OF MEMORANDUM

Authorized Agent: _____
Name Date

Please return one signed copy of Memo at your earliest convenience, thank you.