

LEGAT ARCHITECTS

Design with a Difference

November 20, 2024

VIA EMAIL

Dr. Sharon Williams
Rock Island – Milan School District 41
2000 7th Avenue
Rock Island, IL 61201

RE Rock Island High School Cafeteria Flooring Repairs
Proposal to Provide Professional Architectural Services

Dear Dr. Williams:

Pursuant to your request, Legat Architects (“Architect”) is pleased to submit this proposal to provide professional architectural services to Rock Island- Milan School District 41 (“Client”). The purpose of this letter is to summarize the professional services to be provided and the related fees.

1.0 Project Parameters

1.1 Project Objective:

1.1.1 Rock Island High School: LVT flooring over the existing cafeteria floor slab will be removed. The concrete slab will be prepped for the vapor barrier installation. New LVT flooring will be installed to match the existing design.

1.2 Location:

1.2.1 Rock Island High School, 1400 25th Avenue, Rock Island, IL 61201

1.3 Budget Parameters:

1.3.1 The estimate of probable cost for the above referenced scope of work is \$225,000.

1.4 Time Parameters:

1.4.1 The assessment of the existing conditions will begin immediately after acceptance of this proposal. Design documents will be completed over a three-month period. Construction will occur in June, upon the completion of the school year.

1.5 Project Delivery Method:

1.5.1 It is Legat Architect’s understanding the Client intends to use a design-bid-build delivery method and award a construction contract(s) to a general contractor.

2.0 Architect’s Scope of Services

2.1 Project Inception Phase

2.1.1 The Architect will provide a visual assessment of the existing conditions affected by the scope of work line items.

2.1.2 The Architect will assist the Client to modify the scope of work line items as required based on the results of the visual assessment and/or detailed investigations.

2.1.3 The Architect will assist the Client to determine the scope of repair work.

2.1.4 The Architect will provide an estimate of probable cost.

2.2 Construction Documents Phase:

- 2.2.1 The Architect will complete drawings and specifications suitable for bidding.
- 2.2.2 The Architect will consult as required with authorities which may jurisdiction over scope of work line item(s).
- 2.2.3 The Architect will facilitate a meeting for the review of drawings and specifications by the Client at significant milestones as determined by the Client and Architect.

2.3 Bidding & Negotiations Phase:

- 2.3.1 The Architect will assist the Client in bidding the project and in the selection of the most qualified bidder.
- 2.3.2 The Architect will prepare and submit necessary building permit paperwork to authorities having jurisdiction over scope of work line items(s) associated with the design of architectural.
- 2.3.3 The Architect will attend a pre-bid meeting as required to complete this phase and assist the client with the approval of construction contract(s) by the Board of Education.

2.4 Construction Phase:

- 2.4.1 The Architect will assist in administering the Contract for Construction.
- 2.4.2 The Architect will attend Pre-Construction Meetings, Mobilization Meetings, bi-weekly Owner-Architect-General Contractor meetings while construction operations are in progress, and Closeout Coordination Meetings.
- 2.4.3 The Architect will perform bi-weekly job-site observations while construction operations are in progress.
- 2.4.4 The Architect may perform additional observations at instances of critical construction activity.
- 2.4.5 The Architect will assist the Client with facilitating project closeout.

3.0 Deliverables

- 3.1 Construction Documents will consist of drawings and specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work.

4.0 Project Schedule

- 4.1 The proposed project schedule is below (this is subject to change based on findings during onsite review)
 - 4.1.1 Authorization to Proceed: November 2024
 - 4.1.2 Design Document Phase:November 2024- February 2025
 - 4.1.3 Bidding Phase: February - March 2025
 - 4.1.4 Construction Phase:June - August 2025
- 4.2 Once established, the project schedule is subject to decisions made in a timely manner pertaining to the documents submitted by the Architect for review to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

5.0 Compensation

- 5.1 The Architects' current agreement with the District is a sliding scale based upon a percentage of construction cost. This sliding scale is applied to each individual project as approved by the Board. The Client will compensate the Architect for the basic services outlined in AIA Document B101 on a Time and Material basis, not to exceed \$16,000, using the Schedule of Billable Rates attached as "Exhibit A".
 - 5.1.1 Reproduction costs for drawings, specifications, addenda, reports, etc. required to be submitted at the end of each contractual phase and for bidding purposes shall be invoiced at 1.10 times.
 - 5.1.2 Postage and delivery charges for bid documents and materials requested by the Client or required by authorities having jurisdiction shall be invoiced at 1.10 times.

6.0 Client's Responsibilities

- 6.1 The Client will provide access to the project locations and facilities and to all original construction drawings, as-built documents, etc. that document the existing conditions.
- 6.2 The Client will provide floor plans for each Project Location in a digital format compatible with either Autodesk AutoCAD software or Autodesk Revit software.
- 6.3 The Client will designate a representative authorized to act on the Client's behalf with respect to the projects. The authorized representative will render decisions in a timely manner pertaining to documents submitted by the Architect to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

7.0 Miscellaneous Provisions

- 7.1 Unless otherwise provided in this Agreement, Legat Architects and Legat Architects' consultants will have no responsibility for the discovery, presence, handling, removal, or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.
- 7.2 Estimates of Probable Cost will be completed by referencing several sources, including active construction projects involving Legat Architects, R.S. Means Construction Cost Data, and historical construction information.

If you are in agreement with this proposal, you can authorize Legat Architects to proceed by signing below. Please note that Legat Architects will not begin work until written authorization to proceed is received. Upon receipt, Legat Architects will prepare AIA Document B101, Standard Form of Agreement Between Owner and Architect, 2017 edition, and forward to you for review and signature.

Thank you.

Sincerely,



Kalyssa Worden, Assoc. AIA
Project Associate

Legat Architects, Inc.
1515 5th Avenue, Suite 108
Moline, IL 61265

ATTACHMENTS Exhibit A - Schedule of Billable Rates

AUTHORIZATION We accept the terms of this Proposal:

OWNER
Rock Island-Milan School District 41
2000 7th Avenue
Rock Island, IL 61201

ARCHITECT
Legat Architects, Inc.
1515 5th Avenue, Suite 108
Moline, IL 61265

SIGNATURE

PRINT NAME

TITLE

DATE

SIGNATURE

Kalyssa Worden

PRINT NAME

Project Associate

TITLE

November 20, 2024

DATE