PROSPECT HEIGHTS SCHOOL DISTRICT 23
DISTRICT 23 BUILDINGS & SITES COMMITTEE MEETING
TUESDAY, OCTOBER 3, 2023
GRODSKY ADMINISTRATION BUILDING
700 N SCHOENBECK RD
PROSPECT HEIGHTS, IL 60070 at 8:00 AM

Engage ALL students in experiences that inspire EACH to grow as learners, individuals, and community members.

AGENDA

I. Call to Order
II. Discussion Items
A. Discussion of Summer 2023 Work
Rafael will share an update on the completion of the 2023 Summer Work as well as a summary of expenditures.
B. Extension of Snow Removal Contract 3
We are pleased to report that we will be bringing forth a recommendation for a one year extension of our current agreement with Milieu Landscaping in the amount of 2%.
C. MacArthur Student Senate - Collaborative Space Discussion 4
Amy will bring the Committee up to speed on an exciting Student Senate Project at MacArthur.
D. Discussion of Summer 2024 Capital Projects
Bids have been finalized and are currently "on the street" for the Phase 1 - Windows, Siding and Door Replacements at Ross, Sullivan and Grodsky.
Bids are due and will be opened on October 26, 2023.

The Bid for Window Treatments is being finalized and will likely be shared with the Board later next week for action in November/December.
E. Discussion of MacArthur Plumbing Repair
We are still awaiting finalized proposals from DeFranco Plumbing and hope to have them to share with the Committee by Monday. Preliminary plumbing repairs are estimated at $12,000. We are working to finalize proposals with our landscaping contractor for the paver patio demo and re-set.
F. FY24 Grant Updates
Amy will share an update on several current grant opportunities:
COPS Grant (Federal) - $275,504
Senator Anne Gillespie (State) - $100,000
Rep. Mary Beth Canty (State) - $316,000
Local Food for Schools (State) - $5,096
SMPG (State) - $50,000
III. Construction Proposals for Discussion
Amy will share an overview and a comparative of Construction and Architectural fees and discuss the proposals for the preliminary design work as discussed at our last Board meeting. The proposals have been attached for the committee's review.
A. ARCON - Schematic Design Proposal 8
B. Soil Engineering and Testing Consultants (SET Consultants) - GeoTech Engineering and Environmental Services 11
IV. Adjournment

PROSPECT HEIGHTS SCHOOL DISTRICT 23
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TUESDAY, OCTOBER 3, 2023
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700 N SCHOENBECK RD
PROSPECT HEIGHTS, IL 60070 at 8:00 AM

Create opportunities that inspire all students to grow as learners, individuals, and citizens.

AGENDA

DISTRICT ORGANIZATIONAL GOALS

- **Student Success**: Ensure ALL students are well rounded and emotionally and academically prepared for success in high school.
- **Teaching, Learning, and Innovation**: Encourage a learning environment that emphasizes excellence and retains high quality staff.
- **Family and Community Partnership**: Actively engage and communicate with all families to foster collaborative relationships that benefit student learning and understanding of district priorities.
- **Facilities & Financial Planning**: Advance effective use of resources to support safe, learner ready facilities and to maximize student learning.

PROSPECT HEIGHTS DISTRICT 23
BOARD OF EDUCATION
ACTION ITEM

Date: October 12, 2023

Title: 2023-24 Snow Removal Services – Bid Extension

Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND INFORMATION:

During the 2019-20 school year, Prospect Heights School District 23 solicited bids for snow removal and ice control services. The initial three-year (3) term was awarded to Milieu Landscaping Services. Per the bid document, the agreement may be extended for two additional one-year (1) terms at a mutually agreed upon rate.

ADMINISTRATIVE CONSIDERATIONS:

Costs were held flat for the 2022-23 school year and there was no increase in costs (labor or materials). For the current school year, Administration and Milieu have come to an agreement for an increase in the amount of 2%. An allocation in the amount of $35,000 has been budgeted in the Operations and Maintenance Fund for Snow Removal Services. The contractor has certified that it has enough onsite and backup equipment and manpower to accomplish snow removal at all sites for projected accumulations.

RECOMMENDED ACTION:

Administration recommends that the Board of Education accepts the extension of the 2019-2022 Snow Removal and Ice Control Services bid at an increase not to exceed 2%.

Lowery McDonnell Company
A DIVISION OF WAREHOUSE DIRECT

960 Lively Blvd.
Wood Dale, IL 60191
630-227-1000
Fax: 630-227-1010
www.lowerymcdonnell.com

TO: **Ms. Amy McPartlin**
Chief School Business Official
Prospect Heights SD23
700 N. Schoenbeck Road
Prospect Heights, IL 60070

DATE: September 28, 2023

SUBJECT: **MacArthur Middle School**
Collaboration Area Furniture

PROPOSAL

We are pleased to provide the following quotation for your consideration:

Qty	Description	Unit Price	Extension
	Furniture by Media Technologies & KI **(Per Attached Product Guide & Layout)**		
4	CH-3, Rojon Mobile Tablet Stools, Gr. 4	619.00	2,476.00
2	CH-4, Wink Benches w/ Backs, 72"L, Gr. 4	2,345.00	4,690.00
2	TA-1, Derby Tables, 30" x 72"	529.00	1,058.00
2	TA-2, Derby Bistro Tables, 36" Round, 36"H	552.00	1,104.00
1	TA-3, Derby Standup Table, 30" x 36" x 42"H		530.00
4	CH-1, Strive Chairs, 18"H, Poly Seat/Back, Steel Glides	143.00	572.00
6	CH-2, Strive Stools, 24"H, Poly Seat/Back, Steel Glides	213.00	1,278.00
	Total Cost, Delivered Only:		$11,708.00
	Optional Inside Delivery, Installation & Rubbish Removal:		680.00
	Total Cost, Delivered & Installed:		**$12,388.00**

Delivery 8 – 10 weeks after receipt of PO & Finish Selections

Thank you for this opportunity to be of service. Please call if you have any questions.

TERMS

- Prices are Net 30 days and include tailgate delivery.
- Change in quantity ordered may affect prices.
- Subject to acceptance within 45 days.
- Unit Prices do not include installation.

Accepted:

By: _____

Title: _____

Date: _____

Presented:

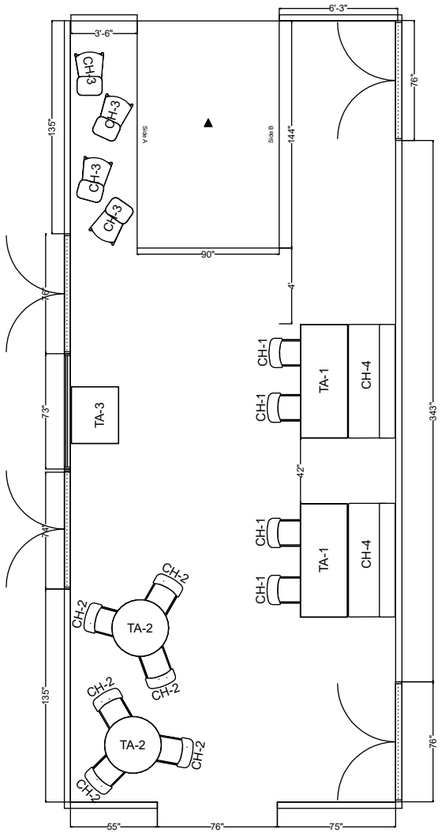
By: Dave Tatge

Dave Tatge, Ext. 232

dtatge@lmcinc.net

Tag	Description	Image
CH-1	**Standard Seating** • "Strive" Series by KI • Ergonomic Poly Seat and Back • Steel Glides Qty: 4	
CH-2	**Café Height Seating** • "Strive" Series by KI • 24"H Fixed Stool Seating • Ergonomic Poly Seat and Back • Steel Glides Qty: 6	
CH-3	**Personal Tablet Seating** • "Rojon" Series by Media Technologies • Mobile Personal Tablet Seating w/ Storage • Heavy Duty Post w/ 12" x 16" Tablet Table • Upholstered Seat Cushion Qty: 4	
CH-4	**Bench Seating** • "Wink" Series by Media Technologies • 30"D x 72"W x 33"H • Performance Vinyl Upholstery • Self-leveling Glides Qty: 2	

Tag	Description	Image
TA-1	**Bench Table** • "Derby" Series by Media Technologies • 30"D x 72"W Table w/ T-Base • 29"H • No Flip Top, No Casters Qty: 2	
TA-2	**Bistro Table** • "Derby" Series by Media Technologies • 36" Round Table w/ X-Base • 36"H Qty: 2	
TA-3	**Stand Up Bistro Table** • "Derby" Series by Media Technologies • 30" x 36" Rectangle Table w/ X-Base • 42"H Qty: 1	



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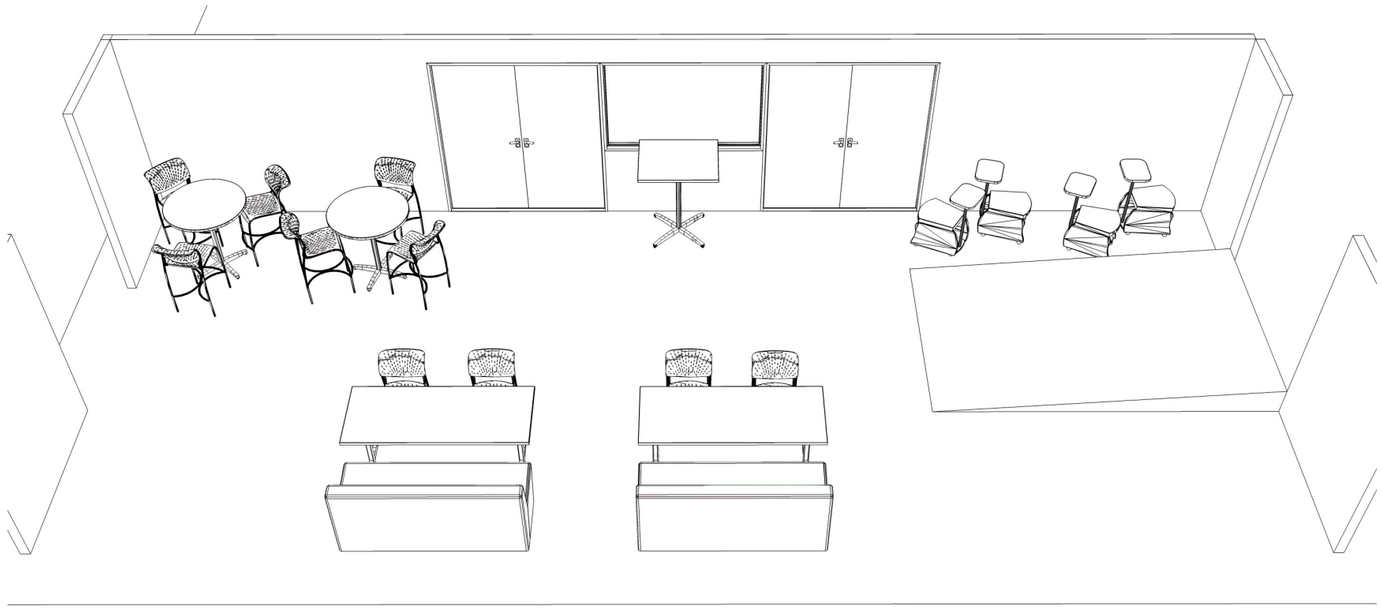

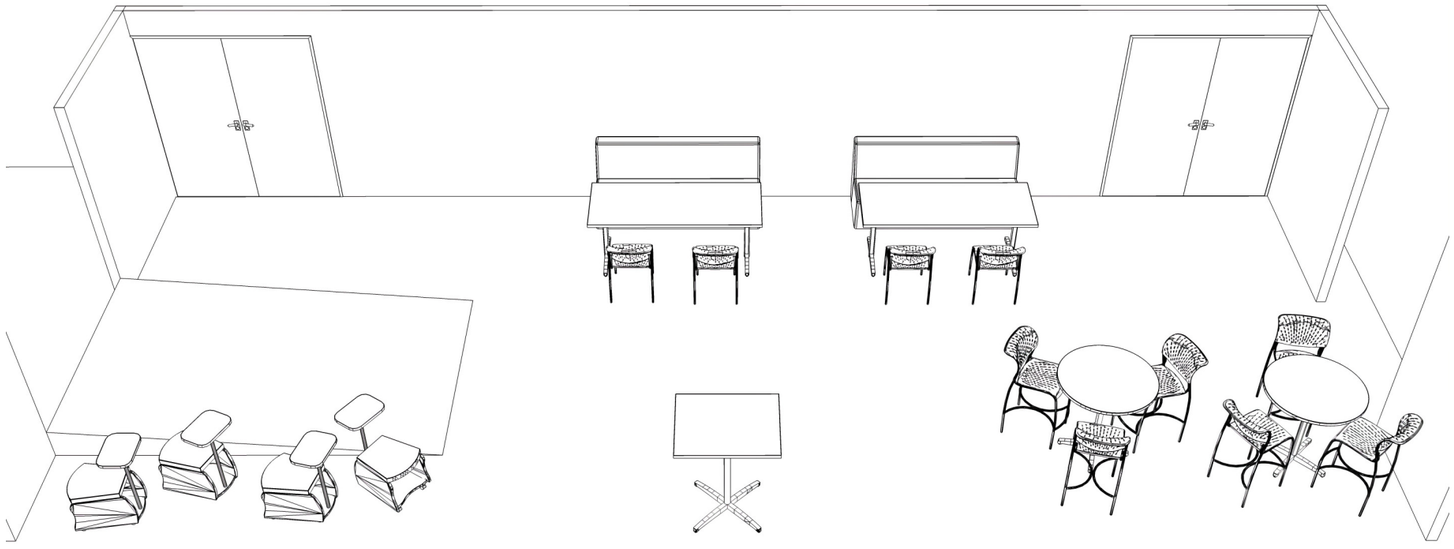

media technologies

PROJECT

MACARTHUR MS COLLAB AREA

OPPORTUNITY NUMBER
4963

DEALER
LOWERY MCDONNELL

DEALER CONTACT
DAVE TATGE

REV	DESCRIPTION	BY	DATE

DRAWN BY AK/DG 4

DRAWN DATE 9/20/2023

SHEET 1 **OF** 1

September 21, 2023

Amy McPartlin
Assistant Superintendent for Finance and Operations
Prospect Heights District 23
700 N. Schoenbeck Road
Prospect Heights, IL 60070

RE: AGREEMENT FOR ARCHITECTURAL CONSULTATION SERVICES
SCHEMATIC DESIGN
PROSPECT HEIGHTS DISTRICT 23
ADDITION AND RENOVATIONS AT EISENHOWER ELEMENTARY SCHOOL

Amy,

ARCON is pleased to submit for your review, a fee proposal to provide services required to perform Schematic Design for the proposed addition and renovation improvements at Eisenhower Elementary School, located at 1N. Schoenbeck Road in the City of Prospect Heights, Illinois. The proposed future development consists of a one-story classroom and multi-purpose room addition which will generally be located on the east side of the existing building. The project is also expected to include reconfigurations and expansions to both existing parking lot facilities on-site to increase the amount of available parking spaces and to provide improved queuing for student pick-up and drop-off.

PROJECT UNDERSTANDING

It is our understanding that District 23 wishes to proceed with initial design and engineering to support the budgeting process being facilitated by their construction manager, Nicholas & Associates. The intent of the process will be to provide additional information to N&A to allow them to refine their budget estimate.

The Schematic Design phase will verify the school's program requirements, overall space relationships, and space and feature hierarchy. The completed site survey and geotechnical report will be reviewed, along with zoning and code reviews. Initial building systems concepts will be explored. Site and floor plans will be developed along with exterior and interior building character concept sketches.

Civil Engineering:

Engineering Investigation

This phase includes engineering investigation and conceptual site planning efforts for the proposed development:

a. Obtain record drawings, as-builts, or atlas information from the City and MWRD

architects ▪ roof & masonry consultants ▪ environmental consultants ▪ landscape architects ▪ construction managers
2050 s. finley road, suite 40, lombard, illinois 60148 ▪ p: 630.495.1900 ▪ f: 708.328.6325 ▪ www.arconassoc.com

b. Review topographic survey information and identify additional potential needs, as required.
c. Perform a site visit to review findings and better understand proposed needs.
d. Investigate stormwater detention/outlet requirements for the proposed concept plan and determine preferred outlet connection routing.
e. Meet with the Client and Owner to review findings and confirm objectives for proposed development.

Engineered Site Plan

In coordination with the Client, CAGE will prepare a site plan that integrates the proposed site design with existing site conditions and constraints. This plan will utilize the detailed site survey, preliminary assessment of stormwater requirements (as described below), and actual physical design constraints. The layout of proposed improvements identified on Engineered Site Plan will be utilized as the basis for which the preliminary stormwater management system will be sized. The effort includes attendance at two coordination meetings with the Client.

Preliminary Stormwater Management

This effort includes performing calculations to determine preliminary storage sizing needs for stormwater management facilities. The design would include identification of the preliminary location, sizing and type of any facilities which may be needed to comply with local regulations. CAGE will create a preliminary report for submittal to the Client and Owner which addresses detention needs, runoff volume reduction calculations, and other best management practices.

MEP Engineering:

As part of the Schematic Design Phase, CS2 Engineering will review existing building drawings, perform a site visit, and provide Systems Options Narratives for mechanical, electrical and plumbing systems to allow for initial decision-making by owner. They will conduct an owner meeting for such discussions. As a result of the owner decisions, they will provide design criteria to the construction manager for budgeting purposes. CS2 will review the site survey to coordinate utility requirements and will develop typical floor space requirements including electrical rooms, mechanical rooms, major risers, and major penetrations.

Structural Engineering:

ML Structural will review soil borings to address any unique foundation conditions. They will advise as to overall structural system for the building addition and will provide general descriptive information sufficient for schematic budgeting.

Design/Architecture:

ARCON Associates will facilitate meetings with civil and MEP engineers and will conduct Administrative Committee Planning meetings and a User Group Meeting to confirm desired performance goals, desired

space adjacencies and other functional requirements. Major plan elements will be developed, with approximate accommodations for structure and MEP. Building elevation concept sketches will be provided, with exterior materials noted. Typical building section information will be included for budgeting. Soil borings, site survey, and code requirements to be reviewed during this phase of the project.

COMPENSATION

To provide professional services for the Schematic Design associated with this project, ARCON proposes a fee structure as follows:

Ten Percent (10%) of Seven and One-Quarter Percent (7.25%) of the total construction cost of the project, based on the original N&A cost estimate of $18.1M, dated May 5, 2022. The proposed fee is $131,225.

Note, should the project move forward following a successful referendum, the fee above would be applied to the overall A/E fee for the project.

Thank you for the opportunity to submit this architectural services fee proposal. If acceptable, please sign below and return to ARCON. Please contact me if you have any questions or comments.

Sincerely,
ARCON Associates, Inc.

Erin M Miller
Principal

_____
Prospect Heights School District 23

SOIL ENGINEERING AND TESTING CONSULTANTS

411 West Walnut Street, Mount Prospect, Illinois 60056
P: (224) 636 7639 F: (224) 636 7641

Subsurface Exploration, Geotechnical Engineering and Environmental Services Proposal

Eisenhower Elementary School
Proposed Addition and Renovations
1 North Schoenbeck Road
Mount Prospect, Illinois 60056

SET Proposal No. 1833
September 22, 2023

Prepared by:

Peter Triantafillos, P.E.
Vice President

Soil Engineering and Testing Consultants, LLC
411 West Walnut Street
Mount Prospect, Illinois 60056
P: 224 636 7639
F: 224 636 7641

September 22, 2023 Sent via e-mail: joe@nicholasquality.com

Mr. Joe Papanicholas
Vice President
Nicholas & Associates, Inc.
1001 Feehanville Drive
Mount Prospect, Illinois 60056

Re: Subsurface Exploration, Geotechnical Engineering and Environmental Services Proposal
Eisenhower Elementary School – Proposed Addition and Renovations
1 North Schoenbeck Road, Mount Prospect, Illinois 60056
SET Proposal No. 1833

Dear Mr. Papanicholas:

Soil Engineering and Testing Consultants, LLC (SET Consultants) is pleased to provide you with this proposal for Subsurface Exploration, Geotechnical Engineering and Environmental Services for the above-referenced project. Our scope of work and associated not-to-exceed, fixed-fee price is based on information provided by Nicholas & Associates, Inc. (Nicholas) in e-mail dated September 20, 2023 that included a project location site plan exhibit provided by ARCON Associates, Inc. showing the proposed building addition and soil boring locations at Eisenhower Elementary School (referred to as "Site").

Our services will be provided in accordance with the attached scope of work for professional services. We have prepared a not-to-exceed lump sum budget for the project based on the number soil borings and associated depths and request for Site environmental sampling and chemical analyses to characterize Site fill soils for handling, off-site transportation and disposal. The drilling and chemical analytical services presented in this proposal will be performed by a fully-equipped geotechnical drilling company and an Illinois Environmental Protection Agency (IEPA)-accredited laboratory and sub-consultants to SET Consultants. The scope of geotechnical laboratory services presented in this proposal will be performed exclusively by SET Consultants.

If you find this proposal acceptable please execute a copy of the proposal and return one signed original to SET Consultants to formally authorize our services. Electronic correspondence is acceptable. We request a signed contract be provided to us to begin our services. If you have any questions or comments please contact the undersigned. We look forward to working with you on this project.

Respectfully,

Peter Triantafillos, P.E.
Vice President

Raul E. Dilig
President

Responsible for payment and accepted by:

Signature:_____

Name (please print):_____

Title (please print):_____

Firm (please print):_____

Date:_____

SUBSURFACE EXPLORATION, GEOTECHNICAL ENGINEERING AND ENVIRONMENTAL SERVICES PROPOSAL
EISENHOWER ELEMENTARY SCHOOL – PROPOSED ADDITION AND RENOVATIONS
1 NORTH SCHOENBECK ROAD, MOUNT PROSPECT, ILLINOIS 60056
SET PROPOSAL NO. 1833

PROJECT DESCRIPTION

Based on the information and soil boring locations exhibit provided in e-mail correspondence received on September 20th, SET Consultants understands that a proposed one-story building addition with an approximate building footprint of 19,000 square feet is to be located east and south adjoining the existing Eisenhower Elementary School building and will consist of new classrooms and a multipurpose room. The proposed construction will consist of conventional shallow spread footings and continuous wall footings, exterior and interior load bearing masonry walls, and open web steel roof joints and metal deck. Additionally, site work consisting of the construction of new parking lot areas and drive lanes along with renovations of the existing playground and baseball field areas will take place east of the existing school building.

A total of eight (8) geotechnical soil borings have been proposed to be advanced within the proposed building addition footprint at the Site. Seven (7) additional soil borings have been proposed to be advanced within the proposed new parking lot areas and existing playground and baseball field areas. Nicholas & Associates is requesting subsurface exploration at the Site in order to assess soils for geotechnical considerations and to assist with the design stage for this project. In addition to the geotechnical soil and groundwater information collected for this project, it is assumed surplus soils will be generated during the planned construction and will need to be removed from the Site. Site fill soil characterization consisting of discrete environmental soil sampling and analyses will be conducted at one (1) of the geotechnical soil boring locations for IEPA LPC-663 Form filing process for acceptance of soils at a regulated uncontaminated fill soil disposal facility.

SCOPE OF SERVICES

The scope of work for this project will involve advancing a total of 15 soil borings at the Site using conventional hollow-stem auger drilling and split-spoon sampling. Based on what is known about the Site from the building addition location exhibit provided and on-line aerial photographs, the following is a description of the scope of services SET Consultants will provide for this project. Services not listed or that are requested during the project can be quoted upon request.

Task A – Perform Subsurface Exploration

- Prior to performing subsurface exploration activities, the geotechnical drilling company retained by SET Consultants will contact JULIE, the State of Illinois one-call dispatcher, to facilitate underground utility locating at the Site.

- The geotechnical soil borings will be placed within the proposed building addition footprint and existing playground and baseball field areas according to the soil boring location exhibit received by e-mail on September 20th.

- Soil drilling will be conducted using either a Central Mine Equipment (CME) or a GeoProbe™ drill rig outfitted with conventional hollow-stem augers and split-spoon sampler.

- A total of 15 geotechnical soil borings will be advanced to meet the scope of services. Eight (8) soil borings will be advanced within the proposed building addition footprints, located at each corner and within the center portions of the proposed building footprint as shown on the provided soil boring location exhibit. Seven (7) soil borings will be advanced to a maximum depth of 20 feet below ground surface (bgs), while one soil boring to be situated within the center portion of the building footprint will be advanced to a maximum depth of 40 feet bgs. These eight geotechnical soil borings will amount to 180 feet in total drilling.

- Four (4) soil borings will be advanced within the proposed new parking lot and drive lane areas, and three (3) additional soil borings will be advanced within the existing playground and baseball field areas. Each of these five soil borings will be advanced to a maximum depth of 15 feet below ground surface, and will amount to 105 feet in total drilling.

- The 15 total soil borings proposed for this subsurface investigation will amount to 285 feet in total drilling.

- Soil samples will be collected at 2.5 foot and 5 foot depths, placed in glass sample jars, and returned to the laboratory for testing. In addition, visual classification and estimated unconfined compressive strength testing of cohesive soils will be performed on 0.5 foot soil sample intervals in the field.

- Soil cuttings will be used to backfill the soil boring holes, and if needed, bentonite chips will be added to the boreholes and hydrated to restore the borehole to existing ground surface.

- The boreholes will be completed using soil cuttings or other like material.

Task B – Soil Laboratory Testing

- Perform soil classification according to the Unified Soil Classification System (USCS).

- Perform soil moisture content testing per ASTM 2216 - Standard Test Method for Moisture Content.

Task C – Soil Boring Logs and Engineering Report

- Soil boring logs will be drafted after the laboratory testing is completed and a subsurface exploration and geotechnical engineering report will be prepared. The geotechnical report will consist of the following: Project description, purpose and scope of services; Site description and physical setting; field and laboratory methods of sampling and testing; soil profile descriptions and groundwater observations; soil boring locations diagram; foundation and pavement recommendations; and, general construction considerations.

Task D - Environmental Soil Characterization and LPC-663 Form Filing

- SET Consultants understands that during the construction activities on-site surplus soil material may need to be hauled from the Site. Before soils are removed from Site an IEPA Uncontaminated Soil Certification Form LPC-663 will be need to be completed and signed by an Illinois P.E. for acceptance at one of the regulated fill soil disposal sites.

- The following scope of services will be conducted by SET Consultants:
  - Obtain one (1) discrete soil sample for laboratory analytical testing. Discrete environmental soil sampling will be conducted at one (1) of the geotechnical soil boring locations at an approximate depth between 3-to-5 feet below surface grade within the proposed building addition footprint.
  - Prepare and submit the soil sample to an IEPA-accredited analytical testing laboratory for analyses of volatile organic compounds (VOCs); semi-VOCs; organochlorine pesticides; polychlorinated biphenyls (PCBs); Resource Conservation and Recovery Act (RCRA) total metals; total Cyanide; and, pH.
  - Compare the analytical testing results to the Maximum Allowable Concentrations (MAC) look-up table to determine if the soil is uncontaminated and can be disposed of as fill material at regulated fill soil disposal operation.
  - If the soil concentrations are below MAC values and the soil pH falls within the acceptance range then compliance is met and the LPC-663 Form can be completed and signed.
  - A letter report will be delivered that will include Site physical setting, field activities, analytical testing results and comparison to MAC; and if the analytical data comparison meets compliance then a signed LPC-663 Form will be included.
  - If the analytical testing results and MAC comparison does not meet compliance then the LPC-663 Form will not be signed. In lieu of the completed LPC-663 Form with the report, SET Consultants will provide recommendations on soil management practices including handling, waste profiling, transportation and disposal at a Subtitle D landfill.

- Assumptions for this task are as follows:
  - The laboratory analyses of the soil sample will be completed within standard (7-to-10 business day) turn-around time (TAT). If expedited TAT is requested for the laboratory analyses then additional fees will be charged to the project.
  - If additional soil chemical analyses are needed such as metals leaching using Toxicity Characteristic Leaching Procedure (TCLP) to pass MAC comparison and issue LPC-663 Form then additional fees will be charged to the project.
  - The services to be provided does not include the scope of work or the associated costs for soil management, waste profiling and procurement of contractors for the handling, transportation and disposal of soils at either a regulated, uncontaminated fill soil disposal site or Subtitle D landfill.

LUMP SUM COST & PROJECT ASSUMPTIONS

SET Consultants will execute the anticipated scope of work outlined in the proposal (Tasks A through D) for a not-to-exceed, fixed-fee price of either **$13,555.00 (Option 1), or $15,265.00 (Option 2)**. Our fixed-fee price breakdown by task is below along with project assumptions, field and deliverable schedule. Additional charges may be accrued to the project from out-of-scope requests by Client or Client's representative, changed Site conditions, or other unforeseen conditions that SET Consultants cannot control such as Site access issues.

Task A - Perform Subsurface Soil Borings (3 field days; 285 feet total drilling)	
Drilling Sub-Consultant (includes mobilization fees)	$ 7,410.00
Visual Classification & Unconfined Strength Testing	$ 900.00
Task B - Soil Laboratory Testing	$ 1,045.00
Task C - Soil Boring Logs and Engineering Report	$ 2,000.00
Task D – Environmental Soil Characterization and LPC-663 Form Filing (1 Location)	$ 2,200.00
OPTION 1 - TOTAL FIXED-FEE PRICE (WEEKDAY WORK)	**$ 13,555.00**

Task A - Perform Subsurface Soil Borings (3 field days; 285 feet total drilling)	
Drilling Sub-Consultant (includes mobilization fees)	$ 9,120.00
Visual Classification & Unconfined Strength Testing	$ 900.00
Task B - Soil Laboratory Testing	$ 1,045.00
Task C - Soil Boring Logs and Engineering Report	$ 2,000.00
Task D – Environmental Soil Characterization and LPC-663 Form Filing (1 Location)	$ 2,200.00
OPTION 2 - TOTAL FIXED-FEE PRICE (WEEKEND WORK)	**$ 15,265.00**

This proposal was prepared based on the following assumptions:

- This proposal shall constitute the exclusive services to be performed for this project.
- Site access is the responsibility of the Client or Client's representative to include clearing vegetated areas, if needed, to allow drilling rig and personnel access to perform the field work in a safe manner.
- The soil boring locations will be placed per the soil boring location exhibits provided by the Client.
- Field work will be performed using OSHA Level D personal protective equipment (PPE).
- It is assumed field work will be conducted during normal business hours, Monday through Friday and will require three (3) field days for the mobilization and field drilling activities (285 feet total). If weekend field work is requested, overtime for Task A will be charged at 1.5 times the specified rate (Option 2).
- Our schedule will be to provide the report deliverables within 20 business days from final completion of all proposed field work.
- One electronic copy of the final written reports will be submitted unless instructed otherwise.
- All project correspondence including report deliverables will be electronic. Hard copy report requests will be considered out-of-scope and additional fees accrued to the project.

- Meetings or other requests for additional correspondence will be considered out of scope and additional fees accrued to the project.
- **Billing and Payment Terms** – Our billings to Client for services completed, unless otherwise indicated in our proposal, will be based on actual accrued time, testing costs, and expenses except as otherwise provided by the Proposal. Client agrees to pay for our services within 30 days of receipt of project deliverables and the project invoice. In the event that payment is not received within 30 days then Client shall pay a service charge of 1.5% per month or 18% per year and the cost collection, including court fees and reasonable Attorney's fees, if collected by law through an Attorney. If Client has any objections to any invoice or part thereof submitted by SET Consultants, it shall so advise us in writing giving specifics of the objection within 14 days of receipt of such invoice. In the event Client does not object within such 14 day period, the invoice will no longer be subject to contest or dispute. Client agrees it will not exercise any right of set-off it may have. No deduction shall be made from SET Consultant's invoice on account of penalty or liquidated damages.
- This proposal is valid only if authorized within 30 days from the proposal date.

option A - site plan - Eisenhower Elementary School