

ISAKSEN GLERUM WACHTER . LLC
114 WEST MAIN STREET T / 217 328 1391
URBANA, ILLINOIS 61801 F / 217 328 1401



File: 2023

February 25, 2020

Carol Baker, Chief Financial Officer
Urbana School District #116
205 N. Race Street
Urbana, Illinois 61801

Re: Programming/Concept Planning Study
Thomas Paine Elementary School – Expansion and Renovation
Urbana, Illinois

Dear Carol:

In response to the District's request, IGW Architecture (IGW) is pleased to make the following proposal for professional services in connection with subject project. This proposal reflects the scope of services necessary to study, program and plan needed facility upgrades at Thomas Paine Elementary School consistent with the District-wide goal of providing high quality learning environments for all elementary schools. Contemplated facility improvements include, but may not be limited to, a new gymnasium with stage, a new multi-purpose/dining hall with full-service kitchen, additional classrooms including those for fine arts and the correction of various other existing facility deficiencies that negatively impact the delivery of educational programming. It is the goal that the services provided herein will result in drawings and other information of sufficient quality and accuracy to facilitate a decision on the scope of work and conceptual plan for the Thomas Paine Elementary School expansion and renovation.

As outlined in the following two phases of work, we propose a collaborative approach that will foster programming and concept plans with strong consensus and realistic recommendations. The project tasks and schedule are structured to include substantial interaction with designated representatives of the District at meaningful milestones during the work.

PHASE 1: PROGRAM DEVELOPMENT

Objective: To fully understand existing Thomas Paine operations, facilities and deficiencies and identify current and projected functional space requirements, providing the needs that will require response in the subsequent phase of concept planning.

Task 1.1 Kick-Off Meeting

IGW will conduct a kick-off meeting to discuss project management issues, familiarize project participants with the process, finalize the work plan and schedule, and set the goals and objectives for the project. Key District and IGW project team representatives will be identified and procedures with respect to communications, data distribution, meeting minutes, etc. will be established.

Products Project directory.
Final work plan and schedule.
Meeting minutes.

Meetings Meeting No.1, date to be determined.

Task 1.2 Collect/Review Owner's Project Information

Together, IGW and the District will gather reasonably available background information regarding Thomas Paine operations, facilities and any other pertinent materials helpful to the performance of this scope of services including, but not limited to:

- Existing Site and Building Plans.
- Previous Facility Studies, Reports, Etc.
- Educational Programming and Other Relevant Thomas Paine Data

Products List of information received with copies distributed to project team members.

Meetings Transfer of background data will take place before and as part of Meeting No. 1, date to be determined.

Task 1.3 Visual Survey/Analysis of Existing Site and Building

IGW will visit the existing Thomas Paine facility to view operations in progress and assess the existing site development and general, mechanical and electrical building systems to gain a full understanding of deficiencies that would require correction in an expanded and remodeled facility.

Products Photographic documentation of important existing conditions.

Meetings Visual survey will take place before and as part of Meeting No. 1, date to be determined.

Task 1.4 Interviews – Functional/Space Needs

IGW will conduct interviews with designated District representatives to elicit individual perspectives of problems needing solutions and observations of current and expected future operational and facility needs.

Products Preliminary data contributing to the Component Space Program in Task 1.5 below. Meeting(s) minutes.

Meetings Meetings No. 2-8 (estimated to be a series of meetings over four days), dates and times to be determined.

Task 1.5 Component Space Program

Based on the interviews and other information gathered above, IGW will develop a component space program reflecting current and projected needs including individual descriptions of each required space, net and gross areas, staffing assigned and number of units required for review by District representatives. After incorporating any revisions, the document will be the basis for Phase 2 Concept Planning.

Products Component Space Program.

Meetings Review as part of Meeting No. 9, date to be determined.

Task 1.6 Applicable Building Code, Standards Analysis

Based on the Component Space Program developed above, IGW will identify and conduct a cursory review of zoning, code and other regulatory requirements as they may apply to the expansion and renovation. A preliminary meeting with the City of Urbana Planning Division will be included as part of this analysis.

Products Preliminary data contributing to the Phase 2 Concept Planning below.

Meetings Review information as part of Meeting No. 9, date to be determined.

Task 1.7 Review/Establish Exterior Facility Support Requirements

Based on the Component Space Program developed above, IGW will establish exterior facility features necessary to complete the project on its site. Public, student and staff accommodations relative to access, parking and entry, outdoor activity areas, on-site storage, maintenance, service vehicles and mechanical and electrical equipment accommodations will all be considered.

Products Preliminary data contributing to the Phase 2 Concept Planning below.

Meetings Review as part of Meeting No. 9, date to be determined.

Task 1.8 Review/Establish Parking Requirements

Based on the Component Space Program developed above, IGW will establish needed parking capacities for public, staff and other parking based on total building volume and anticipated levels of activity.

Products Preliminary data contributing to the Phase 2 Concept Planning below.

Meetings Review as part of Meeting No. 9, date to be determined.

Task 1.9 Project Coordination and Administration

Provide necessary scheduling, coordination and monitoring of IGW personnel and interface with designated District representatives to insure the proper course of work during Phase 1 Program Development. Also, as part of the Phase 1 Project Coordination tasks, IGW will assist the District in the coordination and acquisition of needed topographic site survey information and the inspection, design and abatement of any ACM in connection with the project.

Based on the review and approval of the information developed during Phase 1 Program Development by the Board of Education at Meeting No. 10, date to be determined, IGW will commence Phase 2 of the work as follows:

PHASE 2: CONCEPT PLANNING

Objective: To provide comparative conceptual analyses of expansion and renovation options for improving Thomas Paine Elementary School. Work will include preliminary construction and total project cost estimates as well as an implementation plan for the preferred option.

Task 2.1 Develop/Review Concept Options

Based on the Component Space Program and other information developed in Phase 1 above, IGW will develop various site/building concept options for the expansion and renovation of Thomas Paine Elementary School. Concept options will be developed and presented in the form of sketches, diagrams and narrative along with construction cost "guesstimates" for comparative evaluation. Through an IGW-facilitated process, District representatives will reach consensus on a preferred concept option or set of concept options for the project, including such modifications that will make them acceptable to the group as a whole.

Products Preferred concept option(s) documented in sketch plans, diagrams and narrative. Meeting minutes.

Meetings Review of concept options and identification of preferred concept or set of concepts at Meeting No. 11 with the planning team and Meeting No. 12 with the Board of Education, dates to be determined.

Task 2.2 Develop/Review Preferred Concept Option

Based on the preference(s) established in Task 2.1 above, IGW will further develop the concept option or set of concept options to a preliminary design level of detail including drawings that illustrate all programmatic elements, narrative descriptions of the scope of contemplated improvements, and other associated recommendations. Again, an IGW-facilitated process will be conducted to present, review and refine the detailed concept plans until District representatives have achieved complete consensus as to project requirements.

Products Preliminary design plans documented in sketch floor plans, elevations, sections, diagrams and narrative. Meeting minutes.

Meetings Present, review and refine Preferred Concept Option at Meeting No. 13, date to be determined.

Task 2.3 Develop/Review Preliminary Project Budget For Preferred Concept Option

Based on the Preferred Concept Option(s) above, IGW will develop opinions of probable construction cost for all of the building expansion and renovation components and assist the District in developing other anticipated project costs (non-construction) leading to a total project budget.

Products Written opinion of probable project costs. Meeting Minutes.

Meetings Review information as part of Meeting No. 13, date to be determined.

Task 2.4 Develop/Review Implementation Plan For Preferred Concept Option

IGW will develop a sequenced analysis of events establishing the necessary stages of design and construction activity for the expansion and renovation of Thomas Paine, which consider the need to maintain ongoing school activities throughout the implementation process.

Products Written preliminary project schedule/phasing plan.
Meeting Minutes.

Meetings Review information as part of Meeting No. 13, date to be determined.

Task 2.5 Prepare/Present Final Documents

Upon completion of all of the work in Phase 2 above and incorporation of all review comments received from the District, IGW will prepare and present the final preliminary concept design and other documents to the BOE.

Products Final documents will include at a minimum:

- Preliminary Site Plan
- Preliminary Floor Plan
- Preliminary Building Elevations
- Preliminary Project Budget
- Preliminary Project Schedule
- Other Diagrammatic/Narrative Information

Meetings Submit/Present Final Documents at Meeting No. 14 (BOE Meeting), date to be determined.

Task 2.6 Project Coordination and Administration

Provide necessary scheduling, coordination and monitoring of IGW personnel and interface with designated District representatives to insure the proper course of work during Phase 2.

For Phases 1 and 2 services above, we propose a stipulated sum fee in the amount of \$39,200.00 exclusive of reimbursable expenses, other District consultants and testing agencies, if any. The fixed fee for the work shall be allocated to each phase of work as follows:

Phase 1 – Program Analysis	\$ 18,030.00
Phase 2 – Concept Planning	\$ 21,170.00
Total Phases 1 and 2	\$ 39,200.00

For the services, we will invoice monthly based upon a percentage completion of work by phase. Payments are due and payable thirty (30) days from the date of the Architect's invoice. Amounts unpaid forty-five (45) days after the invoice date shall bear interest at the prevailing prime rate plus 2% as recorded by Busey Bank, Urbana. For services requested that are in addition to the scope of services defined above, IGW shall be reimbursed at our attached hourly billing rates.

Reimbursable expenses are in addition to compensation for the services above and include costs incurred by the architect and his consultants in the interest of the project, primarily printing expenses. Reimbursable expenses will be billed at one and one-tenth (1.1) times the expenses incurred by the Architect. We have estimated project expenses as follows:

Miscellaneous work-in-progress and final printing/plotting – allow:	\$ 1,050.00
Total Estimated Project Expenses	\$ 1,050.00

IGW will employ Engineering Concepts & Solutions Inc., mechanical and electrical engineers from Champaign, Illinois and Berns Clancy and Associates PC., site/civil engineers from Urbana, for portions of the work and have included their fees in our total. We estimate approximately 3 months to complete the work assuming timely review and approval meetings.

If this proposal accurately reflects the scope of services required at this time and the conditions meet with your approval, consider this letter to be our working agreement. Please sign and return one copy for our files.

Thank you very much for the opportunity to continue our work with the Urbana School District 116 on this much needed project. If you have any questions or require additional information, do not hesitate to call.

Sincerely,

ISAKSEN GLERUM WACHTER . LLC



Riley D. Glerum AIA
Principal/CEO

encl.: Rate Schedule
IGW Conditions of Agreement

cc: Dr. Jennifer Ivory-Tatum, Superintendent

ACCEPTED: _____ DATE: _____
Carol Baker – Chief Financial Officer



Hourly Rate Schedule

Principals	\$ 170.00 - 215.00
Project Architect 1.....	\$ 155.00 - 170.00
Project Architect 2.....	\$ 120.00 - 155.00
Architect/Designer 1	\$ 105.00 - 120.00
Architect/Designer 2	\$ 85.00 - 105.00
Architectural Intern.....	\$ 75.00 - 85.00
Construction Administrator/Observer	\$ 105.00 - 170.00
Account/Contract Administrator.....	\$ 85.00
Clerical/Data Processing	\$ 60.00
Reimbursables.....	@ Cost x 1.1
Consultants.....	@ Cost x 1.1
Mileage Rate.....	.575 cents/mile

Effective **1 January 2020**, subject to annual adjustment.

ISAKSEN GLERUM WACHTER . LLC

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IGW CONDITIONS OF AGREEMENT

1. **STANDARD OF CARE** – The Architect will perform the services under this agreement in accordance with generally accepted practice, in a manner consistent with the level of care and skill ordinarily exercised by members of this profession under similar circumstances in this locality. No other warranties implied or expressed, in fact or by law, are made or intended in this agreement.
2. **CONFIDENTIALITY** – The Architect shall hold confidential the business and technical information obtained or generated in performance of services under this agreement, and as identified in writing by the Client as confidential.
3. **DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS** – All original drawings, specifications, electronic data and other documents are instruments of the Architect's service for use solely with respect to this project and shall remain the property of the Architect. The Client shall be permitted to retain copies including reproducible copies of the Architect's documents for information and reference in connection with the client's use and occupancy of the project. Owner's reuse of documents generated by this Agreement shall only be permitted by written approval from the Architect.
4. **SURVEYS/TESTS** – The Architect shall recommend to the Client the appropriate investigation, surveys, tests, analyses and reports to be obtained as necessary for the proper execution of the Architect's services.
5. **AUTHORITY AND RESPONSIBILITY** – The Architect shall not have control or charge of, and shall not be responsible for, construction means, methods, techniques, sequences or procedures, for safety precautions and programs in connection with the Work, for the acts or omissions of the Contractor, Subcontractors or any other persons performing any of the Work, or for the failure of any of them to carry out the Work in accordance with the Contract Documents.
6. **RESPONSIBILITY FOR CONSTRUCTION COST** – It is recognized that neither the Architect nor the Client has control over the cost of labor, materials or equipment over the Contractor's method of determining bid prices, or over competitive bidding, marketing or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from any Opinion of Construction Cost or evaluation prepared or agreed to by the Architect.
7. **INSURANCE** – The Architect shall maintain comprehensive general liability and professional liability insurance coverage and the Architect's employees are covered by Workers Compensation Insurance. Certificates of Insurance can be provided to the Client upon written request. The Architect shall not be responsible for any loss, damage, or liability beyond these insurance limits and conditions.
8. **LIMITATION OF LIABILITY** – Neither the Architect, the Architect's consultants, nor their agents or employees shall be jointly, severally or individually liable to the Client in excess of the compensation to be paid pursuant to this agreement by reason of any act or omission, including breach of contract or negligence not amounting to a willful or intentional wrong.
9. **HAZARDOUS MATERIALS** – The Architect and the Architect's consultants shall have no responsibility for 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. If required by law, the client shall accomplish all necessary inspections and testing to determine the type and extent, if any, of hazardous materials at the project site. Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the client to advise the Architect (in writing) of any known or suspected hazardous materials. Removal and proper disposal of all hazardous materials shall be the responsibility of the client.
10. **CLIENT'S CONSULTANTS** – Contracts between the Client and Client's consultants shall request the consultants to coordinate their drawings and other instruments of service with those of the Architect and to advise the Architect of any potential conflict. The Architect shall have no responsibility for the components of the project designed by the Client's consultants. The Client shall indemnify and hold harmless the Architect, Architect's Consultants and their employees from and against claims, damages, losses and expenses arising out of services performed for this project by other consultants of the Client.
11. **REMODELING AND RENOVATION** – For Architect's services provided to assist the Client in making changes to an existing facility, the Client shall furnish documentation and information upon which the Architect may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by the Client, the Architect shall not be required to perform or have others perform destructive testing or to investigate concealed or unknown conditions. The Client shall indemnify and hold harmless the Architect, the Architect's Consultants, and their employees from and against claims, damages, losses and expenses which arise as a result of documentation and information furnished by the Client.
12. **AMENDMENTS** – This Agreement may be amended only by written documentation signed by both the Architect and Client.
13. **TERMINATION** – This Agreement may be terminated by either party upon written notice and the Architect will be paid only for those services and costs incurred to date of termination.
14. **MEDIATION** – In the event of a dispute, the parties shall endeavor to settle disputes by mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.
15. **PLACE OF LAW** – Unless otherwise provided, this agreement shall be governed by the law of the principal place of business of the Architect.