

Perkins&Will

Date: 4.13.2022

Mr. Brian O’Keeffe
Assistant Superintendent for Business Operations
Community School District 200
130 West Park Ave
Wheaton, IL 60189

Re: Middle Schools Facilities Master Plan Update

Dear Mr. O’Keeffe,

Thank you for the opportunity to share this proposal with you for the update middle schools portion of the 2016 Facilities Master Plan. The Perkins&Will team is excited to reengage with CUSD 200 on this important project. For consistency of knowledge and thought, we propose to utilize the same core team as we did in 2016: Mark Jolicoeur, Steve Turckes, and Michael Dolter.

Project Scope

Given the time since the issuance of the 2016 master plan document, the general scope of this project is to provide an update to the facilities master plan for the three older CUSD middle schools (Edison, Franklin, and Monroe).

Similar to the 2015/2016 master planning efforts, we anticipate working closely with CUSD central administrators and building level administrators throughout this process and we will provide periodic updates to the Board of Education.

Project Process

Phase 1 – Observation and Confirming Base-line Conditions (May/June/July)

- Visit each of the three schools to observe how each accommodates educational needs and where stress points might be present. This will be done when students are present in the building allowing the design team to witness the building in action.
- Work with CUSD 200 administrators to understand and account for work that has been put in place since 2016.
- Update as necessary existing conditions documentation (site plan, building organization, grade level utilization, classroom utilization)
- Lessons learned, impact on facilities from COVID-19
- Board of Education update.

Phase 2 – Principal/School Leadership Interviews (September)

- After the commencement of the 2022/23 academic year and with reasonable time for activities to normalize, we will visit each of the three schools and tour the buildings with building leadership.

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- Review the planning done in 2016 with each building leadership team to test the validity of those ideas.
- Tour buildings with building leadership. We assume that the Guiding Principles that were developed during the visioning session for the master plan remain valid. If that is not the case, please advise.
- Meet to discuss thoughts and ideas as to how we might address current conditions and needs via edits and adjustments to the current master plan.
- Board of Education update.

Note: As this assignment is limited to the three noted middle schools, the process might benefit from a middle school leadership meeting to discuss, together, the future of middle school teaching and learning in CUSD 200. If that notion is of interest, we would be happy to engage in dialogue about the format and agenda and quote the necessary additional fee to include this in the scope of work.

Phase 3 – Planning Revisions & Documentation (September/October/November)

- Prepare revised or new options for each of the three middle schools.
- Meet with CUSD central and building administrators to review and rework options (two to three work sessions are assumed).
- Work with Nicholas Construction as they prepare order of magnitude pricing.
- Present refined options and associated pricing – select one for final documentation
- Document final options.
- Board of Education presentation

Deliverable

The deliverable for this project consists of documentation for the three subject middle schools which will replace similar pages from the 2016 Facility Master Plan report. This includes:

- Title page and district map indicating school boundary and pertinent building information.
- Existing site analysis
- Updated existing condition analysis – educational delivery
- Building organization plan
- Classroom size and room usage information
- Priority items list (three)
- Capital projects categories and cost percentages (pie chart)
- Proposed facility improvements
- Master plan building planning diagram(s)
- Order of magnitude cost information provided by Nicholas Construction

Community Engagement Sessions

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Per our in-person conversation community engagement sessions are not contemplated at this time. Should CUSD desire to add sessions at a later date Perkins&Will is happy to assist with those efforts as an additional service.

Compensation

Compensation for the process and deliverables as outlined above for shall be a lump sum of Thirty-Nine Thousand, Seven Hundred and Fifty Dollars (\$39,750).

Reimbursement of Expenses

In addition to the professional services fee quoted above, the Architect will invoice for reimbursable expenses monthly based on 1.0 times the of cost (100%) for out-of-pocket expenses directly related to the Project. These expenses typically include the cost of travel and travel related expenses, messenger service (pending Owner approval), reprographics, printing, plotting, preparation of marketing materials, US mail (pending Owner approval), overnight courier services (pending Owner approval) and other similar expenses. Payment of reimbursable expenses invoices shall be due thirty (30) days after receipt.

Invoicing and Payment

Perkins&Will will invoice monthly based upon a percentage completion of work by phase. We will modify the form, appearance, and timing of the invoice to suit the requirements of the CUSD 200. Payment of invoices is due thirty (30) days after the receipt of the invoice. Perkins&Will shall formally notify the Owner if any invoice is 45 days past due. Perkins&Will reserves the right to suspend service after 60 past due and will be in communication with the district if such event is pending. Payment of all invoices is independent of the terms of any interim or construction financing agreements.

Additional Services

The work effort in this proposal will be provided by the architectural team. Should conditions or information arise during this process requiring additional engineering/specialized consultant involvement, or if additional scope is desired that is not included in the process outlined above, the Perkins&Will team will alert you of the additional compensation necessary.

Additional Terms and Conditions

Perkins&Will and the Community Unit School District 200 mutually waive consequential damages, including but not limited to damages for loss of profits, damages due to errors in any BIM information, loss of revenues, loss of business and of business opportunities, for claims, disputes or other matters in question arising out of or relating to this Agreement.

To the fullest extent permitted by law, the total liability in the aggregate, of Perkins&Will and its officers, directors, employees, consultants, and agents, to the Community Unit School District 200 and any one claiming by, through or under the Owner, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Consultant's services, the project, or this Agreement, from any cause or causes whatsoever, including but not limited to, the negligence, errors, omissions, strict liability, breach of contract, misrepresentation, or breach of warranty of the Consultant or the Consultant's

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officers, directors, employees, agents or independent professional associates, or any of them, shall not exceed and is limited to the amount of compensation received by Perkins&Will.

If the process we have outlined and the fee proposed meet with your approval, we will commence work upon receiving your signed proposal. We are excited about the opportunity to continue our relationship with CUSD 200, and we look forward to your response.

Sincerely,



Mark Jolicoeur, AIA, LEED AP
Principal
Perkins&Will

Steven R. Turckes, FAIA, ALEP, LEED AP
Principal
Perkins&Will

ACCEPTED: Authorized Representative of Community Unit School District 200

By: _____

Title: _____

Date: _____