

# AVOCA SCHOOL DISTRICT NO. 37

ESTABLISHED 1870

2921 Illinois Road  
Wilmette, IL 60091  
www.avoca37.org

847•251•3587  
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Beth Dever  
Chief School Business Official  
deverb@avoca37.org

May 3, 2017

To: Dr. Jauch

From: Beth Dever *BD*

Re: Long Range Facilities Plan Update

Our architects, DLA, first surveyed our buildings in the summer of 2013. They provided us with a mandated life safety survey and a long range facilities plan. I have been working on the items listed on both the life safety survey and facilities plan since 2014. I am recommending that DLA come back out this summer so we can update our long range facilities plan. This information is needed so I can do the following:

- Meet the goal of the strategic plan to update the facilities plan for FY 2018
- Provide the board with a prioritized list of facilities needs for Avoca West and Marie Murphy as part of the data collection for the decision on Avoca Center
- Use the prioritized list of facilities needs to begin looking for a funding source to take care of the items the board has approved
- Provide the buildings and grounds department a tool to continue to improve the conditions of our buildings

If approved, DLA would come out in June and survey our buildings. They will also meet with members of the buildings and grounds department to get a better idea of how our equipment is working. I would anticipate presenting the updated report at the August or September COW meeting. I will also give the board an update on the life safety plan projects and remaining funds at that time. I have attached the Memo of Understanding for this project from DLA and their hourly rates. We are estimating that this update will cost between \$10,000-\$15,000.

Please see me if you have any questions.

Thanks

**Avoca West School**  
235 Beech Drive Glenview, IL 60025  
847•724•6800

*"The Mission of the Avoca School District  
is to maximize the unique potential  
of each child we serve."*

**Marie Murphy School**  
2921 Illinois Road Wilmette, IL 60091  
847•251•3617



February 13, 2017

Beth Dever  
Business Manager  
Avoca School District 37  
2921 Illinois Rd  
Wilmette, IL 60091

Beth

Long Range Plan Update Proposal

As we discussed, DLA Architects, Ltd. is pleased to provide Avoca School District 37 with architectural and engineering services for the update of the Long Range Plan/Facility Assessment for Marie Murphy and Avoca West.

This work will include the following:

- Architectural survey of the existing facility
- MEP survey and update report of recommendations
- Meeting with owner representative to review preliminary draft of report and preliminary drawings
- Revisions to reports and drawings per owner meeting
- Presentation of Final Updated Report

The fee for doing the above-mentioned work will be provided on a Time and Material Basis. The hourly rates are on file with your District.

Additional Services:

If Avoca School District would like to add any preliminary design work for capital improvement projects or educational planning with respect to 21<sup>st</sup> century educational evaluation, we will provide a separate proposal accordingly.

Should you have any questions, please give me a call.

Sincerely,

A handwritten signature in black ink that reads "Carrie Matlock". The signature is fluid and cursive, with the first name being more prominent.

Carrie Matlock, AIA, LEED ® AP BD+C  
Principal  
c: Lou Noto



**EXHIBIT "A"**

**DLA Architects, Ltd.**

Hourly Rates

<b>Category</b>	<b>Rate</b>
Senior Principal	\$200.00
Principal	\$175.00
Director	\$160.00
Senior Architect/Senior PM	\$150.00
Computer Graphics Manager	\$138.00
Senior Project Manager	\$150.00
Architect / Project Manager	\$132.00
Job Captain	\$115.00
Intern Architect	\$105.00
CADD Technician / Drafter	\$85.00
Senior Administration	\$90.00
Administration	\$75.00