



December 29, 2017

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

Beth

2018 Renovation Work at Marie Murphy and Avoca West

Per your request we are submitting to you a “Memorandum of Understanding” (MOU) to provide professional architectural services to provide Avoca School District 37 with architectural and engineering services for the 2018 Renovation Work at Marie Murphy and Avoca West. Services for the Project identified herein, shall be subject to all the terms and conditions of the Master AIA Agreement unless specifically provided otherwise herein.

Project Scope of Services:

Avoca School District 37 has requested that DLA Architects, Ltd. provide architecture services for schematic design, design development, construction documents, ROE permitting and construction observation phases of the 2018 Renovation Work at Marie Murphy and Avoca West Schools. The scope will include all services listed in sections 3.2 Schematic Design 3.3 Design Development, 3.4 Construction Documents, 3.5 Bidding and 3.6 Construction Phase Services as noted in the Master Agreement dated April 10, 2013. The following is a list of the work intended for 2018:

Avoca West

- Architectural finish work related to asbestos abatement in Kitchen 3, Classroom 46, and Classroom 48 including new floor finish and wall base. (Asbestos abatement will be done by owner’s consultant, not DLA Architects, however DLA will coordinate as required.)
- Replacement of floor finish and wall base in Room 26.
- Replacement of casework and sinks (as required) in Classrooms 46, 48 and Room 26.

- Replacement of select exhaust fans.

Marie Murphy

- Architectural finish work related to asbestos abatement in Stair 125-1, Stair 125-2, Storage 125D, Storage 125E, Office 125H, Weight Room 225, Storage 225A, Storage 225B, and Storage 225C including new floor finish and wall base.
(Asbestos abatement will be done by owner's consultant, not DLA Architects, however DLA will coordinate as required.)
- Replacement of select exhaust fans.

Architect's Compensation:

We propose to provide professional architectural services as outlined above for a fee of 10.8% of the construction cost. This fee is assuming that the District will be utilizing the General Contracting delivery method. Our services include full architectural and engineering services as required to provide the scope as outlined in this MOU.

Project Schedule:

Construction Documents:	Starting Immediately
Construction Documents Complete:	February, 2018
Out to Bid:	Mid February 2018
Bids Received:	End of February, 2018
Construction Contract Approval:	1 st Board Meeting in March, 2018
Construction Begins:	June 18, 2018
Construction Complete:	August 10, 2018

These dates will be finalized once we begin the project and confirm with the District's schedule.

Project Budget:

The probable construction cost will be approximately \$290,000.

These numbers do not include Architecture/Engineering Fees and it does not include asbestos abatement.

Site Observation Services:

DLA Architects Ltd. shall visit the site one day a week or as required, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents.

