



September 5, 2019

Mr. Michael Adamczyk
Chief School Business Official
Palatine CCSD 15
580 N. 1st Bank Drive
Palatine, IL 60067

adamczm1@ccsd15.net

Re: Project Authorization for Facility Feasibility Planning
STR Project No. 19082

Dear Mr. Adamczyk:

STR Partners, LLC (hereinafter referred to as STR) is excited to collaborate with Palatine School District 15 (hereinafter referred to as D15) in assessing the feasibility of its facilities to better align school feeder patterns, offer new programs and to align curriculum with best practices in education.

This proposal is based on the terms contained in the Master Agreement AIA Document B101 -2007 between the Board of Education of Community Consolidated School District 15 and STR Partners LLC dated January 12, 2011 and its attachments, except as expressly set forth herein.

OUR UNDERSTANDING

D15 is considering how to manage deferred maintenance and life safety remediation projects, as well as issues of capacity and space constraints for current programs within its facilities. Additionally, D15 is considering providing full-day Kindergarten at its elementary schools, relocating 6th grade to the Junior High Schools, and the potential for a new school facility. D15 would like to take a holistic approach to determining the viability of different scenarios to address these multi-layered challenges.



Due to the multiple layers and multi-tasked goals of D15, this study will evolve in phases potentially testing one scenario before the next is fully defined and tested. It is our understanding that the following scenarios shall be explored, listed in order of importance:

PHASE 1

1. What facility changes are required to convert Thomas Jefferson Elementary School (TJES) into a Junior High School (grades 7 and 8)?
2. What facility changes are required to convert TJES into a Middle School (grades 6, 7 and 8).
3. What facility changes are required to convert the existing Junior High Schools (Plum Grove, Walter Sundling, Winston Campus, and Carl Sandburg) into Middle Schools (grades 6, 7, and 8).
 - a. Note that scenarios 2 and 3 above will confirm the viability of the proposed feeder pattern proposed by the BTF.

PHASE 2

4. If the conversion of TJES to Junior High School is acceptable to D15, determine what facility changes are needed at all other elementary schools to absorb the students from TJES and to provide full-day Kindergarten.
5. If recommendations on how to convert TJES to Middle School is acceptable to D15, determine what facility changes are needed at all other elementary schools to absorb the students from TJES and to provide full-day Kindergarten assuming that 6th grade is no longer within these elementary schools.

PHASE 3

6. Assist D15 in evaluating the need for a new school facility.

PHASE 4

7. How do the above scenarios affect the scope of work currently identified in the 10-Year Life Safety Report, if at all?

SCOPE OF SERVICES

The following generally describes the steps to complete the feasibility study.

UPDATE OF EXISTING CAPACITY STUDY

- Update the existing Capacity Study to better inform the assessments indicated above. The update of existing facility capacity study will incorporate the following information:
 - Projected enrollment data based on the “4-Year Cohort Survival Enrollment Projections” report dated July 31, 2019.
 - Bi-lingual Overlay program based on information to be gathered from D15.

FEASIBILITY ASSESSMENT

- Re-confirm existing space usage at each facility.
- Analyze space utilization relative to the above scenarios.
- Make recommendations necessary to achieve each of the scenarios.
- Order of Magnitude Cost Estimates will be provided for the recommendations.
- Services will be generally completed in order of the phases indicated above unless D15 and STR determine different priorities or scenarios to explore.

D15 INPUT AND CONSENSUS

- STR will present the recommendations to D15 for each of the phases.
- D15 shall review, discuss, and collaborate with STR to achieve consensus on final recommendations for each Phase in order to inform the next phase of study.
- Cost estimates will be updated to align with the final recommendations supported by D15.

UPDATE LIFE SAFETY REPORT

- Resulting from the assessments above, should there be any effect on the items indicated in the 10-Year Life Safety Report, STR will review and identify potential revisions.

COMMUNICATION OF ASSESSMENT

- STR will prepare a report sharing the findings of the study(s).
- Conceptual drawings will be prepared as part of the report for the purpose of illustrating the space usage recommendations for the facilities. These will

be conceptual only, intended to show feasibility of facilities, and potential solutions.

- STR will attend and present at meetings with the D15 Administration, Facility Committee, Board of Education, etc.

D15 RESPONSIBILITIES

To assist with this feasibility study, STR will need the following information from D15:

- Actual enrollment numbers for 2019/20 school year.
- Program, or list, of spaces for Thomas Jefferson converted to JHS (7th and 8th grades).
- Program, or list, of spaces for Thomas Jefferson converted to MS (6th, 7th, and 8th grades)
 - Number of science rooms required.
 - Number of self-contained special ed classrooms required.
 - Number of resource rooms required.
 - Number of art and/or music rooms required.
 - Are teacher planning rooms required?
 - Etc.
- List of spaces required at Elementary School facilities that excludes 6th grade, but includes Kindergarten.
 - Number of sections per grade.
 - Number of self-contained special ed classrooms required.
 - Number of resource rooms.
 - Number of science rooms required.
 - Number of art and/or music rooms required.
 - Number of special education teacher offices and/or conference rooms required.
 - Can they share an office if there are enough resource rooms?
 - Can they have a larger office and use it to meet with students?
 - Are they all part time or full time?
 - Number of Kindergarten classrooms required – or a class size requirement for Kindergarten.
 - What do these Kindergarten rooms need to include (i.e. toilet, sink, cubby storage, etc?)
- Plats of Survey for all facilities in anticipation of determining locations for potential additions at these facilities. The priorities would be the Junior High School sites.
- Bi-Lingual Overlay overview indicating the number of students in each school that are part of this program.



STR will be happy to meet with principals, administrators, and other D15 consultants to address these questions and others to set up the guidelines for the study.

AMENDMENTS TO MASTER AGREEMENT AIA DOCUMENT B101-2007

- As this is not a traditional design, bid, build project, we are not including services for the traditional project phases of schematic, design development, construction documents, bidding and negotiation, or construction administration. Our services are limited to those described above.

PROJECT SCHEDULE

STR will assist D15 in determining a feasible Project schedule and will make every reasonable effort to meet the time requirements of D15. Below is a tentative outline schedule for the scope of services.

- | | |
|----------------------------------|-------------------------------|
| • Approval to proceed with study | August 22, 2019 |
| • Review of Phase 1 findings | October 22, 2019 |
| • D15 & STR Review and Revisions | October 22 – November 5, 2019 |
| • Updated Capacity Study | November 5, 2019 |
| • Board Presentation | November 13, 2019 |

ARCHITECT'S FEE

STR proposes to be compensated on a lump sum basis per our Master Agreement Exhibit B.

Facility Feasibility Assessment for Phase 1:

Conversion of TJES to Junior High School	\$4,500
Conversion of TJES to Middle School	\$3,250
<u>Conversion of remaining Junior High Schools to Middle School.....</u>	<u>\$4,000</u>
Total for Phase 1 scenarios (excludes estimating)	\$11,750

Update of Capacity Study (all schools)..... \$2,750

Note 1: We have engaged a cost estimator to assist with estimating the recommendations from the study. Because the recommendations are currently unknown, we propose to invoice our cost estimator at an hourly rate, or a negotiated fee once the recommendations are further defined. To estimate the concept designs for each scenario of Phase 1, we would anticipate a range of 15-20 hours.



Note 2: STR will provide an updated proposal for the following Phases once the guidelines for those phases are defined resulting from findings in Phase 1.

Reimbursable expenses are in addition to compensation for professional services and represent STR's out-of-pocket expenses made in the interest of the project. Reimbursable expenses shall be invoiced at-cost.

HOURLY RATES

As indicated in the Master Agreement and attached herein.

ADDITIONAL SERVICES

In addition to those services listed in the Master Agreement, the following services are not considered basic services and are not included in the scope of this proposal. These services are available by separate written fixed-fee proposal or on a time-spent hourly fee (per Exhibit B, attached) at the discretion of D15.

- Extended or phased construction schedules requiring extended construction administrative services such as separation of renovation from new construction.
- Plats of survey, dedication, or other land conveyance documentation.
- Topographic, utility or other site surveys usually done by a registered surveyor.
- Preparation of materials and attendance of Public Hearing required by local authorities or for approvals above those normally required for Illinois Public School facilities.
- Providing Construction Phase Services 60 days after the date of the Substantial Completion Certificate has been issued.



If the above is acceptable to you, Mr. Adamczyk, and meets with your understanding of the project, please sign this Project Authorization. Please keep a copy for your records and return a copy to our office. Again, STR Partners is honored and excited to assist D15 in providing the best possible facilities for your children. Thank you.

Yours truly,

ACCEPTED

STR Partners LLC

Palatine District 15

By: _____

Title: _____

Jennifer Costanzo AIA LEED® AP
Principal

Date: _____

cc: Project File

encl: Hourly Rates



HOURLY RATE SCHEDULE

Effective January 1, 2018 – December 31, 2019

	Hourly Rate
Architectural Services	
Principal	\$200.00
General Manager	\$175.00
Senior Project Manager	\$150.00
Project Manager	\$130.00
Senior Associate	\$100.00
Associate	\$90.00
Administrative	\$85.00
Cost Estimating/Project Logistics/Scheduling	
Senior Estimator	\$150.00
Estimator	\$100.00
Administrative	\$75.00
Building Envelope Consultation	
Principal	\$160.00
Project Engineer	\$140.00
Senior Project Manager	\$95.00
Project Manager	\$75.00
CAD Drafter	\$55.00
Administrative	\$45.00