

NOTICE OF MEETING **WEDNESDAY, JANUARY 10, 2018 6:00 p.m.**

Park District of Highland Park
Board of Park Commissioners
West Ridge Center
636 Ridge Rd.
Highland Park, IL 60035

WORKSHOP MEETING AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ADDITIONS TO THE AGENDA**
- IV. PARKS OPERATIONS / GOLF OPERATIONS CONSTRUCTION UPDATE**
- V. SUNSET VALLEY CLUBHOUSE UPDATE**
 - a. WB OLSON CONSTRUCTION MANAGEMENT CONTRACT FOR SUNSET VALLEY GOLF COURSE**
- VI. REVIEW OF VOUCHERS**
- VII. OPEN TO PUBLIC TO ADDRESS BOARD**
- VIII. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- IX. ACTION FROM CLOSED SESSION IF ANY**
- X. ADJOURNMENT**

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Liza McElroy, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.



Memorandum

To: Board of Park Commissioners
From: Jeff Smith, Assistant Director of Parks, Properties & Planning; Dan Voss, Director of Parks, Properties and Planning; Kathy Donahue, Deputy Director of Operations; Liza McElroy, Executive Director
Date: January 10, 2018
Subject: **PARK AND GOLF MAINTENANCE FACILITY PROJECT UPDATE**

CONSTRUCTION PROGRESS

This past month, the interior of the building has begun to take shape. Masonry walls have been completed, walls for the offices, training room and restrooms have been framed and drywall has been hung. Significant progress has been made with electrical and plumbing installation. The gas meter was installed and gas unit heaters are now operational. Work on the exterior of the building has included the installation of skylights, exterior doors, roof coping and scuppers.

Looking ahead, crews will start priming walls and hanging ceiling grid. Millwork work is scheduled to begin shortly. Overhead garage doors and elevator have been ordered and are expected to arrive soon.

FINANCIAL REPORT

Below is the current project financial report. Expenses to date cover design, engineering, permitting, site testing, pre-construction management, construction administration, and construction since the approval of the Integrated Project Development Agreement in September 2016. Contingency dollars have been used for various changes to the project as real-time conditions present. The dollar amount reflected below also includes credits to the project identified through ongoing value engineering. In the last month, contingency dollars have been applied to the addition of backsplash tile in training room, the addition of Homasote panels in offices, re-engineering of clip for attaching metal joist to steel beam at mezzanine, low voltage work and additional fire alarm devices.

Park and Golf Maintenance Facility	Budget	- Project YTD	- Variance
Total Lamp Construction (Base Bid and Alternates)	\$4,891,390.00	\$2,568,792.00	(\$2,322,598.00)
Total Soft Costs	\$863,530.00	\$623,107.64	(\$240,422.36)
Contingency	\$229,950.00	\$137,544.00	(\$92,406.00)
Total Park and Golf Maintenance Facility Project	\$5,984,870.00	\$3,329,443.64	(\$2,655,426.36)

EMP: \$5,984,400

PROJECT TIMELINE

Estimated remaining project schedule is as follows:

- Estimated Grand Opening: February 2017



Memorandum

To: Board of Park Commissioners
From: Liza McElroy, Executive Director
Date: 1/10/2017
Subject: **CONSTRUCTION MANAGEMENT AS CONTRACTOR WITH GUARANTEED MAXIMUM AGREEMENT FOR SVGC CLUBHOUSE**

BACKGROUND

In May 2017, the Park District retained W.B. Olson to provide Pre-Construction services for the renovation of SVGC Clubhouse. This was done in anticipation of entering into an agreement to hire W.B. Olson as the **Project Construction Manager (CM)**. WB Olson has extensive experience with Clubhouse Construction, most recently completing the Glenview Park District Clubhouse. The Park District has an existing satisfactory relationship with W.B. Olson who served as the Construction Management firm for the Rosewood Development project.

Responsibilities of the Construction Manager per the attached agreement include project consultation, preparation of project cost estimates, bidding and negotiations with subcontractors and equipment suppliers, preparation and implementation of construction schedule, cost control, and construction site management.

AGREEMENT DETAILS

Staff is recommending approval to hire W.B. Olson based on the services outlined in the attached agreement for **Construction Manager as Constructor with Guaranteed Maximum**. Approval of this type of agreement involves a two-step process.

Step 1: This step requires approval from the Park Board of Commissioners of the attached agreement at the January 23 Meeting.

The attached agreement details **"CM as Contractor"** services of which W.B. Olson will be responsible, the process of determining a **"Guaranteed Maximum Price (GMP)"**, and the **"CM Fee"** due to W.B. Olson. Both the GMP and the CM Fee will not be known until Step 2. The summary of the attached agreement for Step 1 includes:

1. W.B. Olson will be the **"CM as Contractor"** which specifically designates the CM to hold all subcontractor agreements and is responsible for their execution.
2. A **"Guaranteed Maximum Price"** will include the total cost for construction, 5% contingency and the CM Fee due to W.B. Olson.
3. The **CM Fee** due to W.B. Olson will be 4.5% of the total cost for construction.

Step 2: This step requires approval from the Park Board of Commissioners at the February 27 Meeting of the Guaranteed Maximum Price, which will act as an addendum to the attached agreement.

During this step both the GMP and the CM Fee will be determined and approved as part of the Agreement Addendum. The process for calculating the Guaranteed Maximum Price is as follows:

1. **Total Cost of Construction:** After opening bids for the various construction trades, W.B. Olson will consult with PDHP Staff and Project Architect Woodhouse Tinnuci (WTA) to determine if there are opportunities to further reduce the total cost of construction. After subcontractor negotiations, and acceptance from PDHP staff and WTA, W.B. Olson will then calculate the total cost of construction. The total cost of work for the construction of the SVGC Clubhouse renovation is estimated at \$1,367,526.
2. **Contingencies:** 5% of the total cost of construction will be allocated for CM contingencies. Unused contingencies will be reimbursed to PDHP.
3. **Construction Management (CM) Fee:** 4.5% of the total cost of construction will be allocated for the CM Fee. The current estimate for W.B. Olson's CM Fee is \$61,582.

Upon review and acceptance of the GMP, W.B. Olson will provide a Guaranteed Maximum Price Proposal and written statement to be approved by the Park Board of Commissioners which will act as an amendment to the attached agreement.

The current Project estimate for the Guaranteed Maximum Price provided by W.B. Olson is \$1,429,108. This is within the budgeted amount for hard construction costs and within the total amount budgeted for the SVGC Clubhouse renovation of 1,900,000.

RECOMMENDATION

Staff recommends approval from the Park Board of Commissioners of the attached agreement with W.B. Olson for **Construction Manager as Contractor with Guaranteed Maximum Price** at the January 23 Board Meeting.

SVGC PROJECT SCHEDULE

- January 8, 2018: Construction and Equipment Bids released
- January 23, 2018: Board Approval of Construction Manager as Contractor with Guaranteed Maximum Price Agreement
- February 27, 2018: Board Approval of Guaranteed Maximum Price Proposal Agreement Amendment
- March 2018: Start Construction
- June 2018: Soft Opening of SVGC Clubhouse
- August 2018: SVGC Course and Clubhouse Grand Opening



AIA[®] Document A133[™] – 2009

Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price

AGREEMENT made as of the First day of November in the year Two Thousand Seventeen
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status and address)

Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035

and the Construction Manager:
(Name, legal status and address)

W.B. Olson, Inc.
3235 Arnold Lane
Northbrook, IL 60062

for the following Project:
(Name and address or location)

Sunset Valley Golf Club
Clubhouse Renovation

The Architect:
(Name, legal status and address)

Woodhouse Tinucci Architects
230 W. Superior Street
6th Floor
Chicago, IL 60654

The Owner's Designated Representative:
(Name, address and other information)

Liza McElroy
Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035

The Construction Manager's Designated Representative:
(Name, address and other information)

John Emser
W.B. Olson, Inc.
3235 Arnold Lane
(Paragraphs deleted)
Northbrook, IL 60062

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201[™]-2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

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The Owner and Construction Manager agree as follows.



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EXHIBIT A GUARANTEED MAXIMUM PRICE AMENDMENT

ARTICLE 1 GENERAL PROVISIONS

§ 1.1 The Contract Documents

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to the execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. Upon the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, the Contract Documents will also include the documents described in Section 2.2.3 and identified in the Guaranteed Maximum Price Amendment and revisions prepared by the Architect and furnished by the Owner as described in Section 2.2.8. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. If anything in the other Contract Documents, other than a Modification, is inconsistent with this Agreement, this Agreement shall govern.

§ 1.2 Relationship of the Parties

The Construction Manager accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to cooperate with the Architect and exercise the Construction Manager's skill and judgment in furthering the interests of the Owner; to furnish efficient construction administration, management services and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner's interests. The Owner agrees to furnish or approve, in a timely manner, information required by the Construction Manager and to make payments to the Construction Manager in accordance with the requirements of the Contract Documents.

§ 1.3 General Conditions

For the Preconstruction Phase, AIA Document A201™–2007, General Conditions of the Contract for Construction, shall apply only as specifically provided in this Agreement. For the Construction Phase, the general conditions of the contract shall be as set forth in A201–2007, which document is incorporated herein by reference. The term "Contractor" as used in A201–2007 shall mean the Construction Manager.

ARTICLE 2 CONSTRUCTION MANAGER'S RESPONSIBILITIES

The Construction Manager's Preconstruction Phase responsibilities are set forth in Sections 2.1 and 2.2. The Construction Manager's Construction Phase responsibilities are set forth in Section 2.3. The Owner and Construction Manager may agree, in consultation with the Architect, for the Construction Phase to commence prior to completion of the Preconstruction Phase, in which case, both phases will proceed concurrently. The Construction Manager shall identify a representative authorized to act on behalf of the Construction Manager with respect to the Project.

§ 2.1 Preconstruction Phase

§ 2.1.1 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.

§ 2.1.2 Consultation

The Construction Manager shall schedule and conduct meetings with the Architect and Owner to discuss such matters as procedures, progress, coordination, and scheduling of the Work. The Construction Manager shall advise the Owner and the Architect on proposed site use and improvements, selection of materials, and building systems and equipment. The Construction Manager shall also provide recommendations consistent with the Project requirements to the Owner and Architect on constructability; availability of materials and labor; time requirements for procurement, installation and construction; and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions.

§ 2.1.3 When Project requirements in Section 3.1.1 have been sufficiently identified, the Construction Manager shall prepare and periodically update a Project schedule for the Architect's review and the Owner's acceptance. The Construction Manager shall obtain the Architect's approval for the portion of the Project schedule relating to the performance of the Architect's services. The Project schedule shall coordinate and integrate the Construction Manager's services, the Architect's services, other Owner consultants' services, and the Owner's responsibilities and identify items that could affect the Project's timely completion. The updated Project schedule shall include the following: submission of the Guaranteed Maximum Price proposal; components of the Work; times of commencement and completion required of each Subcontractor; ordering and delivery of products, including those that must be ordered well in advance of construction; and the occupancy requirements of the Owner.

§ 2.1.4 Phased Construction

The Construction Manager shall provide recommendations with regard to accelerated or fast-track scheduling, procurement, or phased construction. The Construction Manager shall take into consideration cost reductions, cost information, constructability, provisions for temporary facilities and procurement and construction scheduling issues.

§ 2.1.5 Preliminary Cost Estimates

§ 2.1.5.1 Based on the preliminary design and other design criteria prepared by the Architect, the Construction Manager shall prepare preliminary estimates of the Cost of the Work or the cost of program requirements using area, volume or similar conceptual estimating techniques for the Architect's review and Owner's approval. If the Architect or Construction Manager suggests alternative materials and systems, the Construction Manager shall provide cost evaluations of those alternative materials and systems.

§ 2.1.5.2 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall prepare and update, at appropriate intervals agreed to by the Owner, Construction Manager and Architect, estimates of the Cost of the Work of increasing detail and refinement and allowing for the further development of the design until such time as the Owner and Construction Manager agree on a Guaranteed Maximum Price for the Work. Such estimates shall be provided for the Architect's review and the Owner's approval. The Construction Manager shall inform the Owner and Architect when estimates of the Cost of the Work exceed the latest approved Project budget and make recommendations for corrective action.

§ 2.1.6 Subcontractors and Suppliers

The Construction Manager shall develop bidders' interest in the Project.

§ 2.1.7 The Construction Manager shall prepare, for the Architect's review and the Owner's acceptance, a procurement schedule for items that must be ordered well in advance of construction. The Construction Manager shall expedite and coordinate the ordering and delivery of materials that must be ordered well in advance of construction. If the Owner agrees to procure any items prior to the establishment of the Guaranteed Maximum Price, the Owner shall procure the

items on terms and conditions acceptable to the Construction Manager. Upon the establishment of the Guaranteed Maximum Price, the Owner shall assign all contracts for these items to the Construction Manager and the Construction Manager shall thereafter accept responsibility for them.

§ 2.1.8 Extent of Responsibility

The Construction Manager shall exercise reasonable care in preparing schedules and estimates. The Construction Manager, however, does not warrant or guarantee estimates and schedules except as may be included as part of the Guaranteed Maximum Price. The Construction Manager is not required to ascertain that the Drawings and Specifications are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Construction Manager shall promptly report to the Architect and Owner any nonconformity discovered by or made known to the Construction Manager as a request for information in such form as the Architect may require.

§ 2.1.9 Notices and Compliance with Laws

The Construction Manager shall comply with applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to its performance under this Contract, and with equal employment opportunity programs, and other programs as may be required by governmental and quasi governmental authorities for inclusion in the Contract Documents.

§ 2.1.9.1 Prevailing Wage Act

The Construction Manager at Risk shall in the course of its work, and in the engagement of its Subcontractors whose names shall be provided in writing to the Owner, observe and have them observe all requirements of the Illinois Prevailing Wage Act, including without limitation, payment of not less than the prevailing wage to all covered workers and trades, and insert notices of such Act's requirements in its advertisements for bids, bid packages and specifications, subcontracts, surety bonds so that all Subcontractors will likewise observe the Act, including needed postings and delivery of certified payrolls to the Owner at prescribed intervals and that the Department of Labor's electronic website shall be checked monthly by Construction Manager and Subcontractors for possible revisions.

§ 2.2 Guaranteed Maximum Price Proposal and Contract Time

§ 2.2.1 At a time to be mutually agreed upon by the Owner and the Construction Manager and in consultation with the Architect, the Construction Manager shall prepare a Guaranteed Maximum Price proposal for the Owner's review and acceptance. The Guaranteed Maximum Price in the proposal shall be the sum of the Construction Manager's estimate of the Cost of the Work, including contingencies described in Section 2.2.4, and the Construction Manager's Fee.

§ 2.2.2 To the extent that the Drawings and Specifications are anticipated to require further development by the Architect, the Construction Manager shall provide in the Guaranteed Maximum Price for such further development consistent with the Contract Documents and reasonably inferable therefrom. Such further development does not include such things as changes in scope, systems, kinds and quality of materials, finishes or equipment, all of which, if required, shall be incorporated by Change Order.

§ 2.2.3 The Construction Manager shall include with the Guaranteed Maximum Price proposal a written statement of its basis, which shall include the following:

- .1 A list of the Drawings and Specifications, including all Addenda thereto, and the Conditions of the Contract;
- .2 A list of the clarifications and assumptions made by the Construction Manager in the preparation of the Guaranteed Maximum Price proposal, including assumptions under Section 2.2.2, to supplement the information provided by the Owner and contained in the Drawings and Specifications;
- .3 A statement of the proposed Guaranteed Maximum Price, including a statement of the estimated Cost of the Work organized by trade categories or systems, allowances, contingency, and the Construction Manager's Fee;
- .4 The anticipated date of Substantial Completion upon which the proposed Guaranteed Maximum Price is based; and
- .5 A date by which the Owner must accept the Guaranteed Maximum Price.

§ 2.2.4 In preparing the Construction Manager's Guaranteed Maximum Price proposal, the Construction Manager shall include its contingency for the Construction Manager's exclusive use to cover those costs considered reimbursable as the Cost of the Work but not included in a Change Order.

§ 2.2.5 The Construction Manager shall meet with the Owner and Architect to review the Guaranteed Maximum Price proposal. In the event that the Owner and Architect discover any inconsistencies or inaccuracies in the information presented, they shall promptly notify the Construction Manager, who shall make appropriate adjustments to the Guaranteed Maximum Price proposal, its basis, or both.

§ 2.2.6 If the Owner notifies the Construction Manager that the Owner has accepted the Guaranteed Maximum Price proposal in writing before the date specified in the Guaranteed Maximum Price proposal, the Guaranteed Maximum Price proposal shall be deemed effective without further acceptance from the Construction Manager. Following acceptance of a Guaranteed Maximum Price, the Owner and Construction Manager shall execute the Guaranteed Maximum Price Amendment amending this Agreement, a copy of which the Owner shall provide to the Architect. The Guaranteed Maximum Price Amendment shall set forth the agreed upon Guaranteed Maximum Price with the information and assumptions upon which it is based.

§ 2.2.7 The Construction Manager shall not incur any cost to be reimbursed as part of the Cost of the Work prior to the commencement of the Construction Phase, unless the Owner provides prior written authorization for such costs.

§ 2.2.8 The Owner shall authorize the Architect to provide the revisions to the Drawings and Specifications to incorporate the agreed-upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment. The Owner shall promptly furnish those revised Drawings and Specifications to the Construction Manager as they are revised. The Construction Manager shall notify the Owner and Architect of any inconsistencies between the Guaranteed Maximum Price Amendment and the revised Drawings and Specifications.

§ 2.2.9 The Construction Manager shall include in the Guaranteed Maximum Price all sales, consumer, use and similar taxes for the Work provided by the Construction Manager that are legally enacted, whether or not yet effective, at the time the Guaranteed Maximum Price Amendment is executed.

§ 2.3 Construction Phase

§ 2.3.1 General

§ 2.3.1.1 For purposes of Section 8.1.2 of A201–2007, the date of commencement of the Work shall mean the date of commencement of the Construction Phase.

§ 2.3.1.2 The Construction Phase shall commence upon the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal or the Owner's issuance of a Notice to Proceed, whichever occurs earlier.

§ 2.3.2 Administration

§ 2.3.2.1 Those portions of the Work that the Construction Manager does not customarily perform with the Construction Manager's own personnel shall be performed under subcontracts or by other appropriate agreements with the Construction Manager. The Owner may designate specific persons from whom, or entities from which, the Construction Manager shall obtain bids. The Construction Manager shall obtain bids from Subcontractors and from suppliers of materials or equipment fabricated especially for the Work and shall deliver such bids to the Architect. The Owner shall then determine, with the advice of the Construction Manager and the Architect, which bids will be accepted. The Construction Manager shall not be required to contract with anyone to whom the Construction Manager has reasonable objection.

§ 2.3.2.2 If the Guaranteed Maximum Price has been established and when a specific bidder (1) is recommended to the Owner by the Construction Manager, (2) is qualified to perform that portion of the Work, and (3) has submitted a bid that conforms to the requirements of the Contract Documents without reservations or exceptions, but the Owner requires that another bid be accepted, then the Construction Manager may require that a Change Order be issued to adjust the Contract Time and the Guaranteed Maximum Price by the difference between the bid of the person or entity recommended to the Owner by the Construction Manager and the amount and time requirement of the subcontract or other agreement actually signed with the person or entity designated by the Owner.

§ 2.3.2.3 Subcontracts or other agreements shall conform to the applicable payment provisions of this Agreement, and shall not be awarded on the basis of cost plus a fee without the prior consent of the Owner. If the Subcontract is awarded on a cost plus a fee basis, the Construction Manager shall provide in the Subcontract for the Owner to receive

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the same audit rights with regard to the Subcontractor as the Owner receives with regard to the Construction Manager in Section 6.11 below.

§ 2.3.2.4 If the Construction Manager recommends a specific bidder that may be considered a "related party" according to Section 6.10, then the Construction Manager shall promptly notify the Owner in writing of such relationship and notify the Owner of the specific nature of the contemplated transaction, according to Section 6.10.2.

§ 2.3.2.5 The Construction Manager shall schedule and conduct meetings to discuss such matters as procedures, progress, coordination, scheduling, and status of the Work. The Construction Manager shall prepare and promptly distribute minutes to the Owner and Architect.

§ 2.3.2.6 Upon the execution of the Guaranteed Maximum Price Amendment, the Construction Manager shall prepare and submit to the Owner and Architect a construction schedule for the Work and submittal schedule in accordance with Section 3.10 of A201–2007.

§ 2.3.2.7 The Construction Manager shall record the progress of the Project. On a monthly basis, or otherwise as agreed to by the Owner, the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information required by the Owner. The Construction Manager shall also keep, and make available to the Owner and Architect, a daily log containing a record for each day of weather, portions of the Work in progress, number of workers on site, identification of equipment on site, problems that might affect progress of the work, accidents, injuries, and other information required by the Owner.

§ 2.3.2.8 The Construction Manager shall develop a system of cost control for the Work, including regular monitoring of actual costs for activities in progress and estimates for uncompleted tasks and proposed changes. The Construction Manager shall identify variances between actual and estimated costs and report the variances to the Owner and Architect and shall provide this information in its monthly reports to the Owner and Architect, in accordance with Section 2.3.2.7 above.

§ 2.4 Professional Services

Section 3.12.10 of A201–2007 shall apply to both the Preconstruction and Construction Phases.

§ 2.5 Hazardous Materials

Section 10.3 of A201–2007 shall apply to both the Preconstruction and Construction Phases.

ARTICLE 3 OWNER'S RESPONSIBILITIES

§ 3.1 Information and Services Required of the Owner

§ 3.1.1 The Owner shall provide information with reasonable promptness, regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, constraints, and criteria, including schedule, space requirements and relationships, flexibility and expandability, special equipment, systems, sustainability and site requirements.

§ 3.1.2 Prior to the execution of the Guaranteed Maximum Price Amendment, the Construction Manager may request in writing that the Owner provide reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. Thereafter, the Construction Manager may only request such evidence if (1) the Owner fails to make payments to the Construction Manager as the Contract Documents require, (2) a change in the Work materially changes the Contract Sum, or (3) the Construction Manager identifies in writing a reasonable concern regarding the Owner's ability to make payment when due. The Owner shall furnish such evidence as a condition precedent to commencement or continuation of the Work or the portion of the Work affected by a material change. After the Owner furnishes the evidence, the Owner shall not materially vary such financial arrangements without prior notice to the Construction Manager and Architect.

§ 3.1.3 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1.1, (2) the Owner's other costs, and (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Construction Manager and Architect. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 3.1.4 Structural and Environmental Tests, Surveys and Reports. During the Preconstruction Phase, the Owner shall furnish the following information or services with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Construction Manager's performance of the Work with reasonable promptness after receiving the Construction Manager's written request for such information or services. The Construction Manager shall be entitled to rely on the accuracy of information and services furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

§ 3.1.4.1 The Owner shall furnish tests, inspections and reports required by law and as otherwise agreed to by the parties, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 3.1.4.2 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 3.1.4.3 The Owner, when such services are requested, shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 3.1.4.4 During the Construction Phase, the Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Construction Manager's performance of the Work with reasonable promptness after receiving the Construction Manager's written request for such information or services.

§ 3.2 Owner's Designated Representative

The Owner shall identify a representative authorized to act on behalf of the Owner with respect to the Project. The Owner's representative shall render decisions promptly and furnish information expeditiously, so as to avoid unreasonable delay in the services or Work of the Construction Manager. Except as otherwise provided in Section 4.2.1 of A201–2007, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 3.2.1 Legal Requirements. The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 3.3 Architect

The Owner shall retain an Architect to provide services, duties, and responsibilities as described in AIA Document B133™–2014, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition. The Owner shall provide the Construction Manager a copy of the executed agreement between the Owner and the Architect, and any further modifications to the agreement.

ARTICLE 4 COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES

§ 4.1 Compensation

§ 4.1.1 For the Construction Manager's Preconstruction Phase services, the Owner shall compensate the Construction Manager as follows:

§ 4.1.2 For the Construction Manager's Preconstruction Phase services described in Sections 2.1 and 2.2:
(Insert amount of, or basis for, compensation and include a list of reimbursable cost items, as applicable.)

\$8,000.

§ 4.1.3 If the Preconstruction Phase services covered by this Agreement have not been completed within two (2) months of the date of this Agreement, through no fault of the Construction Manager, the Construction Manager's compensation for Preconstruction Phase services shall be equitably adjusted.

§ 4.1.4 Compensation based on Direct Personnel Expense includes the direct salaries of the Construction Manager's personnel providing Preconstruction Phase services on the Project and the Construction Manager's costs for the mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, employee retirement plans and similar contributions.

§ 4.2 Payments

§ 4.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed.

§ 4.2.2 Payments are due and payable upon presentation of the Construction Manager's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Construction Manager.
(Insert rate of monthly or annual interest agreed upon.)

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ARTICLE 5 COMPENSATION FOR CONSTRUCTION PHASE SERVICES

§ 5.1 For the Construction Manager's performance of the Work as described in Section 2.3, the Owner shall pay the Construction Manager the Contract Sum in current funds. The Contract Sum is the Cost of the Work as defined in Section 6.1.1 plus the Construction Manager's Fee.

§ 5.1.1 The Construction Manager's Fee:

(State a lump sum, percentage of Cost of the Work or other provision for determining the Construction Manager's Fee.)

4.5% of the cost of the work. Fee will be fixed at time GMP is set

§ 5.1.2 The method of adjustment of the Construction Manager's Fee for changes in the Work:

	General Conditions	Fee	CGL
Additive Changes:	5%	5%	0.75%
Deductive Changes:	(0)	(0)	(0.75%)

§ 5.1.3 Limitations, if any, on a Subcontractor's overhead and profit for increases in the cost of its portion of the Work:

Additive change 15% overhead & profit on labor & materiel, 5% profit on subcontractors

§ 5.1.4 Rental rates for Construction Manager-owned equipment shall not exceed one hundred percent (100 %) of the standard rate paid at the place of the Project.

§ 5.1.5 Unit prices, if any:

(Identify and state the unit price; state the quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
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§ 5.2 Guaranteed Maximum Price

§ 5.2.1 The Construction Manager guarantees that the Contract Sum shall not exceed the Guaranteed Maximum Price set forth in the Guaranteed Maximum Price Amendment, as it is amended from time to time. To the extent the Cost of

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the Work exceeds the Guaranteed Maximum Price, the Construction Manager shall bear such costs in excess of the Guaranteed Maximum Price without reimbursement or additional compensation from the Owner.
(Insert specific provisions if the Construction Manager is to participate in any savings.)

Construction manager's contingency of 5% will be included in the GMP. Savings will be returned 100% to Owner (Savings will not be subject to CGL credits that apply to deductive change orders.) Savings equal total adjusted GMP less total cost and are calculated at the conclusion of the project.

§ 5.2.2 The Guaranteed Maximum Price is subject to additions and deductions by Change Order as provided in the Contract Documents and the Date of Substantial Completion shall be subject to adjustment as provided in the Contract Documents.

§ 5.3 Changes in the Work

§ 5.3.1 The Owner may, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions. The Owner shall issue such changes in writing. The Architect may make minor changes in the Work as provided in Section 7.4 of AIA Document A201–2007, General Conditions of the Contract for Construction. The Construction Manager shall be entitled to an equitable adjustment in the Contract Time as a result of changes in the Work.

§ 5.3.2 Adjustments to the Guaranteed Maximum Price on account of changes in the Work subsequent to the execution of the Guaranteed Maximum Price Amendment may be determined by any of the methods listed in Section 7.3.3 of AIA Document A201–2007, General Conditions of the Contract for Construction.

§ 5.3.3 In calculating adjustments to subcontracts (except those awarded with the Owner's prior consent on the basis of cost plus a fee), the terms "cost" and "fee" as used in Section 7.3.3.3 of AIA Document A201–2007 and the term "costs" as used in Section 7.3.7 of AIA Document A201–2007 shall have the meanings assigned to them in AIA Document A201–2007 and shall not be modified by Sections 5.1 and 5.2, Sections 6.1 through 6.7, and Section 6.8 of this Agreement. Adjustments to subcontracts awarded with the Owner's prior consent on the basis of cost plus a fee shall be calculated in accordance with the terms of those subcontracts.

§ 5.3.4 In calculating adjustments to the Guaranteed Maximum Price, the terms "cost" and "costs" as used in the above-referenced provisions of AIA Document A201–2007 shall mean the Cost of the Work as defined in Sections 6.1 to 6.7 of this Agreement and the term "fee" shall mean the Construction Manager's Fee as defined in Section 5.1 of this Agreement.

§ 5.3.5 If no specific provision is made in Section 5.1.2 for adjustment of the Construction Manager's Fee in the case of changes in the Work, or if the extent of such changes is such, in the aggregate, that application of the adjustment provisions of Section 5.1.2 will cause substantial inequity to the Owner or Construction Manager, the Construction Manager's Fee shall be equitably adjusted on the same basis that was used to establish the Fee for the original Work, and the Guaranteed Maximum Price shall be adjusted accordingly.

ARTICLE 6 COST OF THE WORK FOR CONSTRUCTION PHASE

§ 6.1 Costs to Be Reimbursed

§ 6.1.1 The term Cost of the Work shall mean costs necessarily incurred by the Construction Manager in the proper performance of the Work. Such costs shall be at rates not higher than the standard paid at the place of the Project except with prior consent of the Owner. The Cost of the Work shall include only the items set forth in Sections 6.1 through 6.7.

§ 6.1.2 Where any cost is subject to the Owner's prior approval, the Construction Manager shall obtain this approval prior to incurring the cost. The parties shall endeavor to identify any such costs prior to executing Guaranteed Maximum Price Amendment.

§ 6.2 Labor Costs

§ 6.2.1 Wages of construction workers directly employed by the Construction Manager to perform the construction of the Work at the site or, with the Owner's prior approval, at off-site workshops.

§ 6.2.2 Wages or salaries of the Construction Manager's supervisory and administrative personnel when stationed at the site or at the Construction Manager's office for the time spent working on this project.

(If it is intended that the wages or salaries of certain personnel stationed at the Construction Manager's principal or other offices shall be included in the Cost of the Work, identify in Section 11.5, the personnel to be included, whether for all or only part of their time, and the rates at which their time will be charged to the Work.)

§ 6.2.3 Wages and salaries of the Construction Manager's supervisory or administrative personnel engaged at factories, workshops or on the road, in expediting the production or transportation of materials or equipment required for the Work, but only for that portion of their time required for the Work.

§ 6.2.4 Costs paid or incurred by the Construction Manager for taxes, insurance, contributions, assessments and benefits required by law or collective bargaining agreements and, for personnel not covered by such agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, provided such costs are based on wages and salaries included in the Cost of the Work under Sections 6.2.1 through 6.2.3.

§ 6.2.5 Bonuses, profit sharing, incentive compensation and any other discretionary payments paid to anyone hired by the Construction Manager or paid to any Subcontractor or vendor, with the Owner's prior approval.

§ 6.3 Subcontract Costs

Payments made by the Construction Manager to Subcontractors in accordance with the requirements of the subcontracts.

§ 6.4 Costs of Materials and Equipment Incorporated in the Completed Construction

§ 6.4.1 Costs, including transportation and storage, of materials and equipment incorporated or to be incorporated in the completed construction.

§ 6.4.2 Costs of materials described in the preceding Section 6.4.1 in excess of those actually installed to allow for reasonable waste and spoilage. Unused excess materials, if any, shall become the Owner's property at the completion of the Work or, at the Owner's option, shall be sold by the Construction Manager. Any amounts realized from such sales shall be credited to the Owner as a deduction from the Cost of the Work.

§ 6.5 Costs of Other Materials and Equipment, Temporary Facilities and Related Items

§ 6.5.1 Costs of transportation, storage, installation, maintenance, dismantling and removal of materials, supplies, temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site and fully consumed in the performance of the Work. Costs of materials, supplies, temporary facilities, machinery, equipment and tools that are not fully consumed shall be based on the cost or value of the item at the time it is first used on the Project site less the value of the item when it is no longer used at the Project site. Costs for items not fully consumed by the Construction Manager shall mean fair market value.

§ 6.5.2 Rental charges for temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site and costs of transportation, installation, minor repairs, dismantling and removal. The total rental cost of any Construction Manager-owned item may not exceed the purchase price of any comparable item. Rates of Construction Manager-owned equipment and quantities of equipment shall be subject to the Owner's prior approval.

§ 6.5.3 Costs of removal of debris from the site of the Work and its proper and legal disposal.

§ 6.5.4 Costs of document reproductions, facsimile transmissions and long-distance telephone calls, postage and parcel delivery charges, telephone service at the site and reasonable petty cash expenses of the site office.

§ 6.5.5 That portion of the reasonable expenses of the Construction Manager's supervisory or administrative personnel incurred while traveling in discharge of duties connected with the Work.

§ 6.5.6 Costs of materials and equipment suitably stored off the site at a mutually acceptable location, subject to the Owner's prior approval.

§ 6.6 Miscellaneous Costs

§ 6.6.1 Premiums for that portion of insurance and bonds required by the Contract Documents that can be directly attributed to this Contract. Self-insurance for either full or partial amounts of the coverages required by the Contract Documents, with the Owner's prior approval.

§ 6.6.2 Sales, use or similar taxes imposed by a governmental authority that are related to the Work and for which the Construction Manager is liable.

§ 6.6.3 Fees and assessments for the building permit and for other permits, licenses and inspections for which the Construction Manager is required by the Contract Documents to pay.

§ 6.6.4 Fees of laboratories for tests required by the Contract Documents, except those related to defective or nonconforming Work for which reimbursement is excluded by Section 13.5.3 of AIA Document A201–2007 or by other provisions of the Contract Documents, and which do not fall within the scope of Section 6.7.3.

§ 6.6.5 Royalties and license fees paid for the use of a particular design, process or product required by the Contract Documents; the cost of defending suits or claims for infringement of patent rights arising from such requirement of the Contract Documents; and payments made in accordance with legal judgments against the Construction Manager resulting from such suits or claims and payments of settlements made with the Owner's consent. However, such costs of legal defenses, judgments and settlements shall not be included in the calculation of the Construction Manager's Fee or subject to the Guaranteed Maximum Price. If such royalties, fees and costs are excluded by the last sentence of Section 3.17 of AIA Document A201–2007 or other provisions of the Contract Documents, then they shall not be included in the Cost of the Work.

§ 6.6.6 Costs for electronic equipment and software, directly related to the Work with the Owner's prior approval.

§ 6.6.7 Deposits lost for causes other than the Construction Manager's negligence or failure to fulfill a specific responsibility in the Contract Documents.

§ 6.6.8 Legal, mediation and arbitration costs, including attorneys' fees, other than those arising from disputes between the Owner and Construction Manager, reasonably incurred by the Construction Manager after the execution of this Agreement in the performance of the Work and with the Owner's prior approval, which shall not be unreasonably withheld.

§ 6.6.9 Subject to the Owner's prior approval, expenses incurred in accordance with the Construction Manager's standard written personnel policy for relocation and temporary living allowances of the Construction Manager's personnel required for the Work.

§ 6.7 Other Costs and Emergencies

§ 6.7.1 Other customary costs incurred in the performance of the Work.

§ 6.7.2 Costs incurred in taking action to prevent threatened damage, injury or loss in case of an emergency affecting the safety of persons and property, as provided in Section 10.4 of AIA Document A201–2007.

§ 6.7.3 Costs of repairing or correcting damaged or nonconforming Work executed by the Construction Manager, Subcontractors or suppliers, provided that such damaged or nonconforming Work was not caused by negligence or failure to fulfill a specific responsibility of the Construction Manager and only to the extent that the cost of repair or correction is not recovered by the Construction Manager from insurance, sureties, Subcontractors, suppliers, or others.

§ 6.7.4 The costs described in Sections 6.1 through 6.7 shall be included in the Cost of the Work, notwithstanding any provision of AIA Document A201–2007 or other Conditions of the Contract which may require the Construction Manager to pay such costs, unless such costs are excluded by the provisions of Section 6.8.

§ 6.8 Costs Not To Be Reimbursed

§ 6.8.1 The Cost of the Work shall not include the items listed below:

- .1 Salaries and other compensation of the Construction Manager's personnel stationed at the Construction Manager's principal office or offices other than the site office, except as specifically provided in Section 6.2, or as may be provided in Article 11;
- .2 Expenses of the Construction Manager's principal office and offices other than the site office;
- .3 Overhead and general expenses, except as may be expressly included in Sections 6.1 to 6.7;
- .4 The Construction Manager's capital expenses, including interest on the Construction Manager's capital employed for the Work;
- .5 Except as provided in Section 6.7.3 of this Agreement, costs due to the negligence or failure of the Construction Manager, Subcontractors and suppliers or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable to fulfill a specific responsibility of the Contract;
- .6 Any cost not specifically and expressly described in Sections 6.1 to 6.7;
- .7 Costs, other than costs included in Change Orders approved by the Owner, that would cause the Guaranteed Maximum Price to be exceeded; and
- .8 Costs for services incurred during the Preconstruction Phase.

§ 6.9 Discounts, Rebates and Refunds

§ 6.9.1 Cash discounts obtained on payments made by the Construction Manager shall accrue to the Owner if (1) before making the payment, the Construction Manager included them in an Application for Payment and received payment from the Owner, or (2) the Owner has deposited funds with the Construction Manager with which to make payments; otherwise, cash discounts shall accrue to the Construction Manager. Trade discounts, rebates, refunds and amounts received from sales of surplus materials and equipment shall accrue to the Owner, and the Construction Manager shall make provisions so that they can be obtained.

§ 6.9.2 Amounts that accrue to the Owner in accordance with the provisions of Section 6.9.1 shall be credited to the Owner as a deduction from the Cost of the Work.

§ 6.10 Related Party Transactions

§ 6.10.1 For purposes of Section 6.10, the term "related party" shall mean a parent, subsidiary, affiliate or other entity having common ownership or management with the Construction Manager; any entity in which any stockholder in, or management employee of, the Construction Manager owns any interest in excess of ten percent in the aggregate; or any person or entity which has the right to control the business or affairs of the Construction Manager. The term "related party" includes any member of the immediate family of any person identified above.

§ 6.10.2 If any of the costs to be reimbursed arise from a transaction between the Construction Manager and a related party, the Construction Manager shall notify the Owner of the specific nature of the contemplated transaction, including the identity of the related party and the anticipated cost to be incurred, before any such transaction is consummated or cost incurred. If the Owner, after such notification, authorizes the proposed transaction, then the cost incurred shall be included as a cost to be reimbursed, and the Construction Manager shall procure the Work, equipment, goods or service from the related party, as a Subcontractor, according to the terms of Sections 2.3.2.1, 2.3.2.2 and 2.3.2.3. If the Owner fails to authorize the transaction, the Construction Manager shall procure the Work, equipment, goods or service from some person or entity other than a related party according to the terms of Sections 2.3.2.1, 2.3.2.2 and 2.3.2.3.

§ 6.11 Accounting Records

The Construction Manager shall keep full and detailed records and accounts related to the cost of the Work and exercise such controls as may be necessary for proper financial management under this Contract and to substantiate all costs incurred. The accounting and control systems shall be satisfactory to the Owner. The Owner and the Owner's auditors shall, during regular business hours and upon reasonable notice, be afforded access to, and shall be permitted to audit and copy, the Construction Manager's records and accounts, including complete documentation supporting accounting entries, books, correspondence, instructions, drawings, receipts, subcontracts, Subcontractor's proposals, purchase orders, vouchers, memoranda and other data relating to this Contract. The Construction Manager shall preserve these records for a period of three years after final payment, or for such longer period as may be required by law.

ARTICLE 7 PAYMENTS FOR CONSTRUCTION PHASE SERVICES

§ 7.1 Progress Payments

§ 7.1.1 Based upon Applications for Payment submitted to the Architect by the Construction Manager and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Construction Manager as provided below and elsewhere in the Contract Documents.

§ 7.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 7.1.3 Provided that an Application for Payment is received by the Architect not later than the 10th day of a month, the Owner shall make payment of the certified amount to the Construction Manager not later than the 30th day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than thirty (30) days after the Architect receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ 7.1.4 With each Application for Payment, the Construction Manager shall submit payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other evidence required by the Owner or Architect to demonstrate that cash disbursements already made by the Construction Manager on account of the Cost of the Work equal or exceed progress payments already received by the Construction Manager, less that portion of those payments attributable to the Construction Manager's Fee, plus payrolls for the period covered by the present Application for Payment.

§ 7.1.5 Each Application for Payment shall be based on the most recent schedule of values submitted by the Construction Manager in accordance with the Contract Documents. The schedule of values shall allocate the entire Guaranteed Maximum Price among the various portions of the Work, except that the Construction Manager's Fee shall be shown as a single separate item. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Construction Manager's Applications for Payment.

§ 7.1.6 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment. The percentage of completion shall be the lesser of (1) the percentage of that portion of the Work which has actually been completed, or (2) the percentage obtained by dividing (a) the expense that has actually been incurred by the Construction Manager on account of that portion of the Work for which the Construction Manager has made or intends to make actual payment prior to the next Application for Payment by (b) the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values.

§ 7.1.7 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Guaranteed Maximum Price properly allocable to completed Work as determined by multiplying the percentage of completion of each portion of the Work by the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values. Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201–2007;
- .2 Add that portion of the Guaranteed Maximum Price properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work, or if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing;
- .3 Add the Construction Manager's Fee, less retainage of percent (%). The Construction Manager's Fee shall be computed upon the Cost of the Work at the rate stated in Section 5.1 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, shall be an amount that bears the same ratio to that fixed-sum fee as the Cost of the Work bears to a reasonable estimate of the probable Cost of the Work upon its completion;
- .4 Subtract retainage of percent (%) from that portion of the Work that the Construction Manager self-performs;

- .5 Subtract the aggregate of previous payments made by the Owner;
- .6 Subtract the shortfall, if any, indicated by the Construction Manager in the documentation required by Section 7.1.4 to substantiate prior Applications for Payment, or resulting from errors subsequently discovered by the Owner's auditors in such documentation; and
- .7 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201–2007.

§ 7.1.8 The Owner and Construction Manager shall agree upon (1) a mutually acceptable procedure for review and approval of payments to Subcontractors and (2) the percentage of retainage held on Subcontracts, and the Construction Manager shall execute subcontracts in accordance with those agreements.

§ 7.1.9 Except with the Owner's prior approval, the Construction Manager shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 7.1.10 In taking action on the Construction Manager's Applications for Payment, the Architect shall be entitled to rely on the accuracy and completeness of the information furnished by the Construction Manager and shall not be deemed to represent that the Architect has made a detailed examination, audit or arithmetic verification of the documentation submitted in accordance with Section 7.1.4 or other supporting data; that the Architect has made exhaustive or continuous on-site inspections; or that the Architect has made examinations to ascertain how or for what purposes the Construction Manager has used amounts previously paid on account of the Contract. Such examinations, audits and verifications, if required by the Owner, will be performed by the Owner's auditors acting in the sole interest of the Owner.

§ 7.2 Final Payment

§ 7.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Construction Manager when

- .1 the Construction Manager has fully performed the Contract except for the Construction Manager's responsibility to correct Work as provided in Section 12.2.2 of AIA Document A201–2007, and to satisfy other requirements, if any, which extend beyond final payment;
- .2 the Construction Manager has submitted a final accounting for the Cost of the Work and a final Application for Payment; and
- .3 a final Certificate for Payment has been issued by the Architect.

The Owner's final payment to the Construction Manager shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

§ 7.2.2 The Owner's auditors will review and report in writing on the Construction Manager's final accounting within 30 days after delivery of the final accounting to the Architect by the Construction Manager. Based upon such Cost of the Work as the Owner's auditors report to be substantiated by the Construction Manager's final accounting, and provided the other conditions of Section 7.2.1 have been met, the Architect will, within seven days after receipt of the written report of the Owner's auditors, either issue to the Owner a final Certificate for Payment with a copy to the Construction Manager, or notify the Construction Manager and Owner in writing of the Architect's reasons for withholding a certificate as provided in Section 9.5.1 of the AIA Document A201–2007. The time periods stated in this Section supersede those stated in Section 9.4.1 of the AIA Document A201–2007. The Architect is not responsible for verifying the accuracy of the Construction Manager's final accounting.

§ 7.2.3 If the Owner's auditors report the Cost of the Work as substantiated by the Construction Manager's final accounting to be less than claimed by the Construction Manager, the Construction Manager shall be entitled to request mediation of the disputed amount without seeking an initial decision pursuant to Section 15.2 of A201–2007. A request for mediation shall be made by the Construction Manager within 30 days after the Construction Manager's receipt of a copy of the Architect's final Certificate for Payment. Failure to request mediation within this 30-day period shall result in the substantiated amount reported by the Owner's auditors becoming binding on the Construction Manager. Pending a final resolution of the disputed amount, the Owner shall pay the Construction Manager the amount certified in the Architect's final Certificate for Payment.

§ 7.2.4 If, subsequent to final payment and at the Owner's request, the Construction Manager incurs costs described in Section 6.1.1 and not excluded by Section 6.8 to correct defective or nonconforming Work, the Owner shall reimburse the Construction Manager such costs and the Construction Manager's Fee applicable thereto on the same basis as if such costs had been incurred prior to final payment, but not in excess of the Guaranteed Maximum Price. If the Construction Manager has participated in savings as provided in Section 5.2.1, the amount of such savings shall be recalculated and appropriate credit given to the Owner in determining the net amount to be paid by the Owner to the Construction Manager.

ARTICLE 8 INSURANCE AND BONDS

For all phases of the Project, the Construction Manager and the Owner shall purchase and maintain insurance, and the Construction Manager shall provide bonds as set forth in Article 11 of AIA Document A201–2007.

(State bonding requirements, if any, and limits of liability for insurance required in Article 11 of AIA Document A201–2007.)

Type of Insurance or Bond

Limit of Liability or Bond Amount (\$0.00)

ARTICLE 9 DISPUTE RESOLUTION

§ 9.1 Any Claim between the Owner and Construction Manager shall be resolved in accordance with the provisions set forth in this Article 9 and Article 15 of A201–2007. However, for Claims arising from or relating to the Construction Manager's Preconstruction Phase services, no decision by the Initial Decision Maker shall be required as a condition precedent to mediation or binding dispute resolution, and Section 9.3 of this Agreement shall not apply.

§ 9.2 For any Claim subject to, but not resolved by mediation pursuant to Section 15.3 of AIA Document A201–2007, the method of binding dispute resolution shall be as follows:

(Check the appropriate box. If the Owner and Construction Manager do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)

Arbitration pursuant to Section 15.4 of AIA Document A201–2007

Litigation in a court of competent jurisdiction

Other: *(Specify)*

§ 9.3 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Section 15.2 of AIA Document A201–2007 for Claims arising from or relating to the Construction Manager's Construction Phase services, unless the parties appoint below another individual, not a party to the Agreement, to serve as the Initial Decision Maker.

(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

ARTICLE 10 TERMINATION OR SUSPENSION

§ 10.1 Termination Prior to Establishment of the Guaranteed Maximum Price

§ 10.1.1 Prior to the execution of the Guaranteed Maximum Price Amendment, the Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager for the Owner's convenience and without cause, and the Construction Manager may terminate this Agreement, upon not less than seven days' written notice to the Owner, for the reasons set forth in Section 14.1.1 of A201–2007.

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§ 10.1.2 In the event of termination of this Agreement pursuant to Section 10.1.1, the Construction Manager shall be equitably compensated for Preconstruction Phase services performed prior to receipt of a notice of termination. In no event shall the Construction Manager's compensation under this Section exceed the compensation set forth in Section 4.1.

§ 10.1.3 If the Owner terminates the Contract pursuant to Section 10.1.1 after the commencement of the Construction Phase but prior to the execution of the Guaranteed Maximum Price Amendment, the Owner shall pay to the Construction Manager an amount calculated as follows, which amount shall be in addition to any compensation paid to the Construction Manager under Section 10.1.2:

- .1 Take the Cost of the Work incurred by the Construction Manager to the date of termination;
- .2 Add the Construction Manager's Fee computed upon the Cost of the Work to the date of termination at the rate stated in Section 5.1 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion; and
- .3 Subtract the aggregate of previous payments made by the Owner for Construction Phase services.

The Owner shall also pay the Construction Manager fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Construction Manager which the Owner elects to retain and which is not otherwise included in the Cost of the Work under Section 10.1.3.1. To the extent that the Owner elects to take legal assignment of subcontracts and purchase orders (including rental agreements), the Construction Manager shall, as a condition of receiving the payments referred to in this Article 10, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Construction Manager, as the Owner may require for the purpose of fully vesting in the Owner the rights and benefits of the Construction Manager under such subcontracts or purchase orders. All Subcontracts, purchase orders and rental agreements entered into by the Construction Manager will contain provisions allowing for assignment to the Owner as described above.

If the Owner accepts assignment of subcontracts, purchase orders or rental agreements as described above, the Owner will reimburse or indemnify the Construction Manager for all costs arising under the subcontract, purchase order or rental agreement, if those costs would have been reimbursable as Cost of the Work if the contract had not been terminated. If the Owner chooses not to accept assignment of any subcontract, purchase order or rental agreement that would have constituted a Cost of the Work had this agreement not been terminated, the Construction Manager will terminate the subcontract, purchase order or rental agreement and the Owner will pay the Construction Manager the costs necessarily incurred by the Construction Manager because of such termination.

§ 10.2 Termination Subsequent to Establishing Guaranteed Maximum Price

Following execution of the Guaranteed Maximum Price Amendment and subject to the provisions of Section 10.2.1 and 10.2.2 below, the Contract may be terminated as provided in Article 14 of AIA Document A201–2007.

§ 10.2.1 If the Owner terminates the Contract after execution of the Guaranteed Maximum Price Amendment, the amount payable to the Construction Manager pursuant to Sections 14.2 and 14.4 of A201–2007 shall not exceed the amount the Construction Manager would otherwise have received pursuant to Sections 10.1.2 and 10.1.3 of this Agreement.

§ 10.2.2 If the Construction Manager terminates the Contract after execution of the Guaranteed Maximum Price Amendment, the amount payable to the Construction Manager under Section 14.1.3 of A201–2007 shall not exceed the amount the Construction Manager would otherwise have received under Sections 10.1.2 and 10.1.3 above, except that the Construction Manager's Fee shall be calculated as if the Work had been fully completed by the Construction Manager, utilizing as necessary a reasonable estimate of the Cost of the Work for Work not actually completed.

§ 10.3 Suspension

The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2007. In such case, the Guaranteed Maximum Price and Contract Time shall be increased as provided in Section 14.3.2 of AIA Document A201–2007, except that the term "profit" shall be understood to mean the Construction Manager's Fee as described in Sections 5.1 and 5.3.5 of this Agreement.

ARTICLE 11 MISCELLANEOUS PROVISIONS

§ 11.1 Terms in this Agreement shall have the same meaning as those in A201–2007.

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§ 11.2 Ownership and Use of Documents

Section 1.5 of A201–2007 shall apply to both the Preconstruction and Construction Phases.

§ 11.3 Governing Law

Section 13.1 of A201–2007 shall apply to both the Preconstruction and Construction Phases.

§ 11.4 Assignment

The Owner and Construction Manager, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Construction Manager shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement. Except as provided in Section 13.2.2 of A201–2007, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

§ 11.5 Other provisions:

§ 11.5.1 Anything hereinabove to the contrary notwithstanding, in addition to the basic percentage compensation specified above (intended to cover Construction Manager's profit, general overhead, and main office costs), the Construction Manager shall receive a General Conditions allowance of \$96,750 (based on 3 month schedule and construction budget of \$850,000). subject to adjustment by change order, if any, of the Park District, to cover reasonable site specific costs and services including site personnel, phone, site communications and site office, not otherwise required by trade contracts unless the actual amount expended for all the foregoing items is less, in which event the lesser, actual amount shall be remitted. The General Conditions not-to-exceed cost is inclusive of a 10% overhead mark-up which will be charged against all General Conditions costs. Labor will be charged against said General Conditions per the schedule on Exhibit A attached. Construction Manager reserves the right to adjust General Conditions within the GMP as required by Project Conditions

§ 11.5.2 No retention will be held on Fee or other payments due the Construction Manager.

§ 11.5.3 The Owner will have the Construction Manager named as an additional insured under the Owner's Builder Risk Insurance policy applicable to the Project.

§ 11.5.4 Owner will provide all attorneys' services recommended by Construction Manager to enforce terms and conditions of the contracts, bonds, or performance of Contractors

§ 11.5.5 Payment and performance bond is not required for the Construction Manager.

§ 11.5.6 All Contracts for construction or material supply above \$20,000.00 shall be obtained by Public bidding and shall be subject to prior written approval of the owner. Owner shall promptly advise Construction Manager, in writing, of its approval or disapproval (with reasons therefore) of the contract or purchase order to be awarded. The Owner hereby authorizes the Construction Manager to enter into, conduct and administer, all contracts required for the construction of the project.

§ 11.5.7 The Owner and Architect shall be named as an additional insured on the Construction Manager CGL insurance policy. CGL Insurance will be charged to the project at 0.75% of the cost of the work.

§ 11.5.8 To the extent applicable, the Construction Manager will comply with the most current Illinois Prevailing Wage Act, the Corrupt Practices Act, Public Contractor's Act, Construction Bond Act and Park Code.

§ 11.5.9 Construction Manager will include contract language in Contractor Contracts to require compliance with the Illinois Prevailing Wage Act and other applicable Illinois statutes regarding public work.

§ 11.5.10 All requirements involving compliance with Illinois Statutes regarding public works, bidding and the like shall be carried out in the consultation with Park District's staff and attorney.

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§ 11.5.11 Construction manager will indemnify and hold harmless Owner its, officers, commissioners, and employees from and against all claims, demands, actions, injury and loss asserted against the Owner and arising out of Construction Manager's negligent acts or omissions in performance of this contract including, without limitation, reasonable attorney's fees.

§ 11.5.12 Parties agree that in the event of a conflict between the provisions of article 11.5 and the balance of the contract documents the terms and provisions of article 11.5 shall prevail in each such case of conflict.

§ 11.5.13 **Construction Contingency.** A Construction Contingency will be included in the GMP at 5% of the cost of the Work. The Construction Contingency is for the Construction Managers use to complete the building as shown on the Contract Documents and as necessary to complete the Project on time. The Construction Contingency may be used for costs due to unforeseen causes, cost overruns, for the acceleration for the work, and correction of defects in the work (Except where Subcontractor can be charged for the defective work). Such causes or details include, but are not limited to refinement of details of design within the scope of standards, quality and quantities which are reasonably inferable from the Guaranteed Maximum Price documents, the correction of minor defects not relating to design, delays in receipt of materials due to the fault of the Construction Manager and labor and material overruns. The Construction Manager may utilize the Construction Contingency for any items within the Cost of the Project without the necessity of a Change Order, without constituting a change in the Project and without resulting in any change in the Guaranteed Maximum Price.

§ 11.5.14 **One-Year Warranty.** The Construction Manager warrants that all materials and equipment furnished under this Contract will be free from defective workmanship and materials, and the Construction Manager agrees to assist the Owner to have trade contractors correct all construction performed under this contract which proves to be defective in workmanship or materials. These warranties shall commence on the date of Substantial completion of the Work or of a designated portion thereof and shall continue for a period of one year therefrom.

§ 11.5.15 The Construction Manager is signatory to certain collective bargaining agreements with trade unions, bidders will be required to perform work within the scope and jurisdiction of those collective bargaining agreements with workers who are members of those unions.

§ 11.5.16 Bidders will be required to meet experience qualifications as determined by Construction Manager and Owner.

ARTICLE 12 SCOPE OF THE AGREEMENT

§ 12.1 This Agreement represents the entire and integrated agreement between the Owner and the Construction Manager and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Construction Manager.

§ 12.2 The following documents comprise the Agreement:

- .1 AIA Document A133–2009, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price
- .2 AIA Document A201–2007, General Conditions of the Contract for Construction
- .3 AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed, or the following:
 - .4 AIA Document E202™–2008, Building Information Modeling Protocol Exhibit, if completed, or the following:
 - .5 Other documents:
(List other documents, if any, forming part of the Agreement.)

This Agreement is entered into as of the day and year first written above.

OWNER *(Signature)*

(Printed name and title)

CONSTRUCTION MANAGER *(Signature)*

David L. Olson, Co-President
(Printed name and title)



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Additions and Deletions Report for **AIA® Document A133™ – 2009**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 12:40:13 on 12/15/2017.

PAGE 1

AGREEMENT made as of the First day of November in the year Two Thousand Seventeen

...

Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035

...

W.B. Olson, Inc.
3235 Arnold Lane
Northbrook, IL 60062

...

Sunset Valley Golf Club
Clubhouse Renovation

...

Woodhouse Tinucci Architects
230 W. Superior Street
6th Floor
Chicago, IL 60654

...

Liza McElroy
Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035

...

John Emser
W.B. Olson, Inc.
3235 Arnold Lane

The Architect's Designated Representative:
(Name, address and other information)

Northbrook, IL 60062
PAGE 5

for inclusion in the Contract Documents.

§ 2.1.9.1 Prevailing Wage Act

The Construction Manager at Risk shall in the course of its work, and in the engagement of its Subcontractors whose names shall be provided in writing to the Owner, observe and have them observe all requirements of the Illinois Prevailing Wage Act, including without limitation, payment of not less than the prevailing wage to all covered workers and trades, and insert notices of such Act's requirements in its advertisements for bids, bid packages and specifications, subcontracts, surety bonds so that all Subcontractors will likewise observe the Act, including needed postings and delivery of certified payrolls to the Owner at prescribed intervals and that the Department of Labor's electronic website shall be checked monthly by Construction Manager and Subcontractors for possible revisions.

PAGE 6

§ 2.2.8 The Owner shall authorize the Architect to provide the revisions to the Drawings and Specifications to incorporate the ~~agreed-upon~~ agreed-upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment. The Owner shall promptly furnish those revised Drawings and Specifications to the Construction Manager as they are revised. The Construction Manager shall notify the Owner and Architect of any inconsistencies between the Guaranteed Maximum Price Amendment and the revised Drawings and Specifications.

...

§ 2.3.2.3 Subcontracts or other agreements shall conform to the applicable payment provisions of this Agreement, and shall not be awarded on the basis of cost plus a fee without the prior consent of the Owner. If the Subcontract is awarded on a cost plus a fee basis, the Construction Manager shall provide in the Subcontract for the Owner to receive the same audit rights with regard to the Subcontractor as the Owner receives with regard to the Construction Manager in Section 6.11 below.

PAGE 8

The Owner shall retain an Architect to provide services, ~~duties~~ duties, and responsibilities as described in AIA Document B133™-2014, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition. The Owner shall provide the Construction Manager a copy of the executed agreement between the Owner and the Architect, and any further modifications to the agreement.

PAGE 9

\$8,000.

§ 4.1.3 If the Preconstruction Phase services covered by this Agreement have not been completed within ~~(two (2))~~ (2) months of the date of this Agreement, through no fault of the Construction Manager, the Construction Manager's compensation for Preconstruction Phase services shall be equitably adjusted.

...

§ 4.2.2 Payments are due and payable upon presentation of the Construction Manager's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Construction Manager.

...

4.5% of the cost of the work. Fee will be fixed at time GMP is set

...

	<u>General Conditions</u>	<u>Fee</u>	<u>CGL</u>
Additive Changes:	5%	5%	0.75%
Deductive Changes:	(0)	(0)	(0.75%)

...

Additive change 15% overhead & profit on labor & materiel, 5% profit on subcontractors

§ 5.1.4 Rental rates for Construction Manager-owned equipment shall not exceed one hundred percent (100 %) of the standard rate paid at the place of the Project.

PAGE 10

Construction manager's contingency of 5% will be included in the GMP. Savings will be returned 100% to Owner (Savings will not be subject to CGL credits that apply to deductive change orders.) Savings equal total adjusted GMP less total cost and are calculated at the conclusion of the project.

PAGE 11

§ 6.2.2 Wages or salaries of the Construction Manager's supervisory and administrative personnel when stationed at the site ~~with the Owner's prior approval~~ or at the Construction Manager's office for the time spent working on this project.

PAGE 12

§ 6.7.1 Other customary costs incurred in the performance of the ~~Work if, and to the extent, approved in advance in writing by the Owner.~~ Work.

PAGE 14

§ 7.1.3 Provided that an Application for Payment is received by the Architect not later than the 10th day of a month, the Owner shall make payment of the certified amount to the Construction Manager not later than the 30th day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than thirty (30) days after the Architect receives the Application for Payment.

PAGE 16

Litigation in a court of competent jurisdiction

PAGE 18

§ 11.5.1 Anything hereinabove to the contrary notwithstanding, in addition to the basic percentage compensation specified above (intended to cover Construction Manager's profit, general overhead, and main office costs), the Construction Manger shall receive a General Conditions allowance of \$96,750 (based on 3 month schedule and construction budget of \$850,000). subject to adjustment by change order, if any, of the Park District, to cover reasonable site specific costs and services including site personnel, phone, site communications and site office, not otherwise required by trade contracts unless the actual amount expended for all the foregoing items is less, in which event the lesser, actual amount shall be remitted. The General Conditions not-to-exceed cost is inclusive of a 10% overhead mark-up which will be charged against all General Conditions costs. Labor will be charged against said General Conditions per the schedule on Exhibit A attached. Construction Manager reserves the right to adjust General Conditions within the GMP as required by Project Conditions

§ 11.5.2 No retention will be held on Fee or other payments due the Construction Manager.

§ 11.5.3 The Owner will have the Construction Manager named as an additional insured under the Owner's Builder Risk Insurance policy applicable to the Project.

§ 11.5.4 Owner will provide all attorneys' services recommended by Construction Manager to enforce terms and conditions of the contracts, bonds, or performance of Contractors

§ 11.5.5 Payment and performance bond is not required for the Construction Manager.

§ 11.5.6 All Contracts for construction or material supply above \$20,000.00 shall be obtained by Public bidding and shall be subject to prior written approval of the owner. Owner shall promptly advise Construction Manager, in writing, of its approval or disapproval (with reasons therefore) of the contract or purchase order to be awarded. The Owner hereby authorizes the Construction Manager to enter into, conduct and administer, all contracts required for the construction of the project.

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§ 11.5.11 Construction manager will indemnify and hold harmless Owner its, officers, commissioners, and employees from and against all claims, demands, actions, injury and loss asserted against the Owner and arising out of Construction Manager's negligent acts or omissions in performance of this contract including, without limitation, reasonable attorney's fees.

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§ 11.5.16 Bidders will be required to meet experience qualifications as determined by Construction Manager and Owner.

PAGE 20

David L. Olson, Co-President

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 12:40:13 on 12/15/2017 under Order No. 9006345832 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A133™ – 2009, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)



To: Board of Park Commissioners

From: Karen Lakoske - Accounts Payable Administrator
Annette Curtis - Finance Director
Liza McElroy - Executive Director

Date: January 10, 2018

Subject: Bills presented for the Board's review on January 10, 2018.
Checks written December 9, 2017 through January 4, 2018.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
January 4, 2018	\$ 1,108,935.04
Void Payments	\$ (136.62)
Bank Drafts	\$ 117,319.59
P-Card	\$ 179,329.17
TOTAL	\$ 1,405,447.18

PAYROLL DISBURSEMENTS

TOTAL

GRAND TOTAL \$ **1,405,447.18**



Park District of Highland Park, IL

Check Register

Packet: APPKT01423 - 20180104 2

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10006	3301-NCPERS - IL IMRF	01/04/2018	Regular	0.00	32.00	181027
<u>122117</u>	Invoice	12/21/2017	NCPERS Group Life Insurance	0.00	32.00	
15685	ABSOLUTE SERVICE INC	01/04/2018	Regular	0.00	1,926.00	181028
<u>4849</u>	Invoice	09/19/2017	Perform test/maint Irrigation pump, Mech	0.00	1,926.00	
10049	ADP, INC.	01/04/2018	Regular	0.00	8,796.13	181029
<u>504795209</u>	Invoice	12/08/2017	Payroll Services 12/01/17	0.00	526.72	
<u>505180228</u>	Invoice	12/15/2017	Workforce Now and Enterprise eTime	0.00	7,731.64	
<u>505607073</u>	Invoice	12/22/2017	Payroll Services 12/15/17	0.00	537.77	
16921	ALLEN JOHNSTON	01/04/2018	Regular	0.00	9.40	181030
<u>120117</u>	Invoice	12/01/2017	Toll Road Reimbursement	0.00	9.40	
10420	CENTERPOINT ENERGY SERVICES, IN	01/04/2018	Regular	0.00	5,841.69	181031
<u>6609411R</u>	Credit Memo	12/19/2017	09/01/17-09/30/17 Billing Adjustment	0.00	-4,135.70	
<u>6685941</u>	Invoice	12/20/2017	09/01/17-09/30/17 Billing Revised Invoic	0.00	3,972.75	
<u>6686851</u>	Invoice	12/21/2017	11/01/17-11/30/17	0.00	6,004.64	
14576	CHICAGO MAGIC INC.	01/04/2018	Regular	0.00	1,147.00	181032
<u>306833</u>	Invoice	12/12/2017	Refund	0.00	1,147.00	
14371	CHILDREN'S THEATRE COMPANY	01/04/2018	Regular	0.00	13,940.90	181033
<u>121117</u>	Invoice	12/11/2017	Fall 2017 dance class fees	0.00	6,087.20	
<u>12112017</u>	Invoice	12/11/2017	Fall 2017 theatre program	0.00	7,853.70	
10507	CITY TECH USA, INC	01/04/2018	Regular	0.00	350.00	181034
<u>3127</u>	Invoice	12/11/2017	PublicSalary Annual Membership	0.00	350.00	
10537	COMED	01/04/2018	Regular	0.00	444.89	181035
<u>1814767015 122</u>	Invoice	12/20/2017	Egandale Sec Light Boat Beach, Cunniff11/	0.00	50.96	
<u>7261044014 122</u>	Invoice	12/21/2017	11/20/17-12/21/17	0.00	393.93	
14826	COMMERCIAL CAPITAL COMPANY, L	01/04/2018	Regular	0.00	276.00	181036
<u>54752</u>	Invoice	12/06/2017	Lease scanner station	0.00	276.00	
15574	CONSERVATION LAND STEWARDSHI	01/04/2018	Regular	0.00	2,500.00	181037
<u>66484</u>	Invoice	12/11/2017	Pro Services Prescribed Burn	0.00	2,500.00	
16142	CONSTELLATION NEWENERGY INC	01/04/2018	Regular	0.00	17,329.80	181038
<u>0042916197 122</u>	Invoice	12/20/2017	October-November 2017	0.00	6,996.03	
<u>0042916197 122</u>	Invoice	12/20/2017	November- December 2017	0.00	10,333.77	
16743	DN WELDING & FABRICATING, INC	01/04/2018	Regular	0.00	103.00	181039
<u>21828</u>	Invoice	11/30/2017	13 Plug/Caps	0.00	103.00	
16923	DOROTHY ANDERSON	01/04/2018	Regular	0.00	52.47	181040
<u>328440</u>	Invoice	01/03/2018	Refund	0.00	52.47	
16907	ELICIA THOMPSON	01/04/2018	Regular	0.00	65.93	181041
<u>308825</u>	Invoice	12/14/2017	Refund	0.00	65.93	
16915	FALCONS HOCKEY ASSOCIATION	01/04/2018	Regular	0.00	3,278.05	181042
<u>121417</u>	Invoice	12/14/2017	Fall 2017 Hockey classes/coaching service	0.00	3,278.05	
16064	FC SETANA	01/04/2018	Regular	0.00	648.50	181043
<u>313684</u>	Invoice	12/19/2017	Refund	0.00	648.50	

Check Register

Packet: APPKT01423-20180104 2

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
10878	FERRET BACKGROUND CHECK	01/04/2018	Regular	0.00	17.15	181044
<u>PDHIPRO10118-1</u>	Invoice	01/01/2018	Applicant profiles 12/01/17-12/31/17	0.00	17.15	
10974	GEWALT HAMILTON ASSOCIATES, IN	01/04/2018	Regular	0.00	14,403.50	181045
<u>5121.005-15G</u>	Invoice	12/07/2017	Prof Services 10/23/17-11/19/17 PDHP P	0.00	1,808.00	
<u>5121.045-1</u>	Invoice	12/07/2017	Prof Services thru 11/19/17 POGO Wall M	0.00	1,174.00	
<u>5121.200-20</u>	Invoice	12/07/2017	Prof Services 10/23/17-11/19/17	0.00	11,421.50	
11009	GRANDI BROS.	01/04/2018	Regular	0.00	416.45	181046
<u>A5051774</u>	Invoice	11/22/2017	Carburetor, 2 cases echo oil, STIHL coil	0.00	324.95	
<u>A5837307</u>	Invoice	12/14/2017	Carburetor & Intake gasket	0.00	91.50	
11102	HIGHLAND PARK CHAMBER OF COM	01/04/2018	Regular	0.00	1,250.00	181047
<u>21671</u>	Invoice	11/20/2017	2018 Annual Membership	0.00	1,250.00	
16922	HP ELITE	01/04/2018	Regular	0.00	1,091.00	181048
<u>307854</u>	Invoice	12/13/2017	Refund	0.00	1,091.00	
11194	ILLINOIS SHOTOKAN KARATE CLUBS	01/04/2018	Regular	0.00	4,838.60	181049
<u>121917</u>	Invoice	12/19/2017	2017 Fall class fee	0.00	4,838.60	
11196	ILLINOIS STATE POLICE	01/04/2018	Regular	0.00	4,000.00	181050
<u>121117</u>	Invoice	12/11/2017	Criminal background checks	0.00	4,000.00	
16924	IRENE DIOR	01/04/2018	Regular	0.00	11.67	181051
<u>328424</u>	Invoice	01/03/2018	Refund	0.00	11.67	
11240	J.W. TURF, INC.	01/04/2018	Regular	0.00	1,525.94	181052
<u>W01450</u>	Invoice	11/07/2017	New hydraulic line, cooler, tank, filter	0.00	1,525.94	
16470	KAITLIN GORDON	01/04/2018	Regular	0.00	12.13	181053
<u>133362-1</u>	Invoice	06/09/2017	Stale check replaced	0.00	12.13	
11431	KAPLAN PAVEMENT SERVICES	01/04/2018	Regular	0.00	8,292.05	181054
<u>171363</u>	Invoice	11/01/2017	3" Excavate & Pave 813 sf	0.00	8,292.05	
11486	KOVILIC CONSTRUCTION CO.	01/04/2018	Regular	0.00	65,000.00	181055
<u>001</u>	Invoice	11/27/2017	2017 Sleepy Hollow Park Bridge Replace	0.00	65,000.00	
16119	LAMP INC	01/04/2018	Regular	0.00	507,332.00	181056
<u>Z</u>	Invoice	12/19/2017	POGO-HP General Construction	0.00	507,332.00	
11541	LANER MUCHIN, LTD,	01/04/2018	Regular	0.00	420.00	181057
<u>528822</u>	Invoice	12/01/2017	Professional services thru 11/20/17	0.00	420.00	
16526	LEANN CAPRA	01/04/2018	Regular	0.00	85.80	181058
<u>147314-1</u>	Invoice	06/21/2017	Stale check replaced	0.00	85.80	
16914	LEE CHALMERS	01/04/2018	Regular	0.00	120.00	181059
<u>121417</u>	Invoice	12/14/2017	Refund	0.00	120.00	
16919	LESLIE STAPLETON	01/04/2018	Regular	0.00	67.20	181060
<u>321475</u>	Invoice	12/27/2017	Refund	0.00	67.20	
16920	LINDA BENJAMIN	01/04/2018	Regular	0.00	43.00	181061
<u>321480</u>	Invoice	12/27/2017	Refund	0.00	43.00	
16911	MADDIE DART	01/04/2018	Regular	0.00	213.63	181062
<u>306158</u>	Invoice	12/11/2017	Refund	0.00	213.63	
14647	MIDWEST FENCING CLUB	01/04/2018	Regular	0.00	936.00	181063
<u>22</u>	Invoice	12/18/2017	2017 Fall session 10/06/17-11/03/17	0.00	468.00	
<u>23</u>	Invoice	12/18/2017	2017 Fall session 11/10/17-12/15/17	0.00	468.00	
11860	MUTUAL ACE HARDWARE	01/04/2018	Regular	0.00	67.20	181064
<u>1191.113017</u>	Invoice	11/30/2017	Rental fee & Damage waiver	0.00	67.20	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
14914	NORTH SHORE WATER RECLAMATIC	01/04/2018	Regular	0.00	5,556.45	181065
<u>3687026</u>	Invoice	12/23/2017	0 Central Ave 06/21/17-09/21/17	0.00	7.22	
<u>3687213</u>	Invoice	12/23/2017	1377 Deer Creek Pkwy (Maint) 06/21/17-	0.00	31.30	
<u>3687520</u>	Invoice	12/23/2017	1220 Fredrickson Place 06/21/17-09/21/1	0.00	4,596.87	
<u>3689386</u>	Invoice	12/23/2017	1390 Sunset Rd 06/21/17-09/21/17	0.00	27.69	
<u>3689394</u>	Invoice	12/23/2017	1801 Sunset Rd 06/21/17-09/21/17	0.00	15.65	
<u>3689739</u>	Invoice	12/23/2017	8 Park Ave 06/21/17-09/21/17	0.00	92.71	
<u>3689773</u>	Invoice	12/23/2017	1390 Sunset Rd 06/21/17-09/21/17	0.00	27.69	
<u>3689775</u>	Invoice	12/23/2017	1801 Sunset Rd(Sunset Woods) 06/21/17-	0.00	240.80	
<u>3689931</u>	Invoice	12/23/2017	3100 Trailway 06/21/17-09/21/17	0.00	189.03	
<u>3689952</u>	Invoice	12/23/2017	2700 Trallway 06/21/17-09/21/17	0.00	261.27	
<u>3690002</u>	Invoice	12/23/2017	1377 Deer Creek Pkwy 06/21/17-09/21/1	0.00	66.22	
11959	NSSRA	01/04/2018	Regular	0.00	18,254.51	181066
<u>12</u>	Invoice	12/07/2017	2017 Member agency capital fund contrib	0.00	18,254.51	
16436	PAM MEYERSON	01/04/2018	Regular	0.00	7.30	181067
<u>313227</u>	Invoice	12/19/2017	Refund	0.00	7.30	
11998	PARK DISTRICT RISK MGMT AGCY	01/04/2018	Regular	0.00	137,070.20	181068
<u>1217133H</u>	Invoice	12/31/2017	Health Invoice	0.00	137,070.20	
11998	PARK DISTRICT RISK MGMT AGCY	01/04/2018	Regular	0.00	31,246.16	181069
<u>1217133</u>	Invoice	12/31/2017	Property/Liability/Workers Comp/Emp	0.00	31,246.16	
16416	PATRICIA SOLEM	01/04/2018	Regular	0.00	24.57	181070
<u>116248-1</u>	Invoice	05/22/2017	Stale check replaced	0.00	24.57	
16085	PETER STURGIS	01/04/2018	Regular	0.00	12.02	181071
<u>1897054-1</u>	Invoice	01/03/2017	Stale check replaced	0.00	12.02	
16910	PHILIPPA DJEMAL	01/04/2018	Regular	0.00	28.00	181072
<u>302960</u>	Invoice	12/08/2017	Refund	0.00	28.00	
12071	PLATINUM POOLCARE AQUATECH L	01/04/2018	Regular	0.00	2,925.00	181073
<u>82219</u>	Invoice	10/27/2017	2017 Swimming Pool Closing	0.00	2,925.00	
16906	RAFAEL LABRADOR	01/04/2018	Regular	0.00	10.00	181074
<u>308746</u>	Invoice	12/14/2017	Refund	0.00	10.00	
12172	RED WING SHOE COMPANY INC	01/04/2018	Regular	0.00	169.99	181075
<u>712-1-19275</u>	Invoice	10/02/2017	Safety boots- Gonzalez	0.00	169.99	
12211	RICOH USA, INC	01/04/2018	Regular	0.00	30.00	181076
<u>1073644312</u>	Invoice	12/06/2017	Manual meter collection charge	0.00	30.00	
12211	RICOH USA, INC	01/04/2018	Regular	0.00	353.00	181077
<u>1073878521</u>	Invoice	12/20/2017	Papercut additional licenses	0.00	353.00	
12211	RICOH USA, INC	01/04/2018	Regular	0.00	893.92	181078
<u>5051659053</u>	Invoice	12/14/2017	Copies 11/17/17-12/16/17	0.00	893.92	
16239	RICOH USA, INC.	01/04/2018	Regular	0.00	3,337.90	181079
<u>99818211</u>	Invoice	12/06/2017	Ricoh Lease 12/25/17-01/24/18	0.00	3,337.90	
16905	RITA ECHT	01/04/2018	Regular	0.00	3.73	181080
<u>313729</u>	Invoice	12/19/2017	Refund	0.00	3.73	
12264	ROTARY CLUB OF HIGHLAND PARK	01/04/2018	Regular	0.00	292.00	181081
<u>7759</u>	Invoice	12/20/2017	Qtrly dues	0.00	292.00	
16909	STEPHANIE HOLZ	01/04/2018	Regular	0.00	18.70	181082
<u>306183</u>	Invoice	12/11/2017	Refund	0.00	18.70	
12467	STEVE OLSON PRINTING & DESIGN	01/04/2018	Regular	0.00	118.00	181083

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>14982</u>	Invoice	12/11/2017	250 Business Cards	0.00	118.00	
12490	SUNDEK OF ILLINOIS, INC.	01/04/2018	Regular	0.00	44,125.00	181084
<u>15912</u>	Invoice	12/01/2017	2017 HCAP/Parks Shelter floor replaceme	0.00	44,125.00	
12703	UNITED WAY OF METRO CHICAGO	01/04/2018	Regular	0.00	34.00	181085
<u>122017</u>	Invoice	12/20/2017	United Way	0.00	34.00	
16908	VALLADOLID USA	01/04/2018	Regular	0.00	134.00	181086
<u>309044</u>	Invoice	12/14/2017	Refund	0.00	134.00	
12732	W.B. OLSON, INC.	01/04/2018	Regular	0.00	4,000.00	181087
<u>563-02</u>	Invoice	11/30/2017	SVGC Clubhouse renovation pre-construc	0.00	4,000.00	
16348	WADSWORTH GOLF CONSTRUCTION	01/04/2018	Regular	0.00	190,444.02	181088
<u>434-09</u>	Invoice	12/08/2017	2017 SVGC Renovation	0.00	190,444.02	
16348	WADSWORTH GOLF CONSTRUCTION	01/04/2018	Regular	0.00	1,400.00	181089
<u>434-53</u>	Invoice	11/30/2017	Replace 8" HDPE drain line	0.00	500.00	
<u>434-54</u>	Invoice	11/30/2017	Install 18" storm line	0.00	900.00	
16823	WELLS FARGO EQUIPMENT FINANCE	01/04/2018	Regular	0.00	515.26	181090
<u>5004426870</u>	Invoice	12/04/2017	Walking green's mower lease	0.00	515.26	
16823	WELLS FARGO EQUIPMENT FINANCE	01/04/2018	Regular	0.00	1,046.23	181091
<u>5004426869</u>	Invoice	12/04/2017	Walking green's mower lease	0.00	1,046.23	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	87	65	0.00	1,108,935.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	87	65	0.00	1,108,935.04



Park District of Highland Park, IL

Check Register

Packet: APPKT01419 - 01032018 1

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
16085	PETER STURGIS	01/12/2017	Regular	0.00	-12.02	179436
16350	DIRK BENDER	04/20/2017	Regular	0.00	-2.10	179902
16416	PATRICIA SOLEM	05/25/2017	Regular	0.00	-24.57	180038
16470	KAITLIN GORDON	06/22/2017	Regular	0.00	-12.13	180202
16526	LEANN CAPRA	06/22/2017	Regular	0.00	-85.80	180206

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	-136.62
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	5	0.00	-136.62



Park District of Highland Park, IL

Check Register

Packet: APPKT01410 - 121417 2

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
11188	ILLINOIS DEPT. OF REVENUE	12/14/2017	Bank Draft	0.00	5,555.00	DFT0001664
<u>November 2017</u>	Invoice	12/14/2017	November 2017	0.00	5,555.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	5,555.00
EFT's	0	0	0.00	0.00
	1	1	0.00	5,555.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01417 - 123117 2

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11160	ICMA RETIREMENT TRUST #106335	12/31/2017	Bank Draft	0.00	37,440.00	DFT0001666
<u>ICMA 401 12221</u>	Invoice	12/22/2017	ICMA 401 End of year payout	0.00	37,440.00	
13608	ICMA RETIREMENT TRUST #106336	12/31/2017	Bank Draft	0.00	10,000.00	DFT0001667
<u>ICMA 401 12221</u>	Invoice	12/22/2017	Wire Transfer ICMA 401 Executive	0.00	10,000.00	
11161	ICMA RETIREMENT TRUST #302037	12/31/2017	Bank Draft	0.00	8,810.09	DFT0001668
<u>ICMA 457 12221</u>	Invoice	12/22/2017	Wire Transfer ICMA 457 Deferred Comp	0.00	8,810.09	
12825	ICMA RETIREMENT TRUST #705568	12/31/2017	Bank Draft	0.00	380.00	DFT0001669
<u>ICMA Roth 12221</u>	Invoice	12/22/2017	Wire Transfer ICMA Roth	0.00	380.00	
11177	ILL MUNICIPAL RETIREMENT FUND	12/31/2017	Bank Draft	0.00	53,761.92	DFT0001670
<u>IMRF December</u>	Invoice	12/22/2017	IMRF 12/22/17	0.00	53,761.92	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	5	5	0.00	110,392.01
EFT's	0	0	0.00	0.00
	5	5	0.00	110,392.01



Park District of Highland Park, IL

Check Register

Packet: APPKT01418 - 123117 4

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
10058	AFLAC	12/31/2017	Bank Draft	0.00	1,372.58	DFT0001681
<u>AFLAC 123117</u>	Invoice	12/31/2017	AFLAC 12/31/17	0.00	1,372.58	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,372.58
EFT's	0	0	0.00	0.00
	1	1	0.00	1,372.58



Park District of Highland Park, IL

Check Register

Packet: APPKT01415 - 20171231 1

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	12/28/2017	Bank Draft	0.00	179,329.17	DFT0001665
<u>120717</u>	Invoice	12/07/2017	P-Card with PA	0.00	179,329.17	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	179,329.17
EFT's	0	0	0.00	0.00
	1	1	0.00	179,329.17

P-Card Transactions
11/08/17-12/07/17

Vendor Name	Transaction	Cc Amount Total
22ND CENTURY MEDIA, LL	1	\$1,650.00
4IMPRINT	1	\$2,639.22
4TE IDNR ECOCAT INT	1	\$500.00
4TE IDNR ECOCAT SERVIC	1	\$11.75
ABC BUSINESS FORMS INC	2	\$423.50
AIR COMFORT CORPORATIO	1	\$1,640.00
ALSCO INDUSTRIAL PRODU	1	\$63.71
AMAZON MKTPLACE PMTS	8	\$674.17
AMAZON MKTPLACE PMTS W	1	\$145.64
AMAZON.COM AMZN.COM/BI	5	\$245.75
AMAZON.COM WWW.AMAZON.	1	\$31.93
AmazonPrime Membership	1	(\$10.99)
AMERICAN VAN EQUIPMENT	1	\$1,058.66
ANDERSON LOCK CO	1	\$369.30
AQUA VISIONS AQUATIC S	1	\$150.00
ARLINGTON POWER EQUIPM	2	\$525.84
AT&T PREMIER EBIL	1	\$1,466.42
ATLANTA LIGHT BULBS, I	1	\$68.40
ATT BUS PHONE PMT	4	\$1,963.27
AVALON PETROLEUM	1	\$7,557.02
AWARDS CO	1	\$50.49
BATTERIES PLUS #0576	1	\$29.10
BEST BUY MHT 00011650	1	\$73.99
BHFX #10	3	\$501.41
BLS SPAMTITAN	1	\$180.00
Browns Chicken & Pasta	1	\$59.99
BSN SPORT SUPPLY GROUP	1	\$47.94
BTSI	5	\$6,346.50
BURRIS EQUIPMENT CO	1	\$75.99
CAROUSEL LINEN	1	\$117.40
CERAMIC SUPPLY CHICAGO	1	\$166.86
CHICAGO GOLF SHOW	1	\$725.00
CHICAGO SKY	1	\$303.00
CITY OF HIGHLAND PARK	9	\$8,155.00
CITY OF HIGHLAND PARK	1	\$250.00
CLUCKERS CHARCOAL CH	2	\$174.26
COMCAST	1	\$11,697.06
COMCAST CHICAGO	1	\$144.85
COMCAST CHICAGO CS 1X	9	\$1,948.76
CONSERV FS INC	1	\$258.30
CPS 3025	1	\$332.54
CRAFTWOOD LUMBER & HAR	23	\$808.24
CROWN TROPHY 54	2	\$2,515.85
CVS/PHARMACY #04787	4	\$655.48
DD/BR #306048	4	\$62.97
DICK'S SPORTING GOODS	1	\$99.96
DIRECT FITNESS SOLUTIO	2	\$1,704.67
DIRECT MOP SALES INC.	1	\$43.15
DISPLAYS2GO	1	\$322.55
DK ORGANICS LLC	5	\$280.80
DOLLAR TREE	3	\$113.00

P-Card Transactions
11/08/17-12/07/17

DOMESTIC UNIFORM IL	1	\$167.80
DRACMAN LLC	3	\$587.89
DROPBOX 92HGD56XQZ1L	1	\$9.99
DTV DIRECTV SERVICE	2	\$434.95
DUNBAR ARMORED	1	\$1,068.54
DWIGHT & M H JACKSON	1	\$53.75
EASTBAY TEAM SALES	4	\$1,412.99
EDIBLE ARRANGEMENTS	2	\$0.00
ELIVATE	1	\$439.03
ENTRYEEZE	1	(\$70.40)
EZGO FINANCE PAYMTS	2	\$804.50
FACEBK 4FKNVDEQ62	1	\$25.24
FACEBK 7FKNVDEQ62	1	\$5.25
FACEBK LK8CTDW4D2	1	\$100.00
FEDEX 251373463	1	\$23.74
FISH TECH	4	\$29.59
FLS BANNERS LTD	1	\$331.48
FORESTRY SUPPLIERS INC	1	\$35.16
FOX VALLEY FIRE AND SA	2	\$1,860.00
Friends of the Forest	1	\$300.00
FUN EXPRESS	1	\$165.45
GAMEDAY USA	1	\$597.00
GOODWIN & ASSOCIATES H	2	\$148.00
GOOGLE SVCSAPPS_pdhp.	1	\$4.16
GRAYSLAKE FEED SALES I	1	\$27.90
GROWER EQUIPMENT & SUP	1	\$119.80
GURNEE PARK DISTRICT	2	\$0.00
HALOGEN SUPPLY COMPANY	2	\$264.00
HANES GEO COMPONENTS	1	\$720.00
HARBOR FREIGHT TOOLS 1	2	\$978.67
HARRELLS LLC	6	\$9,585.49
IC SIGNS AND GRAPHICS	1	\$257.55
IDLEWOOD ELECTRIC S-HP	7	\$683.82
ILLINOIS ASSOCIATION O	44	\$12,685.00
IMPERIAL SURVEILLANCE,	2	\$570.00
INT IN BULLDOG SECURI	1	\$1,350.00
INT IN CURRENT TECHNO	1	\$4,877.51
INT IN ENERGY PRODUCT	2	\$1,350.00
INT IN ORIGINAL WATER	1	\$36.20
INT IN ROCKSOLID, LLC	1	\$1,244.40
INTERNATIONAL TRANSACTION	1	\$1.44
IPRA	15	\$3,865.83
IPRA	3	\$495.00
J2 EFX SERVICES	1	\$33.90
JEWEL #3459	14	\$328.28
JOANN STORES #2057	1	\$22.54
JOANN STORES #612	1	\$95.26
JOHNSTONE SUPPLY OF GU	5	\$680.32
JORSON AND CARLSON COM	1	\$140.04
JUDY'S PIZZERIA	1	\$121.50
K & M PRINTING	4	\$1,220.00
KENILWORTH BASEBALL AS	1	\$2,396.00

P-Card Transactions
11/08/17-12/07/17

KEYTH TECHNOLOGIES	3	\$66.00
KOLLEGE TOWN SPORTS	1	\$390.00
KRITZ VACUUM & ALLERGY	1	\$19.99
LAKE CITY CLEANERS HIG	1	\$153.45
LAKESHORE IT SOLUTIONS	8	\$22,289.22
LAKESHORE LEARNING #33	1	\$76.95
LAKESHORE RECYCLING SY	8	\$1,987.84
LEVELUP POTBELLY155535	1	\$24.88
LITANIA SPORTS GROUP I	6	\$2,380.00
MAILCHIMP MONTHLY	1	\$240.00
MARIANOS 00085332	2	\$159.80
MARK VEND CO.	2	\$308.01
MARKETINGPROFS.COM	1	\$167.00
MENONI AND MOCOJNI	9	\$2,431.02
METROPOLITAN INDUSTRIE	1	\$2,588.00
MICHAELS STORES 5018	5	(\$18.00)
MUNCHS SUPPLY 1	2	\$677.50
MUTUAL ACE HARDWARE &	23	\$903.37
NAPA AUTO PARTS	27	\$1,663.51
NELS J JOHNSON TREE EX	5	\$0.00
NORTHSHORE PHYSICIAN	2	\$323.00
OFFICESUPPLY.COM	4	\$1,488.79
OTC BRANDS, INC.	2	\$185.19
PALOS SPORTS	4	\$956.57
PANERA BREAD #204027	1	\$215.40
PAPER MART	1	\$25.26
PARK DISTRICT OF HIGHL	2	\$2.00
Park District Risk Man	5	\$235.00
PARTY CITY	7	\$336.36
PATTEN	1	\$1,597.00
PGA OF AMERICA IL SECT	1	\$125.00
PIEROS PIZZA - MOTO	6	\$581.04
PITMAN	2	\$0.00
PORTER PIPE & SUPPLY	1	(\$39.34)
PORTILLOS E-COMMERCE	1	\$60.00
PRO AM TEAM SPORTS	1	\$810.00
R&R SPECIALTIES OF WIS	1	\$2,802.00
RAL WI STATE PARKS	2	\$259.30
READY CARE-PURE FIJI	1	\$399.80
READYREFRESH BY NESTLE	2	\$374.28
REDS GARDEN CENTER	1	\$337.14
RUSSO POWER - HAINESVI	1	\$442.94
S&S WORLDWIDE	1	\$240.98
SAMSCLUB #6228	1	\$550.23
SANTO SPORT STORE	9	\$2,581.42
SIGNS TODAY	1	\$39.21
SMITHEREEN PEST MANAGE	2	\$108.00
SPRINGBOARDS AND MORE	2	\$4,254.45
SQ SQ GOOD IMPRESSIO	1	\$420.00
SQU SQ BENT FORK BAKE	1	\$303.75
STAPLES 00116616	5	\$116.45
STAPLES DIRECT	3	\$70.94

P-Card Transactions
11/08/17-12/07/17

SUNSET FOODS #1	4	\$94.98
TARGET 00008334	1	\$30.00
TARGET 00008656	1	\$131.31
TARGET 00011684	14	\$1,208.03
TARGET 00011684	1	(\$34.46)
TENNISDRILLS.TV SUBSCR	1	\$199.00
THE ATHLETIC EQUIPMENT	1	\$238.00
THE HOME DEPOT #1901	1	\$15.85
THE HOME DEPOT #1926	1	\$746.18
THE HOME DEPOT 1926	13	\$1,451.83
THE HOME DEPOT 1981	1	\$88.91
THEATER DISTRICT	1	\$39.00
THERM FLO	1	\$423.00
THORNTONS #312	5	\$237.11
TME MONEY MAGAZINE	1	\$40.00
TOYS R US #6026 QPS	2	\$12.99
TRADER JOE'S #682 QPS	1	\$10.56
TST REAL URBAN BBQ HP	3	\$282.25
USA GYMNASTICS	1	\$98.81
USPS PO 1636060035	1	\$6.59
VERMONT SYSTEMS INC	1	\$150.00
WALKER BROS. ORIGINAL	1	\$162.50
WAL-MART #1228	1	\$13.73
WAL-MART #3893	4	\$94.96
WAREHOUSE DIRECT	22	\$2,644.41
WAUKEGAN TIRE #2	1	\$186.63
WEB NETWORKSOLUTIONS	2	\$47.97
WEISSMAN DESIGNS FOR D	1	\$226.72
WM SUPERCENTER #3893	1	\$36.98
WW GRAINGER	1	\$320.67
WWW.1877FLOORGUY.CO	1	\$117.30
WWW.ISTOCK.COM	2	\$274.60
WWW.NORTHERNSAFETY.COM	2	\$376.66
XO COMMUNICATIONS	1	\$283.24
YOUR ADVANTAGE II LTD	1	\$243.00
YUMMY BOWL RESTAURANT	1	\$15.90
TOTAL		\$179,329.17