

Harlem School District #122
Attn: Mr. Josh Aurand, Assistant Superintendent
8605 North Second Street
Machesney Park, IL 61115

March 24, 2026
McM. No. TBD
Rock Cut School Parking Lot

PROJECT DESCRIPTION

The Harlem School District (Owner) is in the process of reorganizing and consolidating several elementary schools. The District has determined that Rock Cut School, located on Forest Hills Road in the City of Loves Park will remain open. The school is expected to see an increase in the number of students which will require an increase in the number of staff. The District has identified the need to expand the parking lot by approximately 25 spaces to accommodate an increase of staff. Expansion of the parking lot will require the relocation of existing sidewalks. The District also desires to seal the existing parking lot concurrently with the expansion. Stormwater management will be via overland flow and/or infiltration.

SCOPE OF SERVICES

McMahon Associates, Inc. (McMahon) agrees to provide the following Scope of Services for this project:

Site Topographic Services Include:

1. Topographic survey to facilitate the grading, sidewalk and parking lot design.

Civil Design Services Include:

1. Coordination with the Owner.
2. Preparation of plans, specifications, contract documents and opinion of probable construction costs for the parking lot and sidewalk improvements.
3. Two meetings (at 30% and 90% design) with Owner during design.
4. SWPPP plan and narrative to comply with Loves Park Code. It is expected that the disturbed area by construction activity will be less than 1.0 acres and therefore IEPA permits will not be necessary.
5. Deliverables include plans, contract documents and specifications.

Bid Engineering Services Include:

1. Review and respond to contractor Request for Interpretation (RFI's) during bidding.
2. Issue addenda as needed.
3. Conduct a pre-bid meeting.
4. Review bid results and provide written recommendation for contract award.

Construction Contract Administration (at Owner's Discretion) Services may Include:

1. Review of contractor submittals.
2. Conduct a pre-construction meeting.
3. Provide construction staking.
4. Respond to (RFI's) during construction.

5. Provide construction observation consisting of two (2) site visits per week.
6. Provide construction updates to Hagney Architects and the District as needed.
7. Review pay applications, and provide written recommendations for payment to the contractor.

ITEMS NOT INCLUDED IN THE SCOPE OF SERVICES

The following items are not included in the Scope of Services for this project and will only be provided if authorized by the Client and agreed to by McMahon.

- Advertising costs in a newspaper of general circulation.
- Soil borings/geotechnical work.
- Permit/review fees to municipal/State agencies, including review and recording fees.
- Reproduction of plans and specifications.
- Record drawings.
- Certified survey, easement documents, or other design disciplines such as architectural/structural/MEP, etc.

CLIENT RESPONSIBILITIES

The Scope of Services and fees are based on the understanding that Owner will provide the following:

- A single point of contact to act as the Owner’s authorized representative.

SPECIAL TERMS (Refer also to the attached General Terms & Conditions, which are hereby incorporated by reference into this Agreement.)

The Client agrees that the Project Description, Scope of Services, and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the express written consent of McMahon.

COMPENSATION

McMahon agrees to provide the Scope of Services described above for the following compensation:

- For Civil Design Services, Lump Sum Basis \$14,350.00
- For Bid Engineering Services, Lump Sum Basis..... \$3,015.00
- For Construction Contract Administration Services, per Owner, T&E Basis per attached rate sheets

McMahon will invoice monthly, based upon the percentage of work completed. Invoices are payable within 30 days of receipt. Late payments will be subject to interest at a rate of 1.5% per month. All work to be completed in accordance with McMahon Associates, Inc.’s General Terms and Conditions, copy attached.

COMPLETION SCHEDULE

McMahon agrees to complete this project as follows:

- Thirty percent (30%) design complete within 3 weeks of receipt of an executed Agreement.
- Ninety percent (90%) design complete within 3 weeks of receipt of the 30% design meeting.
- Final design complete within one week of the 90% design meeting.

- Bid and construction contract services to follow design. It is anticipated that construction will occur during the summer of 2026.

ACCEPTANCE

The General Terms & Conditions and the Scope of Services (defined in the above Agreement) are accepted, and McMahon is hereby authorized to proceed with the services. The Agreement fee is firm for acceptance within sixty (60) days from the date of this Agreement.

HARLEM SCHOOL DISTRICT

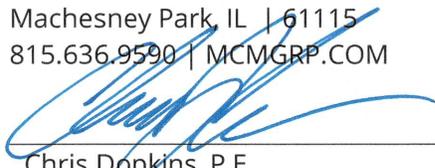
8605 N. Second Street
Machesney Park, IL 61115

Josh Aurand, Assistant Superintendent

Date

McMAHON ASSOCIATES, INC.

1700 Hutchins Road
Machesney Park, IL | 61115
815.636.9590 | MCMGRP.COM



Chris Dopkins, P.E.
Director of Regional Services - Illinois

3/25/26

Date

Attachments: General Terms and Conditions
Fee Schedule