

COMMUNITY UNIT SCHOOL DISTRICT NO. 205
Board of Education
4:45 PM—Monday, February 23, 2026
940 W. Fremont Street – Galesburg, IL
SPECIAL MEETING

AGENDA

- I. Call to Order
- II. Roll Call
- III. Consider Approval of Lauterbach & Amen Audit Service Agreement 2026-2028
- IV. Consider Approval of Counsilman-Hunsaker Pool Bid Document for Consulting Services
- V. Consider Approval of Valley Construction Bid for the Baseball Concessions/Silas Willard Safety Renovations
- VI. Consider Approval of Valley Construction Alternate Bid 1 for Baseball Press Box
- VII. Consider Approval of Agreement with Legat for Summer 2026 Maintenance Projects
- VIII. Consider Approval of Copy Services Bid 2026-2030
- IX. Adjourn



January 17, 2026

Members of the Board of Education
Galesburg Community Unit School District No. 205
Galesburg, Illinois

We are pleased to confirm our understanding of the services we are to provide the Galesburg Community Unit School District No. 205, Illinois for the fiscal years ended June 30, 2026, June 30, 2027, and June 30, 2028.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the District as of and for fiscal years ended June 30, 2026, June 30, 2027, and June 30, 2028. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited: the budgetary comparison schedules, GASB-required pension reporting and GASB-required other post-employment benefit (OPEB) reporting.

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements: combining fund statements, individual fund statements, budgetary comparison schedules and other information as supplemental schedules.

Audit Scope and Objectives - Continued

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit - Continued

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, if applicable, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning: management override of controls, improper revenue recognition, increased regulations by oversight bodies or granting agencies, and general or local economic challenges. Planning for this engagement has not concluded and is subject to change.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Controls

We will obtain an understanding of the District and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

Audit Procedures – Internal Controls - Continued

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance and requirements applicable to each of its major programs in our report on compliance issued pursuant to Uniform Guidance.

Other Services

We will assist in preparing the financial statements, schedule of expenditures of federal awards, related notes, and required audit adjustments, if any, of the District in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Other Services - Continued

You agree to assume all management responsibilities for the financial statement preparation services, schedule of expenditures of federal awards and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Responsibilities of Management for the Financial Statements and Single Audit - Continued

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be made available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date of schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Responsibilities of Management for the Financial Statements and Single Audit - Continued

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Lauterbach & Amen, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the cognizant agency or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lauterbach & Amen, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Engagement Administration, Fees, and Other - Continued

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the cognizant agency, oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fees for the fiscal years ended June 30, 2026, June 30, 2027, and June 30, 2028 audits will be:

Services Provided	Fiscal Year Ended 06/30/2026	Fiscal Year Ended 06/30/2027	Fiscal Year Ended 06/30/2028
• AFR (Audit Report)	\$38,500 Annual	\$40,500 Annual	\$42,500 Annual
• Single Audit	\$5,100 Annual	\$5,300 Annual	\$5,500 Annual
• Galesburg Area Vocational Center	\$5,600 Annual	\$5,800 Annual	\$6,000 Annual
• Medical Trust	\$3,800 Annual	\$3,900 Annual	\$4,000 Annual
Annual Total Costs of Services	\$53,000	\$55,500	\$58,000

* L&A notes charge is for 1 Major Program testing. Additional \$1,500 per additional program tested.

In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. Please be advised that we will charge interest on late invoices over sixty days.

Lauterbach & Amen’s client portal is used solely as a method of exchanging information and is not intended to store the District’s information. At the end of the engagement, we will provide the District with a copy (in an agreed-upon format) of deliverables and data related to the engagement from the portal. For multi-year engagements, this exchange will occur annually.

Upon completion of the engagement, data and other content will either be removed from the portal or become unavailable to Lauterbach & Amen, LLP within twelve months. For multi-year engagements, completion of the engagement occurs when the deliverables are completed for that year.

The District agrees that during the term of this agreement and for a period of twelve months thereafter, the District shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the District to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person’s annual compensation.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Education of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the Galesburg Community Unit School District No. 205, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Cordially,

Lauterbach & Amen, LLP
LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Galesburg Community Unit School District No. 205, Illinois.

By: _____

Title: _____



Counselman · Hunsaker
AQUATICS FOR LIFE

EXHIBIT "B" OF AIA DOCUMENT C.401 AGREEMENT BETWEEN THE CLIENT: **LEGAT ARCHITECTS**, AND THE CONSULTANT: **COUNSILMAN-HUNSAKER** FOR CONSULTING FOR **GALESBURG CENTRAL SCHOOL DISTRICT MUSTAIN POOL**.

THIS AGREEMENT is made and entered into at ST. LOUIS, MISSOURI, this ____ day of _____, 20____, by and between **LEGAT ARCHITECTS**, hereinafter referred to as the "**Client**", with an address of _____ and **COUNSILMAN-HUNSAKER & ASSOCIATES, INC. D/B/A COUNSILMAN-HUNSAKER**, a Missouri Corporation, doing business at 12851 Manchester Rd, Suite 120, St. Louis, MO 63131, hereinafter referred to as the "**Consultant**."

WHEREAS the Client intends to design and develop an aquatic facility at **GALESBURG CENTRAL SCHOOL DISTRICT MUSTAIN POOL IN GALESBURG, ILLINOIS** hereinafter referred to as the "**Project**" and,

WHEREAS, the Consultant is a consultant possessing expertise in the field of swimming pool design and engineering, and

WHEREAS the Client desires to retain the Consultant as its independent contractor for purposes of planning, design, and engineering swimming pool(s).

NOW, THEREFORE, in consideration of the covenants and agreements herein contained, the parties hereto agree as follows:

- I. SERVICES: The Client hereby retains the Consultant as its swimming pool design consultant for the Project which includes the renovation of the existing six (6) lane 25-yard competition pool which includes ADA improvements, modifications of the pumps, filtration, chemical treatment, fill and piping systems, replacement of the pool heaters, replacement of the interior pool finish, repairing/restoring the pool gutter and grating and restoring the deck equipment such as ladders, stanchion posts. The scope of the services to be provided by the Consultant pursuant to this Agreement shall include:

SCHEMATIC DESIGN PHASE

One (1) 1-day site visit

- A. Meet with the design team and the Client's steering committee plus any designated staff and/or stakeholder groups to discuss the Project, confirm the design program and the Client's objectives.
- B. Provide schematic plans and sections for the swimming pool showing critical dimensions and features.
- C. Provide a design narrative for the swimming pool.
- D. Consult with the Construction Manager in developing an opinion of probable construction cost for the swimming pool and address questions regarding such estimate data for the Project. The Consultant does not guarantee opinion of probable costs.
- E. If required, assist the Client in opinion of cost reconciliation for the swimming pool to bring the projected construction costs within the Project budget.
- F. Provide a design considerations document regarding critical swimming pool/natatorium design challenges addressing the issues of condensation, humidity control, paint and preparation of carbon steel, corrosion prevention and indoor air quality, this commentary will give the Client and consulting engineers a basis for developing their own design strategy to deal with those common natatorium challenges. While this commentary is the result of more than 50 years of experience observing these issues, the Client understands and agrees the responsibility for providing a successful design response to the issues is his, not the Consultant's. The Consultant is not providing engineering services for the buildings, natatorium, and support spaces.
- G. Review the physical characteristics and requirements identified for the natatorium and the pool with the Client. Review preliminary Schematic Design drawings prepared by the Client and Consultants regarding the following items:
 - 1. Natatorium and support spaces
 - 2. Acoustic issues and sound considerations
 - 3. Lighting and fenestration
 - 4. Natatorium materials and finishes
 - 5. Phasing of the Project
 - 6. Mechanical systems
 - 7. Hydrostatic relief system
- H. Provide general resource information to the Client and consultants in the following areas:
 - 1. Acoustics
 - 2. Thermal transmission
 - 3. Vapor barriers
 - 4. Finishes

5. Lighting
6. Utility requirements
- I. Participate in remote web-based meetings via teleconference or video conference for coordination with the design team.

DESIGN DEVELOPMENT PHASE

No site visits

- A. Provide Design Development drawings for the pool showing markings and features in plan and section.
- B. Provide plan and elevation of pool filter room and chemical rooms showing pumps, filters, and water chemistry equipment to verify size of space. Indicate where electrical and plumbing coordination items are located.
- C. Provide outline specifications for Division 13 - Swimming Pool.
- D. Consult with the Construction Manager in developing an opinion of probable construction cost for the swimming pool and answer questions regarding estimate cost data for the Project. The Consultant does not guarantee opinion of probable costs.
- E. If required, assist the Client in opinion of cost reconciliation for the swimming pool to bring the projected construction costs within the Project budget.
- F. Provide Mechanical design for the pool water heating system.
 1. Provide Design Development documents for the pool heating source, controls, and all piping to and from the heat source to the pool recirculation system.
 2. Heating system design to be done by others include ventilation, electrical, and natural gas service.
- G. Provide electrical coordination of the pool equipment.
 1. Provide Design Development documents for coordination of electrical requirements for the pool mechanical equipment.
 2. Coordinate electrical specification requirements with the Project Electrical Engineer.
- H. Provide a coordination document describing the pool equipment specified with interface with the other design disciplines.
- I. Provide product cut sheets to the Client for review and design team's use.
- J. Review applicable State and Local Health Codes relating to swimming pool design and construction.
- K. Consult with the design team for coordination of design and engineering issues.
- L. Review outline specifications prepared by the Client.
- M. Participate in remote web-based meetings via teleconference or video conference for coordination with the design team.

CONSTRUCTION DOCUMENTS PHASE

No site visits

- A. Provide swimming pool drawings (AQ sheets) and submit to the Client following the general format shown below. (Refer to attachments for description of Consultant's work and interface with engineering disciplines and the Client.)
 1. Pool Site Plan (building or site background from the Client)

- a. Design data
 - b. General notes
 - c. Reference notes
 - d. Demolition notes
2. Pool Plans and Sections
- a. Face-to-face dimensions of the structure(s)
 - b. Transverse sections
 - c. Longitudinal sections
 - d. Depth dimensions
 - e. Wall markings
 - f. Equipment schedule
 - g. Removable ladders
 - h. Starting blocks
 - i. Main drain locations
 - j. Pool markings
 - k. Location of depth markings and warning signs
 - l. Depth marker schedule
 - m. Construction plan of the pool
 - n. Other miscellaneous pool equipment
3. Pool Details
- a. Perimeter overflow system /details
 - b. Wall details
 - c. Removable ladders
 - d. Depth markers
 - e. Targets and lane markers
 - f. Starting blocks
 - g. Handicap lift and anchor
 - h. Wedge anchor
 - i. Stanchion anchor
 - j. Pool floor-to-wall cove
 - k. Other miscellaneous pool features
4. Piping Plan
- a. Plan of the pool
 - b. Filter room and chemical room locations
 - c. Building background from the Client
5. Pool Mechanical Room Plans and Sections
- a. Pool mechanical room piping plan

- b. Pool mechanical piping diagram
 - c. Filtration equipment
 - d. Recirculation equipment
- 6. Piping and Pool Mechanical Room Details
 - a. Main outlets
 - b. Backwash and pool draining piping
 - c. Pump detail(s)
 - d. Pipe hangers and supports
 - e. Flow meters
 - f. Water level controller
 - g. Fill funnel connection
 - h. Water chemistry controller
 - i. Schematic of water treatment system
 - j. pH adjustment equipment
 - k. Primary sanitation feed equipment
 - l. UV system
- B. Provide Mechanical design for the pool water heating system.
 - 1. Provide Construction Documents for the pool heating source, controls, and all piping to and from the heat source to the pool recirculation system.
 - 2. Heating system design to be done by others include ventilation, electrical, and natural gas service.
- C. Provide electrical coordination of the pool equipment.
 - 1. Provide Construction Documents for coordination of electrical requirements for the pool mechanical equipment.
 - 2. Coordinate electrical specification requirements with the Project Electrical Engineer.
- D. Provide specifications for Division 13, Section 131100 Swimming Pool. (Refer to attachments for description of Consultant's work and interface with engineering consultants and the Client.)
 - 1. Specifications shall include sections for:
 - a. General swimming pool and equipment
 - b. Swimming pool interior finishes, to include plaster/tile, as required
- E. Specifications that will be the responsibility of the Client and its respective consulting engineers include:
 - 1. Architectural: natatorium building structure surface coatings, pool mechanical room railings, stair, ladders, and signage.
 - 2. Mechanical/Plumbing: deck drain system, pool heater gas, make-up air and venting, make up water, hose bibbs, and filter backwash to sanitary.
 - 3. Electrical: pump motor starters and overload protection, underwater light power supply and junction boxes, pool equipment power distribution and connections, pool bonding and grounding per NEC680, pool mechanical room lights and circuitry.

4. Plumbing/Civil: subsurface drainage system under the pool.
 5. Structural: support structures, backwash basin and pump pit.
 6. Environmental/OSHA review: chemical SARA Title II, MSDS, OSHA signage and storm water permits.
- F. Coordinate AQ construction drawings and specifications with Client's and design team engineers.
 - G. Provide progress sets of AQ sheets and specifications if requested by Client at the following design intervals:
 1. 50%
 2. 90% to 99%
 3. 100% (bid)
 - H. Participate in remote web-based meetings via teleconference or video conference for coordination with the design team.
 - I. Review 90% to 100% completion set of construction documents (if requested) prepared by Client's and consulting engineers for swimming pool issues.
 - J. Consult with the Construction Manager in developing an opinion of probable construction cost for the swimming pool and answer questions regarding estimate data for the Project. The Consultant does not guarantee opinion of probable costs.
 - K. If required, assist the Client in opinion of cost reconciliation for the swimming pool to bring the projected construction costs within the Project budget.
 - L. Provide signed and sealed construction documents by a licensed Professional Engineer in the State of Illinois.
 - M. Support this phase of the design with open communication.

BID PHASE

No site visits

- A. Address bidders' inquiries and furnish addenda items to the Client to clarify drawings and specifications, if required.
- B. Evaluate licensed pool subcontractor bids and provide recommendation for award of a construction contract to the Client.
- C. Evaluate any substitutes proposed by the contractor.

CONSTRUCTION ADMINISTRATION PHASE

Three (3) 1-day site visits

- A. Review submittals (shop drawings, product information and requested substitutions by manufacturers and/or contractors) with regard to the pools and their related systems.
- B. Render opinions and interpret construction documents relative to disagreements between the contractor and the Client.
- C. Review contractor's payment applications for conformity to work completed and determine if the quality of work is in accordance with the construction documents.
- D. Observe construction of the aquatic related items during specific milestones throughout construction and submit a report following each site visit.
- E. Provide final observation of the aquatic facility to confirm that the pool and its related equipment have been installed as designed and specified. Submit a final punch list.

- F. Review the contractor's as-built drawings as well as the operations and maintenance manuals for substantial completion.
- G. Maintain open lines of communication for the discussion of questions and issues as they arise in the development of the Project.

II. DRAWINGS: All of the drawings, and specifications, prepared by the Consultant as instruments of service are and shall be the property of the Consultant whether the Project for which they are made is completed or not. Provided that the Client pays all amounts due and payable to the Consultant hereunder, the Client shall be permitted to retain copies, including reproducible copies of the drawings and specifications, and shall have a non-exclusive limited license to use such for the sole purpose of constructing and operating the Project and no other purpose. All drawings prepared by the Consultant will be issued in PDF format. A REVIT model will be provided as a supplemental design tool and shall not be considered a part of the final construction document package.

The Client acknowledges that the work, plans and specifications to be prepared by the Consultant for the swimming pool design of this Project shall not be based on one supplier in nature, and shall be fit for their intended purpose unless in the opinion of the Consultant there are no equal products available.

Except for reference and coordination purposes in connection with future additions or alterations to the Project, the drawings, specifications and other documents prepared by the Consultant are instruments of the service for use solely with respect to the Project and, unless otherwise provided, the Consultant shall be deemed the author of all such instruments and shall retain all common law, statutory and other reserved rights, including copyright. The Consultant's drawings, specifications or documents shall not be used by the Client or permitted by the Client to be used by others on other projects except with the Consultant's prior written agreement, which may be withheld in the Consultant's sole discretion, and with appropriate compensation to the Consultant.

III. AGENCY REVIEW AND APPROVAL OF PLANS AND SPECIFICATIONS: All permits that are to be obtained from health departments and jurisdictional authorities by the Client, relating to the work completed by the Consultant shall be done with the Consultant's assistance in filling out forms and answering questions. Once an authorized representative of a regulatory agency having jurisdiction over the Project including, but not limited to the health department approves the original design, the Consultant will not be required to revise or address any design changes or field modifications with enactment or revision of codes, laws or regulations or official interpretations, which necessitate changes to the previously prepared instruments of service; provided the Consultant will work with the design team in determining a solution at an agreed upon charge for such services. All necessary notices, obtaining all permits and payment of all government fees, and other costs in connection with construction related work, including filing all necessary drawings, preparation of all documents and obtaining all necessary approvals of governmental departments having jurisdiction for the purpose of construction completion and occupancy shall not be the responsibility of the Consultant.

IV. RELEASE: The Client hereby releases the Consultant from any and all claims, now existing or hereafter made, as a result of, construction means, methods, techniques, sequences or procedures, and shall not be responsible for the acts or omissions of any contractor, subcontractor or any other person performing any of the construction work on the Project or for the failure of any of them to carry out the work as set forth in the plans and specifications to be prepared by the Consultant. However, if during the field observation the Consultant becomes aware of an act or omission, or a failure by a contractor, subcontractor or any other person performing any of the construction work, to carry out the work in accordance with the plans and specifications, the

Consultant shall bring same to the attention of the Client; provided the Consultant has no obligation to do so or liability hereunder for the failure to do so.

The Consultant makes no warranty, guaranty, or certification; expressed or implied, as to its findings, recommendations, plans, specifications, or professional advice. The Consultant will endeavor to perform services in accordance with the generally accepted standards of practice in effect at the time of performance. The Client recognizes that neither the Consultant nor its sub consultants owe a fiduciary responsibility to the Client. Except as expressly set forth herein, the consultant makes no representations, warranties, or conditions of any kind, whether oral or written, whether express, implied, or arising by statute, custom, course of dealing or trade usage, with respect to the subject matter of this agreement or in connection with this agreement. The consultant specifically disclaims any and all implied warranties or conditions of merchantability, and fitness for a particular purpose. The terms of this Paragraph IV shall survive termination of this Agreement and completion of the Project.

- V. **HOLD HARMLESS:** The Client shall be responsible for the design of the building, not the Consultant. The Client agrees to and shall hold harmless, indemnify, and defend the Consultant from all claims, liability, losses, or damages relating to building design, including without limitation to claims, liability, losses or damages related to condensation, moisture damage, excessive humidity, absence or poor performance of vapor barriers and corrosion of surfaces.

To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, partners, employees, agents and Consultant's subconsultants, and any of them, to the Client, and anyone claiming by, through or under the Client for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in a anyway related to the services performed by the Consultant hereunder including without limitation related to any drawings, specifications, reports, conclusions and recommendations provided by the Consultant, shall not exceed \$1,000,000 of professional liability. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law. Notwithstanding anything contained herein to the contrary, in no event will the Consultant be liable for any indirect, special, incidental, consequential, exemplary or punitive damages or costs of procurement of substitute goods or services arising out of or related to this Agreement, including but not limited to damages for lost data, revenue or profits, however caused and arising under any theory of liability, including but not limited to contract or tort (including products liability, strict liability and negligence), and whether or not such party was or should have been aware or advised of the possibility of such damage. The terms of this Paragraph V shall survive termination of this Agreement and completion of the Project.

- VI. **FEES:** The Consultant's fee shall be a lump sum of **\$38,650.00** including **four (4)** site visits. Travel expenses are not included in this lump sum and will be billed separately from this fee. (Site visits in excess of **four (4)** shall be authorized by the Client in writing in advance and compensated with fee and reimbursable expenses as additional services according to the Additional Services Fee Schedule in Paragraph IX.) The Consultant may incur reasonable and necessary expenses for travel in providing the services and the additional services, if applicable, to the Client. In addition to all other amounts payable by the Client herein, the Client shall reimburse the Consultant for reasonable travel expenses incurred by the Consultant's officers, agents and employees that are directly related to the provision of the services. Travel expenses shall include but are not limited to the costs of airfare, rental cars, parking, lodging, and meals related to the provision of the services.

The Consultant shall provide an itemized account of such travel expenses, together with receipts, vouchers, or other supporting materials.

VII. PAYMENT SCHEDULE: The Consultant shall be paid monthly based on percentage complete for the following phases:

Schematic Design Phase	\$5,797.50
Design Development Phase	\$7,730.00
Construction Documents Phase	\$13,527.50
Bid Phase	\$1,932.50
Construction Administration Phase	\$9,662.50

The Consultant shall submit monthly invoices for services and reimbursable expenses incurred, based upon the percentage of the Consultant's services completed at the time of billing. The Client shall make payments to the Consultant within thirty (30) days of the invoice date. The Consultant may, after giving seven (7) days written notice to the Client, suspend services until payment is made in full of all past due invoices for this Project.

Reimbursable expenses shall consist of travel expenses and shall be billed at cost.

Should any additional tasks be required to be performed by the Consultant which are not expressly set forth in Paragraph I of this Agreement, including without limitation opinion of probable costs or re-design of pool shapes, features, or systems due to program change by the Client, the Consultant will execute such tasks when authorized by the Client and will be compensated for same as additional services according to the Additional Services Fee Schedule in Paragraph IX.

VIII. PROJECT SCHEDULE: The Project schedule shall be maintained as outlined in AIA - C 401 Agreement between the Client and the Consultant. Should the Project phase schedule be delayed, through no fault of the Consultant, the Consultant's schedule will be extended commensurate with the delays created by others.

IX. ADDITIONAL SERVICES: All additional services must be authorized in writing. The Consultant shall be paid for additional services according to the following fee schedule (if not listed as a lump sum):

Principal	\$285.00/hour
Director	\$250.00/hour
Project Manager	\$220.00/hour
Project Engineer/Architect	\$185.00/hour
Design Associate	\$155.00/hour
Administrative	\$90.00/hour
Site Visit	\$1,800.00 /day *

* Excluding travel expenses

The following services are available as additional services to the base scope and fee provided by the Consultant.

A. Renderings

1. The Consultant shall create a 3D rendering of the pool, pool deck, and adjacent spaces. The Architect's building models will be incorporated into the

comprehensive rendering. The Consultant will coordinate with other disciplines as needed.

2. Fee: To be negotiated based upon agreed scope of services.

B. Record Documents

1. The Consultant shall prepare a set of reproducible record drawings for its work showing significant changes in the work made during construction based on marked-up prints, drawings and other data furnished by the contractor to the Consultant. The Consultant makes no representation as to the compatibility of these files with others hardware or software beyond the specified release of the referenced specifications.

2. Fee: \$1,300.00

C. Contractor Warranty Phase

1. The Consultant will provide a pool commissioning evaluation report as a supplement to the standard punch list. In addition, a follow-up site observation prior to the expiration of the Contractor's one (1) year warranty date will be completed for confirmation that all systems are operating properly. A report will be issued identifying items that need to be addressed prior to the end of the warranty period.

2. Fee: To be negotiated based upon agreed scope of services.

- X. **MISCELLANEOUS:** This Agreement constitutes the entire understanding between the parties and cannot be modified except by their mutual written consent. In the event of a conflict between this Agreement and the terms of any other agreement or document pertaining to the Project, the terms and provisions of this Agreement will govern.

The terms of this Agreement are enforceable by the parties but are not enforceable by any third party. Nothing contained herein shall, or shall be construed, to create any rights in any third party.

Any notice or other communication required or permitted hereunder shall be in writing and shall be delivered personally or sent by certified, registered, or express mail, postage prepaid. Any such notice shall be deemed given on the date delivered personally, or if mailed, three (3) days after the date of deposit in the United States mail, addressed to the Client or the Consultant, as applicable, at the address set forth above.

If any provision or portion thereof, of this Agreement is found to be invalid, unlawful, or unenforceable to any extent, such provision of this Agreement will be enforced to the maximum extent permissible by applicable law so as to affect the intent of the parties, and the remainder of this Agreement will continue in full force and effect. The parties will negotiate in good faith an enforceable substitute provision for any invalid or unenforceable provision that most nearly achieves the intent and economic effect of such provision.

All provisions of this Agreement that, judging by their terms and context, are intended to survive, shall survive the termination of this Agreement.

This Agreement may be executed and delivered by facsimile and the parties agree that such facsimile execution and delivery will have the same force and effect as delivery of an original document with original signatures, and that each party may use such facsimile signatures as evidence of the execution and delivery of this Agreement by all parties to the same extent that an original signature could be used.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the day and year first above written.

ACCEPTED:
COUNSILMAN/HUNSAKER
& ASSOCIATES, INC.
D/B/A COUNSILMAN-HUNSAKER

LEGAT ARCHITECTS



Signature

Signature

Madeline Monroe – Project Director
CH Team Member & Title

Printed Name & Title

02/13/2026
Date

Date

Client Information:

Bryan Archibald, Assoc. AIA, LEED AP
Senior Associate | Studio Director
LEGAT Architects
1515 5th Ave., Suite 108
Moline, IL 61265
Phone: 309-517-5542
Email: barchibald@legat.com

ATTACHMENTS TO AGREEMENT

Description of CONSULTANT work and interface with Engineering Consultants and Client:

- I. Mechanical Engineering
 - A. The Consultant will provide operational flow requirements (GPM) for potable water and sewer discharge for the pool. If there is a site-specific limitation, the Consultant will work with the Mechanical Engineer to size the backwash catch basin, lift pumps and/or flow limitation to meet the requirements of the site-specific limitation for backwash. Equipment room sumps, sump pumps and tanks provided by other consultants.
 - B. The Consultant will develop a layout drawing of the pool mechanical room, showing where water and sewer connections are required.
 - C. Hydrostatic relief valve design will be designed and specified by the Consultant to provide temporary relief during short periods of pool draining for maintenance, not for construction de-watering.
 - D. Consultant shall recommend locations for hose bibbs in the natatorium and pool mechanical room based on operation and maintenance needs, if requested.
 - E. The Consultant shall design stand-alone direct fired pool heating. The Project Mechanical Engineer shall provide exhaust air and direct combustion air venting and gas supply to individual heaters.
 - F. Deck drain system selection and layout shall be by the plumbing or site engineer. The Consultant will provide a cursory review and comment on the deck drain system, if requested.
 - G. Under drain system to pump out below pool subsurface water before emptying pool should be on plumbing or civil sheets. The Consultant will sketch locations and suggest a lateral detail and a pipe riser detail with cover, if required.
- II. Electrical Engineering
 - A. The Consultant will provide pool equipment electrical requirements to Client for Electrical Engineer for its design of the pool equipment electrical systems.
 - B. Consultant will provide pool pump VFD equipment and electrical requirements. Electrical Engineer to furnish power to VFD and from VFD to pool pump motor. Electrical Engineer to provide all other motor starters and disconnects.
 - C. The Consultant will provide a general description of lighting criteria.
- III. Structural Engineering
 - A. The Consultant to provide catalog cut copies of manufacturers' literature for mounting dimensions and recommendations on deck equipment and equipment requiring structural support greater than a standard floor slab.
 - B.

LEGAT ARCHITECTS

Design with a Difference

February 17, 2026

VIA EMAIL

Mr. John Asplund
Superintendent
Galesburg Community Unit School District #205
940 W. Fremont Street
Galesburg, Illinois 61401

RE 2026 Facility Improvements
Architect's Project Number: 225099.00
Letter of Recommendation for Contract Award

Dear Mr. Asplund:

On Tuesday, February 17 at 2:00 PM, bids were received for the above referenced project in the district office. During the 25 day bidding period prior to this date, a total of 15 contractors became Bidders of Record and 8 submitted sealed bids. The bid opening was conducted by Legat Architects and witnessed by 11 attendees. Refer to the attached Bid Tabulation and Attendance Record.

Legat Architects has reviewed the qualifications and references of the low bidders and have found no evidence which would disqualify the apparent low bidder, Valley Commercial Construction, from being awarded the contract for all work.

In addition to the Base Bid, Bidders were required to identify the amounts for 1 alternate bid described as follows:

Alternate Bid Number 1: Press box in lieu of open platform

The purpose of this alternate is to identify the amount to be added to the lump sum Base Bid to provide a fully enclosed press box in lieu of an open platform.

Legat Architects, therefore, recommends the Galesburg CUSD #205 consider awarding the Contract for Construction to:

Valley Commercial Construction

3610 78th Avenue West
Rock Island, IL 61201
309-787-0292

Recommendation, **ONE**, for approval of the base bid proposal **\$1,678,000.00**.

Recommendation, **TWO**, for approval inclusive of the base bid proposal (\$1,678,000.00) and Alternate Number 1 (\$118,000.00) for a total contract amount of **\$1,796,000.00**.

All work is to be substantially complete by November 13, 2026.

If you have any questions regarding the bidding of the 2026 Facility Improvements project please do not hesitate to call. On behalf of Legat Architects, I look forward to working with Galesburg Community Unit School District #205 toward the successful completion of this project.

Thank you.

Dr. Asplund
Letter of Recommendation for Contract Award
February 18, 2026
Page 2 of 2

Sincerely,

A handwritten signature in black ink, appearing to read 'Bryan Archibald', with a long horizontal flourish extending to the right.

Bryan Archibald
Studio Director

Legat Architects, Inc.
1515 5th Avenue Suite 108
Moline, IL 61265

ATTACHMENTS Bid Tabulation and Attendance Record

Bid Tabulation

OWNER Galesburg CUSD #205
 PROJECT TITLE **2026 Facilities Improvements**
 PROJECT NUMBER 225099.00
 DATE / TIME: February 17, 2:00pm

BIDDER	ADDM			BID FORMS							REMARKS
	NUMBER 1	NUMBER 2	NUMBER 3	BASE BID	ALTERNATES	ALLOWANCES INCLUDED IN BASE BID	DATE COMPLETE	BID BOND	SUBST.	CERTIF.	
					ALTERNATE NUMBER 1						
Valley Commercial Construction	X	X	X	\$1,678,000.00	\$118,000.00	\$80,000.00	11/13/26	X	X	X	
Bush Construction Co. Inc.	X	X	X	\$1,779,900.00	\$96,000.00	\$80,000.00	11/13/26	X	X	X	
Hein Construction Co. Inc.	X	X	X	\$1,798,000.00	\$107,000.00	\$80,000.00	11/13/26	X	X	X	
Laverdiere Construction Inc.	X	X	X	\$1,823,900.00	\$116,934.00	\$80,000.00	11/13/26	X	X	X	
Peoria Metro Construction Inc.	X	X	X	\$1,849,000.00	\$103,215.00	\$80,000.00	11/13/26	X	X	X	
Estes Construction	X	X	X	\$1,874,000.00	\$104,000.00	\$80,000.00	11/13/26	X	X	X	
Russell Construction Co. Inc.	X	X	X	\$1,949,000.00	\$105,000.00	\$80,000.00	11/13/26	X	X	X	
CAD Construction Inc.	X	X	X	\$2,047,350.00	\$220,400.00	N/A	11/13/26	X	X	X	

LEGAT ARCHITECTS

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Attendance Record

OWNER Galesburg CUSD #205 RE Bid Opening
PROJECT TITLE 2026 Facilities Improvements PROJECT NO. 225099
LOCATION District Office DATE, TIME February 17, 2026, 2:00pm

NAME	TITLE	ORGANIZATION	PHONE	EMAIL
Andrew Steck	Director Buildings & Grounds	205	309-331-6109	asteck@galesburg205.org
Tavia Weis	Board member	Legat	309-517-5536	tweis@legat.com
Maurry Lyon	Board member	205		drm.1732@gmail.com
Elizabeth Betts		Valley		estimating@valley
George Sarraf	BD	Peoria Metro	309-550-2196	gsarraf@peoriametro.org
David Marshall	PM	Hickory	309-303-2674	d.m@hickoryshoe.com
David Wayne	AP/AR	Laverdiere	309-837-2758	dwayne@laverdiere.com
JOSH MOREHEAD	PM	Russell	563-508-7880	jmorehead@russellco.com
Nate Ze Auger	Est	CAD	309-925-2012	nate@cadconstruction.com
Joe Mangieri	Market Manager	Estes	309-221-8895	jmangieri@estesconstruction.com
Jamie Hirstein	Project Coordinator	Bush	563-209-6700	jhirstein@bushconstruct.com

LEGAT ARCHITECTS

Design with a Difference

February 6, 2026

VIA EMAIL

Dr. John Asplund
Superintendent
Galesburg CUSD #205
940 West Fremont Street
Galesburg, IL 61401

RE Galesburg CUSD#205 2026 Projects
Proposal to Provide Professional Architectural Services

Dear Dr Asplund:

Legat Architects is pleased to have the opportunity to continue to provide professional architectural services to Galesburg CUSD#205 ("Client"). The purpose of this letter is to confirm our understanding of the scope of work and to identify the professional services to be provided and related fees.

1.0 Project Parameters

1.1 Project Objective:

1.1.1 Steele Elementary School

1.1.1.1 Replace existing flooring throughout existing building.

1.1.1.2 Replace existing exterior doors at five locations.

1.1.2 Galesburg Jr/Sr High School

1.1.2.1 Paint Thiel gym walls.

1.1.2.2 Patch, sealcoat, and restripe student parking lot.

1.1.2.3 Replace junior high school track and pits, soccer scoreboard, and softball bullpen pad.

1.1.3 District Office

1.1.3.1 Replace existing asphalt parking lot.

1.2 Project Activities

1.2.1 Provide a visual assessment of the existing conditions in work areas identified; and

1.2.2 Provide an estimate of probable cost; and

1.2.3 Complete drawings and specifications suitable for bidding; and

1.2.4 Assist in project bidding and the selection of the most qualified bidder; and

1.2.5 Perform construction observation

1.3 Schedule Parameters:

1.3.1 Galesburg Jr/Sr High School and Steele Elementary School

1.3.1.1 4 week design schedule and a 10 week construction schedule.

1.3.2 District Office

1.3.2.1 8 week design schedule and a 10 week construction schedule.

1.4 Budget Parameters:

1.4.1.1 \$2,500,000

1.5 Project Delivery Method: It is the Architect's understanding the Client intends to use a design-bid-build delivery method and award a construction contract(s) to a general contractor.

2.0 Architect's Scope of Services

2.1 Project Formulation Phase (Design Development):

- 2.1.1 The Architect will assist the Client in obtaining proposals from and selecting specialty consultants which may include, but not be limited to, boundary and topographic surveys, professional civil engineering services, professional environmental testing, engineering and management services, and construction materials testing; and
- 2.1.2 The Architect will provide a visual assessment of the existing conditions affected by the scope of work line items; and
- 2.1.3 The Architect will assist the Client to modify the scope of work line items as required based on the results of the visual assessment and/or detailed investigations and to assess the impact on the initial estimate of probable cost; and
- 2.1.4 The Architect will provide an updated estimate of probable cost; and
- 2.1.5 The Architect will attend a reasonable number of meetings as required to complete this phase and receive approval of the scope of work from the Client including authorization to prepare and issue drawings and specifications suitable for bidding.

2.2 Construction Documents Phase:

- 2.2.1 The Architect will complete drawings and specifications suitable for bidding; and
- 2.2.2 The Architect will consult as required with authorities which may jurisdiction over scope of work line item(s); and
- 2.2.3 The Architect will facilitate the review of drawings and specifications by the Client at significant milestones as determined by the Client and Architect.

2.3 Bidding & Negotiations Phase:

- 2.3.1 The Architect will assist the Client in bidding the project and in the selection of the most qualified bidder; and
- 2.3.2 The Architect will prepare and submit necessary building permit paperwork to authorities having jurisdiction over scope of work line items(s) associated with the design of architectural, mechanical, electrical, and plumbing disciplines; and
- 2.3.3 The Architect will attend a reasonable number of meetings as required to complete this phase and assist the client with the approval of construction contract(s) by the Client.

2.4 Construction Phase:

- 2.4.1 The Architect will assist in administering the Contract for Construction; and
- 2.4.2 The Architect will attend Pre-Construction Meetings , Mobilization Meetings, weekly Owner-Architect-General Contractor meetings while construction operations are in progress, and Closeout Coordination Meetings; and
- 2.4.3 The Architect will perform weekly job-site observations while construction operations are in progress; and
- 2.4.4 The Architect may perform additional observations at instances of critical construction activity; and
- 2.4.5 The Architect will assist the Client with facilitating project closeout.

3.0 Deliverables

- 3.1 Construction Documents will consist of drawings and specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work.

4.0 Project Schedule

4.1 Once established, the project schedule is subject to decisions made in timely manner pertaining to the documents submitted by the Architect for review in order to avoid unreasonable delay in the orderly and sequential progress of the Architect’s services.

5.0 Compensation

5.1 The Architects current agreement with the District is a sliding scale based upon a percentage of construction cost. This sliding scale is applied to each individual project as approved by the Board.

<u>SLIDING SCALE CONSTRUCTION COST</u>	<u>ORIGINAL FEE</u>	<u>ADJUSTED FEE</u>
\$ 0.00 - \$ 1,000,000.00		10%
\$ 1,000,001.00 - \$ 3,000,000.00		9.4%
\$ 3,000,001.00 - \$ 5,000,000.00		8.4%
\$ 5,000,001.00 - \$ 7,000,000.00		7.4%
\$ 7,000,001.00 - \$ 10,000,000.00		6.9%
\$ 10,000,001.00 - \$ 20,000,000.00		6.65%
\$ 20,000,001.00 - \$ 25,000,000.00		6.4%
\$ 25,000,001.00 - \$ 30,000,000.00		6.15%
\$ 30,000,001.00 - above		5.9%

- 5.1.1 Compensation for Alternates not included in the Contract for Construction shall be billed at 80% of the total cost of the Alternates as identified on the Bid Form of the general contractor awarded the Contract for Construction.
- 5.1.2 Compensation for Alternates designed and bid under a separate agreement, not previously built, and included in the Contract for Construction shall be billed at 30% of the total cost of the Alternates.
- 5.1.3 Compensation for Change Orders shall be at the same percentage and based on the construction cost of the change order.
- 5.1.4 The Client’s unspent contingency and unspent cash allowances shall be excluded from the compensation calculations.

5.2 Reimbursable Expenses will be in addition to the Architect’s compensation and shall be invoiced using the multipliers indicated below times the expenses incurred by Legat Architects.

- 5.2.1 Reproduction costs for drawings, specifications, addenda, reports, etc. required to be submitted at the end of each contractual phase and for bidding purposes shall be invoiced at 1.10 times.
- 5.2.2 Postage and delivery charges for bid documents and materials requested by the Client or required by authorities having jurisdiction shall be invoiced at 1.10 times.
- 5.2.3 Necessary consultants, including professional civil engineering services, as approved by the Client will be invoiced at 1.25 times.
- 5.2.4 Specialty consultants to provide boundary and topographic surveys and construction materials testing will be invoiced at 1.10 times.
- 5.2.5 Other specialty consultants as approved by the Client will be invoiced at 1.25 times.

6.0 Client's Responsibilities

- 6.1 The Client will provide access to the Project Locations and facilities and to all original construction drawings, as-built documents, etc. that document the existing conditions.
- 6.2 The Client will provide floor plans for each Project Location in a digital format compatible with either Autodesk AutoCAD software or Autodesk Revit software.
- 6.3 The Client will designate a representative authorized to act on the Client's behalf with respect to the projects. The authorized representative will render decisions in a timely manner pertaining to documents submitted by the Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

7.0 Miscellaneous Provisions

- 7.1 Unless otherwise provided in this Agreement, Legat Architects and Legat Architects' consultants will have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.
- 7.2 Estimates of Probable Cost will be completed by referencing several sources, including active construction projects involving Legat Architects, R.S. Means Construction Cost Data, and historical construction information.

If you are in agreement with this proposal, you can authorize Legat Architects to proceed by signing below. Please note that Legat Architects will not begin work until written authorization to proceed is received. Upon receipt, Legat Architects will prepare AIA Document B101, Standard Form of Agreement Between Owner and Architect, 2017 edition, and forward to you for review and signature.

If you have any questions regarding this proposal, please contact me at your earliest convenience.

Thank you.

Sincerely,



Bryan Archibald
Studio Director

Legat Architects, Inc.
1515 5th Avenue, Suite 108
Moline, IL 61265

AUTHORIZATION We accept the terms of this Proposal:

OWNER
Galesburg CUSD #205
940 West Fremont Street
Galesburg, IL 61401

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DATE

ARCHITECT
Legat Architects, Inc.
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Bryan Archibald

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Studio Director

TITLE

February 6, 2026

DATE



Galesburg Community Unit School District 205

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To: Members of the Board of Education, Dr. John Asplund

Fm: Jennifer Hamm, Assistant Superintendent for Finance and Operations
Paulette Smallwood, Administrative Assistant for Transportation/Operations

Re: Copier Bid Contract Recommendation

Date: 2/20/26

On June 30, 2026, the District's five-year copier services contract with Xerox will expire. Following a comprehensive review of submitted proposals using the established bid evaluation rubric, it is recommended that the Board of Education approve a 60-month in-house lease agreement with DCS. Please refer to the attached bid summary sheet and scoring rubric for detailed results.

While DCS did not submit the lowest overall bid, the evaluation process considered multiple criteria beyond cost, including equipment quality, service responsiveness, reliability, and demonstrated experience serving local entities. Based on the combined weighted factors within the rubric, DCS received the highest overall rating.

Accordingly, we recommend approval of the Cannon equipment through DCS as the proposal that represents the best overall service, reliability, and value to the District.

Copier Bid Scoring Rubric

Bidder	Estimated Total 5 Year Cost of Ownership & Pricing (30%)	Fleet Optimization & Reduction Strategy (20%)	Equipment Quality & Specifications (15%)	Service & Support Capability (15%)	Vendor Experience & Local References (10%)	Compliance with RFP Requirements (10%)	Total Score
DCS-In House Lease	6	3	4	4	4	3.5	29.6
CDS	7	3	3	3	4	3.5	28.6
DCS-3rd Party	5	3	4	4	4	3.5	28.3
Office Machine Consultants	3	3	5	2	3	3.5	23.45
Marco	4	3	3	3	2	3.5	22.5
Advanced Document Solutions	2	3	1	3	4	3.5	19.8
Advanced Business Systems	1	3	2	1	3	3.5	16.25

*City Blue Removed

Rubric Scoring	
Meets All or Most RFP/Needs Requirements	4
Meets Some RFP/Need Requirements	3
Minimal RFP/Need Requirement	2
Does not meet any of the RFP/Need Requirements	1

Cost Scoring	
Lowest to Highest	7-1 Value
(Lowest Price-8, Most Expensive 1)	

Equipment Quality-Machine Reviews	
Lowest to Highest	5-1 Value
(6-Highest Consumer/Industry Rating, Lowest Rating Consumer/Industry Reliability 1)	

Copier Bids 2026 (60 Month)

All Supplies Except Staples Included In Lease

Bidder	Brand	Annual Lease	Annual Est. BW Usage	Copies Included	Overage Copy Estimate	BW Overage Cost	Total Annual Overage/Copy Cost	Annual Color Usage	Cost per Color Copy	Total Annual Est. Color Cost	Staples (Annual)	Additional Costs	Estimated Total Annual Cost	Estimated 5 Year Costs	Notes
CURRENT Pricing and Contract -Xerox	Xerox	\$59,552.16	9,110,975	7,218,000	1,892,975	\$0.0039	\$7,382.60	215,248	\$0.03500	\$7,533.68	\$3,230.00	\$0.00	\$74,468.44	\$372,342.20	
CDS	Konica Minolta	\$23,664.00	9,110,975	0	9,110,975	\$0.0029	\$26,421.83	215,248	\$0.02900	\$6,242.19	\$1,976.00	\$0.00	\$58,304.02	\$291,520.10	Machines 30 to 75 cpm
DCS-In House Lease	Cannon	\$27,446.88	9,110,975	0	9,110,975	\$0.0030	\$27,332.93	215,248	\$0.03000	\$6,457.44	\$1,786.00	\$0.00	\$63,023.25	\$315,116.23	Cannons 40-81 cpm. Add'l cost is annual if we choose 2 machines in place of one large in 10-12 workroom
DCS-3rd Party	Cannon	\$26,074.56	9,110,975	0	9,110,975	\$0.0015	\$13,666.46	215,248	\$0.01500	\$3,228.72	\$1,786.00	\$0.00	\$44,755.74	\$318,610.05	What does rates not "locked in" mean. Question-what are the 3rd party terms? Add'l cost would be if we place 2 machines in place of 1 large in 10-12 workroom
Marco	Konica Minolta	\$57,039.12	9,110,975	8,662,626	448,349	\$0.0029	\$1,300.21	215,248	\$0.02900	\$6,242.19	\$0.00	\$360.00	\$64,941.52	\$324,707.62	Very slow machines, 30cpm, 36.65 and 3-95's, 2nd LMS machine is only 36 cpm, no local references. Add'l cost is for support desk if needed
Office Machine Consultants	Kyocera	\$30,702.00	9,110,975	0	9,110,975	\$0.0065	\$59,221.34	215,248	\$0.01833	\$3,944.00	\$3,344.00	\$0.00	\$97,211.34	\$486,056.69	For color copies, they have 3 tiers and I combined the 3 and divided by 3. cpm range from 50 - 60
Advanced Document Solutions	Xerox	\$95,613.84	9,110,975	9,000,000	110,975	\$0.0046	\$510.49	215,248	\$0.04800	\$10,331.90	\$0.00	\$0.00	\$106,456.23	\$532,281.15	All staples are included Speeds 30 - 125
Advanced Business Systems	Sharp	\$65,897.16	9,110,975	9,000,000	110,975	\$0.0050	\$554.88	215,248		\$0.00	\$2,397.04	\$53,640.00	\$122,489.08	\$612,445.38	Not all cpm not quoted. Got 18,000 colored copies per month at no cost. Add'l cost is service contract. You have to add both together to get the price for our specifications
City Blue	Katun Arivia	\$57,540.00	9,110,975	All Included	N/A	N/A	N/A	215,248	All Included	N/A	\$2,090.00	\$0.00	\$59,630.00	\$298,150.00	Warning-4 machines were removed from the bid. This would be a substantial service interruption to the K-46 builds and BF. 3rd party leasing. Their pricing removes one machine from K-4 Bldgs, BF GAVC, Lombard and changes two of the large machines at GJSH to tandems