



April 19, 2011

Ms. Dawn Bussey
Director
Glen Ellyn Public Library
400 Duane Street

Glen Ellyn, IL 60137

Re: HVAC Master Plan Priorities 1 & 2 Implementation Anticipated Project Schedule - Revised

Dear Dawn,

We have developed the following tentative schedule for the implementation of Priorities 1 & 2 from our February 14, 2011 HVAC Master Plan. The schedule below has been developed around your directive to have the project completed by October 2011 and has been revised based on your comments received April 13, 2011.

DESIGN

Design Project Kick-off	04/25/2011
90% Complete MEP & DDC Design Drawings	06/03/2011
100% Complete MEP & DDC Design Drawings	06/17/2011

BID

Advertise for Bid Meeting	06/03/2011
DDC Contractor Pre-Bid Walkthrough	06/20/2011
DDC Contractor Bids Due	07/01/2011
Elara Bid Review & Recommendation	07/11/2011
Contractor Selections and Award by Board	07/18/2011
Contractor Letters of Intent Execution	07/22/2011
AIA Contract Execution	by 08/12/2011

CONSTRUCTION

Preconstruction Activities	07/25/2011
Construction Begins	08/08/2011
Construction Complete	09/16/2011
DDC System Commissioning Complete	10/07/2011
Project Turnover	10/14/2011
Project Complete	10/14/2011

If there are any further questions, please do not hesitate to call.

Respectfully submitted,

A handwritten signature in cursive script that reads "Caitlin A. Levitsky".

Caitlin A. Levitsky, LEED AP
Operations Manager
Elara Energy Services, Inc.