

CHAMPAIGN COUNTY PHYSICAL PLANT

102 E. MAIN STREET, URBANA, ILLINOIS 61801

FACILITIES & GROUNDS MANAGEMENT SERVICES

MICHELLE JETT, ACTING FACILITIES DIRECTOR



Letter of Understanding

This Letter of Understanding (the "Letter") is made on January 23, 2026, by and between Champaign County, of 102 E. Main St., Urbana, Illinois 61801 (hereinafter referred to as "the County") and Reifsteck Wakefield Fanning & Company, 909 Arrow Road Suite 4, Champaign, Illinois 61821 (hereinafter referred to as "Reifsteck Reid") (collectively the "Parties") for the purpose of achieving the various aims and objectives relating to RFP #2025-015 for architecture services ("the RFP").

WHEREAS the County and Reifsteck Reid desire to enter into an agreement in which the County and Reifsteck Reid will work together to complete selected various projects named in the RFP and that may arise during the term of this agreement;

AND WHEREAS the County and Reifsteck Reid are desirous to enter into a Letter of Understanding between them, setting out the working arrangements that each of them agree are necessary;

Purpose

The purpose of this Letter is to provide the framework for any future binding contract regarding architectural services as outlined in the RFP #2025-015. between the County and Reifsteck Reid.

Obligations of the Parties

The County and Reifsteck Reid acknowledge that no contractual relationship is created between them by this Letter but agree to work together to ensure a high quality of architectural services at a competitive rate for selected projects listed in the RFP and others that might arise during the term of this agreement.

Cooperation

a. Services to be rendered by the County include:

The County agrees that Reifsteck Reid was selected through the RFP process as an architecture firm that would the best meet the County's needs for architectural services for the term of January 1, 2026 to December 31, 2028. The County agrees to negotiate in good faith to reach agreement for architectural contracts for selected projects.

b. Services to be rendered by Reifsteck Reid include:

Reifsteck Reid agrees to provide architectural services at a competitive price for selected projects listed in the RFP and others as they arise for the term of January 1, 2026 to December 31, 2028. Reifsteck Reid agrees to negotiate in good faith to reach agreement for architectural contracts for selected projects. Reifsteck Reid certifies that it is in compliance with all of the General Requirements and other requirements as set forth by the RFP and applicable law and if it comes out of compliance it will notify the County within 10 days.

Liability

No liability will arise or be assumed between the Parties as a result of this Letter.

Dispute Resolution

In the event of a dispute between the Parties in the negotiation of any contract relating to a project, a dispute resolution group will convene consisting of the Chief Executive of Reifsteck Reid and the Director of Facilities for the County. The Parties will use their best efforts to reach an agreement. In the event the dispute resolution group is unable to make a compromise and reach a final decision, it is understood that neither Party is obligated to enter into any binding contract to take on project.

Term

The arrangements made by the Parties by this Letter shall remain in place from January 1, 2026 until December 31, 2028.

Notice

Any notice or communication required or permitted under this Letter shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

Governing Law

This Letter shall be construed in accordance with the laws of the State of Illinois.

Assignment

Neither party may assign or transfer the responsibilities or agreement made herein.

Severability

If any provision of this Letter is found to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Letter is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

Incorporation of the RFP and Other Agreements Superseded

This Letter incorporates the RFP and constitutes the entire agreement between the parties relating to this subject matter and supersedes all prior or simultaneous representations, discussions, negotiations, and Letters, whether written or oral.

Understanding

It is mutually agreed upon and understood by and among the Parties of this Letter that:

- a. Each Party will work together in a coordinated fashion for the fulfillment of the projects.
- b. In no way does this agreement restrict involved Parties from participating in similar agreements with other public or private agencies, organizations, and individuals.
- c. To the extent possible, each Party will participate in the development of the projects.
- d. Nothing in this Letter shall obligate any Party to the transfer of funds. Any endeavor involving reimbursement or contribution of funds between the Parties of this Letter will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the Parties involved and shall be independently authorized by appropriate statutory authority. This Letter does not provide such authority.
- e. This Letter is not intended to and does not create any right, benefit, or trust responsibility.

- f. This Letter will be effective upon the signature of both Parties.
- g. Any Party may terminate its participation in this Letter by providing written notice to the other Party.

Signatories

This Agreement shall be signed on behalf of Champaign County by Steve Summers, County Executive, and on behalf of Reifsteck Wakefield Fanning & Company by Elsa Reifsteck. This Agreement shall be effective as of the date first written above.

By:  Date: January 26, 2026
Champaign County
Steve Summers, its County Executive

By:  Date: February 2, 2026
Reifsteck Wakefield Fanning & Company
Elsa Reifsteck, its President