



Architecture, Engineering & Building Systems

September 8, 2017

Dr. Brenda Freeman
Superintendent
Wellsboro School District
227 Nichols Street
Wellsboro, PA 16901

Re: District Facility Overview

Dear Dr. Freeman,

In response to your request, herewith please find our proposal for Architectural services relative to the above.

As per our discussion, we understand the initial scope of work to include the overall assessment of District owned facilities to identify potential cost saving opportunities. Potential areas can include consolidation, relocation and closure of existing facilities without affecting curriculum.

In our initial phase we will review available documentation including drawings, feasibility studies, condition assessments, plancon documentation, etc. to determine current building utilization and capacities. We will conduct interviews with the administrative team to understand the educational philosophy and building operations. We will interview the building and grounds committee of the Board to obtain an administrative prospective.

Once that information has been compiled, we will develop potential options and suggestions with advantages and disadvantages of each option for the Board and Administrative Teams consideration.

We can provide the above professional services for the lump sum fee of **Five Thousand Dollars (\$5,000.00) plus Reimbursable costs.** *Travel & meals -*

The second phase will include the development of square foot conceptual cost estimates for the option selected by the board. The cost estimate is intended to be a guide for future planning purposes.

We can provide the above professional services for the lump sum fee of **Two Thousand Five Hundred Dollars (\$2,500.00) plus Reimbursable expenses.**

The following services are not included in our proposal, however they can be added as additional services and fees: energy audits, detailed cost estimating, plancon submissions, testing and inspection services.

We thank you the opportunity to submit this proposal and look forward to working with you on this project. If this proposal is acceptable to you, we have provided a line for your signature which shall act as our authorization to proceed. We will follow up with an AIA Contract.



Respectfully Submitted,

Samuel S. Scarantino, AIA

Principal / Director of Operations
Architecture, Engineering & Building Systems

cc: File
ck

PHASE 1
\$5,000.00

PHASE 2
\$2,500.00

ACCEPTED BY:

ACCEPTED BY:

Authorized Signature

Authorized Signature

Title

Title

Date

Date