



Architecture, Engineering & Building Systems

November 9, 2018

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

RE: Preliminary Project Programming
Q3G Project No.: 12751.02

Dear Dr. Freeman:

In response to the School Boards request, please find below an outline of services and fee for developing a Preliminary Project Program and Plan for creating a middle school / high school campus.

Our professional services will include:

- Attend meetings with the Buildings and Grounds Committee to obtain input and review options previously presented and developed.
- Conduct meetings with administrative team to understand educational programs in place.
- Review available data and building occupancies.
- Review previous PDE status and reimbursable projects and impact on future development.
- Develop conceptual floor plan maximizing use of facilities.
- Develop a preliminary timeline for implementation of an option.

We can provide the above professional services thru our Architect of Record contract for a Lump Sum Fee of **Eight Thousand Five Hundred (\$8,500.00) Dollars** plus reimbursable printing expenses.

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 agreement. We appreciate the opportunity to submit this proposal and look forward to working with you on this project

Sincerely,

QUAD THREE GROUP, INC.

A handwritten signature in black ink, appearing to read 'Sam Scarantino'.

SAMUEL S. SCARANTINO, AIA
Principal/Director of Operations
Architecture, Engineering & Building Systems

ss:dm

cc: File

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37 North Washington St.
Wilkes-Barre, PA 18701
phone 570.829.4200
fax 570.829.3732
www.quad3.com

Attachment XVI-1B



Dr. Brenda Freeman, Superintendent
November 9, 2018
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ACCEPTED BY:

Authorized Signature

Title

Date