



Architecture, Engineering & Building Systems

October 9, 2019

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

**RE: Preliminary Middle School Concept**  
**Q3G Project No.: 12751.03**

Dear Dr. Freeman:

In response to the School Boards request, please find below an outline of services and fee for additional development of a Preliminary Project Program and modifying our Conceptual Floor Plan 'A' 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 further developed.
- Conduct meetings with administrative team to understand educational programs in place.
- Modify conceptual floor plan maximizing use of the administration building and high school.

We can provide the above professional services thru our Architect of Record contract for a Lump Sum Fee of **Two Thousand Five Hundred (\$2,500.00) 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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www.quad3.com



Dr. Brenda Freeman, Superintendent  
October 9, 2019  
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**ACCEPTED BY:**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**