

June 12, 2018

Unified School District 434  
Dr Steve Pegram, Superintendent of Schools  
104 Burlingame Avenue  
Scranton, Kansas 66537

Re: Professional Services Proposal  
Entrance Access & Office Remodelings

I appreciate the opportunity to offer professional design services to you for your proposed project.

**Project Description:**

This project consists of three specific areas of remodeling. Per preliminary discussions, this project shall consider implementation of vestibules to enhance access control at primary exterior entries of 1) elementary facility and 2) high school facility. Additionally, the project shall incorporate design for 3) partial reorganization of the high school administration office suite including waiting/reception and admin assts areas, Principal, SRO, Nurse, Asst Principal, restrooms, and breakroom.

**Scope of Work:**

Design and Construction Documentation Services shall include:

- Existing building conditions review and electronic plan documentation for areas of remodelings
- Design Plans representative of program objectives
- Review of proposed plans for verification and refinement
- Plan deliverables for compliance, bidding, and construction

**Compensation:**

The project shall be developed with potential to bid each three specific areas independently.

I am proposing services for a fee of \$4,580 to develop both entry access areas and \$8,320 for office suite remodeling. The fee proposals do include limited mechanical, electrical, and plumbing engineering services, coordination with life safety and compliance authorities, and interior finishes specifications. They do not include civil, structural, or environmental (i.e. asbestos, mold, air quality) engineering or testing services.

Reimbursable Expenses additional to services:

Printing	Cost plus 15%
Shipping	Cost plus 15%

**Limitation of Liability and Mediation:**

In recognition of the relative risks and benefits of the project to both the Client and the Architect, the risks have been allocated such that the Client agrees to limit liability for client damages to the sum of the Architect's less engineering fees. The intent of services is to implement enhancement for life safety; it is not intended to hold responsibility to fully safeguard. This limitation shall apply regardless of the cause of action or legal theory asserted.

In an effort to resolve any conflicts that arise during or after the completion of work required within the scope of this agreement, the Client and Architect agree that all disputes between them arising out of or relating to this agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise.

I appreciate the opportunity to offer this proposal for professional services to you. If this proposal is acceptable, please signature and return for work to proceed immediately.

Regards,



Bobbi Pearson

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Representative of Santa Fe Trail School District

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