

January 28, 2020

Mr. Jon Ballard
Superintendent
Elizabethtown Ind. Board of Education
219 Helm St.
Elizabethtown, Kentucky 42701

Re: District Wide Facility Plan
Elizabethtown Independent Board of Education

Dear Mr. Ballard:

Rosstarrant Architects appreciates the opportunity to submit this proposal for assisting you in your facility planning update process.

We propose to proceed on an hourly rate basis per the attached fee schedule. In order to comply with the Kentucky Department of Education (KDE) requirements, we propose setting a "not-to-exceed" guaranteed maximum amount for our services. KDE recommends that this fee be \$0.05 per gross building square footage. This maximum also includes the required services of mechanical, electrical, and plumbing engineers. Expenses will be billed separately for travel and printing at our cost, without additional markup. As you know, KDE has expanded the DFP requirements recently to include a thorough inventory through their Facilities Assessment Project - Kentucky Facilities Inventory and Classification System (KFICS), and we're pleased to be able to offer these services for a reduced fee of \$0.035 per gross building square foot.

Given your facility gross square footage, based upon the building areas that you provided of approximately 410,200 square feet, I would expect this to result in a maximum total not to exceed cost of \$14,357.

The scope of services we will provide includes visiting each building to review the physical condition of the facility, completion of the KDE school building evaluation forms, production of floor plans for each facility and preparation of cost estimates associated with required new work and renovation. This will be done using the KFICS Asset Planner and the new Space Planner App. We'll also attend all meetings with your Local Planning Committee (LPC), public hearings as requested, and make a final report to the LPC as we finalize the plan for submission to KDE. At the completion of this process, we'll provide you with a digital version of our report.

Please let me have your comments regarding this fee proposal. If acceptable, please sign and return one copy to our office. We look forward to working with you on this project and the opportunity to serve the Elizabethtown Independent Board of Education.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Locke". The signature is stylized with a large, bold "K" and a cursive "Locke".

Kevin R. Locke, AIA, LEED AP
Senior Principal

Accepted by:

Elizabethtown Ind. Board of Education

c: Greg Hosfield
Mary Lynne Lange