



March 6, 2024

Mr. Scott Spalding, Chief Financial Officer  
Marion County Schools

Via e-mail: [scott.spalding@marion.kyschools.us](mailto:scott.spalding@marion.kyschools.us)

Re: **Furnishings Selection Assistance**  
Calvary Elementary School  
BG 22-052 | RTA 21038

Dear Scott:

We appreciate the opportunity to present to you this proposal for consulting services for the programming, furniture selections and basis of design documents for Calvary Elementary School. As directed to move forward, RTA proposes to accomplish the following:

1. Confirm the furniture layouts and conduct a programming meeting to establish the form, function, and the overall furniture design intent.
2. Research appropriate furniture and corresponding finish and fabric suggestions based on location, style and intent. Create a presentation document with all suggestions to be reviewed and discussed with the District.
3. Develop a design intent document detailing all furniture selections and floor plans indicating all quantities and locations.
4. Review all furnishings dealer proposals, coordinate interviews, and provide recommendation to the District.
5. Provide finish and fabric selections for District review. Coordinate with District-selected furnishings dealer to finalize details and selections.
6. Spearhead the review of all installed furnishings.

This excludes furniture already included in the project in the Media Center, Flex/STEM Classroom and ELA spaces. We assume that the selected furniture dealer is capable of carrying out the selected furnishings package and that minimal consultation during the project delivery phase will be required. Cost is included for punching furniture after installation. RTA proposes a lump sum fee of ~~\$18,000~~ **\$0** to provide these services, including reimbursable cost.

If the description of proposed services and/or the proposal fee are not in line with your expectations, don't hesitate to call to discuss in greater detail. As always, we enjoy working with you and everyone at Marion County Schools.

Sincerely,

Randy Brookshire, AIA, LEED AP  
Senior Principal

Accepted:

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Marion County Schools

/rb

c: Remington Bard, Tristan Morgan - RTA