

January 13, 2012

Mr. David McDonald, Architect
McDonald & Monterose Architects
4305 Middlesettlement Rd
New Hartford, NY
13413

Re: **Horseheads CSD – High School – North Wing – Boys Toilet Room – Ceiling Piping Repair Project**

Dear David:

Based upon our discussion with Jerry Welliver of Watchdog Building Partners (Watchdog) and the information provide by Tony Stager of BOCES, PLAN Architectural Studio, P.C. (PLAN Studio) is pleased to submit this proposal to provide abatement design consulting services for the Horseheads Central school District (HCSD) High School North Wing Boys Toilet Room Ceiling Piping Repair Project as follows:

General Project Scope of Work

We understand the general Scope of Work of this project to be consulting services for asbestos abatement design for localized ceiling areas in Boys Room B-1 at the HCSD High School North Wing, located in Horseheads, NY.

It is our understanding that the following comprises the Scope of Work for this Project, and that previous Materials Survey Work performed by HCSD has found the following hazardous materials to be potentially impacted:

HCSD High School North Wing – Boys Room B-1:

Scope:

- Remove TSI on piping above ceiling as required to repair leak in two areas (and provide ceiling openings for new ceiling access doors)
- Remove localized area of debris on top of ceiling adjacent to ceiling openings

Asbestos-Containing:

- TSI on piping above ceiling

PLAN Studio's Basic Services will include the following:

Basic Services Provided by PLAN

- Provision of Abatement Bid/Construction Documents associated with the project (8 ½" x 11" Plans and Specifications stamped and signed by a Certified Asbestos Designer). The design will be based upon Watchdog, BOCES, McDonald and Monterose (M&M), and HCSD's direction to provide access to repair the piping leak.
- Submittal Shop Drawing Review.
- Availability for Contractor Questions or Clarifications during Construction.

Services Provided by McDonald & Monterose

It is understood that McDonald & Monterose will provide the following:

- Verification of any other Hazardous Materials within the work area beyond the presumed asbestos-containing TSI and presumed contaminated ceiling.
- Creation of Project Specifications including project boilerplate specifications.
- Creation of Construction Documents for General Construction & Plumbing Construction Work (i.e. ceiling repair, access doors, piping repair work, etc.).
- Overall Project Coordination with the School District, Construction Manager, Sub-Consultants, HCSD Health & Safety Hygienist, and Contractors.
- Reproduction of all documents as required by the District.
- Liaison work with SED during the review process (if required).
- Construction Administration.

Schedule

It is our understanding that the following is the tentative project schedule (assuming that this proposal is approved by January 16, 2012):

- | | |
|--------------------------|------------------|
| • Construction Documents | January 19, 2012 |
| • Construction | tbd |

Design Team

The following personnel are anticipated to be assigned to this project:

Christopher P. Lopez, AIA, AICP	PLAN Architectural Studio	Principal / Project Asbestos Designer
Andrew VanRoo, Assoc. AIA	PLAN Architectural Studio	Designer / Drafting

Fee

Our fee for the above Base Scope for the Construction Document Phase will be a lump sum amount of Five Hundred Dollars (\$500.00).

Our fee for the above Base Scope for the Bidding Phase through Construction will be a lump sum amount of One Hundred and Twenty Dollars (\$120.00).

Additional Services

Additional Services beyond the Scope of Work (i.e. Abatement Design for Additional Hazardous Materials beyond those indicated in this Proposal, Construction Administration Assistance, Abatement Submittal Review, Additional Scope, Work in Additional Areas and/or Buildings, etc.) shall be performed at your request on an hourly basis per the attached Fee Rate Schedule or at an agreed upon lump sum fee.

Any required Site Visits shall be billed on an hourly basis per the attached Fee Rate Schedule plus any additional expenses (mileage, meals, lodging, etc.).

Payment

PLAN will invoice on a monthly basis for services and request payment in full within 30 days of the date of the invoice.

Contract

We understand that we will work under the terms of the Standard Form of Agreement Between Architect (McDonald & Monterose) and Consultant Architect, AIA Document C105, 2005.

David, we appreciate the opportunity to work with you on this project. If you have any questions please do not hesitate to call.

Respectfully,

Christopher P. Lopez, AIA, AICP

Principal

PLAN Architectural Studio, P.C.

If the preceding is acceptable, please sign the enclosed copy and return to PLAN.

Accepted for McDonald & Monterose Architects:

NAME _____

TITLE _____

DATE _____