



December 8, 2014

Mr. Michael Coghlan, Director of Facilities
Horseheads Central School District
1 Raider Lane
Horseheads, NY 1845

Re: Proposal for 2015 Building Condition Survey Added Services

Dear Mr. Coghlan:

As we discussed at our recent meeting, the New York State Education Department will require the Board of Education of each School District to develop a 2015 Building Condition Survey (BCS) and Five Year Capital Facilities Plan per the Commissioners Regulations by the end of November, 2015. Carl Thurnau, from SED Facilities Planning, has indicated that SED will aid the cost for all work related to the 2015 BCS up to an estimated maximum total cost of \$.27 per sf. Based on the 2010 BCS there is 824,654 square foot of building area requiring survey.

To assist with preparing the District's 2015 BCS and 5-year plan, the following scope of services identifies what HUNT is currently contracted for:

- Convene a kick-off meeting with yourself and other district personnel to review the 2010 Building Condition Survey and 5-year Plan and to discuss the District's current assessment of the condition of the buildings and their operating systems.
- Review the District's recent Annual Visual Inspection Reports, Fire Inspection Reports, Building Facility Report Cards, and AHERA Report for pertinent information to be incorporated into the BCS and 5 year plan.
- Inspect each of the District's buildings to confirm current conditions including site conditions, building roof, wall, floor and structural systems and finishes as well as mechanical, electrical and technology systems.
- Prepare a Building Condition Survey (BCS) report with system descriptions, recommendations and key plans for each building.
- Utilize national construction cost guides, such as "Means", as well as our own data base of historic cost information to prepare budget estimates for each recommendation.
- Meet with District administrators and the Director of Facilities to prioritize the 2015 BCS recommendations and to develop the District's five year plan.
- Review the draft 2015 Building Condition Survey (BCS) report and Five Year Capital Facilities Plan (5-Year Plan) with District administrators and the Director of Facilities.
- Present the final 2015 Building Condition Survey report and 5-Year Plan to the School Board after incorporating comments from the preliminary reviews with District administrators.
- Complete and file the on-line 2015 Building Condition Survey report with SED.

Project Team:

- Principal
- Architect
- Landscape Architect
- Structural Engineer
- Mechanical Engineer
- Electrical Engineer
- Technology Systems Designer

Proposed Deliverables:

- Two (2) printed copies of the Building Condition Survey and Five Year Capital Facilities Plan.
- Two (2) electronic copies of the Building Condition Survey and Five Year Capital Facilities Plan.

Parameters/Assumptions:

- The District will provide relevant maintenance records and disclose information on significant maintenance or operational issues related to the facilities and their systems.
- The District will provide copies of studies, AHERA reports, fire inspection reports and other reports relevant to the scope of the Building Condition Survey.

Architectural & Engineering Fee:

HUNT has been contracted for \$45,300 or approximately 5.5 per square foot to complete this work based on 824,654 total square feet of building space, plus reimbursable expenses for printing or copies at cost.

Potential Value-added Services:

Based on the potential 27 cents per building square foot reimbursement cap, the School District would be eligible to receive reimbursement for additional value-added services that fit within SED guidelines. Value-added services are services that can greatly enhance your District's ability to plan for future needs, as well as manage periodic maintenance and building mechanical and electrical systems. The following is a list of potential value-added services that you may wish to consider for the 2015 Building Condition Survey:

1. Part of the District's long range planning, it is important to understand and plan for both the current and future program needs of the district: To assess in the future program needs, we propose to produce conceptual designs and budgets of the following district requested items: New auditorium at the sing sing campus, New pool at the sing sing campus, three sport (football, soccer, lacrosse) artificial turf and an eight lane track athletic field upgrades at the HS plus a new field house and relocation of the maintenance building to the bus garage area.

Once quantified these additional future program needs can be incorporated into the District's BCS and 5-year Plan. This value-added service can be provided for an allowance of an additional .5 cents per square foot for up to a total of \$4,125.

2. Thermal Scanning: Using infrared thermal scanning equipment, HUNT engineers will scan suspect areas of the exterior building envelop to detect areas of excessive heat loss and roof areas that may be experiencing undetected water leaks. The cost for this value-added service is an additional 3.5 cents per square foot for a total of \$28,850.



3. The district has previously provided scanning and indexing of a portion of the district's paper copies of drawings into digital images. Only a portion of the existing documents have been scanned at this time. These scanned documents allow your facilities staff to locate drawings of the current buildings and their details more efficiently. These drawings are organized in progressive levels of interface. Additional drawings could be scanned and included in the index system. Currently, as a place holder, I have included .5 cents per square foot for a total of \$4,125 for additional drawing scanning.
4. Radon testing is recommended by the New York State Education Department and is included in the questions of an annual facilities inspection report. We propose to provide long-term radon testing locations within each building. A long term test is the best way to determine your exposure to radon during different seasons and living conditions, providing a better analysis of the average actual risk. The radon test kit remains in the building for more than 90 days, allowing the measurement of the radon level under normal conditions. This method takes into account the changes in weather that occur during the radon gas test period, as well as the changes in the way you occupy the facility under differing weather conditions. Weather conditions and ventilation habits can influence the radon level. We propose to provide the testing materials and laboratory analysis for the testing. HUNT will place the testing materials at designated locations previously coordinated with the District. We will collect the testing materials at the completion of the test and deliver to the laboratory for analysis. HUNT will chart the locations of the test and document the results. The cost for this value-added service is an additional 1.5 cents per square foot for a total of \$12,370.
5. Detailed Food service equipment assessment, kitchen and cafeteria space and the function of the food service can be evaluated to improve equipment and provide a more efficient service. This scope of work includes on-site inspections of the equipment needs as well as meeting with food service personnel to gain input regarding the current condition and needs of the facility. The cost for this value-added service is an additional .5 cents per square foot for a total of \$4,125.
6. Detailed Stage rigging, performance sound, and theatrical lighting equipment assessment of all the district stages and auditorium/cafetorium spaces. This scope of work includes on-site inspections of the equipment needs as well as meeting with theatrical personnel to gain input regarding the current condition and needs of the facilities. The cost for this value-added service is an additional .5 cents per square foot for a total of \$4,125.
7. Generator evaluation. Hunt will perform an evaluation of the district generators to determine the available capacity of the generators and the building components that are currently connected to generator power. The cost for this value-added service is an additional 2 cents per square foot for a total of \$16,500.
8. Asbestos testing of adhered 12"x12" spline ceiling tiles throughout the district. Take test samples of identified materials and provide laboratory report of test results in accordance to ELAP 198.4 and 198.6. HUNT will incorporate recommendations for hazardous material abatement in the BCS report. This value-added service can be provided for an allowance of an additional 1 cent per square foot for up to a total of \$8,250.



The value added services can be completed for the fees noted above. As a comparison and as noted above, if all "Add-On" services are requested the total additional 10 cent per square foot for a total of \$82,500. This would increase the total cost per square foot to \$.155 cents per square foot, well below the anticipated maximum reimbursement rate of \$.27 cents per square foot. The following chart is a summary of all potential services requested.

Service	Cost
HUNT's Compressive BCS / 5year plan	\$45,300
Long Range Planning / Conceptual Design	\$4,125
Thermal Scanning	\$28,850
Scanning and Indexing of Existing Drawings	\$4,125
Radon Testing	\$12,370
Detailed Food Service Equipment Assessment	\$4,125
Detailed Stage Assessment	\$4,125
Generator Evaluation	\$16,500
Asbestos Testing	\$8,250
Total	\$127,800

We believe the above proposal includes all services that we have discussed for consideration in the 2015 Building Condition Survey and 5-year plan. If you have any questions or require clarification of any item, please do not hesitate to contact me at (607) 769-9851. Once we have your approval, we will prepare a final proposal and contract for signature.

Sincerely,

HUNT ENGINEERS, ARCHITECTS & LAND SURVEYORS, P.C.



Jeff Robbins, R.A.

I have read and understand the Scope of Work as described above and accept the terms and costs as stated. I hereby retain Hunt Engineers, Architects, Land Surveyors & Landscape Architects, PC to provide services as necessary to accomplish the Scope of Work.

Signature

Date

Printed Name and Title

