



August 24, 2015

Mrs. Katy Buzzetti
School Business Official
Horseheads Central School District
1 Raider Lane
Horseheads, NY 14845

**Re: Proposal for Consulting Services associated with Smart Schools Bond Act (SSBA) Submission.
Hunt Project: 1923-022**

Dear Mrs. Buzzetti:

We are pleased to submit the following proposal for consulting services associated with the SSBA. Our understanding of the scope of work for this project is to assist the district with the following:

- Submission of the district' Instructional Technology Plan.
- SSBA scope recommendations and 5 year plan from the district's Building Conditions Survey (BCS).
- Collaborate with district and community stakeholders including teachers, students, parents and community members.
- Develop a preliminary SSBA Investment plan.
- Submit a preliminary scope to SED for review.
- Preliminary Investment Plan to Board of Education for preliminary approval.
- Post Investment Plan to the district's website for 30 days.
- Host a public hearing on the SSBA Investment plan.
- The board of education must finally approve Investment Plan.
- SSBA Investment Plan must be submitted to SED.

Our A/E team for this project will include the following in-house disciplines:

Principal/Project Architect
Project Manager
Technology Engineer
Electrical Engineer
Mechanical Engineer

Our scope of services for this project includes the following:

- Review of the district's instructional technology plan.
- Building Conditions Survey Review, SSBA scope recommendations and scope prioritization.
- Attend and provide informational support at the stakeholder participation meeting.
- Assist in the development of a preliminary SSBA Investment plan.
- Submit a preliminary scope to SED for review.
- Provide preliminary Investment Plan to Board of Education for preliminary approval.
- Assist in the preparation of the investment plan information based on SED comments for posting to district's website.
- Attend a public hearing on the SSBA Investment plan.
- Attend the board of education meeting for final approval.

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- Assist the district in the SSBA Investment Plan submission to SED.

Our proposed fee for the above scope of services is a lump sum of \$16,750 plus reimbursable expenses not to exceed \$400 for photocopies and printing of documents.

If you are in agreement with this proposal, please have it acknowledged below with a signature. Please do not hesitate to call me if you have any questions, or require additional information.

Sincerely,

HUNT ENGINEERS, ARCHITECTS & LAND SURVEYORS, PC



Jeff Robbins, AIA
Principal

Dr. Thomas J. Douglas, Superintendent
Horseheads Central School District

Date

Cc: R. Garrison, HUNT
Circ.