



August 24, 2015

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

**Re: Proposal for Architectural & Engineering Services on the Technology, Smart Bond Act and Softball Field project**

**Hunt Project: 1923-022**

Dear Mrs. Buzzetti:

We are pleased to submit the following proposal for architectural and engineering services for the **Technology Project, Smart Bond Act Project and Softball Field project**. Our understanding of the scope of work for this project includes the following:

**Middle School & High School Scope**

- Telecommunication room renovations, construction and relocations.
- Re-cabling all classroom and office areas including cable tray, ceiling and lighting replacements.
- Wireless network equipment upgrade and cabling system design.
- Network switch upgrades.
- IP security camera system equipment upgrades and associated cabling.
- New Softball Field at the middle school.

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  
Structural Engineer  
Landscape Architect  
Civil Engineer

Our scope of services for this project includes the following:

- Perform field investigation, take field measurements and document existing conditions of work areas.
- Perform SEQR review and recommendation for Board determination.
- Prepare technology drawings including plans, details and equipment schedules.
- Prepare technical specifications for technology systems.
- Prepare SED submission paperwork and coordinate SED approval process.
- Assist District with issuing drawings and specifications to contractors for submission of bids.
- Assist District with review of bids and award of contracts.

Mrs. Katy Buzzetti  
Re: A/E Fee Proposal for Technology, Smart Bond Act and Softball Field project  
August 24, 2015

- Attend a pre-construction meeting and job meetings during construction as required.
- Respond to contractor's questions and requests for information.
- Review contractor's material submittals and shop drawings to confirm that they meet construction documents and specifications.
- Perform an inspection at substantial completion of the work and prepare punch lists.
- Perform a final inspection.
- Prepare and issue SED and AIA substantial completion forms.

Our proposed fee for the above scope of services is a lump sum of \$343,700 plus reimbursable expenses for photocopies and printing of bid documents.

Phase I Construction Cost:	\$2,410,039
Phase II Construction Cost:	\$2,500,000
Total Construction Cost:	\$4,910,039

A/E Design Fee (7%)	\$343,700
---------------------	-----------

Please note that the above fee does not include asbestos abatement design. At the completion of the design development phase, the level of asbestos design will be determined and a proposal will be submitted to the district for consideration.

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.