December 4, 2014

Mr. Robert Magin, School Business Administrator
North Rose – Wolcott Central School District
11669 Salter-Colvin Road
Wolcott, New York 14590

RE: ***2015 Building Condition Survey / Facilities Assessment / Long Range Plan***
North Rose - Wolcott Central School District

Dear Bob:

Thank you for the opportunity to provide this proposal for professional services for the above referenced project. In accordance with your request, our scope and fee for this work is outlined below.

Purpose

This assessment will serve two purposes:

1. To satisfy the New York State Education Department's (SED) requirement to submit a Building Conditions Survey, for each of its occupied school buildings. [Section 155.3, 155.4, & 155.6 of Part 155 (8 NYCR 155)].
2. To aid the District with its long term strategic planning with regard to facilities needs.

District Facility Understandings

We understand the District to be comprised of the following facilities and gross square footages, and represents the basis for our work:

1.	NR-W High School	134,080 SF
2.	Leavenworth Middle School	60,670 SF
3.	North Rose Elementary School	76,732 SF
4.	Florentine Hendrick Elementary School	50,311 SF
5.	Bus Garage Facility (@ NRE)	8,570 SF
6.	Bus Maintenance Facility (@ LMS)	9,700 SF
7.	District Office	3,098 SF
	TOTAL	343,161 SF

Scope of Work:

To ensure that it is a useful planning tool for the District over the next five years, the completed document will include the following items. Upon your request, we will be happy to customize any of these services to suit your District's needs:

1. Conduct on-site field observations of each of the District's facilities with the purpose and intent of identify deficient conditions, including any new items and those indicated on the existing database.
2. Meet with District personnel (Superintendent, Business Official, Buildings and Grounds, and key administrators the District identifies) to gain the District's insight and input for inclusion in the report.
3. Photograph deficient conditions.
4. Propose corrective actions.
5. Reconcile scope and cost estimates for the proposed corrective actions.
6. Assist the District with the ranking and prioritization of all deficient conditions, and associated corrective actions.
7. Complete and submit the BCS (including the Executive Summary) to SED, in their electronic database format. Submit two (2) hard copies of same to the District in bound format (3-ring, or spiral).
8. Prepare and submit two (2) hard copies of the finalized Facilities Assessment Report, providing more in-depth detail than the SED Building Condition Survey. This report will include photographs, written descriptions, probable costs, building floor plans and prioritization of items for each of the Districts' facilities, and aid the District as a planning tool for the future.
9. Attendance and presentation of findings to District Board of Education meetings, and public informational / input meetings.

Our Team:

Victor J. Tomaselli, AIA will be the Principal-in-Charge from **SEI Design Group**. Additionally, your project will be supported by experienced North Rose – Wolcott team members: the same team of competent professionals from our Rochester office who were involved in the Capital Project.

Other sub-consultants will also be from the same groups and teams who are already familiar with you and your facilities: **Appel-Osborne** for Site / Civil and **M/E Engineering** for Mechanical-Electrical-Plumbing engineering.

Schedule:

We understand that in accordance with SED requirements, the field evaluation for the Building Condition Survey must be completed prior to November 15, 2015 and all data submitted to the New York State Education Department by January 15, 2016.

We will work with you to develop a mutually agreed schedule for completion, once we are authorized to proceed.

Fees for Basic Professional Services:

Our Basic Services fee to provide the District with the Building Condition Survey / Facilities Assessment and Long Range Plan is ***Thirty Thousand, Nine Hundred Dollars and no cents ($ 30,900.00 USD).***

Note that this amount is considerably less than the 2010 Building Conditions Survey costs you incurred. This is due to two (2) factors:

- SEI's on-going familiarity with your facilities, Administration, BOE and Staff.
- We have NOT included costs to incorporate services from Campus Construction Management into our proposal as we did in 2010. Should you wish to do so, we would be happy to solicit a proposal from them, and revise this proposal.

It is important to note that these fees are reimbursable by through categorical aid, through the State Education Department.

Our fee includes all direct personnel expense, main office operation, travel and overhead-and-profit.

Fees for Reimbursable Expenses:

In addition to the above, we would anticipate reimbursement of any out-of-pocket expenses for the furtherance of the project on the District's behalf. Such items include, but are not necessarily limited to:

- Copying and reproduction of reports, drawings and other related documents.
- Any 3-Dimensional modeling (electronic or physical)
- Site / Survey or geotechnical information
- Hazardous Materials (asbestos, pcbs, lead) investigation or documentation

As it is our goal to provide the most cost-effective, competitive, customized services for our clients, we would be happy to entertain any alternative arrangements that you may wish to consider and are ready to meet with you at your convenience to discuss. Please feel to call if you have any questions or need any additional information.

If you are in agreement with this proposal, please sign below and return a copy for our files. This letter-agreement will act as our formal agreement for these services.

Thank you again for the opportunity to provide this proposal, as we are very interested in serving you and the North Rose - Wolcott Central School District.

Sincerely,

Victor J. Tomaselli, AIA
Senior Principal
SEI design group

_____ _____

Mr. Robert Magin
For North Rose – Wolcott Central School District Date