



August 7, 2019

Karen Conroy, Superintendent
Canaan Schools
318 Christian Hill
Canaan, Vermont 05903

Re: A/E services for Facilities Evaluation and Planning

Dear Karen,

Black River Design, Architects of Montpelier, Vermont is pleased to provide the following proposal for Architectural and Engineering Services for the above referenced project. The following information represents our basic understanding of the Canaan Schools Evaluation and outlines our services and fees. This document will serve as a Letter of Intent for Black River Design, Architects to continue work and serve as the contractual agreement between owner and architect (or until such time that an AIA contract can be executed).

PROJECT UNDERSTANDING & GENERAL ASSUMPTIONS

Black River Design understands the project to be the facilities assessment of the Canaan Elementary and High School buildings in Canaan, Vermont, and as follows:

- Facilities Evaluation
- Functional Analysis and Space Planning

Facilities Evaluation

Objective: Understand the physical condition of the existing facilities. Identify life safety and ADA compliance issues. Document and prioritize the deficiencies. Establish a 'like new' replacement cost that place the Canaan Schools at a similar standard as the Colebrook School.

Methodology: Black River Design and our consultants will conduct an inspection of both buildings on a component by component basis to evaluate, identify, and document: structural, mechanical, electrical, plumbing, finish and other physical deficiencies as well as accessibility, allowable occupancy levels, egress, fire suppression systems, energy efficiency, and overall code compliance. The review will consist of a visual inspection of the building; review of the building with building administrators and staff; and review of documentation (drawings, permits, reports, etc.) provided by owner and others with knowledge of the buildings. The inspections will be comprehensive but not invasive. At the owner's request, State and Local Code Officials can also be invited to walk through the building and provide their input.

Black River Design, in collaboration with our consultants and the District, will prioritize the needs and make recommendations to bring facilities up to best practice standards for a modern pre-K through 12 school. These recommendations will be based not only on technical solutions but also on urgency, cost, payback, and administrative desires. Often there will be more than one solution to a problem and multiple solutions may be proposed. Recommendations will be conceptually cost estimated.

Deliverables: BRD will provide the District with a Preliminary Scope/Budget Summary to identify deficiencies, possible remedies, and associated conceptual costs.

Fees:

Architectural	
Canaan CTE and Elementary School	\$ 3,000
Canaan High School.....	\$ 3,000
Structural.....	\$ 4,000
Mechanical	\$ 3,500
Electrical	\$ 2,500
Site/Civil.....	\$ 1,500
Total	\$17,500

Functional Analysis and Planning

Objective: To understand how educational programs and amenities fit within existing facilities and to identify deficiencies using the Vermont and New Hampshire Educational Planning and Design Guidelines as a benchmark. To develop conceptual planning options for potential formation of an interstate school district.

Methodology: Black River Design will work with District school administrators to review the facilities and both its current and combined district uses. Discussions will include what works, what does not work, and why. BRD will describe both in written and graphic form the present academic configuration of each building and identifying overutilized as well as underutilized spaces. BRD will identify and document conceptual options for building additions and potential movement of students. It is important to explore all these options even if only to confirm conventional wisdom and/or document the challenges involved.

Program location options to be explored include:

Separate programs:

- Canaan Elementary program to be housed in the Canaan Elementary School building
- Canaan High School program to be housed in the Canaan High School building and CTE

Combined program to be housed:

- Combined Interstate District High School in the Canaan High School building CTE at current location.
- Combined Interstate District High School in the Canaan High School, Elementary and CTE building.

FEES:

Program Review

Canaan Elementary program.....	\$ 700
Canaan High School and CTE program	\$1,000
Combined Interstate District High School and CTE.....	\$1,500

Program Options

Interstate District High School at High School and CTE	\$ 1,000
Interstate District High School at High School, Elementary and CTE.....	\$ 1,000

Total \$ 5,200

Additional Services:

- A comprehensive and detailed Program of Space Needs is beyond the scope of this proposal but is recommended for any subsequent phases.
- Additional combinations of programing will be additional cost if required.

Reimbursable Expenses

Black River Design is willing to establish a cap on reimbursable expenses. We charge customary architectural reimbursable expenses including in-house printing and copying, postage, and mileage and travel expenses at the federal rate and are rebilled to the client at the cost billed to Black River Design, architects as they are incurred.

- Mileage rate: Current IRS rate
- Postage: At cost
- Video conferencing: At cost
- Out-of-house scanning/printing: At cost
- In-house printing
- Meals and lodging: At cost

Payment Schedule

Compensation to the Architect for architectural services included as part of this proposal shall be as stated below above. Payment shall be monthly. Payments are due and payable thirty (30) days from the date of the Architect's invoice. If amounts are unpaid sixty (60) days after the invoice date, architectural/engineering services may be suspended and shall bear interest at one percent (1%) per month, per the Vermont Prompt Payment Act.

Hourly Rates (Black River Design, Architects)

Partner	\$135
Architect	\$87-120
Project Manager.....	\$86.25 - \$96.75
Draftsperson.....	\$67.50 - \$86.25
Head of Interiors	\$120
Administrative	\$79.50

PROPOSED DESIGN TEAM:

At this time, we are proposing the following team members for your project:

Architectural: Rick Burroughs, Partner

Civil Engineer: Don Marsh, Grenier Engineering

Structural Engineer: Bill Nourse, Engineering Ventures

Mechanical Engineer: David Slade, Slade Engineering

Electrical Engineer: Alan Gould, Pearson and Associates

Cost Estimator: Peter Smejkel, Merkur Construction

SCHEDULE

We are prepared to begin as soon as possible upon execution of this agreement.

Offered by (Architect)

Accepted by (Client)

Rick Burroughs 8/7/19
Signature Date

Karen E Conroy 8/8/19
Signature Date

Rick Burroughs Partner
Printed Name and Title

Karen E Conroy Superintendent
Printed Name and Title

Black River Design, Architects
(Architect)

Essex North Supervisory Union
(Client) - CANADIAN SCHOOLS