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366.001.001

January 4, 2019

Dr. Donna Wolfrom, Ed.D
 Superintendent of Schools
 320 Ocean House Rd, Cape Elizabeth, ME 04107
 Phone: (207) 799-2217

Subject: Cape Elizabeth Schools
 Needs Assessment Study Proposal

Dear Dr. Wolfrom:

Thank you for the opportunity to provide a proposal and budget for a Needs Assessment Study for the Cape Elizabeth Schools. Based on your request, we have outlined a scope of services below.

Project Scope

Colby Co. Engineering and Scott Simons Architects will provide the following scope and deliverables:

1. **Needs Assessment Report:** Colby Co. Engineering and Scott Simons Architects will perform field investigations of the existing buildings and utilities to determine their current status. Investigations will be coordinated with previously written building reports. The Needs Assessment Report will categorize specific projects and areas within each school in to critical, intermediate, and low priority upgrades.

Each project will have a written scope of work description and approximate range of construction cost.

2. **Meetings:** We have included time for the following meetings in the project scope and budget:
 - a. Project team meetings (4)
 - b. Stakeholder interviews (4)
 - c. Building Committee meetings (5)
 - d. Public Presentations (4)

Additional meetings may be provided at a rate of \$2,000 per meeting.

Fee Proposal:

Colby Co. and Scott Simons Architects will provide the scope and deliverables listed above based on the following fee:

1. Field Investigations	\$56,718
2. Needs Assessment Report	\$95,530
3. Meetings	\$37,812
Total:	\$189,060

Exclusions:

For the purposes of this revised proposal, the following items have been excluded from scope:

- Conceptual Renderings
- PE/RA stamped construction drawings
- Building Commissioning Services
- Noise Studies and/or acoustical engineering
- Site subsurface geotechnical evaluations
- Environmental engineering and permitting
- Hazardous waste testing and/or mitigation work
- Wetland mitigation, planning, permitting design and implementation
- Permit application fees, newspaper advertising costs, and peer review expenses



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Colby Co. Engineering and Scott Simons Architects can provide the services which have been excluded above. Should any of these items become necessary during the process of this project's development, Colby Co. Engineering and Scott Simons Architects would be pleased to provide a proposal for these services.

Thank you for selecting Colby Co. Engineering and Scott Simons Architects for your architectural and engineering needs. Please do not hesitate to contact me with any questions.

Sincerely,

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