



October 14, 2015

Ms. Nancy Ruscio  
Superintendent of Schools  
Homer Central School District  
80 South W. Road  
Homer, NY 13077

**Re: Proposal for 2015 Building Condition Surveys & Five-Year Capital Facilities Plan**

Dear Ms. Ruscio:

We are pleased to present the following proposal for architectural and engineering services to perform building condition surveys for all of the District's facilities. We will also work with you and District administrative staff to put together a Five-year Capital Facilities Plan for presentation to the School Board. To accomplish this, our scope of work will include the following:

- Convene a kick-off meeting with the District's Buildings & Grounds staff and the HUNT team to review and discuss the current conditions of the buildings and their operating systems.
- Review existing building drawings, fire inspection reports, AHERA reports and Building Facility Report Cards for pertinent information about the systems within each building.
- Inspect each of the District's buildings with a team of architects, landscape architect, structural, mechanical, electrical and technology engineers.
- Inspect the condition of site systems, playfields, building systems, structural systems, finish materials, casework, mechanical, electrical and technology systems as well as stage and theatrical systems and food service equipment.
- Prepare budget cost estimates for the recommendations contained in the BCS report.
- Prepare a preliminary Building Condition Survey (BCS) report with system descriptions, recommendations and key plans for each building.
- Meet with District administrative staff to develop the District's Five-year Capital Facilities plan.
- Review the preliminary report and five-year plan with District administrative staff.
- Prepare and file SED building condition on-line survey forms for each building.
- Prepare a final report including descriptions and evaluations of existing building systems, recommendations and cost estimates, five-year plan with an executive summary and the SED BCS paperwork.
- Present the final BCS report and five-year plan to the School Board.
- Complete and file the on-line 2015 Building Condition Survey report with SED.

**Project Team:**

- Principal Architect
- Project Manager
- Landscape Architect
- Structural Engineer
- Mechanical Engineer
- Electrical Engineer
- Technology Systems Designer

**Proposed Deliverables:**

- Two (2) copies each of the Building Condition Survey and Five Year Capital Facilities Plan.
- Two (2) Electronic copies of the Building Condition Survey and Five Year Capital Facilities Plan.

**Parameters/Assumptions:**

- The District will provide existing drawings of utilities, mechanical, architectural, and structural systems upon authorization to proceed.
- The District will provide relevant maintenance records and disclose information on significant maintenance or operational issues related to the facilities.
- The District will provide access to studies, AHERA reports, fire inspection reports and other reports relevant to the scope of the study.
- HUNT will be provided access to the buildings, and all interior spaces and sites during normal business hours.

**Architectural & Engineering Fee:**

As outlined above, and as shown in the chart below our fee for the Building Condition Survey and Five-year Capital Facilities Plan is a lump sum of **\$.140 per sf** for a total of **\$70,938** (this includes reimbursable expenses for mileage, printing and copying costs).

School	Square Footage
Senior High School (HS)	185,663
Intermediate/Jr. High School (IJ)	147,893
Homer Elementary School (HE)	82,607
Hartnett Elementary School (HT)	29,798
Bus Garage (BG)	24,650
Concessions (CS)	2,892
Press Box (PB)	460
Storage Building (SB)	4,456
<b>Total SF - SED Min (CS,PB,SB)</b>	<b>37,606</b>
<b>Total SF - Comprehensive BCS</b>	<b>440.813</b>
<b>Grand Total SF</b>	<b>478,419</b>



<b>Service</b>	<b>Cost Per Square Foot</b>	<b>Square foot</b>	<b>Cost</b>
HUNT's Comprehensive BCS / 5year plan	\$0.120	440,813	\$52,898
HUNT's SED minimum BCS (CS,PB,SB)	\$0.035	37,606	\$1,316
Thermal Roof Scanning	\$0.030	440,813	\$13,224
<b>Total (BCS)</b>	<b>\$0.140</b>	<b>478,419</b>	<b>\$67,438</b>
<i>Reimbursable expenses budget (NTE)</i>			\$3,500
<b>Grand Total (NTE - Not to Exceed)</b>			<b>\$70,938</b>

We believe the above proposal includes all services that we have discussed for consideration in the 2015 Building Condition Survey and 5-year plan. If you have any questions or require clarification of any item, please do not hesitate to contact me at (607) 769-9851. Once we have your approval, we will prepare a final proposal and contract for signature.

Sincerely,

HUNT ENGINEERS, ARCHITECTS & LAND SURVEYORS, P.C.



Jeff Robbins, R.A.

I have read and understand the Scope of Work as described above and accept the terms and costs as stated. I hereby retain Hunt Engineers, Architects, Land Surveyors & Landscape Architects, PC to provide services as necessary to accomplish the Scope of Work

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Cc: M. Falls, Homer  
S. Cavellier, Homer  
R. Kabithe, HUNT

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## NYSED Updates

The NYS Education Department (NYSED) has seen a number of changes over the summer—both items which have been in the news and others which have been taking place behind the scenes.

- Cosimo Tangorra has been appointed by the State Board of Regents as the new Deputy Commissioner of NYSED's Office of P-12. Mr. Tangorra is the former Superintendent of Schools for Central Valley School District (formerly the Ilion and Mohawk Central School Districts). Prior to Central Valley, he served as the Superintendent at the Oppenheim-Ephratah Central School District, Trumansburg Central School District, and Ilion Central School District. He began his career as an Independent Living Coordinator, Special Education Teacher, and Building Principal.
- Former NYSED Deputy Commissioner Ken Slentz has been appointed as Superintendent of Schools in the Skaneateles Central School District.

- The NYSED web site has been totally redesigned. Please visit the new site at: [www.nysed.gov](http://www.nysed.gov).
- NYSED will be migrating its email system to Microsoft Outlook within the next few weeks. This change means ALL NYSED email addresses will change. The following is an example of an old address with a new address:

**OLD ADDRESS:** [cthurnau@mail.nysed.gov](mailto:cthurnau@mail.nysed.gov)

**NEW ADDRESS:** [carl.thurnau@nysed.gov](mailto:carl.thurnau@nysed.gov)

In the meantime, please continue to use the OLD address format. Once the change is made, we will post a notice on our web site at: [www.nysed.gov/facplan](http://www.nysed.gov/facplan).

## Annual Visual Inspections (AVI) & Building Condition Surveys (BCS) Update

As most of you know, we anticipate the Governor will sign the Bill allowing the 2014 AVI to be avoided. However, preparations should be in full swing for the 2015 BCS!

Districts can incur costs in either the 2014-2015 school year or the 2015-2016 school year, but not past the final deadline established for data submission to SED.

Per statute, the actual survey should be completed by November 15, 2015, and the data submission should be completed by January 15, 2016—barring any SED-related delays as have been experienced in the past.

We will not be able to establish the reimbursement rate until next spring/summer after the escalation since 2010 has been calculated by DOL, but expect it will be approximately \$0.27/sq ft. All costs associated with the survey itself, as well as any necessary testing costs, specifically related to the determination of a system condition, will be eligible under the cost ceiling. Examples of testing may be roof scans, arc flash testing of electrical switchgear, video inspection of piping, etc. Talk with your professionals about appropriate testing where necessary. Any unnecessary testing will only increase State and local costs.

Some services are not eligible for reimbursement. SED has reviewed several RFP's that request prices for "basic BCS" services - those that meet the statute - and "enhanced BCS" services - those that offer products and/or services above the minimum.

Please be advised that "enhanced services" are not eligible for BCS reimbursement. Enhanced services include such things as assistance in completing comprehensive maintenance plans, populating maintenance programs with equipment and utility data, pre-construction investigations, project planning, commissioning services, etc.

The final format is not expected to change significantly, but it will not be available until spring/summer of 2015. Finally, districts will be reimbursed at the lower of:

- ✓ the actual survey expense multiplied by the current aid ratio;
- ✓ or the allowable sq ft cost multiplied by the current aid ratio.

Districts cannot be reimbursed at the selected aid ratio.

Please contact your Facilities Planning project manager with any other questions you may have.

