



October 15, 2015

Dr. David Lett, Superintendent
14 E. Main Street
Pana, IL 62557

Re: Capital Improvements Plan for the Pana CUSD #8
Proposal for Services

Dr. Lett:

Thank you for giving BLDD Architects the opportunity to be of service to the Pana Community Unit School District! We look forward to assisting the School District as you work to maximize the effectiveness of the District's facilities planning and maintenance efforts.

YOUR OBJECTIVES

We understand that the School District is interested in developing an assessment of existing school buildings, focusing on major building systems that impact operations and financial resources, and developing a plan to maintain the district's capital assets while minimizing the costs of facilities ownership.

A strong plan would identify items to be addressed, estimate a remaining useful life, prioritize the urgency to address the condition, and develop an estimate of the appropriate cost to correct. The plan would identify the work by facility, prioritize the work in a district-wide context, and develop a 10 year, district wide, implementation plan (a recommended schedule of system replacement or repair).

OUR APPROACH

BLDD Architects proposes to perform site investigations of the existing school buildings for the purposes of identifying needed building and infrastructure (system) improvements, repairs, or alterations, as required for the conditions assessment. We will develop a report of findings, including the prioritization of identified items (by building and by District), recommended solutions and the costs to implement those solutions.

To complete this work, we will develop a database of building conditions during our initial walkthrough. This database will be used to create the 10 year implementation plan. At the completion of our services, we will provide the district with an electronic copy of the plan (in Access), provide training to staff who would maintain the plan, as well as ongoing assistance on an as needed basis. Once the staff is familiar with this tool, it becomes a powerful planning tool for the future! See attached brochure page.

The services will also include meetings with appropriate school district personnel to collect pertinent information, including repair history, utility costs, previous planning work and/or studies. Up to three presentations to the Board of Education will be provided. The School District will make the existing Life Safety Surveys available to the Architect, which may, or may not include the Description of Existing Conditions. The assessment will be complete within 2-3 months of the Notice to Proceed to the Architect.

(844) 784-4440



☐ 201 E. Grove St., Suite 300
Bloomington, IL 61701

☐ 17 E. Taylor St.
Champaign, IL 61820

☐ 833 W. Jackson, Suite 100
Chicago, IL 60607

☐ 5183 Utica Ridge Rd.
Davenport, IA 52807

☒ 100 Merchant St.
Decatur, IL 62523



BLDD
ARCHITECTS

As part of our assessment process, we will also model life cycle cost consequences of any projected work that might impact operations and maintenance costs, so that the school district has the benefit of a life cycle cost analysis to make decisions. Depending upon the scope of the work, it is not unusual to realize operational costs savings that far exceed the cost of this study, within the first few years!

We propose to provide these services for a lump sum fee of \$4,000.00. The Services required to perform any required hazardous materials consulting are excluded from this proposal. The costs for documents printing and express mail will be a reimbursable (they will be in addition to this fee).

If this proposal is acceptable, please notify this office, and we will develop an agreement for services immediately. We are ready to begin and look forward to working with you on this exciting project. Once again, thank you very much for giving us the opportunity to be of service to the Pana Community Unit School District #8!

Sincerely,

BLDD Architects, Inc.
Decatur, Illinois

Samuel J. Johnson, AIA
Principal