

January 4, 2024

Dr. Kenneth Craw  
Superintendent of Schools  
Town of New Fairfield  
3 Brush Hill Road  
New Fairfield, CT 06812  
[craw.kenneth@newfairfieldschools.org](mailto:craw.kenneth@newfairfieldschools.org)

Re: New Fairfield Board of Education – Middle School Feasibility Study

Dear Dr. Craw,

On behalf of JCJ Architecture (JCJ), we are pleased to submit to the New Fairfield Board of Education our AE design services related to preparing a feasibility study for renovations to the existing Middle School located at 56 Gillotti Road.

Set forth below is our understanding of the project, the basic services we propose to provide for this first phase of the project which will be a feasibility study in order to define the scope of work for future phase(s):

**SCOPE:**

- Site visit for all trades.
- Meeting with BOE and administration to understand the needs of the space and develop a preliminary program.

**DELIVERABLES:**

- Preliminary space program.
- Report on existing systems in the scope areas and their condition.
- Diagrammatic conceptual design layouts and MEP implications/recommendations.

**EXCLUSIONS:**

The following services are not included in the scope of services of this feasibility proposal. If any of these services are required they can be provided as an addition service:

- Environmental/Hazardous Materials Studies and Reports
- Whole Building Energy Model
- Structural Analysis
- Life Cycle Cost Analysis
- Architectural Renderings
- Detailed Cost Estimates
- Other services not expressly described in this proposal.

**COMPENSATION FOR FEASIBILITY STUDY SERVICES (EXCLUDING ROUGH ORDER OF MAGNITUDE ESTIMATES):**

We propose to provide the services listed in this proposal, for this phase of the project, on an hourly rate basis and recommend a budget not-to-exceed **Twenty Thousand and 00/100's Dollars (\$20,000.00)** be established for AE services and reimbursables. We will not exceed these budgets without prior authorization by the Town.

Reimbursable Expenses: Reimbursable Expenses are in addition to our compensation for services and include expenses reasonably incurred by JCJ, JCJ's consultants and employees, and directly related to the Project (i.e., travel, lodging and sustenance, printing and plotting, express or overnight mail service, presentation materials such as models and renderings, computer-generated animations, and physical models). Reimbursable Expenses are invoiced at 1.10 times the cost incurred by JCJ.

Invoicing: JCJ will submit monthly invoices for fees and Reimbursable Expenses (3 paper copies and 1 via e-mail). Payments are due within 30 days of the date of invoice. Past due invoices, in excess of 45 days from the date of the invoice, are subject to interest at the rate of 1.0% per month.

All services provided by JCJ will be conducted and provided consistent with the norms of professional practice and as described in an AIA Document B133-2019 Standard Form of Agreement Between Owner and Architect.

If this proposal is acceptable, please execute in the space provided below and return to the attention of Kim Goodenow at [kgoodenow@jcj.com](mailto:kgoodenow@jcj.com). Once executed by New Fairfield, this letter shall serve as our Agreement for this engagement and authorization to proceed.

On behalf of JCJ, I want to thank you for this opportunity to present this proposal for this exciting Project and to continue JCJ's relationship with the Town of New Fairfield. If you have any questions or would like to discuss any aspect of our proposal in more depth, please do not hesitate to call.

Please let me know if you have any questions.

Regards,



Christine O'Hare  
Senior Project Manager



Peter N. Stevens, LEED AP  
Agent, Duly Authorized

Approved by:

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Duly Authorized

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Printed Name / Title / Date