



**HAY DOBBS** P.A.

ARCHITECTURE  
URBAN DESIGN  
PLANNING  
INTERIORS

[WWW.HAYDOBBS.COM](http://WWW.HAYDOBBS.COM)

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21 March, 2024

**TO:** NCA Project Manager:  
Jessie Prins  
Nova Classical Academy

**RE:** Proposal for Architectural and Planning Services for Concept Design  
Development and Cost Estimating

Dear Jessie:

Hay Dobbs P.A. is delighted to have the opportunity to provide Nova Classical Academy (NCA) this proposal for professional services for the Phase II of the Nova Classical Academy Facility Needs Study. The following describes our team's approach to the project, our understanding of the project scope, and our fee.

Our work for NCA under this Scope of Services includes expanding upon the Facility Needs Analysis we performed in the late 2023 and early 2024. This study expands upon the earlier study by establishing priorities, refining the desired architectural program, and developing several development scenarios within a defined budget.

The scope of work will include assessing the suitability and viability of specific expansion and/or renovation options to meet NCA needs based alignment with capital cost. The deliverable for this effort will be used to advise and inform NCA Leadership preparatory to a formal building design process.

The primary goal of this predevelopment phase is to identify, analyze, and mitigate risk. During the scope of work, Hay Dobbs will NCA answer the following key questions (and many more):

- Is the project viable?
- Does it meet the requirements to function effectively and provide the desired ROI?
- Can the project be completed with minimal risk?
- What is the most efficient way to construct the project?
- How can the project be financed?
- Does the project adhere to regulations?

Specifically, the scope of work will include:

**1) Initial Planning Phase:**

- Meeting to define project objectives and desired outcomes.
- Identify key stakeholders and establish communication channels.
- Develop an implementation timeline and project budget

**2) Programming:**

- Establish one or more architectural programs (uses, sizes, types of space)
- Establish functional priorities and adjacencies
- Establish project budget parameters to inform planning exercise
- Define project assumptions and expectations

**3) Option Generation:**

- Assess potential risks and challenges associated with each expansion option
- Conduct an ideation workshop with key stakeholders to explore scenarios
- Based on ideation workshop outcomes, generate up to 5 expansion/renovation options based on the analysis of available data and stakeholder input.
- Evaluate each option based on criteria such as feasibility, scalability, and alignment with NCA's strategic goals.
- Develop conceptual designs and layouts for each expansion option.

**4) Engagement:**

- Hold up to 4 meetings or workshops with key stakeholders
- Present findings from the feasibility study and solicit feedback on expansion options.
- Facilitate discussions to address concerns, gather additional insights, and refine the proposed options.
- Seek to arrive at a final preferred direction (option) for implementation (Design and Construction)

**5) Support:**

Offer ongoing support and consultation to NCA as needed to assist with the implementation of the chosen expansion plan.

Provide guidance on project management, resource allocation, and risk mitigation strategies to ensure the successful execution of the expansion initiative

**Professional Services Fees (billed hourly-not-to-exceed):**

\$19,300

Reimbursable Expenses (billed at cost including printing, delivery, mileage and project expenses:

\$500

**Total:**

**\$19,800**

Respectfully submitted,

HAY DOBBS, P.A.



Thomas E. Dobbs, Principal, RA, CID, NCARB, SCUP, LEED-AP