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May 2, 2016

Via UPS Ground/Delivery

Tupelo Public School District
Dr. Gearl Loden, Superintendent
72 South Green Street
Tupelo, MS 38804

Re: Renovations to Church St. School

Dear Dr. Loden:

JBHM Architects is happy to provide basic services as it relates to the Mississippi Department of Archives and History (MDAH) and their requirements for historic preservation throughout renovation projects at registered historic sites.

These basic services include applying for an MDAH review of plans and specifications, revisions per the MDAH review as necessary, and on site meetings with representatives from MDAH to review the scope of work. It also includes minor renovations or alterations to the existing floor plan that do not affect the historical significance of the building or site. We recently completed these same basic services, working with MDAH, on the Milam and Rankin Renovation projects currently under construction.

Having already met with MDAH on the above-referenced project at Church Street, and having already visited the site with MDAH, JBHM feels confident that the necessary services to meet the requirements of MDAH and the needs of the Tupelo Public School District can be accomplished under the basic architectural services provided for in our existing Service Order agreement. Any reference to Historic Preservation as an additional service in this agreement refers to extensive historical preservation and documentation, which are not required in the current proposed scope.

Please feel free to contact me if you have any questions or concerns.

Sincerely,



Charles Laney, Assoc. AIA

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PLANNING
LANDSCAPE ARCHITECTURE
INTERIOR DESIGN
GRAPHIC DESIGN
PROGRAM MANAGEMENT

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