



January 19, 2015

Dr. Jeff McDaris
Superintendent
Transylvania County Schools
225 Rosenwald Lane
Brevard, NC 28712

Re: Transylvania County Schools System wide Facilities Master Plan

Dear Dr. McDaris,

Clark Nexsen is pleased to present you with this fee proposal for the facilities assessments. Described below is the scope and proposed process descriptions associated with the work necessary to accomplish the facilities plan.

Process Description:

To develop the base study, the design team will conduct a facilities condition assessment at each of the nine schools, the Board of Education building, and the plant operations/transportation building. Our evaluation and assessment of the existing facilities, grounds, infrastructure, athletic facilities, security, and lighting will be formulated through cursory observations taken during the site visit. In conjunction, we will incorporate feedback, preferences and requirements provided by Transylvania County School's personnel during the visits. While on campus, we will request a 1/2-1 hour meeting with the principal, on-site maintenance/facility staff, or other appropriate personnel. During this meeting we will inquire about the existing facilities deficiencies and adequacies. The assessment will be documented through photographs and written analysis. Included in the analysis will be a conceptual target budget to address the facility needs. We will utilize several resources for cost projections, including a database of recently built and under construction school projects, both local and regional, that our offices have completed. This data will be compared with the costs of recent North Carolina schools provided by the North Carolina Department of Public Instruction.

To evaluate the existing facilities for functional adequacy; determine facility needs; and develop sound, long-range building plans, the design team will use the "Facilities Guidelines" developed by the North Carolina Department of Public Instruction. To determine the long-range plans for the schools, the cost and feasibility of renovating the older buildings instead of replacing them will also be considered. The design team will use the "Feasibility and Cost Analysis" comparison tool developed by the North Carolina Department of Public Instruction.

As part of the analysis, we will investigate and document the schools population trends. This data will be collected from publically available resource material including the Department of Public Instruction, Local and regional Chambers of Commerce, etc.

We propose the following schedule for the Project:

Board of Education	February 4, 2015
Plant operation/transportation	February 4, 2015

January 19, 2015

PAGE 2

Brevard Elementary School	February 10, 2015
Pisgah Forest Elementary school	February 10
Brevard High School	February 17, 2015
Brevard Middle School	February 25, 2015
Davidson River School	February 25, 2015
Rosman Middle/High School	March 4, 2015
TC Henderson Elementary School	March 10, 2015
Rosman Elementary School	March 10, 2015
Complete documentation/analysis	April 6, 2015
Preliminary presentation to the Staff	April 6, 2015
Modifications to presentation	April 14, 2015
Presentation of initial findings to the board	To be coordinated with meeting dates
Final presentation to the board	To be coordinated with meeting dates

The deliverables for the project will include the following items:

- a. Photographic and written documentation of the facility conditions
- b. Tabular analysis of current programs in comparison to DPI standards
- c. Tabular listing of recommended improvements both programmatically and physically.
- d. Conceptual budgeting associated with the recommended improvements.
- e. Written documentation of the population trends for the school system.
- f. Proposed schedule for project implementation
- g. One (1) hard copy of the above noted items and one (1) digital copy in .pdf format
- h. Two power point presentations to the School Board.
- i. Additional presentations will be billed at our standard hourly rates for preparation and presentation time.

Excluded from our proposal are the following items:

- a. Material testing or hazardous material assessments
- b. Destructive and non-destructive testing
- c. Building commissioning analysis
- d. Geotechnical explorations
- e. Site surveying
- f. Items not specifically addressed above.

For the above noted items we propose the following fees:

- | | |
|---|----------|
| a. Building assessments, documentation, and presentations | \$50,000 |
| b. School population trending evaluation | \$10,000 |

CLARK♦NEXSEN

January 19, 2015

PAGE 3

c. Presentations/items not indicated above

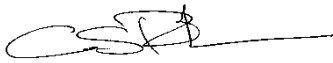
\$Hourly

Due to the size of the project we would propose utilizing this letter as the agreement between Transylvania County Schools and Clark Nexsen. If you are in agreement with this please sign in the area below and we will begin preparations.

Thank you again and we look forward to this exciting opportunity to serve Transylvania County Schools. Please don't hesitate to contact me to discuss this further. We are happy to address any of your questions or concerns.

Sincerely,

CLARK NEXSEN



Chadwick S. Roberson, AIA

Managing Principal

Accepted by: _____ Date: _____

Printed name: _____ Title: _____