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November 3, 2016

Thomas Koch, Facilities Director  
Manheim Township School District  
PO Box 5134  
Lancaster, PA 17606

Re: Proposal of Services  
Middle School Pre-Design Services  
Concept Alternative Analysis  
Manheim Township School District  
MH2016-298

PLEASE REPLY TO THE NOTED OFFICE

**Remington & Vernick Engineers**  
232 Kings Highway East  
Haddonfield, NJ 08033  
(856) 795-9595

**Remington, Vernick  
& Vena Engineers**  
9 Allen Street  
Toms River, NJ 08753  
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& Walberg Engineers**  
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& Arango Engineers**  
The Presidential Center, Lincoln Building  
Suite 600, 101 Route 130,  
Cinnaminson, NJ 08077  
(856) 303-1245

300 Pomfret Avenue, 3rd Floor  
Secaucus, NJ 07094  
(201) 624-2137

Dear Mr. Koch:

REMINGTON, VERNICK & BEACH is pleased to submit the following proposal to provide Pre-Design Services for concept alternative development & analyses for the Middle School Project. It has become clear from the Facility Assessment Report and during report development that the Middle School is in need of a major project to address educational adequacy. The analysis proposes to investigate alternative solutions as indicated below.

**Scope of Pre-Design Services:**

1. Development of Middle School Project Alternatives (3 at a minimum)
  - Capture and address deficiencies identified in the facilities review, through principal, administration and curriculum review.
  - Address current and future curriculum needs
  - Develop concept floor plans for each alternative
  - Develop preliminary site traffic flow concepts for each alternative (using aerial imagery)
2. Alternatives shall include:
  - Additions, Renovations and Alterations of the existing Middle School
  - New Middle School (on campus) and demolition of existing facility for site improvements
  - New Middle School adjoining the high school for shared resources and demolition of the existing facility for site improvements
  - Variations of alternatives may develop during analysis
3. Development of project cost estimates (construction & soft costs) for each alternative
4. Development of comparative analysis for each alternative including: Pros, Cons, Remaining unsatisfied deficiencies, etc.
5. Provide final summary report including options and alternative analysis for each
6. Development of presentation and presentation of materials in public forum

**Schedule & Timeline:** (Assuming mid-November Authorization):

1. Nov-Dec 2016 – baseline information gathering and review of curriculum and traffic patterns for existing & proposed modeling development
2. Dec 2016-Jan 2017 – Development of alternative concepts (building & site)
3. Jan-Feb 9, 2017 – Refinement of Concepts, Costs, Impacts and Final Report
4. February 9, 2017 – Public Presentation at School Board Meeting

**Deliverables**

1. Fifteen (15) bound color copies of the final report and an electronic pdf format copy of the same.
2. Public Presentation (also provided in electronic media as MS Powerpoint and pdf format.

**Pre-Design Exclusions**

1. Development of building facades or renderings
2. CAD base plans
3. Land Surveying Services
4. Geothermal well field investigation (although site placement will consider district success with geothermal, investigation of field viability is not included)

**Compensation**

The fee for the aforementioned professional services will be on a time-and-material basis with a maximum not-to-exceed figure of \$40,000.00.

Not-to-exceed fee also includes mileage, reproduction expenses and sub consultant services as needed with no mark-up so there are no surprise fees.

Should you have any questions or require additional information, please do not hesitate to contact Annina Hogan, PE, RA, LEED AP.

Sincerely,

REMINGTON, VERNICK & BEACH ENGINEERS

By



Edward Vernick, P.E.,  
President

cc: Annina Hogan, Thomas Beach, Craig Remington;