

HANCOCK CENTRAL SCHOOL DISTRICT
HANCOCK, NEW YORK 13783
August 31, 2020

Addendum

IV. Regular Agenda

AA) **Highland Associates Agreement**

It is recommended to approve the Agreement between the Hancock Central School District and Highland Associates for COVID-19 Reopening Guidance and Documentation- Facilities Clarifications for the Additional Services to the Middle School and Elementary School as required by NYSED in the amount of \$20,000 to be expensed to the General Fund.

Motion by _____ Seconded by _____

___ Yes ___ No ___ Abstain Motion Carried Yes No

August 28, 2020 Revised

Dr. Terrance Dougherty, Superintendent
Hancock Central School District
67 Education Lane
Hancock, NY 13783

**RE: HANCOCK CENTRAL SCHOOL DISTRICT
ADDITIONAL SERVICES
COVID 19 REOPENING DOCUMENTATION
HA PN 2020-065.01**

Dear Dr. Dougherty:

Please find attached the proposal for **COVID 19 REOPENING DOCUMENTATION** for the Middle High School and Elementary School as required by NYSED.

Highland Associates will perform the services as required by NYSED and as listed below.

A. COVID 19 REOPENING DOCUMENTATION SCOPE OF SERVICES

Based on the memo from The State Education Department of August 26, 2020 titled COVID 19 Reopening Guidance – Facilities Clarifications, the following are the requirements for our services. The Department recommends that Districts contract with a professional for these services.

1. Architectural Drawings of the reopening plans are to be posted on the District's Website. The District has chosen to make the plans available upon request due to safety and security reasons.
 - a) Middle High School gym (repurposed space for classrooms) – The Plan will have the following information:
 - 1) Brief description of proposed changes
 - 2) Graphic scale
 - 3) Seating and furniture layout, temporary partitions
 - 4) Existing furnishings and fixtures to remain
 - 5) Area and occupant loads
 - 6) Exit door locations and exit capacity
 - 7) Exit sign locations
 - 8) Description of any changes to HVAC, plumbing, electrical/lighting or fire alarm systems

- b) For the remainder of the classrooms in the Middle High School and the Elementary School where only seating is changed for social distancing – The Plans will have the following information:
 - 1) Graphic scale
 - 2) Seating and furniture layout
 - 3) Existing furnishings and fixtures to remain (Teachers Desk, Shelving, Casework)
 - 4) Area and occupancy count
- c) The District will provide counts of students to be occupying each classroom in both the Elementary School and the Middle High School.
- d) Highland will verify existing equipment to remain and place the desks in each classroom on the drawings.
- e) Drawings will be provided to the District in pdf format for their use.
- f) As stated in the NYSED guidance, a Letter of Intent or formal submission is not required to Facilities Planning.,

B. COVID 19 REOPENING DOCUMENTATION TIMEFRAME

- 1. Review and documentation production will begin immediately.

C. COVID 19 REOPENING DOCUMENTATION COMPENSATION

- 1. Compensation for the above COVID 19 Reopening Documentation Services will be \$20,000.00 (Twenty Thousand Dollars) based on the above scope of work.

D. COVID 19 REOPENING DOCUMENTATION QUALIFICATIONS

- 1. Additional services, if required, will be invoiced on a time card basis per the attached rate schedule. If consultants are required by the District they will be invoiced at cost times a multiplier of 1.10. None is anticipated.

2. Highland Associates reimbursable expenses are not included in this proposal and will be invoiced in accordance with the attached Reimbursable Expense Schedule. Unless indicated otherwise, reimbursable expenses will be invoiced at cost times a multiplier of 1.0.
3. Submissions to reviewing agencies are not required and are not included in the project compensation.
4. The services provided by Highland Associates, under this Agreement, will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession, currently practicing under similar circumstances.
5. These services are additional services. Although this is a separate and distinct service, all terms and conditions of the agreement in place – AIA B132-2009 Dated December 20, 2019 for the Capital Project, is in full force for these services.

We appreciate the opportunity to again serve the Hancock Central School District. If you have any questions on the above information, please call. We are open to discuss this with you at any time.

Sincerely,



David Gilmore, NCARB
Associate Principal

cc: Accounting
Marketing

J:\2020-065 Hancock CSD Capital Project\PM-Project Info\Proposals\HA HCSD Additional Services Proposal 8-28-20 Revised.docx

Highland Associates Hourly Rate Schedule - 2020

Principal	\$194.00
Associate Principal.....	\$180.00
Project Manager, Senior	\$160.00
Project Manager	\$150.00
Project Architect, Senior	\$135.00
Project Architect	\$125.00
Architectural Designer, Senior	\$133.00
Architectural Designer	\$105.00
Interior Designer, Senior	\$128.00
Interior Designer	\$95.00
CAD Operator, Level One	\$80.00
CAD Operator, Level Two	\$65.00
Engineer, Senior	\$155.00
Engineering Designer, Senior	\$150.00
Engineer	\$125.00
Engineering Designer	\$105.00
CAD Operator, Level One	\$80.00
CAD Operator, Level Two	\$65.00
Code Analyst	\$133.00
BIM / IT Manager	\$130.00
Clerical	\$65.00

Rates subject to contract terms and change for annual salary reviews
Rates valid through December 31, 2020

Highland Associates Reimbursable Expense Schedule

Mileage	\$0.54 p/mile (or current Federal Rate)
Bond Copies of Drawings	\$0.75 p/sf First Copy of Each Sheet
.....	\$0.30 p/sf Additional Copies Reproduced from First Copy
Digital Vellum	\$2.00 p/sf
Digital Mylar.....	\$5.00 p/sf
Digital Photo Prints.....	\$1.50 p/page
Ink Jet Bond Plot.....	\$0.20 p/sf
Ink Jet Photo Base Plot	\$4.00 p/sf
Black & White Copies	\$0.23 p/copy - 8½” x 11” size
.....	\$0.30 p/copy – 11” x 17” size
Color Copies & Printing	\$0.41 p/page – 8½” x 11” size
.....	\$1.00 p/page – 11” x 17” size
Large Format Scan to File.....	\$3.50 p/sheet
Burn Data to CD / DVD.....	\$30.00 p/disk

Additional Variable Items:

- Large Multi-Party Conference Calls
- Tolls
- Parking
- Lodging
- Meals
- Courier Services
- Express Mail
- Equipment Rentals
- Automobile Rental
- Air Fare

State or Local Taxes levied for Professional Services

Note: Rates quoted above are subject to change due to Vendor cost changes.