



October 21, 2019
Joseph Harrell
Facilities Planning
Santa Rosa County School District

**RE: Santa Rosa County School District
5-Year Plant Survey
Fee Proposal**

Dear Mr. Harrell:

Thank you for considering Clemons, Rutherford & Associates to provide your education planning services. We are pleased to offer the following proposal for your review and consideration. Below is the scope of services and fee structure we are proposing.

Project Description

- Complete 5-year plant survey as required by Florida Department of Education
 - o 5-year plant survey will be completed in year one.
 - o It is CRA's intent to validate approximately 5% of the district each year for five (5) years
 - o Facilities chosen each year for validation, will be mutually agreed upon before proceeding with survey

Proposed Fees:

Lump Sum Fee:..... \$23,500.00

Fee includes all labor, materials, and expenses.

Upon completion of 5-year survey CRA will invoice \$13,500.00

Each of the following years (2-5), upon completion of approximately 5% of validation, CRA will invoice for \$2,500.00 or equivalent portion completed at the time of billing.

Should you have any questions concerning the above, please do not hesitate to contact me. If this meets with your approval, please sign below and return a copy to our office with notice to proceed and/or Purchase Order.

Sincerely,

James H. Lewis
Production Manager / Architect

Client Approval by:

Signature:_____

Printed Name:_____

Date:_____