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December 5, 2024

Dr. Jill A. Takacs - Superintendent
School District of Jenkintown
325 Highland Avenue
Jenkintown, PA 19046

Dr. Takacs,

From our recent conversations, we understand that Jenkintown School District is interested in creating a master plan exploring options for future expansion of your facilities. GKO would appreciate the opportunity to assist with that planning.

Goals:

- Create an Early Childhood Development Center serving a Pre-Kindergarten program.
 - Limited and controlled access between this program and other educational spaces.
 - Requires its own parent drop off loop.
 - Requires playground facilities.
- Create additional classroom space for the current high school.
- Improvements to the Stadium, Athletic Support Spaces and Sports Fields perhaps as Phase II projects. This may include a turf field, expansion of the field house, area for the trainer, area for score keepers.

Possible Solutions:

- Purchase of an adjacent property could allow sports fields to be reconfigured and space to be created adjacent to the current female locker rooms for an addition.
 - May be a multi-story addition.
 - Addition may be for an Early Childhood Development Center, and
 - Addition would be an extension of the HS to provide additional program space, and
 - May allow 6th Grade to move to the Middle School to free up space in the elementary school.

- District offices may be relocated if this helps generate additional space in the existing building.
 - Superintendent and Assistant
 - Business Manager and Assistant
 - Director of Special Education and Student Services and Assistant (should be adjacent to Early Childhood Center)
 - Director of Human Relations and Curriculum
 - Elementary and Secondary Principals would remain in their current position.

Deliverables:

Rendered Site Plan and Floor Plans illustrating an approach for expanding the existing facility. Plans will be diagrammatic showing individual spaces, but not showing details like casework, doors, furnishings, etc. We will create a preliminary budget. This proposal is not intended to create renderings of the exterior of the building. This will be part of a further proposal.

Proposed Fee:

Hourly-not-to-Exceed \$9,500

It is difficult to determine an exact fee as the parameters of the study are fairly broad. For that reason we would suggest an hourly arrangement with a not to exceed limit. We will only bill for the time spent.

GKO Hourly Rates:

• Principal	\$180 (One Hundred Eighty dollars) / hour
• Project Manager/ Reg. Architect	\$140 (One Hundred Forty dollars) / hour
• Construction Administrator	\$120 (One Hundred Twenty dollars) / hour
• Architectural Designer	\$115 (One Hundred Fifteen dollars) / hour
• Interior Designer	\$110 (One Hundred ten dollars) / hour
• Intern Architect	\$95 (Ninety-five dollars) / hour
• CAD Technician	\$85 (Eighty-five dollars) / hour
• Clerical/Bookkeeping	\$65 (Sixty-five dollars) / hour

Schedule:

Intention is to have a sketch available in January that can be used for preliminary fundraising.

Additional Notes:

- 1 Reimbursable expenses for printing will be billed as an additional expense and shall be billed without mark-up. There will be no additional costs for mileage or any other item.
- 2 This proposal is intended to serve as the agreement for the project. If the scope of services is expanded, then the Parties will negotiate a version of AIA B104, Agreement between Owner and Architect.
- 3 We are not anticipating Land Development, Geotechnical, Environmental Engineering, Traffic Studies, Civil Engineering, Asbestos Abatement or anything else not specifically addressed by this proposal.
- 4 The Architect shall maintain a minimum of \$2 million dollars in professional liability insurance, \$1 million per occurrence and \$2 million in the aggregate of general liability and auto insurance. The Architect shall provide the Owner with a certificate of insurance identifying the Owner as Certificate Holder evidencing such coverage upon execution of this Agreement.
- 5 The Architect will supply the Owner with state and federal criminal history reports and child abuse clearances, as required by the Pennsylvania law, for all employees, agents, and subcontractors who will be on the Owner's property. The original clearances must be presented to the Owner prior to each employee, agent or subcontractor that the School District determines in its sole discretion has an unsatisfactory criminal history or child abuse clearance. The owner shall retain a copy of all such clearances in its file. Notwithstanding any other provision of the Contract, violation of this provision shall constitute grounds for immediate

termination of the contract by the Owner. The Architect shall notify the Owner in writing within 72 hours of any person performing services on the Owner's property on behalf of the Architect, (employee, agent, subcontractor, subcontractor's employee, etc.) is arrested or convicted of an offense identified in 24 P.S. § 1-111.

- 6 The Architect will not discriminate in the performance of this Agreement because of race, color, sex, sexual orientation, gender identity or expression, age, religion, handicap, marital status, or national origin in violation of any applicable federal, state or local law or regulation.

I look forward to developing this project with you.

Sincerely,



KeyIn Godshall, AIA

Owner's Authorization:

Name: _____ Date: _____

Position: _____