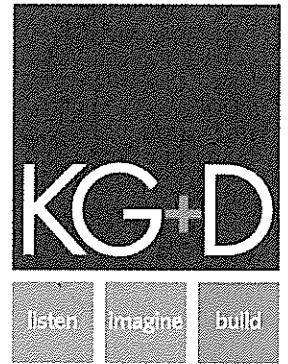


November 5, 2020

Chappaqua Central School District
66 Roaring Brook Road
Chappaqua, NY 10514



Attn: Mr. John Chow, Business Administrator

RE: Proposal for Professional Services:
District-Wide School Capacity Evaluation

Greetings John:

We are writing to provide our proposal for professional services to assist the Chappaqua Central School District with a district-wide school capacity evaluation study. Our knowledge of the school district personnel and facilities will help with communication and reduce time to complete the study. KG+D also has similar extensive knowledge at evaluating school capacities in the region and generating usable and data supportable material for future planning purposes.

For this district-wide study, the KG+D team will work with CCSD, Chazen and the selected demographer in order to ensure the use of current and accurate base data. We will also reference New York State provided reports that address enrollment, capacity, and utilization rates. As a key part of the process, we will consult district administrators so that we are utilizing education specifications unique to the District.

The KG+D team includes:

- Russell Davidson FAIA, President - KG+D Architects, PC
- Erik A. Kaeyer AIA, Vice President - KG+D Architects, PC
- Richard Markgraf – KG+D Architects

In order to complete the school capacity evaluation we anticipate completing the following tasks and activities:

- Assemble Existing Floor Plans for all buildings.
- Verify room use and associated room numbers with all six (6) building administrators.
- Review building use to ensure that all required (model) program spaces are provided.
- Review preferred class sizes with District leadership for all grade levels.
- Create physical space inventory of all rooms including number of rooms, square foot (sf) area of each and current (preferred) use.
- Calculate Capacity for each School accounting for programming efficiencies and utilization rates
- Review Draft school capacity evaluation with Administrators
- Generate Final Report

Kaeyer, Garment + Davidson Architects, PC
285 Main Street, Mount Kisco, New York 10549
914.666.5900 kgdarchitects.com

Deliverables:

- An electronic copy of the study in PDF format.
- Two (2) meeting including: (1) introductory or kick-off meeting with District staff and a (1) presentation at a Board of Education meeting to present a summary of the findings. The presentation, in a PowerPoint format, will discuss the findings and methodology used in the report.
- Upon receiving all necessary data from the school district, we would complete the report within 30 days.

Proposed Fee:

- We propose to complete the school capacity evaluation on an hourly basis with a 'not to exceed' amount of \$9,000. Attached are our 2020 hourly rates.
- Reimbursable expenses would be limited to printing multiple copies of final report (if necessary).

Thank you for considering KG+D for this study, and we look forward to working with CCSD, Chazen and the School District administrators. If the content of the proposal is acceptable to you, a signed and dated copy returned to us will act as our authorization to proceed with the set of tasks. Please feel free to call if you have any questions regarding this proposal.

Sincerely:

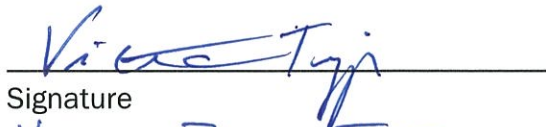
KAEYER, GARMENT + DAVIDSON ARCHITECTS, PC



Erik A. Kaeyer, AIA Principal/Vice President

Cc: C. Ackerman, R. Davidson

Authorization:



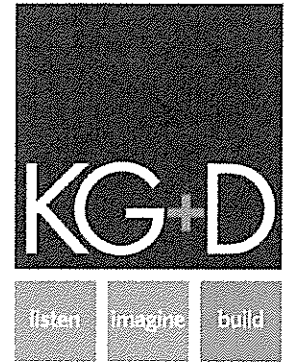
Signature

VICTORIA BAYARD TIPP
PRESIDENT, BOARD OF EDUCATION

11/9/2020

Date

2020 HOURLY BILLING RATES



Principals	\$225/Hr
Associate Principals	\$170/Hr
Associates/Project Architects	\$150/Hr
Architects/Sr. Technical	\$125/Hr
Architects/Technical	\$100/Hr
Landscape Architect	\$150/Hr
Sr. Project Coordinator	\$150/Hr
Asst. Project Coordinator	\$125/Hr
Administration/Communications	
Business Manager	\$150/Hr
Marketing Coordinator	\$130/Hr
Administrative Support	\$ 80/Hr

We reserve the right to update these rates on January 1st of every calendar year.

Kaeyer, Garment + Davidson Architects, PC

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