

Sam A. Rotella
Superintendent
Southern Tioga School District
310 Morris Street, Blossburg, PA 16912
September 16, 2025

RE: Liberty Elementary Comprehensive Study

Dear Sam,

Thank you for the opportunity to submit a proposal for the comprehensive study at Liberty Elementary School.

Scope of Work

This proposal includes design services for a comprehensive study and evaluation at Liberty Elementary School. This includes structural engineering analysis and evaluation of the school structure and façade system based on detailed field inspections, structural probing of the exterior walls, and creating a 3D model for our use in developing a finite element engineering analysis of the existing building based on record drawings. Analysis will include current code loading requirements for gravity, wind, and seismic loads, as well as lateral displacement and floor deflections. A written report outlining findings and recommendations will be generated in addition to participation to present with the district virtually as required. An environmental investigation includes exploring hazardous material present in the form of asbestos, lead painting, PCB's, Mercury and other hazardous materials.

Compensation:

Architectural Fee (Alloy5 Architecture)
Structural Engineering
Hazardous Materials Inspection

Hourly
\$16,500.00
\$ 2,660.00

**Hourly rates included below.*

Reimbursable Expenses

Reimbursable Expenses for mileage reimbursement, printing and duplication of documents for normal coordination of Architectural and comprehensive study services are estimated to not-exceed \$1,000.00.

Yours truly,

Randy Galiotto, AIA

Client Acceptance of Proposal

By signing below, you acknowledge to have read and accept the terms and conditions of this proposal.

Client Name (printed): _____

Client Signature: _____ Date: _____

Services Included

- **Structural Engineering comprehensive evaluation and report**
 - Full scope included in above scope of work.
- **Hazardous Materials Investigation (Building Envelope/Roof/Ceiling Space)**
 - Full scope available upon request.
- **Architectural Services**
 - Full Architectural code analysis with regards to Energy Code evaluation and compliance of building envelope elements.
 - Investigation probes into the existing construction including masonry openings, flashings including not limited to: heads and sills, thru-wall flashings.

Additional Services Not Included

- Destructive or Non-Destructive investigations
- Formal Design Drawings

Other clarifications

- The Architect's professional liability shall be limited to the fee of the work designed and specified by the Architect. Certificate of Insurance is available upon request.
- We assume a local contractor can perform structural probes as required for investigation and can be compensated directly by the school district.

Basic Services by Architect/Engineer:

- Coordination assistance with vendors and district. (structural and hazardous and STSD personnel)
- Drawing assistance and coordination as required to complete scope of work.
- Site visit as required to complete scope of work.

Billing Rates Effective January 2025:

Principal	230.00
Senior Project Architect	205.00
Senior Project Manager	205.00
Senior Designer	195.00
Project Manager	185.00
Architect III	195.00
Architect II	180.00
Architect I	170.00
Interior Designer II	170.00
Interior Designer I	150.00
Design Professional III	170.00
Design Professional II	150.00
Design Professional I	130.00
Support Staff	130.00
Graphic Designer	130.00
Clerical	Included in the rates above
Accounting	Included in the rates above

Compensation and Payments:

1. Terms: Billing shall be monthly with terms of net 30 days. If undisputed amounts remain unpaid after 60 days of the invoice date, the Architect reserves the right to discontinue work on the project with no legal recourse by the Owner, and assess a finance charge of **1.5%** interest per month. The Owner will be liable for all cost of collection, including, but not limited to court costs, filing fees, reasonable attorney's fees, and staff time at our billing rates should a default in payment occur. Architect withholds the right to retain signed and sealed drawings until Compensation for Services is paid in full.
2. Additional Services: At the request of the Owner, the Architect shall provide services not included herein for additional compensation. Additional services will be billed hourly at the rates provided herein.
3. Reimbursable expenses: The Architect shall be compensated for mileage reimbursement, printing and duplication of documents for normal coordination of Architectural Services. No expense beyond the compensation outlined above will be incurred by the Owner unless the Owner approves a written proposal for additional services from the Architect. No additional services will be performed by the Architect without such written consent.

Terms and Conditions:

1. The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.
2. If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.
3. If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.
4. If the Owner terminates this Agreement for its convenience, or the Architect terminates this Agreement pursuant to this agreement, the Owner shall compensate the Architect for services

performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

5. This agreement shall be governed by the laws of the Commonwealth of Pennsylvania.
6. The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.
7. This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect. For the purposes of this section, electronic correspondence denoting an agreed-to amendment may serve as a written instrument.
8. The Architect and Engineering teams, through this agreement, are not responsible for the discovery of hazardous materials such as Lead, Asbestos, or other toxic materials that would be involved with this project at the project site.