

March 15, 2023

Mr. Steven Gastright

Mr. Alvin Garrison

Covington Independent Public School

25 East 7th Street

Covington, KY 41011

Re: CIPS - Masterplan

Dear Mr. Gastright and Mr. Garrison;

Thank you for taking the time to meet with us to discuss a proposed masterplan for the CIPS facilities. It is our understanding you wish to develop a long-term vision for the possible consolidation of facilities within the District. Although the exact scope has not been finalized, we understood that the following were under consideration:

1. Consolidation of the multiple elementary schools into (2) large elementary schools.
2. Relocation of the Central Office, Title 1, and Transformational Learning Center to the current Ninth District Elementary School.

We propose to provide the following services for the items listed above:

1. Review the District's data on future enrollment projections to determine the anticipated space needs for the consolidated elementary schools.
2. Meet with the District staff to determine the current and future space needs for the Central Office, Title 1, and Transformational Learning Center.
3. Develop gross square footage needs for each of the facilities.
4. Develop gross square footage needs for site needs (i.e. play areas, parking, etc.).
5. Test fit the area needs for the new elementary schools on the existing Latonia Elementary and John G. Carlisle sites. Test fits will include integration of the existing facilities as well as completely new facilities.
6. Test fit the area needs for the relocated Central Office, Title 1, and Transformational Learning Center in addition to expanded parking.
7. Meet with the CIPS staff and Board Members to review the preliminary plans.
8. Refine the preliminary plans based on input from the CIPS staff and Board Members.
9. Develop Probable Estimates of Costs based on the final preliminary plans.

We propose to provide the services listed above for a fixed fee of twenty-two thousand, eight-hundred dollars – (120) hours x \$190.00/hr.

Qualifications and Assumptions

1. All future enrollment projection information shall be provided by the District.
2. Services shall be limited to the items listed above. Any additional services beyond those listed above will be invoiced at our standard hourly rates.
3. Preliminary plans for the elementary schools will be limited to general massing of the buildings. Development of detailed floor plans and elevations is not included.
4. Preliminary plans for the relocated Central Office, Title 1, and Transformational Learning Center will include schematic floor plans.

After you have had an opportunity to review this proposal, please contact me if you have any questions or would like the scope of services to be revised.

Sincerely,
PCA ARCHITECTURE ^{PSC}



Ralph Cooper
Senior Project Manager