



January 7, 2025

Mr. Thomas Strickler, CFO
Elizabethtown Area School District
600 E. High Street
Elizabethtown, PA 17022

Re: Elizabethtown Area School District
Professional Services Proposal for Feasibility Study

Dear Tom:

Thank you for this opportunity to provide our proposal for a Feasibility Study for Elizabethtown Area School District. We will work collaboratively with the District and Administration throughout the study to review our findings and develop options for possible solutions to challenges found during the process.

SCOPE

The scope of this facility assessment involves the evaluation of site and building conditions of the Middle School and High School for Elizabethtown Area School District. An outline of the proposed services is as follows:

1. Existing Building and Site evaluations using a modified CEFPI point system (Includes: Architectural, MEP, Structural and Civil engineer evaluations).
2. Evaluation of demographic and enrollment projections and the impact on the School District.
3. Educational Program Synopsis – An overview of the education specifications and building programs developed for the previous options.
4. Building and site options to address goals and opportunities within the District.
5. Cost estimates for the options.
6. Owner Engagement: We recommend engagement with multiple stakeholders in your School District and community. This includes the School Board, Administration, educators, and staff.
7. Guided Priority Analysis: We use analytics, building metrics, MoSCoW method or prioritization and an evaluation matrix to lead the Owner through a decision-making process to build consensus and reach an approved direction.

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INFORMATION/ITEMS REQUIRED FROM THE SCHOOL DISTRICT

1. Plans of all buildings marked up detailing how the spaces are being used now. Typically, the Principal or Assistant Principal will provide this information.
2. The School District's goals for classroom sizes at the middle school and high school.
3. A meeting to walk through each building with the Principal (or District representative) and building custodian to verify program spaces and building issues.
4. A copy of the recent District-Wide Feasibility Study.

TEAM

The architectural team we propose to use is listed below. The Structural and Civil engineers shall be determined at a later date. We like to understand if the School District has any preferences for engineers before finalizing arrangements for the team.

Architect: RLPS Architects
Christopher S. Linkey, AIA, Partner-in-Charge
Craig Kimmel, AIA, LEED AP, Partner Support
Erin Hoffman, ALEP, Project Manager

TIMEFRAME (See attached schedule)

- Kick-off Meeting: February 2025
- Building Evaluations: February – March 2025
- Option Development: April – May 2025
- Final Report: June 2025

PROCESS

Feasibility Studies provide an excellent opportunity to explore the potential for program and infrastructure updates that will foster long-term vitality for your District and community. The following steps outline our process:

1. Facility Review & Options

Input from Key Administrators, Supervisor of Building and Grounds, and Custodians

In conjunction with District representatives, RLPS and its consultants will physically review and document the existing facilities' conditions using our comprehensive School Facility Condition Survey. This assessment will comply with the PDE requirements outlined in PlanCon Part A. Analysis of each building's physical status will include the condition and projected useful life of all major components (HVAC, lighting, plumbing, etc.), potential building code issues, accessibility concerns and structural integrity.

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RLPS will collaborate with District representatives through detailed and system specific discussions so that we are sure that the District receives recommendations for:

- Systems that are energy efficient
- Systems that offer a balance between first cost and long-term value
- Systems that the District is comfortable with using
- Systems that are maintainable by facility staff.

RLPS will provide an estimated cost to upgrade the middle school and high school buildings to current standards, as well as a prioritized schedule with overall recommendations and associated cost estimates for replacement or repair. Information acquired in this step will be consolidated with data from other study elements and utilized in the planning team's analyses of facility alternatives.

2. Study of Capacity Related to Enrollment Projections and Educational Program

Input & Provision of Information by Administration / Key Personnel

RLPS will review the demographic data provided by the District. RLPS will evaluate building capacity, along with any District criteria that may vary from PDE, such as class size.

A key element in projecting student capacity involves identifying the direction of educational delivery for future-ready learning in the Elizabethtown Area School District. This allows us to identify viable facility options. We will review District goals concerning class size, special education and special-use rooms. RLPS will use information provided by designated District representatives regarding your specific goals to better understand the "functional capacity" for each space and ultimately translate those goals and functions into quantifiable space needs.

3. Study of Options

Review by Administration / School Board

District input is critical for effective analysis of potential options for the future. Based on the projected enrollment, educational programs and the condition of the existing facilities, RLPS will develop scenarios for the Elizabethtown Area School District to consider. The advantages and disadvantages of each option, including evaluation of educational benefits, site characteristics, costs, and infrastructure will be presented. For each option, we will determine how many students would be accommodated. We will work with District representatives to assemble the information required by PDE to facilitate meaningful evaluation of each potential scenario.

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4. Guided Priority Analysis

Lead the Owner through a decision-making process to reach an approved direction.

Our job is not done until the School District has an agreed upon direction. RLPS uses analytics and building metrics to evaluate your existing buildings and proposed solutions. We use an evaluation matrix developed throughout the feasibility study assisted by our MoSCoW prioritization system. The evaluation matrix gives the School District a tool to assess options driven by current evaluation systems. Our goal is to eliminate the emotion from the decision-making process. This is a multi-step evaluation process that can take several meetings. The result is an agreed upon direction from the School District.

EXECUTIVE SUMMARY REPORT

Final Recommendations by Administration / School Board

Following the study team's review of the alternatives and final recommendations from the School Board, RLPS will integrate all documentation into a final comprehensive report. The report will be provided in "hard copy" and electronic format for easy data review and retrieval.

The information gathered through this process is then tabulated and categorized into a final report that will help guide the evaluation of existing buildings and prioritize future objectives. We will work with District representatives to review the report in the context of the following considerations:

- Existing building evaluations and reports (Middle School and High School)
- Study Building Capacity
- Review the latest enrollment projections
- Review Educational Program
- Establish existing and proposed capacity of the Middle School and High School
- Options and associated cost estimates
- Final report.

COMPENSATION

The following fee is valid for 90 days from the date of this proposal.

RLPS will provide architectural and engineering services to conduct the Feasibility Study for a lump sum fee of \$8,500, plus reimbursable expenses.

RLPS will credit 100% of the assessment study fee toward any significant architectural project we are contracted to design (\$5 million or more construction value) within three years of the study.

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FEE CLARIFICATIONS

1. The Feasibility Study includes Elizabethtown Area Middle School and Elizabethtown Area High School.
2. It is our understanding that Demographics / Enrollment projections have recently been completed and will be provided for our use during the Study.
3. Reimbursable expenses incurred in the interest of this project will be billed at cost, according to the attached expense sheet.
4. This proposal does not include in-depth building scanning, site survey, geotechnical report, MEP and civil engineering, etc.
5. In providing our services, we will endeavor to perform a standard of care consistent with that degree of care and skill ordinarily exercised by members of the architectural and interior design profession currently practicing under similar circumstances.

RLPS is excited about the opportunity to assist Elizabethtown Area School District with a feasibility study that aligns with your goals and mission. If the above fees and recommended approach align with your needs for moving forward, please sign below. Please feel free to call me if you have questions or need any additional information at this time.

Sincerely,



Christopher S. Linkey, AIA

Partner

Enclosures

cc: Craig Kimmel, Erin Hoffman, Sarah Rine, Richard T. Dropik, File 24.538

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APPROVED:

Signature

Date

FEASIBILITY STUDY SCHEDULE

ELIZABETHTOWN AREA SCHOOL DISTRICT

Task	2025				
	FEBRUARY	MARCH	APRIL	MAY	JUNE
DISCOVERY / DATA COLLECTION					
Kick-Off Meeting/Setting Goals	◆				
Building Condition Reviews/Interviews	■				
Review Enrollment Projection	■				
ANALYSIS/PRIORITIZE (REPORT PREPARATION)					
Review Building Program		■			
Building Capacity Review		■			
Develop and Refine Options			■		
Cost Estimate			■		
ENGAGEMENT/COMMUNICATION					
Steering Committee Meetings	◆	◆	◆	◆	◆
Preliminary Reports Review				◆	
Revised Reports Review					◆
School Board Presentation			◆	◆	◆
Presentation of Final Feasibility Study					◆



REIMBURSABLE EXPENSES

January 1, 2025 – December 31, 2025

POSTAGE / SHIPPING

U. S. Postal Service / UPS / Federal Express At cost

REPRODUCTIONS

B/W Copies / Laser Prints	\$0.25
Color Copies / Prints	\$0.25
Engineering Prints – Lines only	\$0.35/square foot
Engineering Prints – Low Density	\$0.40/square foot
Engineering Prints – High Density	\$0.50/square foot
Engineering Prints – Premium Quality	\$0.75/square foot
High Quality Paper	\$0.50/square foot

TRAVEL

Mileage	\$0.90/mile
Air Fare	At cost
Hotel	At cost
Rental Cars / Taxi / Tolls / Parking / Meals	At cost

MODELS / PHOTOGRAPHS

Foam Core	\$15.00/sheet
Presentation Boards	\$25.00/board

OTHERS

Agency Approval Fees	At cost	
Consultant's Reimbursables		At cost

A multiplier of 1.1 will be applied to the cost of all reimbursable expenses with the exception of Reproductions done by RLPS in-house.

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