



March 7, 2016

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Kathleen Bodie, Superintendent of Schools  
Arlington Public Schools  
869 Massachusetts Avenue  
Arlington, MA 02476

Re: Fee Proposal for Services  
Ottoson Middle School Study for Additions

Dear Dr. Bodie:

It is with pleasure that HMFH Architects submits this fee proposal for study services as detailed below.

Our understanding is that Arlington has been experiencing student enrollment growth at all grade levels and anticipates this trend to continue. Specifically, Ottoson Middle School, which currently is over capacity at 1100 students, is expected to increase to 1400 students within 10 years. The town and the school administration are seeking professional assistance to study options to accommodate the student enrollment growth.

One study option under consideration is to Add to Ottoson Middle School, either to the northeast or southwest of the existing building, to accommodate the increased enrollment. The study goal is to establish realistic budget estimates for the work required in this option.

Ottoson Middle School Study for Additions Tasks:

- Define educational program
- Develop addition floor plan diagrams, at 2 locations
- Identify code and program-related renovation scope
- Foundation design assessment w structural and geotechnical engineers
- Assess code-related requirement of fire truck perimeter access
- Develop study cost estimate
- Develop study report document

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The fee for the above tasks is \$27,490. Four hard copies of the report will be provided along with an electronic PDF version for your use.

The above fee does not include:

- development of existing conditions drawings
- assessment or development of sustainable design criteria
- site development diagrams

**HMFH ARCHITECTS**

Schedule:

Upon authorization to proceed, we estimate six weeks to complete the study.

We look forward to continuing our work with you and would be happy to review the scope above in detail with you and your colleagues in Arlington to ensure that it will meet your needs.

Very truly yours,  
HMFH Architects

A handwritten signature in blue ink that reads "Lori Cowles". The signature is written in a cursive, flowing style.

Lori Cowles, AIA, LEED AP, MCPPO  
Principal