

April 28, 2018

Chris Born, Superintendent
Salmon School District #291

Emailed to CB

FILE COPY

**Re: Consultant Services
Letter of Agreement**

Dear Chris:

Thank you for your interest in The Facility Planners. I would be pleased to provide educational consultant services for the Salmon School District #291 to develop a Long-Range Facilities Plan.

Scope of Services:

The Facility Planners will provide basic educational consultant services to the Salmon SD #291 as described per my attached Scope of Services {on page 2 of this agreement}.

Fees:

Compensation shall be at a fixed fee of Four Thousand Five Hundred dollars and no/100 (\$4,500) to include most of work to be performed outside of my current U of I contract, during the evenings and/or weekend hours {providing approximately 40 hours from May to July of 2018}. If an additional scope task(s) is desired by the SSD, beyond the five (5) listed on page two of this agreement, it will be submitted for your approval and then billed hourly at an additional One Hundred Dollars and no/100 (\$100). All reimbursable expenses (mileage, motels, meals, copies, USB drive and etc.) will be *in addition* to this quoted fixed fee. Payments will be requested via two monthly invoices [June and July of 2018].


Your signatures and dates on the spaces provided below will be considered acceptance of these terms outlined herein and an authorization for me to begin work on this project in May. I look forward to working with you & the SSD Board on this project. Please return a copy of this agreement to me once it has been executed.

Sincerely,

THE FACILITY PLANNERS

Rich Bauscher

Dr. Richard H. Bauscher


Approved by: Chris Born, Superintendent

5/22/18
Date

for the SALMON SCHOOL DISTRICT #291

Scope of Consultant Services (for a LRFP)

for

Rich Bauscher dba the **Facility Planners**

- Meet with the Superintendent/Designee to review the pieces and parts in preparation of the development of a ten (10) year Long Range Facilities plan. Information needed by the SSD will be requested through the Supt.
- Prepare and develop a ten (10) year Long Range Facilities plan. Parts to include will be: **History of the Schools and District**, **BCEF's** [Building Condition Evaluation forms] for each school, **Cost estimates** for each of the BCEFs, **Total cost estimates** for all schools combined, **Enrollment projections**, **Building & District school capacities**, overall **Conclusions** and overall **Recommendations**.
- Meet with School Administrators and Maintenance Director to confer and get assistance -- prior and during -- the development of this ten (10) year Long Range Facilities plan. Arrange for an onsite visit (one full day) to review and score your schools, with assistance to get in all the schools with the Maintenance Director.
- Attend a school board meeting in July, 2018 to present my findings contained in the LRFP document. Answer their questions and concerns related to their school facilities.
- Serve as an educational facility resource [pertaining to the LRFP] to the Salmon School District #291 Superintendent -- during this three (3) month time frame (May – July of 2018).

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FILE COPY

July 18, 2018

Chris Born Superintendent
Salmon School Dist. #291

Emailed to CB

**Re: Consultant Services
Letter of Agreement**

Dear Chris:

Thank you for your continued interest in The Facility Planners. We would be pleased to provide educational consultant services for the Salmon School District #291, in preparation for your proposed school bond election in March of 2019.

Scope of Services:

The Facility Planners will provide basic consultant services to the Salmon SD #291 for one bond issue, as described per the attached Scope of Services {on page 2 of this agreement}. If this bond were to fail -- our fee for providing the same services (as in the first try) would be offered to the SSD #291 at a reduced rate of -25% off of the \$ amount below.

Fees:

Compensation shall be at a fixed fee of Nine Thousand dollars and no/100 (\$9,000) providing approximately 90 hours {during a four-month time period}. If an additional scope task(s) is desired by the SSD, beyond the nine [9] listed on page two of this agreement, it will be submitted for your approval and then billed out hourly at an additional One Hundred Dollars and no/100 (\$100). All reimbursable expenses (hotels, meals, mileage, copies, and etc.) will be **above** this quoted fixed fee. Payments will be requested via monthly invoices [extending for the four months of our assistance].

Your signature and date on the space provided below will be considered acceptance of these terms outlined herein and an authorization for us to start work on this project. We look forward to working with you & the SSD patrons on this upcoming March of 2019 bond issue. Please return me a copy of this agreement, once you have executed it.

Sincerely,

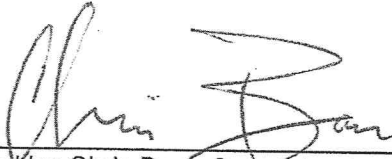
THE FACILITY PLANNERS

Rich Bauscher

Ron Bolinger

Dr. Richard H. Bauscher

Dr. Ron Bolinger


Approved by: Chris Born, Superintendent of Schools

9/10/18
Date

Page 1 of 2

**for the SALMON SCHOOL DISTRICT #291
Scope of Consultant Services**

for
Rich Bauscher dba the Facility Planners

- Team up with your selected Architects and CM Firms.
- Prepare a bond issue timeline for a March, 2019 election.
- Review the bond budget/scope to help ascertain their accuracies.
- Assist in the administration of a random telephone survey of the registered voters, which all reside in the School District boundaries to determine their attitudes towards a future bond issue. [This survey would be conducted by an independent contractor and the cost would be billed to the School District]. *My time is included; under this agreement; to administer this survey*
- Meet with the Superintendent to review my proven ten (10) step process in the running of a bond issue. Promotional vs. the Informational allowable tasks for the School District vs. an Ad Hoc Committee will be outlined.
- Meet with School District patrons, Administrators, Board and Staff. Assist in the organization of a pre-bond Ad Hoc Citizens Committee by defining the duties of the eleven (11) officers and presenting the *overall* bond election concepts, strategies and various templates for their utilization.
- Travel to the SD (four trips) to attend meetings with Salmon School District Administrators/Principals and a pre-bond Ad Hoc Citizens committee to help answer questions and **guide** these 11 officers, providing them with the many different bond campaign templates (as they are requested).
- Review the voting data from the past two election(s) in order to mathematically set up the targeted number of votes that will be cast. This

figure will be utilized by the Ad Hoc Committee.

- Serve as a bond and educ. spec. resource to the Salmon School District #291 Superintendent -- during an upcoming four-month time frame.

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Aug. 18, 2018

Chris Born, Supt.
Salmon School Dist. #291

FILE COPY

Re: Consultant Services / Letter of Agreement

Dear Chris,

Thank you for your continued interest in The Facility Planners. I would be pleased to provide a random telephone survey for the Salmon School District. It would provide you, staff and committee members with crucial planning assistance in preparation for a proposed bond election.

Scope of Services:

The Facility Planners will provide consultant services to the SSD for the running of a random telephone survey, as described per the attached Scope of Services. The survey is estimated that it could be run on December 10 - 21, 2018. I could then have the results (all tabulated) to present to you and the School Board at a special board workshop on Monday January 7, 2019 (or adjusted to fit your schedules if that date is not open).

Fees:

The scope of services is described herein on page two of this agreement. Compensation is as follows:

A fee of Twenty-Four Hundred dollars and no/100 (\$2,400) for the completion of 300 contacts of SSD registered voters (providing a 6.9% sample size). I would subcontract with the callers and my time (on the survey) will be a part of the pre-bond fee.

Any expenses (mileage, copying, travel & etc.) will be *beyond* the quoted survey fee. Payment will be requested to be rendered via a monthly invoice on [December 1, 2018].

Your signature and date on the space provided below will be considered acceptance of these terms outlined herein and an authorization for me to begin work on this survey. I look forward to working for the SSD on your upcoming random telephone survey.

Please return a copy of this agreement to me, once you have executed it.

Sincerely,

THE FACILITY PLANNERS

Rich Bauscher

Dr. Richard H. Bauscher (Owner)

Chris Born

8/27/18

**for the Salmon School District [SSD]
Scope of Consultant Services**

- Prepare a timeline for the SSD's running of a random **telephone survey**. This timeline will have the dates of action (i.e. for: phone numbers needing to be looked up by SSD, running dates by survey firm and the Consultant's presentation of the survey results to the School Board members).
- Assist in the administration of a random telephone survey of 300 registered voters (6.9% sample), which reside in the SSD boundaries to determine their attitudes of the recommended scope of projects. This survey would be constructed by us [SSD and the Facility Planners] but conducted through an independent contractor located in Boise.
- The cost of this survey {to be paid by the SSD} will be $\$8 \times 300 = \mathbf{\$2,400}$. The time to develop this survey, tally and present it to the Board will be included as a part of the pre-bond Consultant's fee. A presentation of the results and a recommendation to follow the survey results (as to the community desired projects) will be made by the Consultant to the desired parties (as finalized by the Supt.) at a special School Board meeting on January 7th which is *prior* to your January 21, 2019 regular School Board meeting night - - which is also the last allowed date for a bond resolution to be adopted by the SSB -- for a possible March 12, 2019 bond levy election.

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