

August 26, 2025

Hans Williams
Director, Design and Construction
Operations Division
Sam Moss Service Center
DeKalb County School District
1780 Montreal Road
Tucker, Georgia 30084
VIA EMAIL

**RE: Fee Proposal
DCSD Facility Space Inventory Update**

Dear Hans:

We are pleased to submit this proposal to provide architecture and engineering services for the project referenced above. We appreciate the opportunity and look forward to working with you to accomplish this project.

This proposal is based on the scope of work document received from you, via email, on March 31, 2025 along with attached list of facilities.

PROJECT SUMMARY

DeKalb County School District needs their facility space inventory to be updated as it has been 10 years since the last major facility space inventory and floor plan update. This effort will include updating all floorplans with appropriate architectural layout, room count, square footage of building(s), age of building(s), etc. The new floor plans for all schools and centers will help update the facility space inventory. Total square footage of all DCSD facilities equals approximately 14.8 million SF.

SCOPE OF SERVICES

Design services will be divided into two phases: Site Visits & AutoCad Drawings and Update Facility Inventory Database

- **Site Visits & AutoCad Drawings**

- The CROFT team will perform the following:
 - Review historical records such as room counts, previous floor plans, etc.
 - Schedule site visits to check the usage of facility spaces.
 - Walkthrough of all DCSD facilities to provide an accurate building layout.
 - Collaborate with Operations staff and Principals with any conflicts to layout.

DELIVERABLES

- CROFT will provide the following:
 - Updated records and floor plans using the District floor plan template.
 - AutoCAD drawings for all facilities.
 - A database with correct room count.

• **Update Facility Inventory Database**

- The CROFT team will perform the following:
 - Verify and update the District’s database containing the full facility space inventory.
 - Update inventories for each facility to include all renovations and additions that have occurred since the last inventory was done.

DELIVERABLES

- CROFT will provide an organized collection of all DCSD facilities showing inventory of spaces for each facility to ensure correct labeling and usage of rooms and other spaces around the building.

DESIGN ASSUMPTIONS

1. DCSD will provide CAD files for each facility. If CAD files are not available for a particular facility, then CROFT will scan provided PDFs and convert to .DWG CAD files or a building scan can be done in the field for additional services.
2. This proposal is good for sixty (60) days from the date of the proposal.
3. Travel expenses are included in fees below.

DELIVERABLES

Deliverables will be provided electronically in PDF file format for your use.

SCHEDULE

Below is a preliminary project schedule. Confirmation of schedule will be addressed in the project kick-off meeting.

Phase 1 - Site Visits:	3 months
Phase 2 - Update Drawings:	3 months
Phase 3- Update Database & Final Coordination:	1 month
Total Duration:	7 months

PROFESSIONAL FEES

Professional fees for the project scope as outlined above will be as follows:

▪ Phase 1 - Site Visits.....	\$186,685
▪ Phase 2 – Update Drawings.....	\$279,450
▪ Phase 3 – Update Database & Final Coordination.....	\$ 61,763
▪ TOTAL FEE	\$527,898

Travel expenses are included in fees above.

PAYMENT TERMS AND CONDITIONS

Progress billings will be sent monthly based on effort expended with the balance of the fee for each phase due upon delivery of the respective phase. Invoices are due within 30 days.

ADDITIONAL SERVICES

Additional services or changes to the project scope will be proposed and documented in writing and will be formally approved by the client. No additional fees will be charged without your prior written approval.

Richard, thank you for the opportunity to submit this proposal and we look forward to working with you to accomplish this project. Should you have any questions regarding this proposal, please do not hesitate to give me a call.

Sincerely,

Croft & Associates, Inc.



Tracey Moss, AIA LEED AP
K12 Business Unit Director

APPROVAL

Accepted by:
Dekalb County School District

Signature

Date