

FORT SMITH

PUBLIC SCHOOLS

Terry Morawski, Ed. D.
Deputy Superintendent

November 7, 2018

Tim A. Risley and Associates, LLC.
Attn: Tim A. Risley
trisley@risley-associates.com
6101 Phoenix Ave, #1 Con/Arc Place
Fort Smith, AR 72903

RE: Limited Letter of Intent
Southside High School Additions and Renovations
Ft Smith Public Schools

Dear Sir:

Ft. Smith Public School District ("District") has reviewed the Responses to its Request for Qualifications that were received on October 10, 2018 at 1:00 PM and preliminarily has determined that Tim A. Risley and Associates, LLC. is the most qualified respondent for the following project:

Southside High School Additions and Renovations

Based on the above, the District offers this Limited Letter of Intent ("LOI") to authorize the Architect to proceed with ARCHITECT SERVICES relating to the above referenced project ("Project"), pending execution of a final contract ("Contract"). Pursuant to the requirements of the RFQ, it is anticipated that the Architect shall execute a Contract to furnish all design deliverables including, but not limited to, design schedule, preconstruction programming, 30%/60%/90% submittals, contract specifications, contract drawings, contractor bid/proposal management, design consultants/engineers, state submittals/coordination, construction administration, and project closeout management relating to the Project.

The purpose of this LOI is to expedite the design process by authorizing the commencement of the following preconstruction activities:

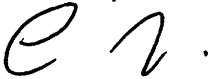
1. Negotiating with consultants and engineers
2. Preconstruction programming with Owner and Owner's Representative
3. Conceptual drawings
4. Preparation and submission of design schedule
5. Preparation of initial budget
6. General site planning, massing studies, floor planning, etc.
7. Coordination with State of Arkansas for design submittals

The scope of this LOI is limited to the terms of the Project, the RFQ and \$20,000 in professional fees and expenses, which Architect shall not exceed prior the execution of the Contract. Upon execution of the Contract, all professional fees and expenses shall be included within the scope and budget of the Contract, and all work product performed shall be subject to all terms and conditions stated in the Contract. Should the District be unable to execute the Contract, the Architect will be compensated for all reasonable, documented, and customary fees and expenses not to exceed \$20,000 incurred up to the date of termination.

Tim A. Risley and Associates, LLC
November 7, 2018
Page Two

On behalf of the District, we look forward to working with your company on this project.

Sincerely,



Dr. Terry Morawski
Deputy Superintendent

AGREED:

BY _____

Printed name

Title

Date

cc: Dr Doug Brubaker
Charles Warren
Anna Sullivan
Jay Kirkpatrick
File