



January 2, 2024

Mr. Kevin Kendall  
Superintendent of Schools  
Ogdensburg City School District  
1100 State Street  
Ogdensburg, New York 13669

Re: 2024 Building Condition Survey

Dear Mr. Kendall:

This correspondence is in reference to the 2024 Building Condition Survey (BCS). As you are aware, the State Education Department requires that buildings occupied by students and staff be surveyed every 5 years by a licensed Architect or Engineer. However, recent changes no longer require that all districts conduct the survey in the same given year. For the Ogdensburg City School District, the BCS is assigned to be completed in calendar year 2024.

The BCS can still be bundled with other options to provide you with more comprehensive information about your facilities from which you can plan and control future capital improvements. *All expenses are aidable up to \$0.33/square foot at the District's Building Aid Ratio.* And given our involvement with recent capital improvements, we propose to provide the BCS component at a much-discounted rate. The following paragraphs outline the services that we can provide to not only satisfy this mandate, but to provide you with much more relevant data about your facilities.

**Building Condition Survey**

Commissioner's Regulations require that the survey be completed between January 1, 2024 and December 31, 2024; and filed with the NYS Education Department by March 1, 2025.

BCA Architects & Engineers will conduct the BCS utilizing the survey document issued by the Office of Facilities Planning. Our Team of Architects and Engineers would first interview the District to gain an understanding of known issues and establish a schedule for moving forward. Next, we would perform our field work at the District's convenience to record existing conditions and develop replacement costs relative to building deficiencies. We would then present our findings to the District; and submit the data online through the NYSED Application Business Portal. Fee structure for these services would be as follows:

OFA/Golden Dome	351,580 square feet
Kennedy Elementary	117,180 square feet
Madill Elementary	<u>52,570</u> square feet
Total Area:	521,330 square feet
	x \$0.04/square foot = <b>\$20,853</b>

The BCS is a very general document intended to identify building related issues and establish end-of-life replacement values. The BCS does not provide you the level of detail for making rational business decisions based on in-depth evaluations and cost benefit analysis. To enable you to take full advantage of the available State aided funding, we also offering the following:



**Five-Year Capital Facilities Plan**

As with the BCS, the Five-Year Capital Facilities Plan is a requirement of Section 155.1 of the Regulations of the Commissioner of Education. It is a long-range plan that is required to be re-evaluated and updated on an annual basis. Submission of the executive summary is a requirement of the Office of Facilities Planning for authorization of capital projects.

The Five-Year Capital Facilities Plan incorporates and prioritizes all of the information collected during the BCS process; as well as provides for a review of the District’s program and educational needs into a single, comprehensive document. Once completed, the Plan can be utilized when prioritizing needs for making future improvements or developing a capital project. For this service, we propose the following additional fee:

OFA/Golden Dome	351,580 square feet
Kennedy Elementary	117,180 square feet
Madill Elementary	<u>52,570</u> square feet
Total Area:	521,330 square feet
	x \$0.05/square foot = <b>\$26,066</b>

We would very much appreciate the opportunity for BCA Architects & Engineers to complete your next Building Condition Survey and continue our professional services with the District. Should you have any questions or comments regarding any of the aforementioned information, please feel free to contact me at your convenience.

If this proposal is acceptable, we simply ask that you sign and return one copy of this agreement to my attention. Thank you!

**BCA Architects & Engineers**

Shawn Travers, RA  
Principal/Architect

Date 01/02/24

**Ogdensburg City School District**

Kevin Kendall  
Superintendent of Schools

Date \_\_\_\_\_