



March 9, 2026

Ms. Cassandra Brand  
Treasurer/CFO  
Buckeye Local Schools  
Ashtabula, Ohio

Re: Buckeye Local Schools: **2026-27 Infrastructure Projects Part 3: BRADEN/EDGEWOOD EXTERIOR ATHLETIC UPGRADES – Criterion Engineer Services Proposal** – in accordance with Capital Planning exercises conducted Summer-Fall 2025.

Ms. Brand:

School FIRM (SF) and its supporting teams are pleased to offer its professional services for the noted Infrastructure Projects discussed & selected for design/proposals/implementation in 2026-27 fiscal period (Phase 3). This proposal for services is based on the 2025 Capital Plan Program & Report and various subsequent discussions with you and your project team over past several weeks. The Scope of Work below anticipates utilizing a Lump Sum Design-Build Proposal/Bid package w/associated support documents for the designated sites as a planned method of project delivery.

**Project Description: Buckeye Local Schools Infrastructure Projects - Part 3: BRADEN-CORLEW/EDGEWOOD-TENNIS COURTS EXTERIOR ATHLETIC UPGRADES 2026**

Project Objective: The Objective of this project is to Detail-review/refine the designated Scopes of Work for the Braden Corlew Stadium & Edgewood HS Tennis Courts Upgrades as Part 3 of the chosen Infrastructure Projects and prepare Criteria Design/Bid-Contractor Infrastructure Improvements/Systems with appropriate OPEN Security-integrated/Control Systems (via the District's OPEN Standard Technology teams).

SF Proposal: SF will aid the Buckeye Local School District in schematic planning/engineering, creating Scopes of Work and associated proposal/bid packages for the designated Infrastructure project as noted, support preparation for construction/execution, provide project oversight and installation validation.



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The planned breakdown for **2026-27 Infrastructure Projects Phase 1** include the following PROJECTS, in no particular order of importance:

**1. Exterior Athletic Group Improvements**

- a. Corlew Stadium (Braden MS):
  - (1) Bleachers Upgrades
  - (2) Sod Replacement, Crowning Updates
  - (3) Irrigation System Repairs/Implementation
  - (4) Scoreboard Upgrades (Option only)
- b. Edgewood High School:
  - (1) Tennis Court Upgrades & Expansion

Existing Configuration. The Corlew Stadium and Edgewood Tennis Court Complex affected for this Part 3 Project had general conditions and needs previously evaluated during the Capital Planning process in 2025. In general, the safety & playing condition of the existing Stadium needs designated upgrades and the existing set of three (3) Tennis Courts at Edgewood HS needs repairing/updating to accompany three (3) new Courts.

Planned activities presently for the Part 3 Project include:

- Physical facilities Site Assessments as necessary;
- Review of existing drawings for areas affected;
- Prepare physical system installation options/ideas for coordination of related upgrade(s) with deliverable schematics intended for Buckeye Local Schools review and preliminary coordination/planning.
- Prepare Criterion-focused Engineering design for targeted Scopes of Work. The anticipated designs are intended for inclusion into District administered Bid/Proposal packages;
- Evaluation of appropriate Bid Proposals received by District.
- Review of appropriate Construction Documents prepared & submitted by selected contractor(s);
- Processing of applicable Utility Rebate/Incentive(s) available/applicable;
- Assistance with Scheduling/Budgeting/Phasing during preliminary process; and
- Appropriate field coordination/review of construction issues during Construction installations.

The focus of work will not include:

- Final Designs/coordination, printing, permits and any plan approval fees.



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To be sure SF will meet the expected schedules and services the District will provide:

- Periodic access to the Project site(s) and interview(s) with appropriate personnel;
- Existing Facility and Operational documents (Drawings, CADD files, O&M Manuals, Service Contracts, etc.); and
- Intermittent meeting(s) with BLS Administrative/Facilities group(s) to monitor direction & scope.

SF intends to deliver to the District:

- A set of schematic/preliminary documents to review;
- Aid in Scopes of Work creation;
- Assistance in system and equipment selection for final Design-Build design packages (with all “multiple-option”/(flexible) Alternate items as uncovered);
- Appropriate Documents to include and support Proposal bid Package(s); and
- Confirmation of any Utility Rebate/Incentives expected.

SF anticipates the next steps and action plan to include:

- Site Assessment: Weeks of 3-14-26 thru 3-21-26 (assuming quick acceptance of these proposals);
- Schematic Design Review of Options and Information by the week of 3-21-26
- Preparation of Documents complete for final review by 3-28-26.
- Coordinate & Attend Pre Bid/Walkthrough Meeting by 4-2-26
- Bid Opening targets in mid-April 2026
- Board Meeting and Contract approvals to follow Proposal opening as applicable.
- Applicable Construction Oversight & Attendance at Progress Meetings – for duration of Projects thru end of 2026

Total Professional Services Fee: SF to receive four percent (4.0%) of Board approved project Budget(s) plus any pre-approved time and material fees for associated professional services (Expected Budget for Part 3 Exterior Athletics (Corlew & Tennis Courts) is between \$900k & \$1,100k, overall Base Scope & Alternates):

- 1. Braden/Edgewood EXTERIOR Athletic Upgrades 2026**  
\$40,400



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The anticipated invoicing/payment schedule is as follows:

- One-Third (1/3) of estimated fees to cover initial portion of Pre-Construction Criterion Engineering Services.
- One-Third (1/3) of actual fee at the commencement of agreement (Board Approval) – Covers remainders of Project Planning, Incentive Applications, Package(s) Preparation and Pre-Construction Efforts with Proposers.
- The remaining One-Third (1/3) payments will be invoiced as progress billings by PCC and be based upon approved contractor invoices on the first calendar month after the date a contractor bills District and District approves progress payment to contractor.

After reviewing this proposal, please contact us with any questions. If you agree to the proposal please return an executed copy of this letter and notify us to proceed. Thank you for the opportunity to serve as an ‘Extension of your Staff’.

Respectfully submitted,

*Scott B. Hoffman, Jr.*

Scott B. Hoffman, Jr., P.E., LEED™ AP  
Vice President of Operations

Accepted: \_\_\_\_\_

Date: \_\_\_\_\_