



February 12, 2026

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

Re: Buckeye Local Schools: **2026-27 Infrastructure Projects Part 1**
KINGSVILLE ELEMENTARY ADA 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 1). 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 1:
KINGSVILLE ELEMENTARY ADA UPGRADES 2026

Project Objective: The Objective of this project is to Detail-review/refine the designated Scopes of Work for the Kingsville ADA Upgrades as Part 1 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.



www.schoolfirm.org



5577 Airport Hwy. Suite 202
Toledo, Ohio 432615

Existing Configuration. The Kingsville Elementary building affected for this Part 1 Project had general conditions and needs previously evaluated during the Capital Planning process in 2025. In general, the existing layout does not properly allow enough reasonable entry access to the facility, nor specific Toilet Room provisions addressed by ADA program frameworks.

Planned activities presently for the Part 1 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.

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.



www.schoolfirm.org



5577 Airport Hwy. Suite 202
Toledo, Ohio 432615

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 2-23-26 thru 3-2-26 (assuming quick acceptance of these proposals);
- Schematic Design Review of Options and Information by the week of 3-16-26
- Preparation of Documents complete for final review by 4-13-26.
- Coordinate & Attend Pre Bid/Walkthrough Meeting by 4-27-26
- Bid Opening targets in May/Early June 2026
- Board Meeting and Contract approvals to follow Proposal opening as applicable.
- Applicable Construction Oversight & Attendance at Progress Meetings – for duration of Project thru end of 2026

Total Professional Services Fee: SF to receive five & one-half percent (5.5%) of Board approved project Budget(s) plus any pre-approved time and material fees for associated professional services (Expected Budget for Part 1 Kingsville ADA is between \$450k & \$650k, overall Base Scope & Alternates):

**Part 1: Kingsville Elementary School ADA (Americans with Disability Act)
Upgrades 2026 - \$33,300**

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, including Scope Refinement & Coordination.
- One-Third (1/3) of actual fee for the Issuing for Final Pricing period – Covers remainders of Project Planning, Incentive Applications, Package(s) Preparation, Bidding and Pre-Construction Efforts with Proposers.
- The remaining One-Third (1/3) payments will be incrementally invoiced as Construction Phase progress billings by SF and be based upon Project Progress/District-approved contractor invoices.



www.schoolfirm.org



5577 Airport Hwy. Suite 202
Toledo, Ohio 432615

After reviewing this proposal, please contact us with any questions. If you agree to this Professional Services 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

PART 1 KINGSVILLE ADA UPGRADES 2026:

Accepted: _____

Date: _____