

April 10, 2025

Charla Salmeron  
Head of School  
Aspen Ridge Preparatory School  
705 Austin Ave.  
Erie, CO 80516

Subject: ARPS Existing Facility Evaluation, Factors of Importance Work sessions

Dear Charla:

We are pleased to offer a proposal of services to Aspen Ridge Preparatory School (ARPS) for efforts and work to assess and report on existing school facilities and operations, and three (3) work sessions to identify, prioritize and rank factors of importance with the goal of creating conceptual expansion options. These options create the basis for a Conceptual Design Process (CDP). Any previous statements of work, cost or scope for a CDP prior to this letter are void as this offer brings some of that work forward. We welcome the opportunity to provide an updated CDP offer in the future.

The proposed four step approach is included in the offer price. Outlined in Exhibit A attached.

**Facility Evaluation and Work Sessions: \$18,155**

Supplemental and optional to this proposal, we are offering consulting services for the driveline project currently in progress. The hourly consulting fee is \$140 per hour.

This offer does exclude Neenan as a builder for the driveline project.

Timeline: After offer acceptance, and step #1 is scheduled, Neenan proposes at least two weeks between subsequent steps, taking into consideration ARPS stakeholder availability.

Sincerely,



Shelby Hinchliff  
Senior Architect

## **Exhibit A – Scope of Services**

### **Services included:**

#### Existing Facility Evaluation:

- Site tour / walk through
- Facilitate same day meeting with school staff
- Review school current enrollment and projections

#### Work session #1:

- Facilitate a meeting to identify factors of importance

#### Work session #2

- Facilitate a meeting to prioritize factors of importance

#### Work Session #3

- Prior to the meeting:
  - Create conceptual expansion options
  - Price options
- Facilitate a meeting to present the options
  - Evaluate options against factors of importance
  - Reveal conceptual pricing

### **Deliverables:**

- Existing Facility Evaluation summary report
- Work Session #1 – an emailed summary report
- Work Session #2 – an emailed summary report
- Work Session #3 – compiled work session packet

### **Timeline:**

- Services to commence upon acceptance of proposal
- From the date of Existing Facility Evaluation, each subsequent step will be at least two weeks from the previous step