

DRAFT

April 11, 2003

Mr. David Finney, AIA  
President  
The Design Partnership of Cambridge  
Hood Business Park  
500 Rutherford Ave  
Charlestown, MA 02129

Dear Mr. Finney,

We are pleased to announce that the Reading School Committee at its March 27, 2003 meeting voted to award your firm the contract to perform design development, contract document bidding and construction administration for renovation of the 1970 areas of Reading Memorial High School (Science Wing, Library Wing and Field House) and replacement of the 1953 areas with new facilities to include reorganization of interior space to meet all educational program requirements. The work is to be performed in accordance with the Bid Documents, Contract Documents and your proposal submittal dated February 25, 2003.

You must be prepared to meet the School Building Assistance submission requirements for June 2003. Accordingly, you are hereby authorized to proceed with services necessary to complete the SBA submission, while an Agreement between the Reading School Committee and Design Partnership is prepared and executed. Town of Reading Treasurer has confirmed that sufficient funds are available and, pending School Committee approval of each invoice, payments will be made within 30 days of the date of each invoice. The maximum total amount of this authorization is \$400,000. We understand this amount represents about 30% of the project's Design Development Phase.

Please supply evidence of all necessary and required insurance coverage within five days of receipt of this letter.

Sincerely,

Harry K. Harutunian, Ph.D.  
Superintendent of Schools

HKH/mkh

Attachment: Design Schedule, 4/10/03

---

# Reading Memorial High School Design Schedule

4/10/03

	2003																													
	April					May					June				July				August				September							
	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22				
<b>PHASES</b>	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	2	9	16	23
<b>Design Development</b>																														
<b>Plan Verification &amp; Refinement</b>																														
Site Analysis - Borings/Survey																														
Physical Plant Assessment																														
Confirm Renovation Scope																														
User Interviews																														
Confirm Space Program																														
<b>Reg Agency &amp; Utility Review</b>																														
Regulatory Agency Review																														
Confirm Utility Services																														
<b>Final Design</b>																														
Design Options																														
Ed Technology Plan																														
Phasing/Occupancy Plan																														
Final Ed Specification																														
Furniture Layouts																														
Final Design Plans, Sections, Elevations																														
Systems, Materials, Details																														
SBA Prelim Plan & Ed Spec Submission																														
SBA Final Grant Application																														
<b>Owner Reviews</b>																														
Users																														
School Site Council																														
Public Outreach																														
School Department																														
School Committee																														
	◇ ◇ ◇ ◆ ◆ ◆ ◆ ◆ ◇ ◇ ◇ ◆																													
<b>Construction Documents</b>																														
	←-----→-----→																													
	Work Covered by \$460,000 Authorization																													