

December 14, 2009

Mr. Thomas Hylton
222 Chestnut Street
Pottstown, Pennsylvania 19464

Dear Mr. Hylton:

Thank you for contacting Landmark Design Associates regarding architectural services we can provide concerning possible renovations and upgrades to Pottstown School District facilities.

We propose to do the following:

Review the Pottstown School District Facility Study performed by Gilbert Architects dated May 9, 2001, and any more recent information on the condition of the elementary schools which may be available.

Tour Pottstown's five elementary schools with the director of buildings and grounds and other school district personnel selected by the Pottstown School District administration and school board.

Provide a written summary of the current condition of each building. The summary will be provided in narrative and table form to make the information as easy to understand as possible. The goal is to provide a current overview of the physical condition of the district's five elementary schools.

Landmark Design Associates recognizes it will not be a candidate for any work beyond this initial physical analysis of Pottstown School District facilities.

We will be able to visit the Pottstown schools and complete our written summary in December within seven days of being given notice to proceed.

Our charge will be \$2,000 plus travel and expenses, not to exceed \$3,000.

Sincerely,



Ellis L. Schmidlapp, President
ELS/abk/ellis.pottstown schools.proposal thomas hylton