



January 11, 2018

Ms. Terril Bates
Executive Director
Spartanburg Housing Authority
2271 South Pine Street
Spartanburg, South Carolina 29302

RE: Spartanburg Housing Authority Program Study

Dear Ms. Bates

We appreciate the opportunity to work with you and your team to create a program study for Spartanburg Housing Authority that highlights growth and community impact. We recognize that these types of projects are essential to the development and future and look forward to going through this process with you and your team.

Scope of Service

Working with the Executive Director, MPS will investigate and document existing conditions and assess forthcoming needs for existing and future office staff.

Project Deliverables:

- Detailed program reflecting future spatial needs and square footage requirements
- Conceptual floor plans that meet the programmed vision of the Executive Director
- Narrative overview of proposed recommendations

Schedule

Upon notice to proceed, we estimate **2 weeks** until completion of facility study.

Compensation

MPS proposes to provide the above scope of services for the **lump sum fee of \$8,500**. Deliverables would include bound 8 1/2" x 11" copies of the study. Reimbursable expenses are not included in the above quoted rates; reimbursables include printing and reproduction, postage and long-distance communications and are billed at a 1.15 multiplier.

Our team has worked together on many projects and we welcome the opportunity to become part of your team. Thank you again for this opportunity. Should you have any questions, do not hesitate to contact me at (864) 398-5227 or via email at mthomas@mcmillanpazdansmith.com.

Sincerely,

Marcus R. Thomas, AIA, NOMA, NCARB

(continued on next page)



mcmillan | pazdan | smith
ARCHITECTURE

Accepted this 25 day of January, 2018

Terril Bates

Ms. Terril Bates
Executive Director
Spartanburg Housing Authority