



September 17, 2008

Mr. Steve Canterbury, Administrative Director
Administrative Office of the Courts
WV Supreme Court of Appeals
Capitol Complex, Building 1, Room E-100
Charleston, West Virginia 25305-0830

Re: **Revised PROPOSAL LETTER FOR ARCHITECTURAL & ENGINEERING DESIGN SERVICES**
4th Floor East Wing Renovation - West Virginia State Capitol Complex

Dear Mr. Canterbury:

Based on our meeting of September 2nd, 2008 with the mechanical engineer Kirby Stoller of Scheesser, Buckley, Mayfield, I respectfully submit this revised proposal letter for architectural and engineering design services. During that meeting, the scope of work to the HVAC system was changed from a mostly cosmetic/acoustic upgrade and redistribution of air conditioning registers and ductwork, to a completely new and refurbished system including new chilled water AHU with VAV boxes and hot water reheat, a steam to hot water heat exchanger, new boiler and new radiators. This work was not anticipated when our proposal was originally submitted in early July, and we will require additional fee to successfully accomplish the new scope.

SCOPE OF SERVICES:

ARCHITECTURAL & ENGINEERING DESIGN - The architectural and engineering team will meet with the Chief Council to develop programming needs and space requirements and produce space planning concepts for approval. Design development documents will be produced indicating spatial characteristics, interior finishes, and mechanical/electrical layouts.

CONSTRUCTION CONTRACT DOCUMENTS - The architectural and engineering team will develop a complete set of construction contract documents, paying particular attention to the quality of the design and its documentation and agreement with the established project goals. Drawings and specifications will be reviewed for their agreement with recognized standards of detailing and documentation.

BIDDING & NEGOTIATING - Silling will prepare final documents to be presented for bidding. We will respond to contractor inquiries through requests for information, clarifications, and addenda as needed. Upon receipt of bids, Silling will evaluate the construction costs, individual contractor's bonding capacity, and research past performance and references. Based on the outcome of this analysis, it is recommended that a contract be awarded to the lowest responsible bidder.

CONSTRUCTION CONTRACT ADMINISTRATION - Pre-construction meetings will be facilitated by Silling and a clear definition of project goals and Owner's expectations will be verbalized. Submittals, product samples, and shop drawings will be thoroughly reviewed by Silling for conformance to the contract drawings and specifications. Throughout construction, Silling and the Owner's representatives will attend regularly scheduled progress meetings to maintain clear

communication with the contractor and continually monitor the project schedule. In addition, Silling and their engineers will periodically visit the construction site to observe installation of materials and systems and to verify their conformance with the design intent. Contractor's pay applications will be reviewed and approved by Silling to ensure a fair disbursement of the total construction cost. Silling will conduct final inspections upon substantial completion.

ESTIMATED PROJECT FEE

Based on the revised scope of work, the total fee shall be based on a not-to-exceed amount of EIGHTY-ONE THOUSAND THREE HUNDRED EIGHTY DOLLARS (\$81,380.00), including mechanical and engineering services.

HOURLY BILLING RATES

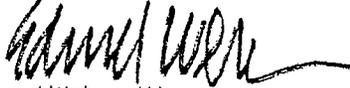
| | | |
|----------------------------|-------|----------|
| Senior Associate Architect | \$150 | per hour |
| Designer | \$120 | per hour |
| Project Coordinator | \$100 | per hour |
| CAD Technician | \$ 90 | per hour |
| Administrative | \$ 75 | per hour |

If the terms and conditions are acceptable, please sign and return a copy to our office.

We greatly appreciate the opportunity to serve the West Virginia Supreme Court of Appeals and we look forward to collaborating with you on this very exciting project.

Sincerely,

SILLING ASSOCIATES, INC.



Edward Weber, AIA
Senior Associate

ACCEPTED BY:

Steven Canterbury
(Print Name)

[Signature]
(Signature)

7.17.08
(Date)