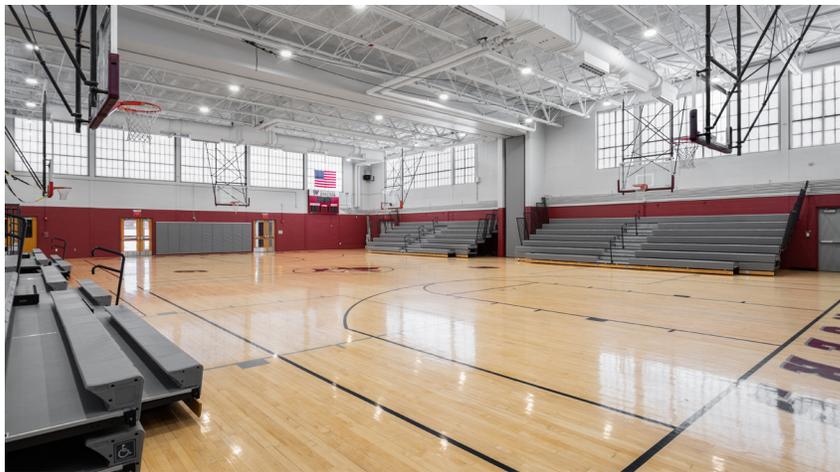


ARCHITECTURAL SERVICES FOR EDUCATIONAL FACILITIES

PLANNING - ARCHITECTURE - INTERIORS

At **H&A** our goal is to help you solve the problems your aging school and municipal facilities are facing. We'll advise you on the most efficient and cost-effective methods to bring your structures into compliance with the goals and aspirations of your community.

Whether your requirements include a renovation, addition, or new building, we can assist in any capacity required. We'll answer your questions surrounding the future of your facilities and work with you to develop the solutions you have been looking for.



Developing solutions for:

- New Building Planning and Design
- Existing Building Renovations
- Inadequate Communication & Safety Systems
- Ineffective Repair & Maintenance Schedules
- Identification of Capital Budget Priorities
- Underutilization of Existing Space
- Non-existent Handicap Accessibility
- Undersized or Aging Athletic Facilities
- Deficiencies in Classroom Design
- Inefficient Energy Conservation Methods
- Lacking Performing Arts Spaces
- Outdated Science & Technology Programs
- Any of Your Architectural Issues or Concerns

We consider meeting the needs of school and municipal facilities to be one of our most important goals.

Whether those needs be a single facility assessment or a sophisticated multi-building construction project, we can assist in any professional capacity required.



habeebarch.com



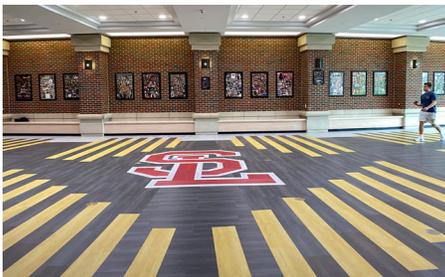
ON-CALL SERVICES

FOR SCHOOLS & MUNICIPALITIES

On-Call (House Doctor) contracts occur when a School or Municipality hires an architect for a defined period of time or dollar amount, to assist with various projects that are in the pipeline, or that may arise suddenly.

Save **Hours** of Your **Time** AND **Thousands** of Your Community **Dollars**

On-Call contracts allow for elimination of the multiple ads, proposal review, interviewing, and designer selection process for every project.



Steven C. Habeeb, AIA, LEED AP, CPTED
President
 shabeeb@habeebarch.com
 781-561-9536



Kevin M. Provencher, AIA, LEED AP BD+C
Worcester Office Director
 kprovencher@habeebarch.com
 781-561-9532



Marianthi Thomas, ASSOCIATE ASID
Design Director
 mthomas@habeebarch.com
 781-561-9563

The On-Call Process:

1. Generate an On-Call RFQ and submit it to the Central Register.
 - a) Leave the scope open-ended enough to allow for flexibility of project types
 - b) Length of contract can be for a specific NTE dollar amount or for a specific time frame (typically 3-5 years)
2. Engage in the selection process
 - a) This may or may not require interviews
3. Architect conducts start-up meeting
 - a) Meet to review and reaffirm project goals, requirements and schedule
4. The School / Municipality issues the first assignment to the architect who:
 - a) Evaluates the conditions
 - b) Determines the priorities
 - c) Prepares the estimates
 - d) Develops the recommendations
 - e) Prepares the report
 - f) Presents the findings and recommendations to the School or Municipality
5. After reviewing the findings and recommendations the School / Municipality determines to pursue the project
6. School / Municipality contacts the architect
7. Architect provides the work plan, basic schedule and fee proposal for the project
8. School / Municipality approves, makes modifications, or disapproves the project
9. If approved, a specific contract is executed between the School / Municipality and the architect for that project
10. Project commences according to the contract

School / Municipality can then pursue additional projects, and steps 6-10 of the process are repeated, until the original contract length or dollar amount is met.

When the contract length or dollar amount is met, the School / Municipality can then re-advertise for another On-Call contract, if they choose to do so.

A School / Municipality can always choose to hire a different architect for any project despite having an active On-Call contract.