


## Memorandum

Date: June 9, 2022  
To: Leland Rich, Brian Taylor  
From: Charles Bettisworth   
Project No.: NA  
Subject: Fairbanks Youth Advocates, Facilities Master Plan  
Suggested Scope of Work.

Leland and Brian,

It was a pleasure to meet you both to review the FYA property, and to learn more about the services that FYA provides to our community.

The purpose of this meeting was to discuss FYA's need for a facilities master plan. We toured the existing property, and I learned a bit about the organization.

The following is a brief scope of work as I understand it for moving forward with a Master Facilities Plan for FYA.

- Conduct a property boundary survey, and establish corner markers, for each distinct property. Question, do you in the future want to consolidate the properties into one parcel?
- Prepare an inventory of properties.
- Inspect each building to determine the following:
  - o Use and purpose.
  - o Condition, soundness of structure, and expected life, as determined by walkthrough observations, and would include architectural, mechanical and electrical inspections.
  - o Major code compliance issues, including accessibility.
  - o Site issues, including drainage parking, access.
- Prepare a narrative of FYA services provided
- Prepare a facilities program (space requirements in terms of area, adjacencies, technological requirements).

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- Evaluate existing facilities in terms of these requirements.
- Develop a Facility Master Plan that would:
  - o Recommend facility building and site improvements, including renovations, repurposing, additions, and demolitions.
  - o Prepare project phasing approach.
  - o Prepare order of magnitude costs estimates for each phase
  - o Prepare a summary report, documenting findings and decisions.

BNAP works collaboratively with all of our clients...therefore all of the above will be accomplished in close coordination with FYA administrators and Board of Directors. This will occur through the use of multiple scheduled meetings and presentations as the project progresses.

Please review the above and offer suggestions for modification as you see fit. I would suggest we meet again to go over this work plan, for me to answer or clarify any components. Once finalized, we can prepare a fee proposal for your review and approval.

As we noted earlier, BNAP for the summer is very busy, and we some opening coming this fall. Once we get the scope and fee arranged, we can establish a schedule to do the work. I would guess it could be a late fall early winter project (except any survey work needs to be accomplished before the snow flies).

Thanks, the services that FYA provides to our community are much appreciated. FYA is exactly the type of organization BNAP likes to serve, and we look forward to working with you.

**End of Memorandum**