From: Kristy Coats
To: Peter Looper
Cc: Ronald V. Lunsford
Subject: Re: Asheville Primary School- Proposal for Assessment
Date: Tuesday, November 23, 2021 12:36:14 PM

Is there a possibility to meet on-site next week?

On Wed, Nov 17, 2021 at 9:38 AM Peter Looper <plooper@mhaworks.com> wrote:

> Good Morning,
>
> I hope all is well with you both. Our team members have all visited the site. I have personally been there multiple times. We have gained enough understanding to make a recommendation that an facility-wide assessment should be performed as a first step. The valuable facility has an extensive to-do list and there are too many unknowns.
>
> Please see the attached proposal to perform an assessment. The completed assessment will serve to provide much of what will be needed for the initial Schematic Design phase which will reduce that portion of our fee accordingly.
>
> As mentioned in the proposal, we can arrange a time to meet on-site or to meet via Zoom conference to discuss this. If this proposal is acceptable we can begin soon.
>
> Sincerely,
>
> **Peter Looper, AIA**
>
> PROJECT ARCHITECT
>
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