

WILLIAM M. R. TAPP, JR

ARCHITECT AND
ASSOCIATES

MARSHALL W. CAVITT, JR., ARCHITECT

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April 6, 1970

RE: Proposed Study
Student Activities Center
Kennesaw Junior College

APR 7 1970

Mr. Roger Hopkins, Controller
Kennesaw Junior College
Marietta, Georgia 30060

Dear Mr. Hopkins;

It was a pleasure to meet with you and Dr. Sturgis to discuss your Student Activity Facilities. I have been studying over the various ways that I feel we could be of aid to you in your presentation to the Regents of the project.

After thinking over our conversation and survey of the existing facility it seems that what we really need to do for you is as follows:

1. ADDITION TO EXISTING CENTER:
 - (a) Make rough studies of the possibilities of adding to the present facility and bring out all of the good and bad points in this approach.
2. NEW FACILITY:
 - (a) Suggest a proper location in relation to the campus for locating a more adequate completely new student center.
 - (b) Along with this study make a study showing conversion of existing building to other uses that are presently needed on the campus.

I feel that this can be accomplished by the use of sketches of each of the above proposals. These would be block studies and not refined preliminary designs unless you felt these were justified to make a more extensive presentation.

We can keep you up to date by showing you these studies as they progress in order that you may direct us on just how far to proceed with the work.

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The only fair method of reimbursement for this type of work would be the same method we use in working with the County Schools and others and that is on an actual time basis.

We normally work on actual hours times 100% for draftsmen and a straight \$15.00 per hour for Mr. Cavitt and myself and \$5.00 per hour for secretarial work. My rates for draftsmen pay are as follows: \$5.77, \$4.55, \$4.00 per hour.

In order to help you budget this work I estimate that the cost would be as follows:

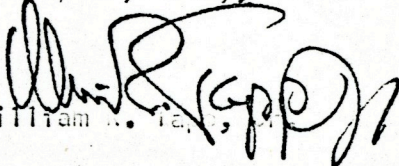
| | |
|--|---------------|
| Principals time in study - 80 hours x \$15.00 | \$1,200 |
| Drafting sketches - 100 hours x average \$4.80 x 2 | 960 |
| Printing and presentation | 100 |
| Secretarial - 10 hours at \$5.00 | 50 |
| TOTAL | <hr/> \$2,310 |

This is merely an educated guess but I feel we should give you what you need for this figure or less. We would try to complete the work in not more than 3 weeks elapsed time from receipt of the drawings of the existing site and buildings.

I do not know how this will fit into your budgeted funds or time schedule but we will try to be flexible enough so as to adjust both if necessary.

Thank you for the opportunity of working with you on this project.

Yours, very truly,


William R. Tapp, Jr.

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cc: Dr. Horace Sturgis