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Superintendent

Steve E. Alfonso, Jr.  
Assistant Superintendent

Michael J. Cossé  
Assistant Superintendent

Kimberly B. Gardner  
Assistant Superintendent

Jeanne B. McCurley, Ph.D.  
Assistant Superintendent

November 22, 2022

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| 15       | Lisa M. Page                    |

Mr. Chuck Dammon  
Dammon Engineering, Inc.  
554 Old Spanish Trail  
Slidell, LA 70458

RE: Boyet Junior High School, Replacement of Gymnasium HVAC Units  
St. Tammany Parish School Board Project No. 2205

Dear Mr. Dammon:

The services to review and identify the scope and associated cost estimate for the above referenced project has been assigned to your firm. This work is to be performed on an hourly basis using the rates indicated in the Procedure Manual attached to the Professional Services Agreement included in the RFQ that you responded to and were selected to be included in the Small Project Rotation Pool. Upon completion of this phase, if approved to go forward with the project, a contract for signature or letter of agreement will be sent to you with the agreed upon budget. Any hourly fees paid will be applied to the Architectural Services Agreement fees.

A log of time with a description of work activities is to be included with invoicing for this project. If you cannot locate your copy of the Procedure Manual, please contact my office and one will be sent to you.

If you have any questions, please call me.

Sincerely,

**CAMERON P. TIPTON**  
Chief of Construction Services

cgc

c: Mr. Frank J. Jabbia, Superintendent

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