



Pennsylvania  
Office of Open Records

**Standard Right-to-Know Law Request Form**

*Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.*

SUBMITTED TO AGENCY NAME: City of DuBois (Attn: AORO)

Date Request Submitted: 11/15/20 Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Full Name: Casey Brooks

Company (if applicable): \_\_\_\_\_

Please send response via:  Email  U.S. Mail

*If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.*

Email: [REDACTED]

Mailing Address: 11 Juniata St

City: DuBois State: PA Zip: 15801 Telephone: [REDACTED]

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

**By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.**

**RECORDS REQUESTED:** *Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.*

I would like to request all itemized invoices and bills paid to KTH Architects from 1/1/24-Current date.

**Form continues on page 2. Retain a copy of both pages.**

**RECORDS REQUESTED (continued):**

**DO YOU WANT COPIES?**  Yes, printed  Yes, electronic  No, in-person inspection

*Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the Official RTKL Fee Schedule for more details.*

**I understand that my request may incur fees. Notify me before further processing if fees will be more than  \$100 (or)  \$\_\_\_\_\_.**

Do you want certified copies?  Yes (may be subject to additional costs)  No

**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

---

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was:  Granted  Partially Granted & Denied  Denied Cost to Requester: \$ \_\_\_\_\_

Appropriate third parties notified and given an opportunity to object to the release of requested records.

**Retain a copy of both pages of this Form.**



## CITY OF DuBOIS, PENNSYLVANIA

P.O. BOX 408

16 W. SCRIBNER AVE.

DuBOIS, PENNSYLVANIA 15801

TELEPHONE: (814)371-2000

FAX: (814)371-1290

November 20, 2024

Casey Brooks  
11 Juniata Street  
DuBois, PA 15801

[REDACTED]

Dear Casey Brooks,

Thank you for writing the City of DuBois with your request for information pursuant to the Pennsylvania Right-To-Know law.

On November 15, 2024, you requested invoices for KTH Architects from 1/1/2024 - present.

Your request is granted and the responsive documents are attached.

Respectfully,

Shawn Arbaugh  
City Manager  
City of DuBois, Clearfield County

Enclosure

*"Gateway To Big Game Country"*

**Invoice**

**KTH Architects, Inc.**  
1741 Kiwanis Trail  
DuBois, PA 15801  
Fed Tax ID#: 25-1826040

May 17, 2024  
Invoice No: 24053A - 1

Chris Nasull  
City of DuBois  
16 West Scribner Avenue  
DuBois, PA 15801

Project 24053A City of DuBois - Municipal Building Reno  
**Professional Services rendered for period ending April 30, 2024**

**Fee**

Estimated Construction Cost 2,000,000.00  
Fee Percentage 7.20  
Total Fee 144,000.00

Billing Phase	Percent of Fee	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Design Development	20.00	28,800.00	5.00	1,440.00	0.00	1,440.00
Construction Documents	50.00	72,000.00	0.00	0.00	0.00	0.00
Bidding	5.00	7,200.00	0.00	0.00	0.00	0.00
Construction Administration	25.00	36,000.00	0.00	0.00	0.00	0.00
<b>Totals</b>				1,440.00	0.00	1,440.00
<b>Total Fee</b>						<b>1,440.00</b>
<b>Total this Invoice</b>						<b>\$1,440.00</b>

Authorized By:   
Jerome Bankovich, Jr., AIA, LEED

Date: 5/20/2024

Account No. GF 493 163  
Due/Check Date 6/14  
Purchase Order No. 24-01185  
Check No. \_\_\_\_\_  
Check Amount \_\_\_\_\_  
Assigned \_\_\_\_\_ Approved \_\_\_\_\_

OK CMN 6/25/24

SUMP 2

**Invoice**

KTH Architects, Inc.  
1741 Kiwanis Trail  
DuBois, PA 15801  
Fed Tax ID#: 25-1826040

June 19, 2024

Invoice No: 24053A - 2

Chris Nasuti  
City of DuBois  
16 West Scribner Avenue  
DuBois, PA 15801

Project 24053A City of DuBois - Municipal Building Reno  
Professional Services rendered for period ending May 31, 2024

**Fee**

Estimated Construction Cost 2,000,000.00  
Fee Percentage 7.20  
Total Fee 144,000.00

Billing Phase	Percent of Fee	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Design Development	20.00	28,800.00	90.00	25,920.00	1,440.00	24,480.00
Construction Documents	50.00	72,000.00	0.00	0.00	0.00	0.00
Bidding	5.00	7,200.00	0.00	0.00	0.00	0.00
Construction Administration	25.00	36,000.00	0.00	0.00	0.00	0.00
<b>Totals</b>				25,920.00	1,440.00	24,480.00
<b>Total Fee</b>						24,480.00
<b>Total this Invoice</b>						<b>\$24,480.00</b>

Authorized By: Jerome Bankovich, Jr.  
Jerome Bankovich, Jr., AIA, LEED

Date: 6/20/2024

Account No. 6P-493163  
Due/Check Date 7/10  
Purchase Order No. 24-01420  
Check No. \_\_\_\_\_  
Check Amount \_\_\_\_\_  
Assigned \_\_\_\_\_ Approved \_\_\_\_\_

**Invoice**

**KTH Architects, Inc.**  
1741 Kiwanis Trail  
DuBois, PA 15801  
Fed Tax ID#: 25-1826040

**COPY**

July 25, 2024  
Invoice No: 24053A - 3

Chris Nasuti  
City of DuBois  
16 West Scribner Avenue  
DuBois, PA 15801

Project 24053A City of DuBois - Municipal Building Reno  
Professional Services rendered for period ending June 30, 2024


**Fee**

Estimated Construction Cost 2,000,000.00  
Fee Percentage 7.20  
Total Fee 144,000.00

Billing Phase	Percent of Fee	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Design Development	20.00	28,800.00	90.00	25,920.00	25,920.00	0.00
Construction Documents	50.00	72,000.00	30.00	21,600.00	0.00	21,600.00
Bidding	5.00	7,200.00	0.00	0.00	0.00	0.00
Construction Administration	25.00	36,000.00	0.00	0.00	0.00	0.00
Totals				47,520.00	25,920.00	21,600.00
<b>Total Fee</b>						<b>21,800.00</b>

**Unit Billing**

30"x42" Plots		7.0 Plots @ 3.25	22.75
<b>Total Units</b>			<b>22.75</b>
<b>Total this Invoice</b>			<b>\$21,822.75</b>

Authorized By:   
Jerome Bankovich, Jr., AIA, LEED

Date: July 26, 2024

**Invoice**

**KTH Architects, Inc.**  
1741 Kiwanis Trail  
DuBois, PA 15801  
Fed Tax ID#: 25-1828040

August 23, 2024  
Invoice No: 24053A - 4

Shawn Arbaugh  
City of DuBois  
16 West Scribner Avenue  
DuBois, PA 15801

Project 24053A City of DuBois - Municipal Building Reno  
Professional Services rendered for period ending July 31, 2024

**Fee**

Estimated Construction Cost 2,000,000.00  
Fee Percentage 7.20  
Total Fee 144,000.00


Billing Phase	Percent of Fee	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Design Development	20.00	28,800.00	100.00	28,800.00	25,920.00	2,880.00
Construction Documents	50.00	72,000.00	60.00	43,200.00	21,600.00	21,600.00
Bidding	5.00	7,200.00	0.00	0.00	0.00	0.00
Construction Administration	25.00	36,000.00	0.00	0.00	0.00	0.00
<b>Totals</b>				<b>72,000.00</b>	<b>47,520.00</b>	<b>24,480.00</b>
<b>Total Fee</b>						<b>24,480.00</b>

**Consultants**

Mechanical Consultant 10,395.00  
**Total Consultants 10,395.00 10,395.00**

**Unit Billing**

30"x42" Plots 142.0 Plots @ 3.25 461.50  
**Total Units 461.50 461.50**  
**Total this Invoice \$35,336.50**

Authorized By:   
Jerome Bankovich, Jr., AIA, LEED

Date: 8/26/2024

**Invoice**

**KTH Architects, Inc.**  
1741 Klwanls Trail  
DuBols, PA 15801  
Fed Tax ID#: 25-1828040

September 23, 2024  
Invoice No: 24053A - 5

Shawn Arbaugh  
City of DuBols  
16 West Scribner Avenue  
DuBols, PA 15801

Project 24053A City of DuBols - Municipal Building Reno  
Professional Services rendered for period ending August 31, 2024

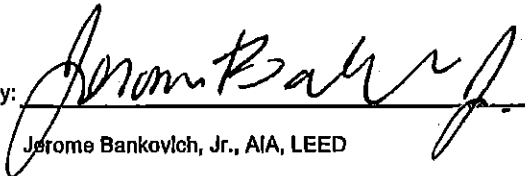
**Fee**

Estimated Construction Cost 2,000,000.00  
Fee Percentage 7.20  
Total Fee 144,000.00

Billing Phase	Percent of Fee	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Design Development	20.00	28,800.00	100.00	28,800.00	28,800.00	0.00
Construction Documents	50.00	72,000.00	100.00	72,000.00	43,200.00	28,800.00
Bidding	5.00	7,200.00	0.00	0.00	0.00	0.00
Construction Administration	25.00	36,000.00	0.00	0.00	0.00	0.00
<b>Totals</b>				<b>100,800.00</b>	<b>72,000.00</b>	<b>28,800.00</b>
<b>Total Fee</b>						<b>28,800.00</b>

**Unit Billing**

30"x42" Plots		153.0 Plots @ 3.25	497.25	
	<b>Total Units</b>		<b>497.25</b>	<b>497.25</b>
<b>Total this Invoice</b>				<b>\$29,297.25</b>

Authorized By:   
Jerome Bankovitch, Jr., AIA, LEED

Date: 09/23/2024



**Invoice**

**KTH Architects, Inc.**  
1741 Kiwanis Trail  
DuBois, PA 15801  
Fed Tax ID#: 25-1826040

October 28, 2024  
Invoice No: 24053A - 6

Shawn Arbaugh  
City of DuBois  
16 West Scribner Avenue  
DuBois, PA 15801

Project 24053A City of DuBois - Municipal Building Reno  
**Professional Services rendered for period ending September 30, 2024**

**Fee**

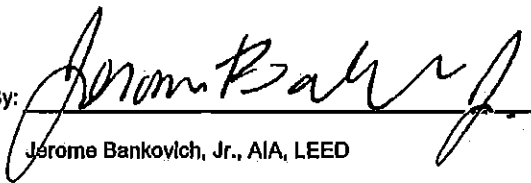
Estimated Construction Cost 4,537,895.00  
Fee Percentage 7.20  
Total Fee 326,728.44

Billing Phase	Percent of Fee	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Design Development	20.00	65,345.69	100.00	65,345.69	28,800.00	36,545.69
Construction Documents	50.00	163,364.22	100.00	163,364.22	72,000.00	91,364.22
Bidding	5.00	16,336.42	100.00	16,336.42	0.00	16,336.42
Construction Administration	25.00	81,682.11	0.00	0.00	0.00	0.00
<b>Totals</b>				<b>245,046.33</b>	<b>100,800.00</b>	<b>144,246.33</b>
<b>Total Fee</b>						<b>144,246.33</b>

**Unit Billing**

Color Copy/Print	4,872.0 Col Copies @ 0.19	925.68	
<b>Total Units</b>		<b>925.68</b>	<b>925.68</b>
<b>Total this Invoice</b>			<b>\$145,172.01</b>

Authorized By:

  
Jerome Bankovich, Jr., AIA, LEED

Date: 10/29/2024