

Finch Alexander Barnes Rothschild & Paschal

and

THOMPSON & HANCOCK • ARCHITECTS

3033 MAPLE DRIVE, N. E. • ATLANTA 5, GEORGIA • CEDAR 7-1546



Members of
The American Institute
of Architects

February 18, 1969

Mr. Jack C. Delius, General Manager
Department of Parks
City of Atlanta
Atlanta, Georgia 30303 ,

Re: A Building to House the Atlanta Cyclorama

Dear Jack:

Before any comprehensive or intelligent planning can be done, a Program must be prepared. Normally the Owner prepares the Program. This is given to the Architect at the very start of the project and forms the basis for all future planning. Since a Program has not been prepared, we are in a position to help prepare this Program.

The Program should fully set forth but not be limited to the following:

1. All activities and functions to be carried out in building.
2. Consideration of complete program for viewing of painting to determine exact sequence of events and movement of crowds.
3. Atmosphere and mood desired to be created in various areas.
4. Nature of and list of all items to be displayed in museum.
5. Circulation and functional relationships.
6. Special effects desired.
7. Crowd movement and handling.
8. Location of building.
9. Relationship to other buildings and sites in park.
10. Orientation of building.
11. General psychology of building and setting.

12. Desirable number of people to be accommodated in each area.
13. Quality and size of concessions.
14. Private offices.
15. Special electronic control of program.
16. Climatic control.
17. Special fire safety equipment and precautions.
18. Security requirements.
19. Special surfaces and treatments.
20. Temporary handling of Cyclorama painting and foreground.
21. Requirements of restoration building.
22. Permanent mounting of Cyclorama painting.
23. Relationship with restoration artists.
24. Service area desired.
25. Storage and utility requirements.
26. Parking, public and private.
27. Loading requirements.
28. Extent of landscaping.
29. Special consideration for handicapped.
30. Fallout shelter consideration.
31. Decisions concerning special consultants.

Since this Program will be a joint effort between the Owner and Architects, it logically follows that much time and cooperation will be required of all parties concerned.

It is difficult to estimate the time required to prepare this Program due to the uniqueness of the project; however, we feel that this could be accomplished in one month's time of concentrated effort.

In order for the Parks Department to take maximum advantage of their own personnel toward keeping the cost of the Program Development down, we propose to perform this service on an hourly basis. Since only the Principals from the two

Mr. Jack Delius, General Manager

February 18, 1969

Page 3

architectural firms would be involved, the hourly rate would be \$12.00 times a factor of 2.75 to cover overhead and profit. Should the Program take longer than anticipated, we further propose to guarantee a maximum charge of \$7,500.00. After the Program is written and approved and we have signed the contract for the normal architectural work, then we propose to credit one-half of any funds paid on the Program toward payment of the regular architectural fee.

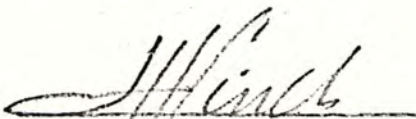
Since certain consultants will be involved and should be so stated in the Architectural Contract, we plan to draw up the Architectural Contract after the Program is written.

We would like to immediately start work as soon as this is approved. All we need is your approval on the enclosed copy of this letter.

Yours very truly,

THE CYCLORAMA ARCHITECTS


Romulus H. Thompson


J. H. Finch

APPROVED BY: _____