



CHATFIELD ENGINEERS, P.C. • 2800 Dewey Avenue • Rochester, New York 14616
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June 9, 2015

CE Proposal # 15-472

Supervisor Beverly Gambino
and Town Board Members
Town of Sardinia
12320 Savage Road
Sardinia, New York 14886

RE: Town of Sardinia Town Hall Roof Replacement
Proposal for Architectural/Engineering Services

Dear Supervisor Gambino and Town Board Members:

As per your request, we are pleased to provide you with an Engineering/Architectural Services Proposal for replacement of the Town Hall roof.

We propose to complete the following tasks on your behalf:

a. Final Design Phase: We anticipate preparing a bid package in accordance with Town Law for the Sardinia Town Hall Roof Project.

Tasks included in the Construction Drawing Phase are:

- Prepare architectural plans that clearly define the work. The anticipated drawings include:
 - Base Plans showing existing conditions.
 - Demolition Plans.
 - New Roof Plans.
 - Miscellaneous Roof Details.
- Preparation of the Contract Specifications for bidding purposes.
- Preparation of a Final Construction Cost Estimate.
- We have included time for one (1) review meeting with the Town to review the final plans.
- Preparation of the Short Environmental Assessment Form to comply with the SEQR Process.
- Coordinate with the Town and the local building department and respond to review comments, as required, to assist with issuance of a building permit.

b. Bidding Phase Services:

Tasks included in the Bidding Phase are:

- Coordinate and attend Pre-Bid Conference.
- Answer Contractor's questions during Bid Phase.
- Prepare Addenda as required.
- Attend Bid Opening.
- Review Contractor's Qualifications and provide a Recommendation of Award for each Contract.
- Prepare Agreement between Owner and Contractor.
- Attend meetings as necessary to progress the work in a timely fashion.

c. Construction Administration Phase:

Tasks included in the Construction Phase are:

- Coordinate and attend Pre-Construction Meeting and attend one (1) Job Progress Meeting.
- Review Contractor's Shop Drawings, material samples and certifications for compliance with the Contract Documents.
- Provide supplemental drawings as required to respond to questions.
- Review Contractor's Pay Estimates and provide recommendation for payment.
- Coordination and Administration with all involved parties, as required.
- Interpret construction documents and answer Contractor's and Town's questions, as required.
- Preparation of Contract Change Orders, as required.
- Preparation of Contractor Closeout Documents.

d. Post Construction Phase:

- Preparation of Final Punch List for the Contract.
- Provide field visit with the Owner upon completion of the Contractor's Warranty Period.

e. Resident Project Representation:

- Periodic part-time site visits to observe construction progress and verify if the work is being performed in substantial conformance with the Contract Documents.



The Engineering and Architectural Fees for the entire project is provided as follows:

a. Final Design Phase	=	\$ 4,948.00
b. Bidding and Negotiation Phase	=	\$ 2,000.00
c. Construction Administration Phase	=	\$ 2,250.00
d. Post Construction Phase	=	\$ 1,184.00
e. Resident Project Representation	=	\$ <u>1,024.00</u>
Total Amount	=	\$ 11,856.00
Printing of Bid Documents	=	\$ 500.00

Items # a through e listed above will each be billed on a lump sum basis, at the percentage of completion each month.

Items not included in this proposal are as follows:

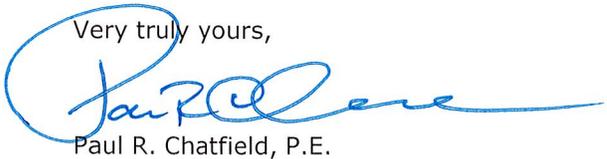
1. Permit or license fees, and laboratory testing fees.
2. Submission to New York State Historic Preservation Office (SHPO).
3. Work related to identifying or the remediation of hazardous materials.
4. Code variances seeking relief from a code provision requiring coordination with the Department of State or other agency.
5. Architectural Renderings and colored up presentation drawings.

We are in a position to begin this Project immediately upon your authorization, and look forward to further discussing our Proposal with you.

Chatfield Engineers along with Wolfe Architecture is able to begin work on your project as soon as we receive a notice to proceed from you.

We appreciate your consideration and look forward to meeting with you to further discuss our qualifications to serve your Engineering needs.

Very truly yours,



Paul R. Chatfield, P.E.

Copies by email only to:
David DiMatteo, Town Attorney

Acceptance of Proposal By: _____ **Date:** _____



**Town of Sardinia
Town Hall Roof Replacement
Scope of Services and Estimated Engineering Fees**

Scope of Services:

Task	Project Manager	Project Engineer	Tech.	Spec.
a. Final Design Phase				
Prepare Detailed Plans	1	8	8	10
Prepare Technical Specifications	1	8	0	10
Meetings and Coordination with Town	2	0	2	2
Preparation of Final Cost Estimate	0	0	0	0
Coordination & Administration	2	4	2	0
Sub-Total =	6	20	12	22
b. Bidding and Negotiation Phase				
Coordination and Bidding	0	4	0	0
Answer Bidder's Questions	0	2	0	4
Prepare Addenda	0	2	0	2
Attend Pre-bid Meeting	0	2	0	2
Attend Bid Opening	0	2	0	0
Review Bidder's Qualifications & Proposals	0	2	0	0
Prepare Contractor Agreements	0	2	0	0
Sub-Total =	0	16	0	8
c. Construction Phase Engineering				
Shop Drawing Review	0	2	0	4
Job Progress Meetings	0	4	0	0
Review and Recommend Contractor's Payments	0	2	0	0
Site Visits to review work progress	0	4	0	4
Closeout Contract	0	4	0	0
Coordination and Contract Administration	0	4	0	4
Sub-Total =	0	20	0	12
d. Post Construction Phase				
Miscellaneous Coordination	4	0	0	0
Final Site Visit	4	0	0	4
Sub-Total =	8	0	0	4
e. Resident Representative				
Part-Time Construction Observation	0	0	16	0
Sub-Total =	0	0	16	0

**Town of Sardinia
Town Hall Roof Replacement
Scope of Services and Estimated Engineering Fees**

Estimated Engineering Fees:

Task	Hours	Hourly Rate	Total Amount
a. Final Design Phase			
Project Manager	6	\$98.00	\$588.00
Project Engineer	20	\$75.00	\$1,500.00
Technician	12	\$55.00	\$660.00
Specialist	22	\$100.00	\$2,200.00
		Sub-Total Amount =	\$4,948.00
b. Bidding and Negotiation Phase			
Project Manager	0	\$98.00	\$0.00
Project Engineer	16	\$75.00	\$1,200.00
Technician	0	\$55.00	\$0.00
Specialist	8	\$100.00	\$800.00
		Sub-Total Amount =	\$2,000.00
c. Construction Phase Engineering			
Project Manager	0	\$98.00	\$0.00
Project Engineer	20	\$75.00	\$1,500.00
Technician	0	\$55.00	\$0.00
Specialist	12	\$100.00	\$1,200.00
		Sub-Total Amount =	\$2,700.00
d. Post Construction Phase			
Project Manager	8	\$98.00	\$784.00
Project Engineer	0	\$75.00	\$0.00
Technician	0	\$55.00	\$0.00
Specialist	4	\$100.00	\$400.00
		Sub-Total Amount =	\$1,184.00
		Sub-Total Amount Items a-d =	\$10,832.00
e. Resident Representative			
Project Manager	0	\$98.00	\$0.00
Project Engineer	0	\$75.00	\$0.00
Technician	16	\$64.00	\$1,024.00
Specialist	0	\$98.00	\$0.00
		Sub-Total Amount =	\$1,024.00
		Total Amount =	\$11,856.00
Additional Items as requested:			
Printing of Documents (Plans and Specifications)			\$500.00