



April 3, 2025

Jim Sofranko
Supervisor
P.O Box 180
West Shokan, NY 12494

Re: Town of Olive – Town Office Renovation Project

Dear Mr. Sofranko,

In accordance with our discussions, we are pleased to submit a proposal for the Town Office Renovation Project for the Town. Our understanding of this project is the Town of Olive is seeking for a interior renovation that should respond to the Town's programmatic need, correspond with the Town's budgetary capabilities and be able to serve the Town for the years to come.

Scope of Services

We understand how important it is to be in the role of partner-advisor to the Owner, particularly in the initial phases of the project, to arrive at a clear mutual understanding of the project goals and direction.

Based on the town's RFP, our meeting and previous conversations regarding the project, it is our understanding that the Town would like to renovate the existing Town Hall building's interior to better the functionality of the space. At this time, no addition is being proposed as part of this project.

For this project, CPL team will complete the following scope of services as outlined in the tasks listed below:

TASK 1: Needs Assessment - BCS

CPL will conduct a site visit to better understand the condition of the site and collect information about the facility needs of the Town and offer our feedback based on the analysis of those needs and our programming experience. CPL will also Matterport scan the existing facility and turn that into an existing Revit model to be used for design.

At the end of the Needs Assessment phase, CPL and Town will identify Program for the new facility that will be further developed into the Schematic Design plans.



TASK 2: Schematic Design

Our completed needs assessment phase will be the basis of our proposed interior alterations drawings and narrative. The Schematic Design package will include architectural plans as well as a MEP and Structural narrative.

- Participate in design meetings with the town.
- Develop Architectural Schematic Design (30%) drawings along with a structural, electrical, plumbing and mechanical narrative.
- Prepare a schematic level cost estimate.

Compensation

Our fee proposal breakdown on a task basis to complete the work described above is as follows:

Task 1: Needs Assessment - BCS	\$ 13,750.00 Lump Sum
<u>Task 2: Schematic Design</u>	<u>\$ 14,200.00 Lump Sum</u>
LUMP SUM TOTAL	\$ 27,950.00 Lump Sum

Not included in this proposal:

- Design Development or Construction Document level project documents.
- Construction Administration services.
- *Reimbursable expenses.
- Supplemental environmental studies (threatened and endangered species), archaeological, asbestos, lead, mold, termite, radon, or hazard investigations, surveys, or remediation, if required. However, CPL will assist with coordination if needed.
- Property survey and topographic mapping.
- Preparation of legal descriptions.
- Preparation of easement maps and descriptions.
- Design of Fire suppression system.
- Preparation of an Environmental Impact Statement (EIS).
- Direct design of communication, data exchange or security systems, except for conduit and connection locations. We will provide coordination efforts with others performing these services and assist the Owner in selecting appropriate vendors/consultants.
- Direct design of office furniture, office equipment and signage not required by the Building Code. We will provide coordination efforts with others performing these services and assist the Owner in selecting appropriate vendors/consultants.
- Involvement with LEED Certifications or other green building initiatives.
- Grant applications or funding paperwork.
- Meeting any new funding agency requirements or reviews for future State or Federal funding sources that may be obtained including MWBE requirements and American Iron and Steel compliance.



- Solar analysis.

If any of the above listed “not included services” are determined to be necessary CPL will prepare a separate proposal to cover those services.

*Schedule of Reimbursable Expenses: Article 11.8 Compensation For Reimbursable Expenses of AIA Document B101 is very specific on what is considered a reimbursable expense. These include, but may not be limited to, reproductions, transportation, etc.

We will submit invoices monthly, as the work progresses.

This proposal is based on a lump sum fee. Please provide an authorized signature in the designated space below and return one copy or provide an executed purchase order. CPL will be able to start work on this project within a couple of weeks of receiving authorization to proceed. CPL anticipates this project to take two to three months to complete.

Please contact us if you have any questions or require any additional information. We look forward to this opportunity to be of service to the Town of Claverack.

Very truly yours,

CPL

Timothy J. Moot, PG
Vice President

Jonathan DiRocco, AIA
Senior Architectural Project Manager

Proposal Accepted By:

Signature: _____ Date: _____
Town of Olive