



January 10, 2024

Mr. John Moffitt  
Supervisor  
Town of Mendon  
16 West Main Street  
Honeoye Falls, NY, 14472

**RE: Proposal for Architectural Services  
Mendon Community Center – Rear Entrance  
167 North Main Street**

John,

Pursuant to your request, we are pleased to provide herewith our proposal for Architectural Services to produce construction documents for the above referenced project.

### **SUMMARY OF PROJECT**

As per our discussions, it is our understanding that you will be adding an enclosed rear entrance to the building to provide better access the lower-level area used by the American Legion.

### **SCOPE OF WORK**

Included in this scope of our work is performing programming, building code review, and analysis to provide Architectural & Structural design drawings as well as schematic performance based Mechanical, Electrical, Plumbing (M/E/P) drawings and specifications required for the facility that are suitable for construction bids & contract and applying for necessary permits. Additionally, we include continuing support to you and the contractor through completion of the project.

### **Schematic & Design Development Phase:**

- Review the project to determine space, equipment adjacency needs and requirements.
- Review all available information on proposed new entry.
- Develop base files in CAD format, which will be used in the development of the schematic design drawings. These drawings will be generated from the existing building drawings provided and field verification.
- Perform an initial Code review and identify any scope items required by the latest version of the NYS Building Code as well as any work required by local authorities having jurisdiction.

- Prepare Design Development drawings to be used for a construction review including:
  - Floor Plan
  - Elevations
  - Schedules
  - Miscellaneous details
  - M/E/P schematic plans

**Construction Document Phase:**

- Final NYS Code review.
- Prepare final Bid/ Construction Document drawings including:
  - Floor Plan(s)
  - Elevations
  - Schedules
  - Miscellaneous details
  - M/E/P schematic plans
- Bid package specifications.

**Contract Administration:**

It is our understanding that the Town will employ a 'Clerk of the Works' for the project during construction therefore we do not include any fees for on-site services. We do include office administration for the following in coordination with your office.

- Provide advice and consult with the Owner and his Consultants during the construction phase.
- Respond to RFI's during construction
- Review to submittals, product data and material samples.

**Compensation**

We propose to do the listed additional work for a reimbursable lump sum fee of:

|                                       |                    |
|---------------------------------------|--------------------|
| Schematic & Design Development Phase: | \$ 1,800.00        |
| Construction Document Phase:          | \$ 2,500.00        |
| Contract Administration:              | \$ 500.00          |
| <b>Total:</b>                         | <b>\$ 4,800.00</b> |

**Exclusions**

Please note that the above quoted figures do not include any of the following:

- Asbestos, lead or other hazardous material investigations or abatement
- Site/ Civil Engineering Services
- Structural Engineering of special conditions
- Cost of estimating
- Application/ Permit filing or expediting fees
- Participation in Municipal Meetings
- Regular On-Site Construction Administration Services
- Reproduction of plans & specifications

**Additional Services**

Should additional services be requested by you due to a change in scope of the services required, we will proceed with said services upon your written approval, and invoice on an hourly basis based on the following hourly rates:

|                              |          |
|------------------------------|----------|
| Project Architect/ Principal | \$135.00 |
| Staff Architect/Draftsman    | \$ 90.00 |
| Administrative               | \$ 55.00 |

**Miscellaneous Provisions**

Invoices will be sent monthly with payment due within 30 days of receipt. Should the production effort be interrupted due to late receipt of payments, it will be necessary to adjust the schedule. Interest will be billed at the rate of 1.5 percent per month on the balance outstanding, 30 days after the date of the invoice, and will be added and compounded monthly.

We specifically reserve the right to suspend or terminate our services if payment is not received within the time period specified. We reserve the right to withhold plans and documents from the review, signature, or distribution process, if account to not currently paid.

This proposal will remain in effect for a period of not less than 60 days from the effective date hereof. At that time, we reserve the right to revise our rates in accordance with changes in our operating costs. Written notification will be given 30 days prior to the effective date of any such change in rates.

As always, should you have any questions concerning any of the above information, please feel free to contact me. It was a pleasure talking with you to discuss various issues relating to your needs. We look forward to working with you on your project.

Regards,

*Robert P. Meehan*

Robert P. Meehan, AIA  
Meehan Architecture, P.C.

**Acceptance**

The proposed description of professional services and terms are satisfactory and are hereby accepted. Authorization to proceed with the work is granted. The terms of this proposal shall be null and void if not accepted within 60 days.

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John Moffitt

Date