



[Publish Date]

Supervisor  
Town of Mendon  
16 West Main Street  
Honeoye Falls, NY 14472

**Re: Proposal for Professional Services  
Town of Mendon – General Engineering Agreement**

Dear :

We are pleased to provide you our 2026 Engineering Service Agreement to assist the Town of Mendon with a variety of typical non-capital service projects and routine consultation support efforts. Our services would generally include, but not necessarily be limited to the following:

- A. Attend meetings with Town staff to address general discussions.
- B. Attend monthly Town and Planning Board Meetings.
- C. Provide support services to Building Department and DPW.
- D. Attend Project Review Committee (PRC) meetings with staff and attorney.
- E. Prepare miscellaneous correspondence.
- F. Attend field meetings to address drainage concerns and issues with DPW and residents.
- G. Provide concept sketches and budgets for potential Capital Projects.
- H. Provide Municipal Separate Storm Sewer System (MS4) support services.
- I. Update infrastructure record mapping.
- J. Assist the Town with procuring special consultants.

**Total Basic Compensation** .....**\$18,000.00**  
(Approximately \$1,500 per month)

*The cost estimate shown above represents our hourly estimated efforts. Any additional work beyond this limit and outside the scope of this agreement would be reviewed with the Client. MRB Group shall submit monthly statements for services rendered during each invoicing period. Attached hereto and made part of this Agreement are MRB's Standard Terms and Conditions. MRB Group Standard Rates are subject to annual adjustment.*



If this proposal is acceptable to you, please sign where indicated and return one copy to our office. Thank you for your continued consideration of our firm. We look forward to working with you on this project.

Sincerely,

\_\_\_\_\_

Thomas Fromberger, P.E.  
Director of Site Development

Proposal Accepted By:		
_____	_____	_____
Signature	Title	Date

<https://mrbgroup365.sharepoint.com/sites/Proposals/Shared Documents/New York/Mendon, Town of/General Engineering Services/2025/2025 Mendon General Engineering Term Services.docx>