



December 19, 2023

Mr. Brian McAvoy, Town Supervisor
Town of Arkwright
9543 Center Road
Fredonia, NY 14063

Re: Architectural Proposal

Dear Mr. McAvoy:

Congratulations on the successful bid and award of construction contracts for the “pole-barn” style structure addition to the existing vehicle storage building.

CPL will provide Construction Administration services during the construction of this project. These services will include the following:

1. Prepare and distribute a Letter of Intent / Notice to Proceed and AIA A101 – Standard Form of Agreement Between Owner and Contractor for each contractor awarded a contract.
2. Conduct a Pre-Construction meeting with the Owner and all Contractors.
3. Review contractor submittals and shop drawings for conformance with the documents.
4. Review contractor Schedule of Values and monthly payment applications.
5. Conduct Bi-Weekly construction progress meetings while construction is actively occurring. Observations of the progress of work will be made at these meetings to confirm conformance with the construction documents.
6. Address contractor questions and request for information.
7. Review any potential change orders and prepare and distribute change orders for work approved by the owner.
8. Perform a punch list at the completion of the work.

CPL proposes to provide the above noted Construction Administration services for a fixed fee of Twenty-Two Thousand Five Hundred Dollars (\$22,500).

Our proposal excludes the following services, however, should the Town of Arkwright desire, CPL could provide these services as an additional service for an additional fee, or we would assist the Town in obtaining the required services from other companies.

1. Cost of postage for distribution of documents including but not limited to contracts, payment applications and change orders.
2. Mileage to attend meetings and make site visits.



If the fees indicated above are acceptable and you wish to proceed with the project, please sign below to accept where indicated. Return (1) copy of this letter to our office and retain the other copy for your files.

If you need additional information, please contact me at (716) 664-1457 or by e-mail at RNORDIN@CPLTEAM.COM.

We look forward to continuing our relationship with the Town of Arkwright and assisting with this project.

Very truly yours,

Robert J Nordin, AIA, NCARB
Senior Project Manager

I accept the terms and conditions of this Letter Form of Agreement and Authorize CPL to Proceed.

Town of Arkwright

Name and Title

Signature

Date