



July 14, 2022

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

Dear Mr. McAvoy:

Thank you for working with CPL on developing conceptual building and site plans for the Town of Arkwright's new Town Building.

Based on our work to date, discussions, and our meeting with the building committee for the design and construction of a New Town Hall, we have revised the building and site plans. We understand the Town board wishes to move forward with the development of plans and specifications for the bidding and construction of Phase 1 for the new building.

Our understanding of the scope for Phase 1 of the project, is to develop for bidding and construction, the plans, and specifications for the sitework, foundations and building envelope. This will provide an enclosed building, containing the six (6) Vehicle Storage Bays and Town Hall office space. The Town Hall office space fit out will be part of a future phase. A Break Room and Toilet Room will be included as part of the Vehicle Storage Bays adjacent to the Town Hall portion of the building. Mechanical room and Highway Superintendents Office space will be completed inside the Town Hall Office space.

Electric and gas service to the building will be included as part of Phase 1 so power and heat are available for the vehicle storage bays. A new water well, septic system and storm water treatment systems will be included as part of Phase 1. Vehicle bay floor slabs with trench drains will be bid as part of Phase 1 of the building; possibly bid as alternates for budget purposes. The required oil separator and connection to the septic system will be part of the Phase 1 bid.

CPL will assist in bidding this project. We will distribute documents for bidding to potential bidders, address questions from bidders. CPL will conduct a bid opening, review the received bids, and provide a recommendation for award of contracts.

Construction phase services will include conducting bi-weekly project meeting with contractors, review submittals for compliance with contract documents and make periodic site visits to verify compliance with construction documents. CPL will review payment applications from contractors and prepare any required change orders.

CPL is prepared to begin developing the documents for bidding and construction upon written notice to proceed. We understand the Town's desire to have documents complete and ready to bid fall of 2022 for construction to begin thereafter.

We propose to provide architectural services for the scope of work as noted above for a fixed fee of One Hundred Twelve Thousand Eight Hundred Dollars (\$112,800).

1279 North Main Street
Jamestown, NY 14701
CPLTeam.com
800.274.9000 TEL
716.661.3429 FAX

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. Geo-technical Engineering/Inspection (soil borings/ report).
2. Topographic or Boundary Surveying.
3. Environmental/Hazardous Waste Engineering. Asbestos, Lead and PCB testing.
4. Extraordinary Graphic Materials such as models or renderings.

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. Upon return of a signed agreement, we will prepare and provide an AIA Owner – Architect Agreement for execution.

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 on this project.

Very truly yours,
CPL



Robert J Nordin, AIA, LEED AP
Senior Associate

Cc: File

Accepted on behalf of Town of Arkwright by:

Date: