

September 2, 2021

Mr. James Harter, Superintendent
Charlette Valley Central School District
15611 State Highway 23
Davenport, NY 13750

Re: Proposal for Architectural and Engineering Services, New PK-2 Playground Project

Dear Mr. Harter:

Hunt Engineers, Architects, Land Surveyors & Landscape Architect DPC is pleased to present the following proposal to assist the Charlotte Valley Central School District with planning for a capital project and to assist the district with architectural and engineering design. We have enjoyed working with the district on several other projects and are excited about the opportunity to continue our relationship with the following proposal.

The district has received Titles funding in the amount of \$250,000 for the construction of a new playground to serve grade levels Pre-K through 2nd and improvements to the existing playground.

Project Budget

Bare Construction Cost		\$ 190,000
Construction Contingency	+/- 5%	\$ 10,000
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Construction Cost		\$ 200,000
Incidental Budget		\$ 50,000
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Total Project		\$ 250,000

Project Schedule

Planning & Design Commence	January 2022
SED Submission.....	April 2022
SED Approval (Estimated).....	September 2022
Bidding and Award	October 2022
Substantial Completion	July 2023
Final Completion.....	August 2023

Project Scope of Services

The scope of services would be the usual and customary scope of services described in the AIA form Owner/Architect Agreement. The services to be provided fall into the categories listed below.

- Perform field investigation, take field measurements, and document existing conditions.
- Prepare design and construction drawings and technical specifications for submission to SED.
- Submission to SHPO (State Historic Preservation Office)
- Prepare all required SED paperwork and coordinate SED review and approval process.
- Issue drawings and specifications to contractors for submission of bids or direct purchase agreements.
- Assist District and Clerk of the Works with review of bids and award of contracts.
- Attend preconstruction meeting and job meetings during construction.
- Respond to contractor questions and requests for information.
- Review contractor material submittals and shop drawings to confirm that they meet construction documents and specifications.
- Prepare design and construction drawings for requests for proposals for work (consistent to the original scope of work) to be added to existing contracts during construction.
- Prepare and issue change orders and oversee work to be done by change order to existing contracts.
- Inspect work at regular intervals to ensure that the construction meets the requirements of the drawings and specifications.
- Prepare punch lists at completion of the work and perform final inspection.
- Prepare and issue SED substantial completion forms.

Our A/E team for this project will include the following in-house disciplines and support staff as needed:

Principal
Project Manager
Architect
Landscape Architect

Our proposed base fee for the above scope of services associated with the Capital Project is based on the estimated project budget of \$250,000 and scope of project is a lump sum fee of **\$24,200** (Twenty Four Thousand Two Hundred Dollars). Reimbursable expenses for items such as photocopies, printing of drawings and mileage at the current IRS rate will be billed at cost.

The following is a list of Supplemental Services that are anticipated to be needed for the project design, proposals for these services will be sent after the Project Scope has been approved by the district and the extent of these services can be determined.

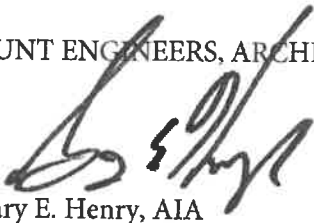
- Site Survey

We propose to perform this work under the existing contract we have with the district as additional services, AIA B132 Standard Form of Agreement Between Owner and Architect, dated February 1, 2018. If this proposal is acceptable, please sign the acknowledgement below; retain a copy for your records and return a copy to my attention. Do not hesitate to call me if you have any questions or require additional information.

We look forward to the opportunity to work with you and the Charlotte Valley Central School District on this planning process and capital project. If you have any questions, or require additional information regarding our proposal, please do not hesitate to call me at (607) 358-1000.

Sincerely,

HUNT ENGINEERS, ARCHITECTS, LAND SURVEYORS & LANDSCAPE ARCHITECT, DPC



Gary E. Henry, AIA
Principle/Sr. Project manager

enc.

c:

Acknowledgement

I have read and understand the Scope of Work as described above and accept the terms and costs as stated. I hereby retain Hunt Engineers, Architects, Land Surveyors & Landscape Architect DPC to provide Capital Project design and construction.

Charlotte Valley Central School District

Signature

Date

Printed Name and Title

December 16, 2021

Mr. James Harter, Superintendent
Charlotte Valley Central School District
15611 State Highway 23
Davenport, NY 13750

Re: Professional Services for the 2022/23 Capital Outlay Project

Dear Mr. Harter:

We are very pleased to have the opportunity to work with you on this project.

Based on our discussion I have prepared this letter to outline the scope, schedule, cost and fees for a project to provide floor finish replacement at the Charlotte Valley School. HUNT proposes to provide architectural and engineering design services for this project as outlined below.

Scope of Work

- All work will take place at the Charlotte Valley School.
- Replacement of existing flooring in classrooms.
- The project will be submitted to SED for final approval as a capital outlay project not to exceed \$100,000 in total project cost.
- The scope of work will be selected to not exceed \$84,000.

Project Budget

Bare Construction Cost		\$ 79,000
Construction Contingency	+/- 5%	\$ 5,000
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Construction Cost		\$ 84,000
Incidental Budget		\$ 16,000
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Total Project		\$ 100,000

Project Schedule

Planning & Design Commence	February 2022
SED Submission.....	February 2022
District Budget Vote.....	May 2022
SED Approval (Estimated).....	May 2022
Bidding and Award	July 2022
Substantial Completion	October 2022
Final Completion.....	December 2022

The scope of services would be the usual and customary scope of services described in the AIA form Owner/Architect Agreement. The services to be provided fall into the categories listed below.

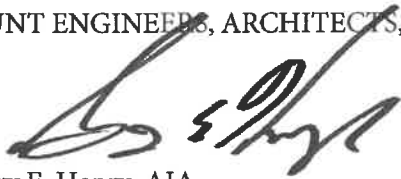
- Plans and specifications for bidding
- Preparation of the SED Final Application for Approval and associated forms
- Meetings with the District administrators
- Assistance with the Bidding Process
- Recommendation of Contract Award
- Administration of the Construction Phase
- Project Closeout

We propose to provide these services for a lump sum fee of Thirteen Thousand Five Hundred Dollars (\$13,500). Reimbursable expenses will be charged at cost. I recommend that \$2,500 be budgeted for this purpose.

We propose to perform this work under the existing contract we have with the District as additional services, AIA B132 Standard Form of Agreement Between Owner and Architect, dated February 1, 2018. If this proposal is acceptable, please sign the acknowledgement below; retain a copy for your records and return a copy to my attention. Do not hesitate to call me if you have any questions or require additional information.

Sincerely,

HUNT ENGINEERS, ARCHITECTS, LAND SURVEYORS & LANDSCAPE ARCHITECT, DPC



Gary E. Henry, AIA
Principal

enc.

c:

Acknowledgement

I have read and understand the Scope of Work as described above and accept the terms and costs as stated. I hereby retain Hunt Engineers, Architects, Land Surveyors & Landscape Architect DPC to provide design services for the 2022/23 Capital Outlay Project. This work will be performed as an additional service using the existing contract dated February 1, 2018.

Charlotte Valley Central School District

Signature

Date

Printed Name and Title

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