



13 S. Washington Street, Suite 1
Binghamton, NY 13903

Office: 607-724-2400 Fax: 607-724-2436
Web: www.griffithsengineering.com

October 13, 2022

Mr. Mark Odell, Supervisor
Town of Windsor
124 Main Street
Windsor, NY 13865

Re: Windsor Highway Department Maintenance Garage

To whom it may concern:

Thank you for giving us the opportunity to provide you with a proposal for the above referenced project.

PROJECT SCOPE:

Our understanding of the project scope is as follows:

- Develop construction documents (Civil, Architectural, Structural, Mechanical, Electrical & Plumbing) of the Highway Department Maintenance Garage based on the approved program and conceptual floor plan and rendering (see attached).
- Provide a topographic and boundary survey.
- Perform a geotechnical evaluation including report.
- Project is to be advertised and competitively bid.
- Provide construction administration services including but not limited to bid evaluation, preparation of AIA contracts, shop drawings review, submittal review, respond to RFI's, attend construction meeting, as-builts prepared from contrast or "red lines".

FEE:

Griffiths Engineering will perform the above scope of services for a lump sum fee of **\$434,000**.

NOTE: We have applied a \$21,000 credit to our fee for efforts previously completed (program and concepts) and to be utilized.

A/E Fee:	\$455,000
Credit (Phase 1):	<u>\$21,000</u>
Proposed A/E Fee:	\$434,000



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EXCLUSIONS:

Items NOT included in this Fee:

- Permit Fees
- Cost Estimating
- Leed Certification
- Systems Commissioning
- Energy Modeling
- Hazardous Material Design

CONDITIONS OF PROPOSAL:

- A. We cannot guarantee approval of any application for this or any project. No such guarantee implied or otherwise will be construed from this proposal.
- B. All application, testing, and permit fees to the various agencies are not included in our fees.
- C. The Owner will provide us with any available studies, title reports or plans relevant to this site, which are known to exist by the Owner.
- D. These “Conditions of Proposal” are hereby made part of this Agreement.

The liability of Griffiths Engineering, including Griffiths Engineering’s employees, and Griffiths Engineering’s consultants, for any actions, damages, claims, demands, judgments, losses, costs and expenses arising out of or resulting from Griffiths Engineering or Griffiths Engineering’s consultant's negligent acts, errors or omissions shall be limited to the total compensation for the respective task orders. Terms and Conditions are per “Standard Form of Agreement Between Owner and Engineer for Professional Services” EJCDC No. 500-2020 (Prepared by Engineers Joint Contract Documents Committee, issued and published by American Consulting Engineers Council, National Society of Professional Engineers, and American Society of Civil Engineers). This project will be billed monthly on a percent complete basis, with the invoiced amount representing the actual amount of work completed.



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If you have any questions, please feel free to contact me at 607-724-2400 x222 (office) or my cell at 607-237-8131.

Sincerely Yours,

Daniel Griffiths, P.E.
DG/tlh

Accepted by: _____
(Signature)

Date: _____

(Print Name)



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GRIFFITHS ENGINEERING
2022-2023 HOURLY RATE SCHEDULE

TITLE	HOURLY BILLING RATE
Principal	\$150/ hour
Senior Project Engineer/ Structural Engineer	\$130/hour
Project Engineer	\$120/hour
Architect	\$120/hour
Landscape Architect/Designer	\$120/hour
Junior Engineer	\$90/hour
Construction Observation	\$100/hour
Administrative Assistant/Secretarial	\$50/hour
Sub-consultants	Fee plus 10%

Note: Rates subject to change January 1, 2024

REIMBURSABLE SCHEDULE

Mileage:	\$0.625/mile
Automobile Rental, Equipment Rentals, Express Mail, Courier Services, Parking, Printing, Lodging, Meals, Tolls:	Fee plus 10%