

EXHIBIT

STATEMENT OF UNDERSTANDING

The fundamental program is based upon the latest floor plan developed by BRMA and dated 02/15/13. The plan includes but is not limited to renovations to the core office spaces within the main Police Department area, renovating the current Investigator's area into new Police Administrative staff space (Chief, Asst. Chief, etc.), and reconfiguration of the prisoner circulation and processing areas and other departmental improvements. There is little to no work being proposed on the lowest Police Department level and little to no work in the Dispatch area. Upstairs, the current Public Safety Office suite is being renovated to make more efficient use of the space for the Public Safety personnel, a transaction window is intended at the corridor to improve security at these offices. Additionally, space gained by improving the spatial arrangement of the offices will be renovated for use as the Police Department's Investigators.

Along with the spatial improvements there will be modifications to the existing building systems, heating, cooling, plumbing, fire sprinkler, etc., as required by the newly designed layouts. It is intended that these improvements will be publicly bid to multiple prime contracts with prevailing wages rates in accordance with the Wick's Law of New York State. The construction documents shall include basic phasing descriptions so as to minimize the impact of construction operations on the daily activities of the Department.

SCOPE OF SERVICES

For this round of architectural services we propose the following phases:

A) Schematic Design/Design Development/Construction Documents:

The goal of these services will be the further development of the conceptual design and production of documents sufficient for the bidding and construction of the project.

- 4/15/13
- BRMA will establish, more formally, the building systems and layouts described conceptually in our previously completed conceptual design study.
 - Structural, Mechanical and Electrical consultants will be added to the design team to design and define their respective systems for the proposed renovations.
 - ~~As described in the AIA B141 document~~, BRMA will produce the materials necessary for the bidding and construction of the project. Generally, these documents include drawings and specifications, as well as other coordination and administrative documentation. At a minimum, the drawings will include:
 - General Information and Title Sheet(s)
 - Structural Drawings (wall penetrations, vertical structure, details, etc.)
 - Architectural Plans (Floor Plans, Interior Elevations, Reflected Ceiling Plans, Finish Plans and Schedules, Details, etc.)
 - Architectural Sections
 - Architectural Details
 - Plumbing Drawings (Plans, Riser Diagrams, Details, etc.)
 - Mechanical Drawings (Plans, Layouts, Equipment Schedules, Details, etc.)
 - Electrical Drawings (Power Distribution, Lighting Plans, Computer and Communication Layout Plans, Fixture Schedules, Panel Schedules, etc.)
 - The specifications will be included in a Project Manual arranged according to CSI format, with technical sections describing the materials in the project, a front end describing the general conditions and bidding requirements, and specific requirements of the Police Department and or the City of Saratoga Springs as needed for the project.
 - BRMA will meet with the Public Safety and Police Department staff approximately six times during performance of these services.
 - BRMA will assist the Owner in the selection of an Owner's on-site representative, (i.e. Clerk-of-the-Works) as part of these services, if requested.

AIA B141 has not been provided for review. 4/15/13

B) Bidding:

These services will involve the distribution of the construction documents to interested bidders to complete the work described therein, and the preparation of up to four prime contracts.

- 5/15/13 [signature]
- ~~As described in the AIA B141 document~~, BRMA will assist the City in requesting and receiving bids.
 - It is assumed that BRMA will prepare an Advertisement for Bids for review by the City's Attorney.
 - BRMA will conduct a Pre-Bid Meeting with interested bidders, to clarify questions regarding the project. Notes from this meeting will be issued as an Addendum to the bidding documents.
 - BRMA will assist the City with the opening and recording of bid documents, make a recommendation regarding the qualified bidder, and prepare the contract for review by the City's Attorney.

C) Construction Administration:

The goal of these services will be the administration of the contracts for construction.

- 5/15/13 [signature]
- ~~As described in the AIA B141 document~~, BRMA will perform construction field observation services, and administer construction phase paperwork and project closeout procedures.
 - BRMA will review submittals and shop drawings prepared by the contractors.
 - BRMA will certify Applications for Payment from contractors, and prepare Change Orders, review schedules, etc.
 - BRMA will attend construction progress meetings and prepare meeting notes for distribution.
 - BRMA will communicate with the Owner's On-Site Representative.
 - BRMA will prepare and administer a Punch List and review Project Closeout paperwork submitted by contractor.

FEE INFORMATION

This fee information is based upon an approximate construction hard cost figure of approximately \$500,000. Our proposed lump sum fee is \$68,000. This fee includes the cost our consultant's fees.

Fees do not include reimbursables, which will be billed according to the provisions set forth in Exhibit "A". Reimbursables for are estimated at \$1,500, but may exceed this amount. The major reimbursable expense during this phase will be the reproductions necessary for the bidding process.

Architectural services will be billed monthly, based on a percentage of the project's architectural work completed each month. Additional services requested, if any, will be billed hourly in accordance with BRMA's standard hourly rates in accordance with attached Exhibit "B", unless otherwise agreed.

ASSUMPTIONS & LIMITATIONS

1. The terms of this proposal will be effective through June 30, 2013.
2. The Project budget "hard costs" are expected to be approximately between \$500,000. Should this amount increase or decrease, or the scope of work significantly change, BRMA reserves the right to revise our proposed fees based upon discussion with the Owner.
3. Environmental assessment and remediation services are excluded from the scope of basic services and fees provided. This work and material to be investigated may include, but is not limited to, asbestos, lead, PCB's, mold or mildew, etc. Should evaluation of these conditions become necessary, BRMA will assist the Owner in selecting qualified firm(s) to conduct such studies. Special studies and reports such as traffic studies, wetlands analyses, etc., may be provided as an additional service, if they become necessary.

- 5/15/13
4. The form of agreement for Phase II services shall be AIA Document B141, Standard Form of Agreement Between Owner and Architect. This Proposal shall serve as a Letter Form of Agreement for Phase I services.
5. Some selective demolition may be required for BRMA and our consultants to progress some design elements. It is our assumption that if access to buried conditions is required to complete design work, these areas will be made accessible by City personnel. Permanent or temporary repairs to these areas will also be performed by City personnel.

We appreciate the opportunity to present this proposal to the City of Saratoga Springs Public Safety Office and the Police Department. We look forward to working with you on this important project. Should you have any questions, or require any further information, we will be happy to respond.

Respectfully Submitted,



Steven G. Rowland, RA
Partner
Butler Rowland Mays Architects, LLP

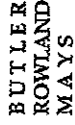
I have reviewed, understand and accept the terms of this agreement including attached Exhibits A and B:

SIGNED: _____

TITLE: _____

DATE: _____

PROJECT: _____
BRMA PROJECT NO.: _____
DATE: _____



**ARCHITECTS,
LLP**

[illegible]

Butler Rowland Mays Architects
57 West High Street
Ballston Spa, NY 12020

Grand Total

Exhibit 'B'

BUTLER ROWLAND MAYS ARCHITECTS, LLP
SCHEDULE OF HOURLY RATES

(Confidential)

<u>TITLE</u>	<u>Standard Rate</u>
Partner	\$150/hour
Senior Architect	\$120/hour
Architect	\$110/hour
Architect I	\$100/hour
Non-Technical	\$ 50/hour

After (6) six months, hourly rates listed may be increased by (5) five percent at the discretion of BRMA and may increase by (5) five percent annually thereafter.