

EXHIBIT A

MESICK ■ COHEN ■ WILSON ■ BAKER ■ ARCHITECTS, LLP

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ALBANY NEW YORK 12207

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NOV 10 2015  
BY: *Finance*

November 9, 2015

Ms. M. Lynn Bachner  
Deputy Commissioner of Finance  
City of Saratoga Springs, Office of Finance  
City Hall  
474 Broadway  
Saratoga Springs, NY 12866

Re: Proposal for Design Services

Dear Ms. Bachner,

We are pleased to submit this proposal for interior design and renovation design services for the Office of Finance. Having walked through the spaces with you and discussed your expectations we feel as though we have a good understanding of the scope, as follows:

1. Survey existing conditions in each of the spaces occupied by the office of finance and document conditions.
2. Interview the occupants of these spaces to better ascertain their space, security and furniture needs. Prepare a program based on these interviews.
3. Develop 2 or 3 conceptual alternate plans for reorganizing and renovating space.
4. Meet with client to discuss alternates and establish preferred option.
5. Prepare final conceptual design drawings and description of work for space alterations, security and furnishings.
6. Meet with Client to present final design.

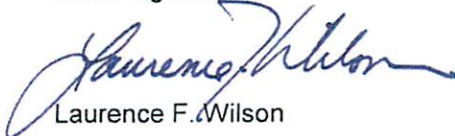
To accomplish this work we propose to engage, in addition to myself, Lynn Webster - Project Architect and Melissa Rose - technical staff for drafting.

Laurence Wilson, Principal:	8 hrs. @ \$170/hr =	\$1,360.00
Lynn Webster, Project Architect:	24 hrs. @ \$95/hr =	\$2,280.00
Melissa Rose, Draftsperson:	20 hrs. @ \$65/hr =	<u>\$1,300.00</u>
Total =		<b>\$4,940.00</b>

This proposal assumes that basic floor plans can be provided by the City (any format) which we could use for schematic planning purposes. All expenses are included with this fee proposal.

We do hope that our proposal is competitive and that we have the chance to work with you on this project. If you have any questions, please feel free to call.

Best Regards,

  
Laurence F. Wilson

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