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April 14, 2016

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 Development Services

Dear Ms. Bachner,

Pursuant to your request we submit this proposal for consideration regarding Design Development (DD) services for the renovation of the Finance Department spaces in City Hall. This proposal is based on the further development of the planning scheme outlined in the Space Planning Study that was recently submitted to you in a report.

We understand that the City wishes to consider hiring our firm for this design work as an amendment to our original contract which was for Schematic Design services only. As we discussed, full architectural services would generally include Schematic Design (now completed), Design Development (proposed herein), preparation of detailed Contract Documents (drawings and specifications), assistance during Bidding, and Construction Administration. While we understand that the City generally requests these services by competitive solicitation, a clear definition as to the extent of the project would be necessary for us to provide a fixed cost for services. Consequently, we have recommended undertaking the DD Phase by change order to our current contract in order to further define the project and associated costs.

The project, if realized to the full extent envisioned in the Schematic Design, would involve a complete renovation of the spaces occupied by the Department of Finance. Also proposed are the design of new or alterations to existing HVAC, electrical and fire suppression systems. Given the scale and nature of the project, the renovations would probably require the occupants to relocate for the duration of construction.

The following considerations and procedures will be addressed in this phase, which are typical under Design Development.

1. Prepare accurate measured drawings of all spaces included in scope of work.
2. Prepare a visual conditions survey of materials and structure.
3. Preliminary selection of materials and finishes.
4. Prepare a survey of hazardous materials and costs of remediation (by others.)
5. Prepare a survey, analysis and recommendations for building systems, including heating, air conditioning, plumbing, fire suppression, and electrical.

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6. Analysis of logistics during construction, i.e. temporary relocation of employees and continued operation of department, requiring much client input.
7. Code analysis and a preliminary meeting with building inspector to review proposed project.
8. Cost estimating to define the budget for the project.

We propose to engage Quantum Engineering Co. P.C. to provide the HVAC, Plumbing, Fire Protection, and Electrical services for the project. Costs for these engineering services are included in this proposal.

It is our understanding that the City of Saratoga has an agreement with a private testing company for the evaluation of asbestos. We have included time in this proposal to facilitate testing for the spaces planned for renovation. However, we do not have costs included for the actual sampling, testing, remediation recommendations and cost estimates for remediation.

The cost of services for this phase of the project is $10,600.00, which includes MCWB Architects and Quantum Engineering, and is inclusive of all expenses. See attached spread sheet for breakdown of services and hours. We also suggest including an allowance of $1,500 for unforeseen conditions such as structural conditions or other. MCWB will not undertake any work under this allowance without prior written approval from the City's designated project manager.

We do hope this proposal meets with your approval as we are keen to continue working on this project for the Department of Finance.

Sincerely,

Laurence F. Wilson, Principal