

April 7, 2021

Mr. Kevin Fierro
Facilities Committee Chairman
East Clinton Fire District
9 Firehouse Lane
Clinton Corners, New York 12514



Re: Proposal for Pre-Referendum/Feasibility Study/Public Campaign & Schematic Design Services for the Proposed Firehouse Project

Dear Mr. Fierro:

LaBella Associates appreciates the opportunity to submit a fee proposal for Architectural and Engineering Services for the Proposed Firehouse Construction Project to be located at and adjacent to 9 Firehouse Lane, Clinton Corners, N.Y., if a new build is selected option. We are confident that the LaBella team is ideal to assist the Fire District in completing all projects related to its current and future goals.

In addition to this letter proposal, please also see the attached LaBella Associates Emergent Services Work as well as the previously presented East Clinton Fire District power-point.

Scope of Work:

We understand that the District will be looking into options for either renovation of the existing firehouse or construction of a new facility on an adjacent site. For purposes of this proposal response as well as based on our previous meeting, we have assigned a conceptual construction budget of approximately **\$3,200,000** without contingencies and **\$3,520,000** including contingencies. This has also been based on our conversation, January 5, 2021, during my presentation. This establishes a total project budget of **\$3,950,000** after including approximately 15% for incidentals which includes A/E fees and assumes roughly 7,800 Square feet. We will review and confirm the construction budget amount during all proposed phases as it is determined which option is the best suited by the Fire District.

Expenses for any Site and Building Surveying, Environmental Testing and Air Monitoring (if required), SWPPP/Associated Reporting, Environmental Building Surveying, Grant Writing, Traffic Studies, and other standard reimbursables, will be provided as an additional services fee.

Our professional services will consist of multiple phases. Below are the breakdown of these services and the scope of each:

• **A – PROGRAM AND FEASIBILITY STUDY**

1. LaBella will work with the Fire District and provide a feasibility study and report of a proposed renovation to the existing firehouse as well as construction of a new facility.
2. Determine program requirements for both options.

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3. Provide cost comparison of both options.
4. Provide SEQRA process and documentation.
5. Provide proposed new site evaluation.
6. Evaluate potential for sale of existing firehouse if new build is selected.
7. Verification that previously understood facility deficiencies list is adequate for confirmed scope.
8. Deliverable will be a bound report with all findings.

• **B – PREPERATION FOR REFERENDUM**

1. Provide an estimate of overall project/construction costs for selected option determined from the feasibility study.
2. Provide conceptual design site plan, floor plans and elevations.
3. Develop building massing/rendering.
4. Deliverables will be documents listed above.

• **C – PUBLIC SUPPORT CAMPAIGN**

1. LaBella will work with the Fire District to develop a plan to present to the public and convey the importance of the project moving forward. We will work together to create a schedule of public forums along with required advertisements and press releases.
2. Lead public meetings/presentations (likely 3).
3. Work with financial advisor to determine tax impacts.
4. Deliverables will include a package of referendum documents and analysis for distribution to the district.

• **D - SCHEMATIC DESIGN SERVICES**

1. LaBella will work with the Fire District to confirm final scope for the project work and budget, which will allow the schematic design package to be in-line with the goals of the district and as approved by the public.
2. Verification of existing conditions and equipment.
3. Prepare preliminary design documents including site plan, floor plans, code compliance plan, elevations, and MEP/FP narratives.
4. Provide budget for remainder of required A/E design services as well as other project costs that the Fire District will incur throughout the balance of the project.
5. Deliverable will include all drawings to date as well as a cost estimate, narrative and all previously completed phase documents as well.

Once the Schematic Design Phase is completed, LaBella would also be able to provide a proposal for the remaining phases to be completed in order to bring the project to completion, including the following:

- Design Development
- Construction Documents
- Bidding and Negotiation
- Construction Administration

Contract Exclusions:

1. Remedial building materials survey and testing as part of site/building renovations/demolition.
2. Traffic Studies and associated Traffic light study.
3. Geo-Technical Engineering.
4. Site Survey and associated grading plan.

Additional A/E Services:

Additional services, when authorized by the Fire District, will be invoiced on a cost plus reimbursable basis or as negotiated. The hourly rates schedule is outlined below:

- Reimbursables: Due to the nature of the work LaBella Associates recommends carrying a reimbursement allowance to be utilized for postage and copying. The recommended allowance is: **\$2,500**
- Building Surveying for disturbance of Asbestos, Lead or PCB materials and testing
The recommended allowance is: **Hourly Rate plus Expenses**
- Storm Water Management Plan *(not needed until the construction phase proposal)*.
The recommended allowance is: **Hourly Rate plus Expenses**
- Air Monitoring for Asbestos Abatement Work during construction *(not needed until the construction phase proposal)*.
The recommended allowance is: **Hourly Rate plus Expenses**

- **2021 Hourly Rate Schedule**

<u>Personnel Classification</u>	<u>Rate</u>
Principal	\$ 150
Project Manager	\$ 140
Sr. Engineer/Architect	\$ 110
Project Engineer/Architect	\$ 105
Engineer/Architect	\$ 90
Interior Designer	\$ 80
Environmental Analyst/Tech III	\$ 85
Sr. Designer/Technician	\$ 85
Designer/Junior Engineer	\$ 70
Drafter/Tech II	\$ 65
Drafter/Tech I	\$ 50
Administrative Support	\$ 45

Invoices:

Invoices for Service Phases will be issued monthly based on our hourly time for work completed and/or percentage of phased completion. The invoices are to be paid within 30 days of the invoice date.

Fee Cost:

To properly provide a fee associated with the work, LaBella Associates has broken the estimated fee into the below five part categories:

	<u>Fee:</u>
1) Program and Feasibility Study	\$ 7,200
• SEQRA Fee – If Required for Proposed New Site Option	\$ 3,800
2) Preparation for Pre-Referendum Services	\$ 5,600

3) Public Support Campaign	\$ 3,600
4) Schematic Design Services (15% of overall anticipated construction document design phase)	\$ 39,500
5) Reimbursables (Allowance)	\$ 2,500
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TOTAL: \$ 62,200	

Acceptance:

If the terms and conditions of this agreement are acceptable, please execute by signing below and return it to our office. LaBella will then finalize the agreement by issuing an AIA Standard Form of Agreement between Owner and Architect.

LaBella Associates, DPC Acceptance:

East Clinton Fire District Acceptance:

Signature

Signature

Daniel A. Pieters, AIA

Name

Name

Vice President

Title

Date

Title

Date

We appreciate the opportunity to serve your professional design needs and look forward to working with you toward a successful completion of this project. If you have any questions, please do not hesitate to contact me at (585) 295-6219.

Respectfully Submitted,

LABELLA ASSOCIATES, DPC



**Daniel A. Pieters, AIA
Vice President
Director of Architecture**