

TOWN OF WEST SENECA



SHEILA M. MEEGAN  
TOWN SUPERVISOR

To: Fellow Town Board Members

From: Sheila M. Meegan, Town Supervisor

Date: September 19, 2016

Re: **Proposal from Clark Patterson Lee**

Kindly authorize the Supervisor to sign the attached proposal from Clark Patterson Lee in regards to the town library engineering and architectural services, subject to legal review.



August 10, 2016

Mrs. Sheila Meegan, Supervisor  
Town of West Seneca  
1250 Union Road  
West Seneca, NY 14224

**RE: Town Library – Town of West Seneca  
Proposal for Engineering and Architectural Services**

Dear Supervisor Meegan:

We are pleased to provide our Proposal for Engineering and Architectural Services related to the development of contract documents and construction services for the proposed improvements and renovation of the Town Library located at 1300 Union Road in the Town of West Seneca. Please note that this proposal clarifies our previous proposal relative to construction observation and our level of involvement.

### **Project Understanding**

Based upon our interaction and design development with yourself, Board Members Hart and Hanley, the Board and Staff of the West Seneca Library and review of the existing facilities by members of our staff, our project understanding is as follows:

- The Town will utilize multiple NYS Library Construction and SAM grants for construction. In addition a portion of the work will be completed through the Town's current phase 2 Energy Performance Contract.
- The work will feature multiple additions to the Facility, and renovations to the existing Library.
- Existing Library will be operational to the extent possible.
- The project budget is approximately \$9,500,000.
- The anticipated construction start date for the work is November 2016 and the estimated completion date is June 2018.

### **Clark Patterson Lee's Involvement**

We understand that Clark Patterson Lee's project involvement will include, in general terms:

- Providing Conceptual Design (which we have completed), Schematic Design, Design Development, Construction Documents, Bidding Service and Construction Administration.

**ARCHITECTURE  
ENGINEERING  
PLANNING**



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## **Detailed Clark Patterson Lee Scope of Work**

Clark Patterson Lee's proposed detailed Scope of Work is provided as follows:

### **Conceptual Design (Complete)**

- Select, with the Owner – basic building materials & forms.
- Determine, with the Owner, alternative approaches to design.
- Update program, conceptual budget estimate, and project schedule, as required.
- Submit Conceptual Design Documents to Owner for review and comment.
- Meet with Owner to present Conceptual Design Documents and as required.
- Public meetings to review design concepts.

### **Schematic Design**

- Select, with the Owner, specific building materials and systems.
- Determine, with the Owner, alternative approaches to design and construction.
- Perform a code review with respect to NYS Building and Fire Codes, as well as local requirements.
- Update program, budget estimate, and project schedule, as required.
- Based on the agreed upon program, schedule and construction budget, prepare Schematic Design Documents consisting of drawings and other documents required to illustrate the scale and relationship of the project components.
- Submit Schematic Design Documents to Owner for review and comment.
- Prepare State Environmental Quality Review (SEQR) Environmental Assessment Provide guidance to Owner in completing the review processes.
- Meet with Owner to present Schematic Design Documents and as required.

### **Design Development**

- Incorporate Owner's revisions to the Schematic Design Documents, program, budget, and schedule.
- Re-evaluate and refine program for code compliance. In order to maintain schedule and budget we only include one iteration of changes during the design development process.
- Prepare Design Development Documents, consisting of drawings and other documents that establish and describe the size and character of the project as to architectural, structural, wall systems; materials; and other such elements.
- Drawings to include site plan, architectural plan, electrical plan, roof plan, plumbing plan, elevator plan, wall sections, interior finish schedule (wall finishes) and miscellaneous detail sheets.
- Submit Schematic Design Documents to Owner for review and final approval.
- Prepare and submit necessary documents for Town of West Seneca Building Department Approval.
- Meet with Owner to present Design Development Documents and as required.

### **Construction Documents**

- Incorporate final Owner's revisions to the Design Development Documents, program, budget, and schedule. In order to maintain schedule and budget we only include one iteration of changes during the construction documents process.



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- Incorporate any necessary agency revisions and coordinate with Grants and Granting agencies and the Town's Grant Administrator.
- Prepare Construction Documents, consisting of drawings and specifications depicting in detail the requirements for the construction of the project.
- Submit Construction Documents for Owner review.
- Contract documents will conform to the American Institute of Architects (AIA) format.
- Coordinate contractual requirements with Owner.
- All drawings will be prepared using CADD and/or Revit. Final drawings will be made available on electronic media.

### **Bidding Services**

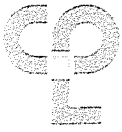
- Prepare necessary bidding information, bidding forms, Conditions of the Contracts, and the Contract Agreement forms.
- Assist Owner in issuing bidding documents to bidders.
- Organize and attend pre-bid conference.
- Respond to bidders' questions and issue addenda, as required.
- Attend bid opening, analyze bids for compliance with bid requirements, and prepare bid tabulation.
- Perform reference and qualifications evaluation for low bidders.
- Provide written award recommendations to Owner.
- Prepare Notice of Award to Contractors and coordinate execution of the Contract Agreements in triplicate (one original each for Owner, Contractor, and Engineer).

### **Construction Administration**

- Administer contracts and verify Contractors' compliance with contract and Town requirements.
- Coordinate and attend pre-construction conference with the Owner and Contractors and attend periodic (once every two weeks) progress meetings.
- Provide bi-weekly site visits to verify general conformance of the construction to the contract documents.
- Provide design clarifications and permit modifications, as required and prepare contract change orders, if necessary.
- Assist in negotiating costs related to any additional work which may become necessary.
- Provide substantial completion certifications.
- Attend one formal walk through inspection, per contract, with Owner and Contractor to determine conformance and compliance with the contract documents.
- Prepare final completion certifications and contract "close out" documents.
- Preparation of reproducible as-built Record Drawings, based upon "redlined" as-built drawings to be provided by the Contractors.

### **Construction Observation**

- Please note that at this time, the extent of Clark Patterson Lee's involvement in the Construction Observation phase of the project is not entirely clear. However, there are currently too many variables to determine the level of effort that will be required by Clark Patterson Lee. It may be prudent to open



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contract bids before making a final determination regarding our involvement. Once a better understanding of your needs is available, we will provide you with a detailed fee proposal for construction observation work.

**Proposed Fees for Schematic Design Through Construction Phases**

Our proposed fees to complete the proposed detailed Scope of Work detailed herein:

• Conceptual Design (Completed and paid, not included in total below)	\$ complete
• Schematic Design	\$ 81,410.00
• Design Development	\$ 142,250.00
• Construction Documents	\$ 223,750.00
• Bidding Services	\$ 24,120.00
• <u>Contract Administration</u>	<u>\$ 79,500.00</u>
<b>Total</b>	<b>\$ 551,030.00</b>

**Items Not Included In Proposal**

Specific items that are not included in our proposed Scope of Services include:

- Archaeological investigations, Hazardous material remediation, special inspections and air monitoring, if required. However, Clark Patterson Lee will assist with coordination of these items with third party consultants who can provide pricing for these items should they become necessary.
- Involvement with NYSERDA processes or green building initiatives.

If the proposal meets your approval, please sign the acceptance line below, and we will prepare an agreement (if deemed necessary) based upon the above described detailed Scope of Work.

We greatly appreciate the opportunity to submit our proposal and look forward to assisting you in this endeavor. Upon your review should you have any questions or wish to discuss this matter in greater detail, please contact me at (716) 852-2100 ext. 1048.

Very truly yours,

Clark Patterson Lee

Richard B. Henry, III, P.E.  
 Senior Vice President

**Acceptance of Proposal By:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_