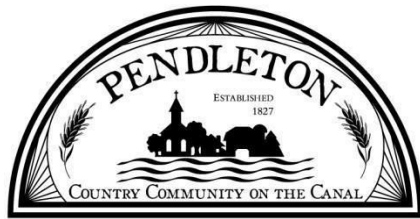


TOWN OF PENDLETON
6570 Campbell Boulevard
Lockport, NY 14094



*Supervisor Joel Maerten
Councilman Jason Evchich
Councilman David Fischer
Councilman Justin Graham
Councilman David Leible*

At the regular meeting of the Town Board of the Town of Pendleton, Niagara County, New York, held in the Board Room at the Town of Pendleton Town Hall, 6570 Campbell Boulevard, Lockport, New York, 14094 at 7:00 p.m. on January 11, 2021.

WHEREAS, the Town of Pendleton owns and maintains a recreational park located at 6570 Campbell Boulevard, and

WHEREAS, the Town Board has submitted an application for grant funding for the construction of a new community center to be located within the recreational park, and

WHEREAS, professional assistance focused on the design of the new community center is necessary, and

WHEREAS, a proposal has been received from Life by Design and Life by Design is deemed to be a responsible and appropriate provider of architectural design services, and

WHEREAS, per the Town's adopted procurement policy the specified architectural design services are considered professional services and therefore exempt from solicitation of multiple proposals or quotes, and

NOW, THEREFORE BE IT RESOLVED, by the Town Board of the Town of Pendleton on this 11th day of January 2021 that the proposal for architectural services from Life by Design is accepted for an amount not to exceed \$18,500.00, the Supervisor is hereby authorized to sign an agreement with Life by Design, and this resolution shall take effect immediately.

The above resolution was offered by _____, who moved for its adoption, and seconded by _____.

The following vote was taken and recorded as:

	Aye	Nay
Supervisor Joel Maerten		
Councilman Jason Evchich		
Councilman David Fischer		
Councilman Justin Graham		
Councilman David Leible		

Life by Design

designs to build your life on

October 14, 2020

James B Sobczyk
Pendleton Building Committee
Pendleton Community Center

Re: Complete Design services for Community Center based on Preliminary drawings

Dear Mr. Sobczyk,

We are pleased to offer this proposal for design services. Please review the proposal carefully. Feel free to contact this office with any questions that may arise. If you are satisfied with this proposal, please sign the bottom where indicated and return to this office. Please keep a copy for your records. Also note the deposit amount due at the acceptance of this proposal.

Project Background

- Life by Design completed Conceptual design drawings for your new community center in September of 2019.
- You have requested a proposal to provide completed design services to develop the conceptual design to full construction documents suitable for bidding and construction

Scope of Services

- Life by Design will provide Complete design services for the project. This will include services during bidding and contract administration services.
- Code review to ensure a compliant design based on the 2020 New York State Building Code
- Generate preliminary design drawings based on the previously issued concept design and any additional information from the building committee. A meeting will then be scheduled to review the preliminary designs and make revisions as necessary. This process will be repeated until such time as you are satisfied with the design and you authorize Life by Design to proceed to Construction Documents.
- Generate Construction Documents & Specifications suitable for bidding
- Assist the Town of Pendleton during bidding and in the evaluation of the submitted bids.
- Life by Design will provide assistance during the permitting phase of the project to answer any questions or concerns brought up by the building department.
- Provide Contract Administrative services during construction

Fees

- We propose to provide the listed services for the fixed fee of \$18,500.00.

Schedule of Payments

- To initiate this agreement, a Non-Refundable deposit is required, equal to: \$4,000.00

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l o c k p o r t, n y 1 4 0 9 4
7 1 6 * 7 2 7 * 3 1 9 1
cadahlke@lbdarchitecture.com
www.lbdarchitecture.com



designs to build your life on

- A progress payment is due upon authorization to proceed to construction drawings: \$6,500.00
- A progress payment is due upon issuance of Bid Documents: \$4,500.00
- A progress payment is due upon completion of Bid process: \$1,000.00
- The final \$2,500.00 will be billed in equal payments during construction, TBD

As part of this standard package, we include six sets of stamped plans and electronic copies of completed documents. Additional sets are available upon request, for an additional cost. If project is terminated by the owner prior to billing milestone, an invoice will be generated based on payments received versus work completed.

If you agree to the terms as detailed, please sign and date below. Return one copy with the appropriate deposit amount and keep the other copy for your files. Checks can be made payable to "Life by Design". Please note that we are now able to accept payment via credit card, at your convenience.

I (we) have read, understand and agree to the conditions, terms and fees as outlined above.

(signature)

(date)

Sincerely,

Charles A. Dahlke, R.A.