

Life by Design

designs to build your life on

September 12, 2023

Town of Pendleton
6570 Campbell Blvd
Pendleton, NY

Re: Assist with material & color selections for construction of Community Center

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

- Town of Pendleton previously contracted with Life by Design to complete design and construction documents for the construction of the proposed Community Center.
- The construction documents left the selection of colors and materials as the responsibility of the town to coordinate during the construction process.
- Life by Design can provide services to the town that will facilitate these selections and has been asked by Nusbaumer Clark to prepare a proposal for such services

Scope of Services

- Life by Design will material and color selections for interior and exterior finishes based on approved submittals from the contractor
- Meet with appropriate personnel from the town to get initial impressions for the desired end result for the project.
- Preparation of color boards to present to the appropriate personnel at the town for discussion and approval.
- Preparation of annotated floor plans and elevations to provide to the town and the contractor for implementation of approved colors and materials schemes.
- Remain available as work progresses to resolve any issues or concerns regarding the approved selections.

Fees

- We propose to provide the listed services for the hourly rate of \$60.00 per hour with a maximum, not to exceed fee of \$2,500.00.

Schedule of Payments

- To initiate this agreement, a deposit is required, equal to: \$600.00
 - The deposit will be recorded as a credit toward ten hours of consultation.

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cadahlke@lbdarchitecture.com
www.lbdarchitecture.com



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- o All hours shall be tracked and recorded.
- o After the initial ten hours has been recorded, we will bill additional hours on a bi-weekly basis until such time as the not to exceed amount is reached or the scope of services has been 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,

A handwritten signature in black ink that reads "Charles A. Dahlke".

Charles A. Dahlke, R.A.

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