

December 16, 2024

Mr. Joel Maerten
JMaerten@townofpendleton.ny.us
Supervisor
Town of Pendleton
6570 Campbell Boulevard
Lockport NY 14051



Re: Proposal for Professional Engineering Services
Town Park Parking Lot Rehabilitation
File No. 25J1-0007

Dear Supervisor Maerten:

Nussbaumer & Clarke, Inc. (Nussbaumer) appreciates the opportunity to provide the Town of Pendleton (Town) with our proposal to provide Professional Engineering Services in connection with the rehabilitation of the existing parking lot located at the Town Park on Campbell Boulevard. Our proposal is based on our understanding of the goals and objectives for the Project and discussions with the Highway Department and Town representatives.

General Services:

The following general services outline the scope of work and approach to the project:

- Provide Contract documents and solicit bids for a site General Contract consisting of full depth reconstruction of the gravel parking area, installation of drainage system, stripping and restoration of adjoining surfaces. Portions of the work may be completed using Town forces to help control overall project costs. We will coordinate closely with the Highway Department for tasks to be completed by the Town and assist as needed
- Provide Construction administration and inspection support services

SCOPE OF WORK:

1. Contract Documents

- Finalize detailed design drawings and technical specifications or a General site Contract
- Prepare estimates of the probable construction cost for the general Contract (60% 100%)
- Prepare Contract documents suitable for competitive public bids
- Delivery of sealed and signed final construction documents suitable for public bid

2. Bidding and Award

- Provide bid documents to the Buffalo Copy Planroom to manage bid phase document distribution
- Answer questions from potential bidders and respond to requests for information
- Issue addenda as necessary
- Interview apparent low bidders
- Provide letter of recommendation to award



3. Construction Administration and Construction Observation

- Facilitate pre-construction meetings for the General Site Contract
- Provide Construction management support through completion of the project
- Review Pencil copies of Payment Applications and process payment applications
- Review shop drawings and submittals
- Respond to contractor's RFI Prepare change order, and field directive, and make recommendations for approval
- Provide construction punch list
- Review and approve the final payment application
- Visit the site to observe construction activities and review design details with the contractor and Town.
- Provide part-time site construction Inspection services. We have included 24 hours for this task

4. Additional Services (Allowance)

- Additional out of scope tasks as requested and authorized by the Town.

SCHEDULE:

Nussbaumer will begin work on this project immediately upon authorization to proceed and will issue the building construction documents for bid by February 28, 2025.

FEE AND COMPENSATION:

Nussbaumer proposes to provide the engineering and construction administration services described above for a total estimated fee of **\$16,500**. A breakdown of our proposed fee by task is detailed below in Table 1.

Table 1 Detailed Fee Breakdown

TASK	FEE
Task 1 – Contract Documents	\$ 6,000 LS
Task 2 – Bidding and Award	\$ 1,000 LS
Task 3 – Construction Administration and Construction Observation	\$ 6,500 LS
Task 5 – Additional Services (Upon Request)	\$ 3,000 Allowance
TOTAL FEE	\$ 16,500



INITIATION OF CONTRACT:

Invoices will be issued monthly for the project percent complete for the prior month. All work will be completed in accordance with the current engineering services agreement between Nussbaumer and the Town of Pendleton.

Should this proposal meet with your approval, please sign below and return a copy to us for our files. This will then serve as our Agreement and Notice to Proceed.

On behalf of Nussbaumer, we appreciate the opportunity to submit our proposal and look forward to working with the Town on this important park improvement project. As always, please do not hesitate to call me should you have any questions.

Sincerely,

David M. Britton, P.E.
Vice President - Municipal

Accepted By: **TOWN OF PENDLETON**

Signature: _____ Title: _____

Printed Name: _____ Date: _____