

ARCHITECTURAL/ENGINEERING SERVICES PROPOSAL

CONCEPT PHASE SERVICES

for

A RENOVATION OF AND ADDITON TO

the

TOWN OF MANLUIS HIGHWAY GARAGE

Submitted to: Sara Bollinger, Deputy Supervisor
Town of Manlius
301 Brooklea Drive
Fayetteville, New York 13066

Submitted by: Schopfer Architects LLP
1111 James Street
Syracuse, New York 13203

Submitted on: August 22, 2022

CONCEPT PHASE A/E SERVICES PROPOSAL

Schopfer Architects LLP is pleased to offer the following Concept Phase architectural/engineering services proposal related to a renovation of and addition to the Town of Manlius Highway Garage.

A. Owner:

Town of Manlius
301 Brooklea Drive
Fayetteville, New York 13066

B. Project Description:

1. The Highway Garage is located at 5970 Clemons Road, East Syracuse, New York 13057.
2. The existing buildings are as follows:
 - a. Main Building, 100' x 300':
 - Includes offices, toilet/locker rooms, break room, parts area, vehicle storage, vehicle maintenance, and wash bay.
 - The building construction is a pre-engineered building with a steel frame, metal roof and metal siding.
 - b. Salt Storage Shelter approximately 70' x 90':
 - Concrete walls with fabric roof
3. The Town of Manlius wants to investigate a possible addition to the highway garage to provide the following:
 - a. 2 new locker/toilet rooms.
 - b. 2 private offices (for Superintendent & Assistant).
 - c. 1 meeting room.
 - d. 2 service bays.
 - e. 1 fabrication bay.
 - f. Cold storage for truck bodies, plows, paver, sweeper, front end loaders, etc.
4. This addition will allow for renovations of the existing building to provide:
 - a. Improved offices for supervisors.
 - b. A larger and improved parts storage area.
 - c. Additional truck storage bays.
5. Issues to consider in designing the addition:
 - a. The service bays need to have a higher roof to accommodate a truck on a vehicle lift.
 - b. The addition must be connected to the existing garage.
 - c. The addition probably needs to be located just south of the existing building; this is the only large open area close to the building that doesn't interfere with vehicle circulation. There is a poorly working leach field on this side of the building. There are also wetlands on the site, some of which may run along the south property line.

C. Proposed Scope of Concept Phase Services

1. Program Coordination:
 - a. Meet with the Highway Superintendent and other Town representatives to confirm and define all planning goals and objectives including:
 - 1) Spatial and operational needs.
 - 2) Project schedule and phasing objectives.
 - 3) Site considerations.
 - 4) Financial constraints.
 - b. Prepare RFPs for site survey and geotechnical report as necessary.
 - c. Delineate wetlands which may impact the addition.
 - d. Conduct existing condition survey including:
 - 1) Review copies of all existing site and building data (site surveys and original plans).
 - 2) Tour site and building to verify of existing conditions.
 - 3) Review local zoning ordinance and state building code:
 - Identify restrictions and limitations for existing site utilization and construction of the addition.
2. Concept Development:
 - a. Prepare a preliminary design concept for the addition including graphic site plan, building floor plan (existing building & addition), and projected development budget.
 - b. Prepare an evaluation of the existing building, existing utility services, and building systems (fire protection, plumbing, HVAC, and electrical), and site (including pavement, leach fields, etc.)--and make recommendations. Make recommendations for construction of the addition including structure, building envelope, and mechanical/electrical systems.
 - c. Review preliminary design with Town representatives and modify the concept accordingly.

D. Services Not Included in The Concept Phase

1. The following phases of project development will be provided under a separate agreement should the Town of Manlius elect to proceed with a specific building expansion plan:
 - a. Design Development, Construction Document, and Construction Administration Phase Services (Architectural, Structural, Mechanical, Electric, Civil, Interiors).
2. We will issue RFPs for survey & geotechnical work, but the cost of a survey and a geotechnical report, estimated at \$6,000 each, is not included in our fees.

E. Concept Phase Fees

1. Schopfer Architects will provide services outlined in Sections B and C above for the Lump Sum fee of \$19,000, allocated as follows:

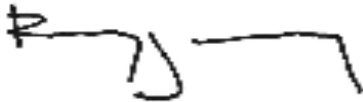
a.	Civil Engineering.....	\$4,000
b.	Structural Engineering.....	2,000
c.	Architectural.....	9,000
d.	Mechanical/Electrical Engineering.....	4,000
e.	Total.....	\$19,000

2. Invoices will be monthly for services completed, due and payable within 30 days.
3. Reimbursable expenses (at architect's cost):
 - a. Reproduction of drawings, reports, photos, etc.
 - b. Mailing costs
4. Extra services will not be provided unless authorized by the Owner. Extra services will be invoiced on an hourly basis as set forth in the attached "2022 Schopfer Architects Classification & Rate Schedule".

Should the above Proposal be found acceptable, please acknowledge by signing the Acknowledgment below and returning one copy.

Respectfully submitted,

SCHOPFER ARCHITECTS



Robert J. Seigart, AIA
Partner

RJS/sjb

ACKNOWLEDGEMENT AND ACCEPTANCE

Should the above Proposal be found acceptable, please acknowledge by signing the Acknowledgment below and returning one copy.

Date _____ Signature _____

CLASSIFICATION & RATE SCHEDULE

FOR PERIOD

JANUARY 1, 2022 THROUGH DECEMBER 31, 2022

Principal.....	\$135.00
Project Architect.....	105.00
Interior Designer.....	95.00
Architect/Designer I.....	85.00
Designer/CADD Drafter.....	80.00
Administrative Assistant.....	45.00
Structural Engineer.....	155.00
Mechanical/Electrical Engineer.....	150.00
Environmental Engineer.....	215.00
Civil Engineering Manager.....	195.00
Project Civil Engineer.....	160.00
Senior Civil Technician.....	130.00
Civil Technician/Draftsmen.....	95.00
Civil Administrative Assistant.....	80.00

TERMS & CONDITIONS, POLICIES & PROCEDURES

The rate is the hourly billing rate and includes all general overhead and profit. It does not include travel, room, board, toll telephone calls, computer charges, and reproduction costs, which are invoiced separately.

All billings for hourly services will be invoiced on a monthly basis.

All invoices shall become due and payable upon receipt by the client.

All invoices that remain due and outstanding after thirty - (30) days of the date of the invoice shall be charged interest and service charges at the rate of 1.5% per month thereafter.

The firm reserves the right to suspend or stop work on a project and void its scheduled delivery commitments if its invoices remain unpaid after sixty - (60) days from the date of the invoice.

There will be no additional charge to the client for overtime work done at the sole discretion of the firm. Overtime work requested by the client will be an additional twenty percent (20%) of the regular hourly rates.

Please note this schedule is subject to annual adjustments as of January 1 of each year.

