



February 27, 2023

Christian G. Kersten, Supervisor
Town Of Hillsdale
PO Box 305
Hillsdale, NY 12529

Re: New Salt Shed

Dear Supervisor Kersten,

CPL appreciates the opportunity to provide architectural/civil engineering related services associated with the above referenced project. CPL is uniquely qualified to provide the Town with design and construction administration services for a new salt shed building that will be located on the north side of Old Town Road on the Town's Highway Department site.

CPL is a multi-disciplined professional architectural, engineering, planning, and surveying consulting firm with local offices in Newburgh, Poughkeepsie and Hudson, as well as many other locations across New York and east coast. CPL has provided professional consulting services in the Hudson Valley Region for over 45 years. More importantly all architectural, engineering (civil, mechanical, electrical, structural), and surveying is performed by our own staff without the need of subcontractors. This provides the Town with a single point of contact associated with the project.

SCOPE OF WORK

At CPL we generally itemize our scope of work into four general phases which also act as milestones for the purposes of monitoring the established schedule for the project. These phases are the Programming Phase; the Design and Permitting Phase; the Bidding Administration Phase; and the Construction Administration Phase. Below is an itemized list of Work expected and how this work fits into our method of phasing.

PROGRAMMING PHASE:

- Our office will conduct a new topographic survey in the area of the proposed salt shed for the purposes of final grading and design.
- Meet with the Town and highway representatives to discuss the project program and initial design decisions.
- Meet with other members of the project team to review the program to fully understand the project scope, concept and other pertinent aspects of this project.
- Verify design construction program.
- Verify existing conditions, including geotechnical boring investigation.



- Analyze alternative designs including the potential use of renewable energy and green infrastructure.

DESIGN PHASE:

- Participate in all design meetings, including initiating meetings with agencies, as necessary, having approval authority.
- Develop design/construction schedules and phasing (if required).
- Schedule logistics (for minimal operational disruptions).
- Develop architectural, civil, electrical, and mechanical plan construction documents.
- Develop architectural, civil, electrical, and mechanical specifications.
- Develop a proposed design/construction methodology and schedule with the Town, including an internal constructability review process that meets the needs of the users.
- Provide and analyze preliminary construction estimates, modify alternatives as required to meet project budget.
- Update project schedules and cost estimates in schematic design, design development, construction documentation and construction phases.
- Consult with the Town of Hillsdale regarding the project budget, timetable, and bidding Options.

BIDDING ADMINISTRATION PHASE:

- Prepare bid packages for each contract including definition of scope of work, drawings, technical specifications, terms and conditions.
- Conduct and expedite the bidding and selection process. Establish liaison with area contractors and encourage and recruit their participation in bidding. Provide bid phase assistance (pre-bid conference, document distribution, bidder questions, prepare addenda). Ensure acceptable bids. Evaluate bids and alternates; make recommendations to the Town of Hillsdale for approval of selected contractors within legal public bidding requirements.
- Cultivate good contractual relations. Assist contractors in the avoidance and resolution of jurisdictional disputes.
- Review and make recommendations on contractor proposals and change order requests.
- Observe all applicable laws, rules and regulations including competitive bidding requirements, and prevailing wage Labor Law requirements.

CONSTRUCTION ADMINISTRATION PHASE:

- Review all submittals and shop drawings for conformance with the contract documents; review, verify and approve contractor submittals; maintain records of accepted and rejected submittals. CPL shall be responsible for all coordination of shop drawings and meetings held during construction. Maintain a submittal schedule that meets the project timeframe.
- Review, verify and approve requests for payment from contractors and suppliers, check progress against milestones. Review and approve closeout documents at project completion.



- Schedule and conduct final Inspections alone and with the Project Team and others and to prepare punch lists; oversee correction of punch list Items.
- Provide necessary Engineering support.
- PDF retrievable bid set and as-built drawings shall be provided to owner upon project completion.

FEE FOR BASIC PROFESSIONAL SERVICES

Our fee for Basic Services shall be a Lump Sum plus reimbursable expenses based on a projected preliminary construction cost budget estimate of \$1,456,00.00. This construction cost estimate is based on the town's interest in building a similar sized salt shed as the one located in the Town of Austerlitz. Based on the above, a break down in fees and assumed distribution of compensation is as follows:

Programming Phase	\$ 22,500.00
Design Development/Contract Document Phase	\$ 61,000.00
Bidding Administration Phase	\$ 8,000.00
Construction Administration Phase	\$ 25,000.00
 Total Basic Services Lump Sum Fee	 \$ 116,500.00 plus expenses

Additional Out of Scope Services Allowance Budgets:

A subsurface geotechnical investigation for foundation design and storm water design is required. The actual budget may vary once the programming phase commences. We will bill the town based on actual services incurred.

We estimate an allowance budget of:	\$ 20,000.00
 Expenses:	 \$ 2,000.00

Total Design Fee and Allowance Budget Estimate: \$ 138,500.00



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CPL thanks you for the opportunity to submit this proposal and I look forward to continuing working with the Town of Hillsdale on this very important project. We have the staff available to meet the project schedule. Prior to starting work we will need written authorization to proceed. If you have any questions, please contact me at 845-220-7145 or by email at tmoot@cplteam.com.

Very truly yours,
CPL

A handwritten signature in black ink, appearing to read 'Timothy J. Moot'.

Timothy J. Moot, PG
Principal

Proposal Accepted By:

Signature: _____ Date: _____
Town of Hillsdale