



August 7, 2023

Mr. Robert Drew
Robert Drew Engineering, PLLC
Corning, NY 14830

RE: Proposal for Design and Engineering Services – Interior Renovations and Upgrades to the Existing Southern Tier Food Bank Building

Dear Robert:

It was a pleasure meeting with you and the staff at the Southern Tier Food Bank. I think the service that the food bank provides to our local community is absolutely spectacular. Our team looks forward to the opportunity to work with such an organization and especially one that is right around the corner from our office.

We have worked seamlessly on several projects in the past with Sedgwick and our team's previous experience and knowledge with this building type will be a significant influence in allowing us to complete the construction documents efficiently. Based on my site visit, the RFP, and the existing drawings that were provided we have a good understanding of the project scope. We know creating an inviting work environment with good acoustics is a priority for the Southern Tier Food Bank. The building contains both finished office space and a large warehouse distribution area. It is important to have separation of sound between these two different functions and to go even further in creating sound control within the office for sensitive internal conversations. Our knowledge of manufacturing and high-end office space has provided us a great deal of experience to successfully accomplishing such a space. During our site visit we were also made aware of the HVAC and humidity issues in the West Wing. As discussed, the closure of the existing soffit would help reduce the humidity. We feel that other changes such as rezoning and possible upgrades to equipment could eliminate the need for baseboard heat and provide more even control of the individual spaces.

SCOPE OF WORK

Our basic services scope of work includes the following:

1. Architectural
 - Review the existing building documents and make updates to reflect the current conditions.
 - Develop initial plans for the renovations and improvements.
 - Meet with the Food Bank to discuss the plan options.
 - Revised the drawings based on comments from the team.
 - Prepare conceptual finish boards and renderings of the interior space.
 - Code review
 - Prepare bid documents and specifications.
 - Review final drawings and specifications with the owner.
 - Make any necessary revisions to the final bid documents.
2. Structural
 - Include any minor structural elements that may be required to support utilities or new equipment.



3. Mechanical/Plumbing Systems
 - Provide preliminary design for HVAC revisions and possible upgrades.
 - Review preliminary design and rough order of magnitude costing with the owner.
 - Develop final bid drawings and specifications for HVAC system based on comments from owner.
4. Electric
 - Provide preliminary lighting and power plan.
 - Review light fixtures with the owner.
 - Provide preliminary special systems plan that includes proposed data drops.
 - Review preliminary lighting, power, and special systems with the owner.
 - Prepare final bid drawings and specifications for lighting, power, and special systems.
 - Data and communications layout. Detailed technology and telephone terminations and equipment shall be provided by a consultant contracted directly with the owner.
5. Asbestos Survey
 - AJH Design has a licensed asbestos design consultant on staff.
 - We will coordinate the survey and sampling of the existing space.
 - Testing of the samples is not included in the base proposal. These items will be billed as a reimbursable expense.
 - A final report will be provided.
 - An asbestos removal plan and specification will be provided for the bid documents.

BIDDING PHASE SERVICES:

At the conclusion of developing the Construction Documents AJH Design will help solicit and coordinate with selected contractors to provide proposals to complete the construction work. Typical bidding phase services include the following.

- Solicitation of bidders.
- Organization of pre-bid meeting.
- Addenda Preparation.
- Respond to Bidder's Inquiries.
- Tabulation and Evaluation of Bids.
- Make Contract Award Recommendation to Owner.
- Evaluate Bidder's Proposed Substitutions.

CONSTRUCTION ADMINISTRATION:

The following scope of services are anticipated to be provided during the Construction Phase of the project.

- Coordinate execution of Owner\Contractor Agreements, and insurance certificates.
- Attend pre-construction meeting with Owner' and contractor representatives.
- Review submittals, shop drawings, samples and product data from contractors.
- Coordinate progress/field meetings to confirm work is completed as intended and observe quality of workmanship. Based on this being a renovation project four (4) on-site review meetings have been included.
- Resolution of construction issues requested by contractors.
- Issue Certificates of Substantial Completion.
- Close-Out Documents, Receive and Review Operation and Maintenance Manuals.
- Coordination of as-built drawings from contractors.
- Conduct Final inspection.



ASSUMPTIONS / QUALIFICATIONS

- Our proposal does not include any plumbing or sanitary work.
- We have not included any site or civil work.
- We have not included permit fees. We assume this cost will be covered by the owner or contractor.
- Asbestos testing is not included and will be billed as a reimbursable expense.

FEE

AJH Design proposes to provide the basic services noted above for the following stipulated sum.

Fee Breakdown:

Asbestos Design	\$ 3,500
Architectural Design	\$13,500
Mechanical Design	\$5,500
Electrical Design	\$4,500
Bidding	\$2,800
Construction Administration	\$6,500
Total	\$36,300

I look forward to having the opportunity to work with you. If you have any questions or need additional information, please contact me at (607) 737-4638 or via email at aharding@ajh-design.com.

Sincerely,

Andrew J. Harding, AIA, NCARB

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