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August 1, 2023

Mr. Rober Drew
Robert Drew Engineering, PLLC
Corning, New York 14830

**Re: Renovations to
The Food Bank of the Southern Tier
388 Upper Oakwood Ave.
Elmira, New York**

Dear Mr. Drew,

We are pleased to provide this Proposal for Architectural / Engineering Services on the above referenced project.

The project consists of renovations to various areas of the existing Food Bank Building. The scope of the renovations is outlined in the Request for Proposal provided by Robert Drew Engineering LLC. Renovations consist of new walls, reconfiguration, sound isolation and control, finishes, along with mechanical and electrical work. The schedule is design work this fall / early winter, bidding December or January with a March 2024 construction start. The proposed budget is \$450,000 to \$500,000. The construction for the project will be phase to allow for the Owner's use.

The scope of the Architectural / Engineering Services shall consist of Five Phases: Schematic Design, Design Development, Construction Documents, Bidding, and Construction. The disciplines include Architectural, Heating, Ventilation & Air Conditioning, and Electrical. Foor & Associates will utilize Labella Associates, Elmira, New York for consulting engineering services for HVAC, and Electrical. The Contract form will be an AIA B104 Agreement between Owner & Architect. The phases are briefly described as follows:

1. Schematic Design
 - Confirm the Program with the Owner, adjust if needed.
 - Generate Schematic Design Drawings.
 - Prepare a Preliminary Estimate of Construction Cost.
 - Owner's Review and Approval.
2. Design Development
 - Prepare Design Development drawings to fix the Project as to Architectural, Mechanical, and Electrical Systems, based on Approved Schematic Documents.
 - Adjust the Estimate of Construction Cost, as needed.
 - Owner's Review & Approval.
3. Construction Documents
 - Prepare Working Drawings and Specifications for Construction.
 - Adjust the Estimate of Construction Cost, as needed.

- Owner's Review & Final Approval.
4. Bidding
 - Assist Owner in Obtaining and Evaluating Bids.
 - Prepare Contracts for Construction.
 5. Construction
 - Conduct Bi-Weekly Project Meetings with Contractor and Owner, for Schedule and Coordination.
 - Review Progress of Construction via Field Visits.
 - Review Contractor Submittals and Samples for Compliance.
 - Review Contractor Payment Applications, and Issue Change Orders if needed.
 - Provide Close-Out Services and Punch List Review.

For the services outlined above we propose a Lump Sum Fee of \$43,500 plus reimbursables.

- Reimbursables shall include the reproduction of drawings and specifications billed at cost plus 10%.
- HVAC Alternate
 - No new HVAC equipment is assumed, the plan is to reconfigure systems that exist. Labella does feel that the units over the West Wing are close to end of useful life and contain outdated refrigerant. The space the two rooftop units serve has high humidity that needs to be addressed. The architectural scope of work to seal off space is a good idea, but new mechanical equipment may be needed to eliminate the humidity as well. Plus, the refrigerant being used is harmful to the environment and is against EPA regulations.
 - Our Team can provide design for new rooftop HVAC units, ductwork alterations, reheat coils, and controls for an additional \$11,500.

The proposal is predicated on the following assumptions and exclusions:

- New HVAC equipment not required. It is assumed that the existing systems have adequate capacity.
- Plumbing and sprinkler design shall be limited design as needed by the renovations.
- Data/telephone /equipment and wiring are by others. Engineer to provide design for pathways.
- Design of the security, surveillance and access control systems is not included. Engineer to provide design for pathways.

We appreciate this opportunity and look forward to working with you and the Food Bank of the Southern Tier. Should you have questions please contact me.

Very truly yours,
Foor & Associates
Architects



Larry R. Foor, AIA, LEED AP