



April 12, 2016

Town of Urbana
c/o Steuben County Industrial Development Agency
7234 Route 54
PO Box 393
Bath, NY 14810

Attn: Jill Staats, Business and Community Development Specialist

**Re: Engineering Services Proposal
Design of Champlin Pier
Town of Urbana, New York**

Dear Ms. Staats:

Hunt Engineers, Architects, & Land Surveyors, PC (HUNT) is pleased to submit this proposal for Engineering Services for the design and construction administration of a new pier to replace the dock that formerly served the Keuka Maid on the southern end of Keuka Lake. We developed the scope of work presented below based on our conversations with you and our previous experience with this structure.

1.0 Project Understanding

Steuben County Industrial Development Agency (IDA) has been working with the Town of Urbana to develop a Waterfront Redevelopment Strategy which includes constructing a new pier with covered pavilion in place of the existing, deteriorated pier that previously served the Keuka Maid in the hopes of attracting a new tour boat and increasing tourism within the Town of Urbana. A Conceptual Approach for this project was prepared by Steuben County IDA as shown below.



Figure 1 - Concept for Champlin Pier

In order to assist the Town of Urbana with the design and construction administration of this new pier HUNT proposes the following Scope of Services:

2.0 Scope of Services

2.1 Schematic Design

- Meet with the Steuben County IDA and the Town of Urbana to review the recommendations of the Waterfront Redevelopment Strategy, project intent and project parameters. This meeting shall also include a discussion regarding pier materials.
- Meet with tour boat operator to obtain pier requirements for the boat including turning movements and utilities.
- Identify critical issues and Regulatory/Review Agency requirements.
- Develop mapping for the project based on available orthoimagery. Assumed no field survey required.
- Assumed geotechnical parameters will be used to develop driving criteria for the new pier support with minimum embedment depths and resistance values provided to the Contractor to be verified during pile driving.
- HUNT will develop Schematic Plans based upon discussions with involved parties and Conceptual Plans previously prepared along with a Schematic Cost Estimate to confirm the project budget.

2.2 SEQRA/Project Approval/Preliminary Engineering Documents

Assist the Town of Urbana with the SEQRA for this project and Generate Site Plan Submittal for Regulatory Agency/Fund Administrator Approval to include:

- General Site Layout
- Pier Layout Elevations and Clearances
- Utility Plan for Tour Boat Water and Sewer requirements
- Lighting Plan
- Environmental Assessment Form/Lead Agency Assistance
- List of Required Permits

2.3 Final Design and Contract Documents

Upon acceptance of the Schematic Plans and Regulatory Agency input, HUNT will generate complete Construction Documents for the Pier to include:

- General Site Layout
- Pier Framing Plans, Foundations and Details
- Pavilion Plans and Details
- Utility and Lighting Plans
- Construction Specifications
- Contract Documents

2.4 Permitting

Permit Applications will be prepared on behalf of the Town of Urbana for submission by the Town. Coordination with Regulatory Agencies and response to comments will be provided to assist in the acquisition of the required permits.

2.5 Bid and Construction Administration

HUNT will field questions during bidding, attend the bid opening, prepare a bid tabulation, recommend award of the contract and assist in the preparation of the formal contract.

Upon award of the contract, HUNT will conduct a preconstruction meeting, review shop drawings and submittals, visit the site at periodic key points during construction (4 site visits assumed), conduct a final inspection with a Town representative present and prepare record documents for the project.

3.0 Parameters

- Design shall be in accordance with the Building Code of New York State.
- Detailed Environmental Studies, Archeological Studies, Traffic Studies or a Full Environmental

Impact Statement are not included in this proposal.

- No Right of Way Acquisitions are assumed necessary.
- Construction Inspection is not included but could be provided if desired by the Town.

4.0 Compensation

HUNT proposes to perform the work as outlined in the Scope of Services for the following fees plus disbursements:

2.1 Schematic Design	\$ 6,000
2.2 SEQRA/Project Approval/Prelim Docs	\$ 10,000
2.3 Final Design and Contract Documents	\$ 29,500
2.4 Permitting	<u>\$ 4,500</u>
Design Total	\$ 50,000
2.5 Bid and Construction Administration	\$12,900

Project-related disbursements are not included in the fees above and will be billed as they are incurred. Plotting, photocopies, prints, and mileage will be invoiced according to HUNT's current schedule of fees. Other disbursements such as photography, postage, telephone, etc. will be billed at cost plus 10%. A budget of \$1,500 is recommended for disbursements.

We hope you find this proposal acceptable and thank you for the opportunity to provide it. If this is acceptable, please sign the attached agreement. Retain a copy for your records and return a copy to HUNT's office. If you have any questions or require additional information, please do not hesitate to contact me at (607) 358-1063.

Sincerely,

HUNT ENGINEERS, ARCHITECTS & LAND SURVEYORS, P.C.

Timothy K. Steed, PE
Director of Site/Civil Engineering

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AGREEMENT FOR PROFESSIONAL SERVICES

The Terms and Conditions set out herein and in the referenced cover letter constitute an offer by Hunt Engineers, Architects, & Land Surveyors, P.C. (hereinafter called HUNT), to perform for the CLIENT the services described. HUNT's offer constitutes a Contract on these same Terms and Conditions when receipted or acknowledged by the CLIENT. This Contract supersedes all previous understandings, if any, and constitutes the entire Agreement between HUNT and the CLIENT relating to the services described.

TERMS AND CONDITIONS

CLIENT OBLIGATIONS: At such time as HUNT may request, the CLIENT at his expense, shall provide full, complete and correct information, including a written program of objectives, constraints and criteria, with respect to which the services are performed.

HUNT OBLIGATIONS: Professional Services, basic to the Scope of Work, shall be performed, findings obtained, and recommendations prepared in accordance with generally accepted engineering, architectural, and land surveying practices. This Warranty is in lieu of all other Warranties expressed or implied. HUNT assures no responsibility for interpretations made by others based upon the work or recommendations made by HUNT. Project cost estimates are to the best of HUNT's knowledge and are not guarantees of actual construction costs.

ADDITIONAL SERVICES: Additional services or changes requested in writing by the CLIENT, beyond the original Scope of Work agreed upon as described per the referenced cover letter, shall be performed by HUNT in the same methods and manner as herein stated. Payment to HUNT for additional services shall be the same as outlined under PAYMENT of these Terms and Conditions, unless superseded by Separate Terms and Conditions as may be proposed and agreed to in writing by both parties.

PAYMENT: Payment for services rendered shall be monthly as billed. No percentage of bills shall be withheld or retained. In the event that any payment is not made within thirty (30) days from the date of billing, interest will be charged at a rate of one and one-half percent (1-1/2%) per month, or the legal rate of interest, whichever is less.

LIMIT OF LIABILITY: The HUNT's liability for claims arising from this agreement related to the negligent acts of the HUNT shall be limited to the design fee.

WAIVER: The CLIENT and HUNT mutually agree to waive all claims of consequential damages arising from disputes, claims, or other matters relating to this agreement.

If this Agreement is not signed and accepted within sixty (60) days, HUNT reserves the right to review, revise and/or withdraw the Agreement.

This Agreement may be terminated by either party upon thirty (30) days written notice to the other. In the event of termination, HUNT shall be compensated for services performed up to the date of termination, plus reasonable termination costs. Upon receipt of final payment to HUNT, all finished or unfinished documents prepared to the date of termination shall become the property of the CLIENT and shall be surrendered to the CLIENT by HUNT.

ACCEPTANCE:

I have read and understand the Scope of Work as described in the attached letter from Timothy K. Steed, PE dated April 12, 2016 and the above Terms and Conditions, and accept the terms and costs as stated. I hereby retain Hunt Engineers, Architects & Land Surveyors, P.C. to provide services as necessary to accomplish the Scope of Work.

Name:
Company:



Timothy K. Steed, PE, Principal
HUNT ENGINEERS, ARCHITECTS,
& LAND SURVEYORS, PC

Date: _____

Date: April 12, 2016

