



**ENVIRONMENTAL DESIGN
PARTNERSHIP, LLP.**

Shaping the physical environment

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April 28, 2025

Mr. Paul “Scott” Marshall

Facilities Director
SUNY Fulton Montgomery
2805 State Highway 67
Johnstown, NY 12095

Regarding: Proposal for Engineering Services
Paving Improvements
SUNY FM

Dear Mr. Marshall:

The Environmental Design Partnership, LLP (EDP) is pleased to provide you this proposal for engineering services associated with proposed paving improvements at SUNY Fulton Montgomery parking located at 2805 State Highway 67 in the Town of Johnstown, New York. EDP's project understanding and associated scope of services are included below.

PROJECT UNDERSTANDING

It is EDP's understanding that SUNY Fulton Montgomery (SUNY FM) is proposing to resurface certain parking lots at the campus. EDP further understands that the parking lots will have the asphalt surface milled and overlaid rather than full depth reconstruction. SUNY FM has requested EDP prepare this proposal to provide site/civil engineering design, bid assistance and construction administration services to SUNY FM for this project.

EDP has assumed that SUNY FM has an AutoCAD basemap that will be provided to EDP in electronic format for use in developing the plan set. As such, EDP has excluded survey services in this proposal.

EDP's scope of services are included below.

SCOPE OF SERVICES

Task 1 – Design Services

EDP will prepare construction drawings for the proposed mill and overlay project. The drawings are anticipated to generally include the following:

- Cover Sheet
- Notes and Legend
- Existing Conditions Plan
- Removals Plan

- Site Plan
- Erosion and Sediment Control Plan
- Details

EDP will complete technical specifications for the project. EDP has assumed that SUNY FM will provide EDP Section 00 and 01 up front contracts specifications and general conditions that SUNY FM uses for construction-related contracts.

Task 2 – Bidding Services

EDP will assist SUNY FM solicit contractor interest and distribute drawings and Project Manuals to perspective contractors. EDP will attend the pre-bid meeting to answer questions. EDP will answer bidder's questions during the pre-bid period. EDP will assist SUNY FM review and analyze the bids.

Task 3 – Construction Administration

EDP will provide construction administration services for the project. EDP has included an estimated fee for construction observation based on a construction duration of twelve (12) days for which construction observation is requested. EDP has also provided a daily rate for construction observation for use in adjusting the construction observation fee. EDP anticipates the following construction administration services for the site/civil portions of the project:

- Response to Contractor Requests-for-Information (RFIs);
- Assist in the review of Change Orders;
- Assist in the interpretation of contract documents;
- Review of Contractor shop drawings and submittals; and,
- Provide construction observation as requested.

QUALIFICATIONS AND EXCLUSIONS

- The limits of the project scope will generally conform to the property lines. It is understood, however, that utility connections may extend beyond the property lines and within this scope of work are limited to areas immediately adjacent to the site. No off-site utility extension design is considered within the scope of this project.
- Geotechnical investigations are excluded.
- This proposal does not include survey stakeout associated with construction.
- Any plans, reports or other design materials provided to you without an engineer's stamp and signature are preliminary and not for construction.
- Survey services are excluded.
- Any certifications requested of The Environmental Design Partnership, LLP by the Owner or third parties will be qualified or otherwise limited to the scope of service by The Environmental Design Partnership, LLP. Certifications will be based upon both known facts

and observations or professional opinion and in no case shall certifications constitute a guarantee or warranty.

- Any work not specifically included in the Scope of Services is excluded.

FEE

EDP proposes to complete the tasks listed above for the following lump sum fees and estimated budget for construction observation:

<u>Phase and Associated Tasks</u>	<u>Lump Sum Fee</u>
Task 1 - Design Services	\$15,000
Task 2 – Bidding Services	\$ 1,500
Task 3 – Construction Administration	\$ 5,000
	<u>Estimated Hourly Budget</u>
Task 4 – Construction Observation (\$900 / day)	\$10,800

Total Lump Sum & Estimated Hourly Budget: \$32,300

Billing statements will be mailed monthly for the percentage of work completed during the previous calendar month. Payment is requested within thirty (30) days of the billing date. A finance fee of 1.5 percent per month will be assessed on any balance not paid within thirty (30) days. Any disputed billings must be brought to the attention of EDP, in writing, within fourteen (14) days of the billing, otherwise it will be assumed that the billing statement is accurate and acceptable.

The individual tasks will not be tracked and billed separately. EDP will assess a 15% handling charge to process subcontractor charges and their associated invoices. You may elect to retain the subcontractor directly to eliminate this charge. The fee for professional consulting services may be adjusted by deletions or additions to the scope of work at your request.

If this proposal for professional consulting services is acceptable, please sign and return one copy to our office at your earliest convenience. Please contact us at (518) 371-7621 if you have any questions or require any additional information. Thank you for your consideration and we look forward to working with you on this project.

Very truly yours,



Travis J. Mitchell, P.E.
Partner