

# C.T. MALE ASSOCIATES

Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C.

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518.786.7400 FAX 518.786.7299 www.ctmale.com



April 22, 2025

Mr. Scott Marshall, Facilities Director  
SUNY Fulton-Montgomery  
2805 State Highway 67  
Johnstown, NY 12095  
E-mail: [smarshall@fmcc.edu](mailto:smarshall@fmcc.edu)

Re: *Proposal for Professional Engineering Services – Design, Bid and Construction Phases  
Campus Parking Lot Pavement Improvements - 2025*

Dear Scott:

C.T. Male Associates Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C. (C.T. Male) sincerely appreciates the opportunity to present this proposal for Professional Engineering services for the above-mentioned project. This proposal is for the design, bid and construction phase services.

## **SCOPE OF WORK**

### ***Design Phase***

- Schedule, plan, and make a site visit for a review of the current conditions of the pavement and drainage. Additionally, review with FMCC, the priority areas for rehabilitation in 2025.
  - Collect any additional pertinent records and documentation about subsurface utilities at the initial meeting.
- Prepare construction documents, including drawings and a project manual, for publicly bidding the pavement rehabilitation project.
- Schedule and attend an on-site meeting with the Client to review the final design drawings and the recommended next steps.

**Lump Sum Fee      \$15,500.00**

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## ***Bid Phase Services***

Assist SUNY Fulton-Montgomery (College) in publicly bidding the project and will arrange for posting of plans and specifications; send documents to construction service agencies; notify contractors of bidding, distribute contract documents and addenda, respond to contractors' questions, issue addenda if necessary, attend bid opening, tabulate bids, investigate low bidders' qualifications, and provide letter of recommendation to the College regarding award of contracts.

**Lump Sum Fee      \$4,000.00**

## ***Construction Administration***

C. T. Male will provide general project administration and coordination. Initially, we will facilitate getting construction contracts executed by all parties and reviewing necessary bonds, insurance certificates, and all other contract forms. Upon execution of the contracts, C.T. Male will coordinate and schedule a Pre-Construction Meeting and issue the Notice To Proceed to begin construction. During the construction period C.T. Male will provide the following services:

- Respond to Requests For Information (RFI) from Contractors.
- Review submittals and shop drawings from contractors for equipment and materials.
- Coordinate and attend monthly construction progress meetings.
- Assist in resolving construction problems and conflicts.
- Process monthly payment requisitions.
- Conduct a pre-final inspection with the College, Contractors, and construction observation personnel to review state of completion and develop punch list items.
- Conduct a final inspection with the College, Contractors, and construction observation personnel to review the state of final completion and determine readiness for final payment to Contractors.
- Prepare appropriate certifications for completion of the project and recommend final payment upon completion of project.
- Prepare record drawings based on notes and observations by our construction observer and notes and detailed layout information provided by the contractor.
- Prepare project closeout documentation.

Should construction contract change orders be desired by the College that require additional design work, the design effort is not included in this scope of services. The engineering and design for these change orders for the construction contract can be

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prepared on an as-needed basis by authorization of the College. Adding or subtracting quantities to the contract and identifying any areas of additional paving and drafting change orders for these items is included in the lump sum fee below.

**Lump Sum Fee                      \$16,000.00**

### ***Construction Observation***

C.T. Male will provide full-time construction observation services as necessary throughout the construction period. The construction period is estimated to be 6 weeks. We have estimated 40 hours per week for the full 6-week construction period. During the on-site observations of the work in progress and field checks of materials and equipment by our personnel, we will endeavor to review the work for conformance with the contract documents, as well as address potential problems and provide clarification, as the need arises. Construction observation personnel will also record notes of the progress of the work and keep records of work installed for incorporation into the record plans.

In performing the above scope of work, we are including the following:

- Attendance at on-site progress meetings as necessary.
- On-site observation of the work of the contractor to monitor the progress of the work in accordance with general compliance to the terms of the Contract Documents.
- Observe, note, and verify quantities of materials in place and/or work performed; determine the suitability of all materials on site before such are incorporated into the work.
- Witness testing as required by the contract documents.
- Attend pre-final inspection and assist in developing punch list of outstanding construction work items.
- Attend final inspection to verify completion of construction work and punch list items.

The maximum total number of construction observation hours included in this proposal is 150 hours. We have based the 150 hour estimate on 10-hour workdays for 15 days (3 weeks) of full-time observation. It's likely that some days will be 10 hours and others will not.

**Estimated Fee \* \$21,000.00**

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*\* Construction observation services will be billed at an hourly rate of \$140/hr for the actual hours spent up to a maximum of 150 hours. Construction observation over and above the 150 hours will require prior authorization by the College.*

## ***Reimbursable Expenses***

Expenses shall be reimbursed per our standard rates for travel, printing, UPS and postage, reproduction of plans and specifications, and subcontractor costs.

**Estimated Cost\*      \$2,700.00**

*\* Actual reimbursable expenses associated with this project will be billed at our standard rates as defined on the attached sheet. The fee indicated above is an estimate of the total cost for reimbursable expenses.*

## **Qualifications**

The following assumptions have been made in the preparation of this proposal:

1. The preparation of construction contract change orders that require additional engineering and design are not included in this proposal.
2. New York State Building Code Special Inspections are not expected to be required for this project and are not included in our scope of work.
3. Although it is anticipated that the pavement disturbance may exceed one (1) acre, a Stormwater Pollution Prevention Plan (SWPPP) is not included in the scope of work at this time. We have assumed that this project will be mostly pavement rehabilitation consisting of milling of existing asphalt and placing of new asphalt. Exposing soil in excess of one (1) acre is not anticipated.
4. Utility locating will not be performed as part of this work. Subsurface utilities will not be shown. Surface utilities picked up by the UAV survey may be shown in their relative position.
5. We do not anticipate the need for additional survey work to complete our design and construction documents and no additional survey is included in this scope of work.

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### Fee Summary

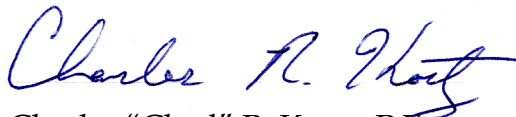
Based on the above scope of work, the summary of our total fees for this project are as follows:

<i>Description</i>		<i>Fees</i>
Design Phase Services	Lump Sum	\$15,500.00
Bid Phase Services	Lump Sum	\$4,000.00
Construction Administration	Lump Sum	\$16,000.00
<b>Subtotal Phase 1</b>		<b>\$35,500.00</b>
Construction Observation (380 hours max) *	Not-To-Exceed	\$21,000.00
Reimbursable Expenses *	Not-To-Exceed	<u>\$2,700.00</u>
<b>Total Authorized Fee</b>		<b>\$59,200.00</b>

*\* The fees are estimated based on hourly rates for personnel, effort required and anticipated reimbursable expenses. The scope has defined the work required for each of these phases to the best of our knowledge at the time of this proposal. Should we approach the maximum, not-to-exceed fee and further scope of work is required, College authorization will be required.*

Should this proposal be acceptable please forward an amendment to our existing contract agreement for execution. Thank you for the opportunity to present this proposal for professional services to the College. Should you have any questions, or need additional information, please don't hesitate to contact me at 518.786.7432 or [c.kortz@ctmale.com](mailto:c.kortz@ctmale.com).

Sincerely,  
C.T. MALE ASSOCIATES



Charles "Chad" R. Kortz, P.E.  
Vice President of Engineering & Operations

C: Greg Truckenmiller, Ph.D., SUNY Fulton-Montgomery