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December 23, 2020

Reference No. 11207649-805

Mr. Steve Broderick
Town Supervisor
Town of Lewiston
1375 Ridge Road
Lewiston, New York 14092

Original Sent Via Email

Dear Mr. Broderick:

**Re: Professional Engineering Services Proposal
Kiwanis Park Basketball Courts**

GHD Consulting Services Inc. (GHD) is pleased to submit this proposal to the Town of Lewiston (Town) for professional engineering services in connection with the design and bid of new basketball courts at Kiwanis Park. We have based our proposal on our understanding of the goals and objectives for the park improvements and subsequent discussions with the Town.

1. Scope of Services

It is our understanding that the Town has requested professional engineering support services in connection with the replacement of the existing half-court (in kind) and construction of a new regulation full size court parallel and adjacent to the existing basketball court. The courts will include striping and new basketball nets. GHD proposes the following scope of services to complete this project:

1.1 Task 1 – Detailed Design Phase

GHD will complete the following as part of the design phase:

- Complete a topographic survey to locate existing features and identify existing elevations and drainage patterns. The survey will be used to develop a base map for the design plan.
- Development of Contract Documents (specifications and drawings), suitable for public bidding and in accordance with all local, state, and federal regulations.
- Submit draft Contract Documents to the Town at approximately 90 percent completion for review and comment.
- Finalize the documents based on review comments received, and prepare an Engineer's estimate based on the final approved design.

1.2 Task 2 – Bid Phase

GHD's services under Task 2 will include:

- Distributing Contract Documents to prospective bidders during the bid period. GHD will coordinate with Avalon Planroom for this service. GHD will provide two complete sets of Contract Documents to the Town.



- Assisting the Town with advertisement for bids. GHD will prepare and provide the Town with the notice of advertisement for publication in the required newspapers.
- Assisting the Town in securing bids, attending the bid opening, and tabulating and analyzing bid results.
- Providing a letter of recommendation for award of the contracts.

2. Proposed Schedule and Fee

GHD can begin work immediately upon receipt of written authorization. We estimate that the detailed design phase will be completed within 30 days of authorization to proceed. Based upon the scope of services outlined above, we propose to complete these services for a lump sum fee of \$7,000.

Invoices will be issued monthly based upon the percentage of work completed during the prior month. Invoices shall be due within 30 days from receipt.

All work will be performed in accordance with the existing Agreement between the Town and GHD. Should this proposal meet with your approval, please sign in the space below and return a copy for our files.

Thank you for the opportunity to offer this proposal. We look forward to continuing our assistance to the Town on this project. If you have any questions or require additional information, please do not hesitate to call my cell at 716.491.1267.

Sincerely,

GHD

Robert P. Lannon Jr., PE
Vice President

RPL/DMB/las

cc: Town Board Members
David Britton, PE – GHD

ACCEPTANCE BY THE TOWN OF LEWISTON

This proposal was accepted by the Town of Lewiston pursuant to a duly adopted Resolution at its _____, 2020 Board meeting, and the Supervisor was duly authorized to sign this Agreement.

By: _____

Steve Broderick, Supervisor