

January 4, 2021

VIA EMAIL

Mr. George Noewatne, Director of Public Works and Engineering  
Department of Public Works  
Town of Cheshire  
84 South Main Street  
Cheshire, CT 06410

Re: Exterior Masonry Restoration and Related Work  
Cheshire Police Headquarters  
Cheshire, CT

Dear Mr. Noewatne:

As requested, I am pleased to offer the following four (4) phased proposal for Additional Services related to our Cheshire PD Locker Room Renovation project to now include partial Exterior Restoration and Related Work at the above referenced facility:

**Phase 1 - Design Development**

The Design Development Phase will entail defining inadequacies and establishing particular needs to correct problems you are presently experiencing with the exterior building facade. At the end of this phase we will have arrived at a design solution satisfying project demands to reduce exterior water infiltration occurring through the existing masonry walls. It is our assumption at this time that the water infiltration will be limited to exterior wall areas related to the original building construction and not related to work completed during building additions. Drawings for the Design Development Phase will be a set of preliminary Contract Documents.

**Phase 2 - Contract Documents**

The Contract Documents phase will involve the production of a set of documents suitable for obtaining competitive bids from Contractors invited for this project. These documents will consist of construction plans, details and book form specifications thoroughly depicting the materials and methods required to successfully complete the specified work. Later this set of documents will be used for construction and implementation of our design solution.

**Phase 3 - Bidding**

The Bidding phase will involve preparation of the Contract Documents for the competitive bidding process. We will arrange all bidding procedures; securement of State of Connecticut Wage Rates, bid advertising, pre-bid meeting, processing and distribution of addendum if required, and review of bids received. Following the bidding / review process, we will help in the selection of the Contractor and assist in the preparation of a contract for construction for signing between the Town of Cheshire and selected Contractor.

**Phase 4 - Construction Administration**

The Construction Administration phase will be expanded to encompass our involvement in the administration of the Contract for Construction signed between the Town of Cheshire and selected Contractor. This phase would commence with an on-site pre-construction conference to introduce all parties involved and establish a preliminary project schedule. The Contractor’s requisitions for payment will be reviewed by our office. The remainder of this phase will continue through processing of shop drawings, issuance of field clarifications, site job meetings, and close with a final review of the completed project.

**Partial East Elevation:**

Our fee for the above services will be lump sum broken down as follows:

Phase 1 - Design Development	\$2,500.00
Phase 2 - Contract Documents	\$5,000.00
Phase 3 - Bidding	\$ 500.00
Phase 4 - Construction Administration	<u>\$2,000.00</u>
<b>Total Fee</b>	<b>\$10,000.00</b>

Work not included in the above Proposal are the services of an Industrial Hygienist if hazardous materials are found, laboratory analysis of existing materials, costs associated with exploratory demolition and costs of printing/copying of final Contract Documents. Printing costs of all preliminary phases of the project, travel expenses, postage and long distance communications are included in the Total Fee.

Mr. George Noewatne

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If additional services are required over and beyond this proposal, which could not have been foreseen at the time of this proposal, compensation will be an hourly rate based on the rate schedule included within our base contract agreement.

It would be our pleasure to provide you with these Additional Services as requested. A revised Purchase Order will be sufficient to serve as your notice to proceed with this additional service.

I look forward to hearing from you, and thank you for this opportunity.

Very truly yours,



Brian W. Humes, AIA  
Jacunski Humes Architects, LLC