

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Wendel Contract Amendment

Date: 3/11/2024

DEPT OF ORIGIN: Mayor Williams

Bill # 41-2024

DATE SUBMITTED: 3/7/2024

EXHIBITS:

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$

AMOUNT
BUDGETED: \$

APPROPRIATION
REQUIRED: \$

SUMMARY STATEMENT:

Resolution to authorize the change of scope of work for existing condition assessments of existing Fire and Rescue Facilities by Wendel Five Bugles

MOVED BY: Scollin SECONDED BY: Catillaz

VOTE ON ROLL CALL: TO TABLE

MAYOR WILLIAMS yes

TRUSTEE SHAPIRO no

TRUSTEE BRUNETTE no

TRUSTEE CATILLAZ no

TRUSTEE SCOLLIN yes

March 7, 2024

VILLAGE OF SARANAC LAKE PUBLIC SAFETY BUILDING

Existing Facility Assessment

James Williams
Mayor
39 Main Street, Suite 9
Saranac Lake, NY 12983

SUBJECT: SARANAC LAKE PUBLIC SAFETY BUILDING

Dear Mr. Williams:

Wendel Companies, home of Five Bugles Design, is pleased to submit the following change of scope no. 1 for existing condition assessments of the existing fire station and rescue facilities in Saranac Lake, NY. It has been a pleasure working with your team and we look forward to assisting the village move forward through the process.

The following is our recommended scope of services and fee proposal for this work. We look forward to reviewing this proposal if you have any questions.

A. SCOPE OF WORK:

1. Facility reviews of the existing fire and rescue facilities and respective sites.

This portion of the work would provide a review of the existing fire and rescue facilities and the site. Our team will provide:

- Analysis how the current facilities impact response criteria.
- Full condition analysis and on-site inspections of the facilities and sites.
- Identifying fire and safety regulation compliance issues and possible solutions.
- Written condition analysis of the buildings systems.
- Review future growth opportunities regarding the facilities and how it will impact emergency response criteria and operations.

B. DELIVERABLES

1. Our team will provide the following final report and presentations.

- One electronic copy of our final report
- 5 hard copies of the final report
- One presentation to the fire department or other governing body

C. EXCLUSIONS

The following services are excluded from this proposal.

1. All work not specifically included in the above "scope of work" is excluded.
2. Hazardous materials sampling and abatement testing.
3. Survey, soil borings, environmental studies, commissioning and construction testing are not included in this proposal, if it is determined that these services are required on the project, the services can be furnished upon a supplemental agreement.

D. PROPOSAL FEE:

We trust the above scope of work meets the departments requirements. We are proposing to perform the scope of work presented in this proposal for a lump sum fee, on a task-by-task basis. The proposed fee for the project is detailed below.

PROPOSAL FEE	
Task	Proposed Fee
Five Bugles Design (Lump Sum)	Labor
Task 1 – Existing Facility Review	\$9,500
TOTAL	\$9,500

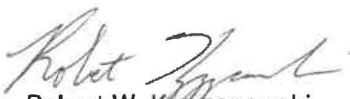
Fee Notes:

- 1) Wendel offers the services above at a reduced rate to facilitate a good faith effort in working with the client to move forward the project. If the client moves forward and does not retain Wendel for the design services, Wendel reserves the right to invoice the client time spent. If the client moves forward with Wendel for design/construction services, we will credit the above amount back to the client after a final contract is approved.
- 2) Reimbursable Costs such as costs of travel, mileage, travel related expenses and printing of presentation materials and reports will be invoiced at Cost to the Client, but will not exceed \$250.00.
- 3) Should Five Bugles Design be required to perform additional services beyond those outlined above, Five Bugles Design shall be compensated on an hourly or fixed sum basis for a mutually agreed scope of services.
- 4) Our fee and schedule proposal is valid for 30 days. If we do not receive a signed notice to proceed before that date, we reserve the right to re-evaluate our proposal.

E. TERMS:

Our original Proposal for Professional Services dated August 1, 2022, is intended to continue to represent the entire contractual relationship. Please contact me if you have any questions. If this proposal is acceptable to you, please indicate your acceptance by signing below and return one (1) executed original to our office.

Respectfully Submitted,



Robert W. Krzyzanowski
 Director of Emergency Services
 Senior Associate Principal

Should Five Bugles Design's proposal be accepted, Wendel WD Architecture, Engineering, Surveying & Landscape Architecture, P.C., a New York State licensed architecture and engineering firm that is part of a consolidated group of Wendel Companies, will contract to undertake the work. Our letterhead and plans will still prominently say "Five Bugles Design" and we will refer to ourselves as Five Bugles Design throughout the project.

ACCEPTANCE / AUTHORIZATION:

Accepted this _____ day of _____, 20_____

Print Name: _____

Signature: _____

Title: _____