

July 24, 2017

Ms. Kim Feehan, Supervisor
Town of Corning
20 South Maple Street
Corning, New York 14830

**Re: *Proposed Renovations to
Town of Corning Offices***

Dear Ms. Feehan,

We are pleased to provide this proposal for Architectural Services on the above referenced project.

The project consists of a Feasibility Study of the Existing Town Office Building. The Study will identify the building concerns and needs. The concerns and needs discussed include the following:

- Main Entrance (currently there are 3 entry points)
 - Better defined entry.
 - One entry from the parking lot side of the building.
 - Common for both Town and Court.
- Security
 - Interior and exterior
 - Controlled access to Town Clerk's Office and Court.
 - Large exterior office windows.
- Better interior circulation.
- Better utilization of the existing space.
- Additional Space Needs
 - Town Meeting Room (separate from the Court).
 - Offices for Town & Court.
 - Judges Bench.
 - Storage for Town & Court.
 - Office, Break Room & Storage for B&G.
- Expansion Possibilities
 - North toward South Maple Street.
 - South toward South Elm Street.
 - Second Floor (roof is in need of replacing).

The scope of Architectural Services shall consist of a Feasibility Study. The Services are further described as follows:

- Confirm the Project Scope
- Identify / Confirm Building Concerns
- Generate a Program of Space Needs
- Site Visit / Field Work to Verify Existing Conditions
 - Photograph & Measure the Existing Building
- Building Code Review
- Generate Concept Drawings
 - Site and Floor Plans
 - Structural Evaluation for Addition of Second Floor
- Estimate of Construction Costs
- Assemble a Final Report
- Client Review Meetings

For the services outlined above we propose an hourly basis fee not to exceed \$8,100 plus reimbursables. Reimbursables shall include the reproduction of drawings billed at 1.1 times cost and travel at the current IRS Rate.

Not included in the above proposal are:

- Existing Building and Parking Lot Condition Assessments
 - Should this be requested for any building components or mechanical and electrical systems we could add this as an additional service.
- Construction Documents
- Bidding and Construction Phase Services.

If this proposal meets with your acceptance, we would be pleased to forward a contract for signatures. We appreciate this opportunity and look forward to working with you. Should you have questions or require anything additional please contact me.

Very truly yours,
Foor & Associates
Architects



Larry R. Foor, AIA LEED AP