

April 29, 2024

Josh Arneson, Town Manager
Town of Richmond
203 Bridge Street
Richmond, Vermont 05477
jarneson@richmondvt.gov

Dear Mr. Arneson:

Black River Design, Architects is pleased to provide the following proposal for Architectural services for the Richmond town Center Project in Richmond, Vermont. The following information represents our basic understanding of the project and outlines our services, team, and fees.

PROJECT UNDERSTANDING/SCOPE OF SERVICES

We understand the current project scope to be limited to the analysis and reconceptualizing of the renovations and improvements to the Town Center proposed, but not approved, in March of this year and that the scope of work includes:

- Analysis and categorization of the various components of the previous project, with cost breakdown of the various items. Some of these categories may include
 - o Code improvements (Building, ADA)
 - o Floodproofing
 - o Reconfiguration
 - o HVAC
 - o Thermal envelope/energy efficiency
 - o Interior finishes
 - o Sitework
 - o Structural upgrades
- Meeting to review above breakdown and solicit committee feedback on possible go-forward options
- Develop four specific scope reconfiguration options – two maintaining a single reduced scope non-phased project and two looking at how the project may be phased. In each case, a more and less aggressive scope trimming will be considered.
- A second committee meeting to present and discuss the above options.
- Based on committee feedback, revise and combine options to resubmit one or two options as the final deliverable.

No additional engineering services or cost-estimating services are proposed in this phase.

The conclusions reached in this phase will be used to determine the basis of the required Pre-Bond services necessary to move forward towards a second vote in November 2024 or March 2025. A second proposal will be prepared prior to moving forward with that phase.

PROPOSED DESIGN TEAM

We are proposing the following team members for your project:

Architectural:

John Hemmelgarn	Partner-in-Charge
Andrew McCullough	Project Manager

PROPOSED FEES

Black River Design proposes to provide these services for a not to exceed sum of \$7,500, to be invoiced at the following hourly rates.

Partner: \$165/hr

Project Manager: \$100.00/hr

Reimbursable mileage, phone, and reproduction expenses are included in the above upset limit. Services provided beyond June 30, 2024 will be additional to this proposal.

Offered by (Architect)

Accepted by (Client)


 Signature _____ Date April 29, 2024

 Signature _____ Date _____

John Hemmelgarn, Partner
 Printed Name and Title _____

 Printed Name and Title _____

Black River Design, Architects
 (Architect) _____

 (Client) _____