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August 19, 2022

Mr. Neil Bettez, Supervisor
Town of New Paltz
PO Box 550
52 Clearwater Rd.
New Paltz, NY 12561
supervisor@townofnewpaltz.org

Regarding Town of New Paltz Youth Center

Dear Mr. Bettez,

Please accept this letter as our first proposal to provide architecture and planning services as necessary to assess the feasibility of expanding the current New Paltz Youth Center located at 220 Main Street in the Village of New Paltz. We are pleased to provide this proposal and are confident that you will be fully satisfied with the services Alfandre Architecture, PC will provide.

The Project

We understand that the Town of New Paltz Youth Center is planning to expand their existing building. This expansion will better allow the facility and its staff to enrich, and positively influence, the youth that enjoy spending their time there. During this expansion the Youth Center would also like to consider reallocating the existing spaces to better suit the needs of the community.

Amenities and goals that are desired, but may not be limited to the following:

- Additional counseling area
- Address the consistent water in the basement, which could be reliably used for storage
- More efficient food prep areas
- Additional hang out space for the youth
- Master Plan of site and use of the front yard
- Safe building for the users
- Healthy building: eliminate possibility of mold in basement, introducing fresh air, preventing moisture/water getting into the building from roof and walls
- Reduce energy use (Energy audit will help identify opportunities) including all manner of envelope
- Building electrification and eliminate fossil fuels. Heat pumps for heating as well as cooling and hot water. Induction cooktop (no gas) this also makes for a safer building

The project will involve:

- Evaluation and assessment of the existing facilities
- Proposed layouts of counseling areas, hang out spaces, food prep areas. Layout will attempt to address issues including, but not limited to, ADA compliance and integration of common space needs.

Below is a brief description of the basic architecture services we will provide for this project.

A. Existing Building Conditions Assessment

1. Existing Conditions drawings and model

Utilizing drawings for the Teen Seen that Alfandre Architecture prepared for the Teen Seen from 2003, as well as a thorough site visit and walkthrough, our office will prepare an updated REVIT model and set of existing condition drawings of the building. We will locate all visible structural, mechanical, plumbing, and electrical systems

2. Conditions Assessment.

We will prepare a conditions assessment of all visible elements of the existing building and surrounding site. The primary goal of this assessment is to establish what elements should be repaired or upgraded as part of future work.

The Assessment of the existing facility will involve:

- Building Envelope: We will evaluate the remaining lifespan of all assemblies and HVAC utilities
 - Visual assessment: We will visually inspect all elements of the facility. Based on our findings, locations of selective demo may be required.
 - Foundation: The existing foundation will be assessed for structural integrity and water infiltration.
 - Structural Systems: We will locate visible structural systems, visually assess their condition.
 - Roof: We will assess condition and variables that will impact modification. If the existing roof, provides no or inadequate insulative value and will need to be insulated.
 - Site: We will note any site items that require improvement with regards to storm water management, safety and compliance with accessibility requirements.
 - Note: if an updated property survey is required, we will coordinate with the Town engineer to arrange for the survey.
 - Analysis of Energy Audit report. See below
- #### 3. Energy audit
- with blower door air leakage testing, thermographic imaging, and visual inspections to be completed by a third party, either Integral Building and Design or ReVireo (estimated allowance \$3,500)

Deliverables:

- Updated “As-built” existing condition drawings and model, locating all visible existing structural mechanical systems.
- Facility physical conditions assessment to include:
- Energy Audit Report with air sealing, insulation and retrofit recommendations

Meetings: We anticipate at least 2 meetings during this phase of work.

B. Schematic Design

Based upon your stated program goals, and the existing condition drawings, we will prepare alternative sketch layouts, and building models as necessary, including new floor plans, and associated elevations, illustrating how we will achieve the project goals. We will work together to refine the planning and character of the building. We will utilize our three-dimensional modeling software (3D) as a means for visualizing the form and space of the building. We will provide these documents to you for your review and approval.

Deliverables:

- Floor plans, diagrammatic building sections, and digital 3D models noting the following
 - o Room and usage layouts
 - o Ideas to maximize site usage
 - o Exterior layouts and designs
 - o Proposed solution for interior vertical accessibility, perhaps a single person lift

Meetings:

We anticipate at least 2 meetings during this phase of work

Next Steps-Second Proposal

Upon completion of the work described above we will prepare for your use a next steps document which will outline, in detail, our agreed upon path towards creating an expanded and improved facility.

Next steps may include, but may not be limited to, the following:

- Alternatives Analysis
- Community meetings and engagement
- Further Illustrative plans and Renderings
- Design Development (DD)
- DD project cost estimate
- Construction Documents
- Bidding and Construction

Additional Services: Additional services are supplemental services, as well as any services not specifically delineated above.

Fee for Services

We propose to provide the above described and outlined services for each phase as follows:

Phase of Work	Fee		
A.1 Existing Condition Drawings – site verification	\$4,800	Fixed fee	
A.2 Conditions Assessment	\$4,800 - \$6,400	Range	
A.3 Energy Audit	3 rd party	\$3,500	allowance
B. Building & Planning Schematic Design	\$11,800- \$14,800	Range	Hourly (estimated)
The following work will be included in the second proposal			
A. Design Development	TBD		<i>contingent on final design and scope of work</i>
B. Construction Documents	TBD		
C. Bidding and Contracts	TBD		
D. Construction Administration	TBD		

Initial Payment / Retainer

\$5,000


Standard Terms of Agreement – Please see attached.

Time Line and Acceptance

Upon acceptance of this proposal, we are prepared to begin work within two weeks. If the foregoing is acceptable, please sign below and return a copy to us.

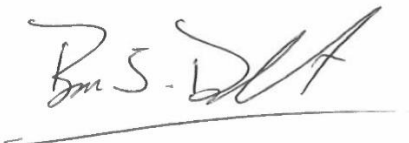
Thank you for the opportunity to assist you with this exciting project. It is our goal to create productive, healthy, and beautiful facilities that will meet the needs of the community for decades to come. Please feel free to call if you have questions regarding this proposal, or our approach to the project.

Best Regards,


 Rick Alfandre, AIA LEED AP BD + C
 President

 Accepted by

 Date



Ryan J DeSalvatore, M. Arch
 Senior Project Manager