

**VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES  
39 MAIN STREET SARANAC LAKE NY  
SPECIAL MEETING AGENDA 12:00 PM**

**Tuesday, August 26, 2025**

**This meeting will be held in the Village Board Room and may be viewed through ZOOM  
Enter at the side door of the building, 39 Main Street**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/87980323855>**

**Meeting ID: 879 8032 3855**

**CALL TO ORDER**

**ROLL CALL:**

**PUBLIC COMMENT:**

**ITEMS FOR BOARD ACTION**

<b>BILL</b>	<b>112</b>	<b>2025</b>	Authorize KAS Environmental Science and Engineering Proposal for Phase One Environmental Site Assessment
<b>BILL</b>	<b>113</b>	<b>2025</b>	Authorize Collier's Engineering and Design for Geotechnical Services

**MOTION TO ADJOURN**

## **PUBLIC COMMENT**

### **PERIOD OF MEETINGS**

1. Anyone may speak to the Village Board of Trustees during the public comment periods of a public hearing or the public comment periods of the meeting.
2. As a courtesy, we ask those participating in public comment to introduce themselves.
3. Individual public comment is limited to **5 minutes** and may be shortened by the meeting chairperson if not respectful and productive in manner.
4. When a meeting is attended by a group of people who share the same or opposing views on a public comment topic, the chair may require that the group(s) designate not more than two spokespersons and limit the total time public comment to 5 minutes for each point of view or side of an issue.
5. Individual time may not be assigned/given to another.
6. A public hearing is meant to encourage comment and the expression of opinion, not a direct debate, nor should a commenter be intimidated by a village board member. Should a village response be asked, The Village Board of Trustees may offer explanation or information to the public at that time. They also reserve the right to request the individual leave contact information with the Clerk to receive a more researched answer at a later time.
7. Individuals requesting response from the village board, not offered during the meeting, will be contacted by phone, email, letter, or request for in-person meeting.
8. All remarks shall be addressed to the board as a body and not to any individual member thereof.
9. Interested parties or their representatives may address the board at any time by written or electronic communications.
10. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
11. Village Board members are offered a 5-minute grace period for meeting start. If board member is more than 5 minutes late to the meeting, they will forfeit their right to participate and vote during the meeting.
12. While electronic devices are necessary for viewing documents and time keeping, as a courtesy to the public and fellow board members, Village Board Members must refrain from texting, e-mailing, and instant messaging during Board Meetings, except in the case of family emergencies.

Please note- During the course of regular business, discussion and commentary is limited to board members and village staff only. We ask for this courtesy, for the board and staff to conduct their business and discussion without interruption. All village board members and staff are available after the conclusion of a meeting for one on one discussion.

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

SUBJECT: KAS Proposal

Date: 8/19/2025

DEPT OF ORIGIN: Mayor Williams

BILL # 112-2025

DATE SUBMITTED: 8/15/2025

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Resolution authorizing the funding and execution of KAS proposal for Phase One Environmental Assessment

**RECOMMENDED ACTION**

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE RYAN \_\_\_\_\_

TRUSTEE SCOLLIN \_\_\_\_\_

TRUSTEE WHITE \_\_\_\_\_

**RESOLUTION AUTHORIZING SELECTION OF KAS FOR PHASE 1  
ENVIRONMENTAL SITE ASSESMENT SCOPE OF  
SERVICES AND USE OF PUBLIC SERVICES FACILITY RESERVE ACCOUNT**

**WHEREAS**, a Phase 1 Environmental Site Assessment (ESA) is required to evaluate potential environmental conditions on the subject property, and

**WHEREAS**, KAS has submitted a proposal to perform the Phase 1 ESA for a total contract amount of \$2,500 (proposal attached), and

**WHEREAS**, the total potential cost of all services provided by KAS, including the Phase 1 ESA, will not exceed \$2,500.00,

**WHEREAS**, funding for these services will be provided through the Village of Saranac Lake Public Services Facility Reserve Account (001-0000-0230-9011).

**THEREFORE, BE IT RESOLVED**, that the Village of Saranac Lake Board of Trustees hereby authorizes the selection of KAS for the Phase 1 ESA and mold-related services in an amount not to exceed \$2,500.

**BE FURTHER RESOLVED**, that the expenditure of funds from the Village of Saranac Lake Public Services Facility Reserve Account (Account No. 001-0000-0230-9011) is hereby authorized to fund this work.

**BE IT FURTHER RESOLVED**, that the Village Clerk is authorized to make public notice for the intended use of the reserve subject to a Permissive Referendum.



August 6, 2025

Jimmy Williams, Mayor  
Village of Saranac Lake  
39 Main Street, Suite 9  
Saranac Lake, New York 12983

Subject: **Letter of Recommendation: Phase 1 Environmental Site Assessment**  
Village of Saranac Lake Public Safety Building Project  
Wendel Project No. 621601

Dear Mayor Williams,

On July 15<sup>th</sup>, 2025, Wendel issued a request for proposals for Phase 1 Environmental Site Assessment (ESA) to KAS Environmental Science & Engineering located in Plattsburgh, New York and Suozzo, Doty & Associates Professional Engineering, PLLC located in Lake Placid, New York. A copy of the RFP is attached.

On July 24<sup>th</sup>, 2025, KAS submitted a proposal for the Phase 1 ESA scope of services for a total proposed contract amount of \$2,500 (proposal is attached). It was discovered that KAS previously completed a hazardous materials survey of the building in April 2023. Based on the previously completed study, Wendel requested a proposal to complete testing related to mold. Per KAS's proposal, the mold assessment is \$950.00 and if mold is discovered to be present, the preparation of the remediation plan is \$500.00.

On July 31<sup>st</sup>, 2025, SDA submitted a proposal for the Phase 1 ESA scope of services for a total proposed contract amount of \$7,500 to \$9,000 (proposal is attached). During the procurement, SDA indicated that their firm does not provide testing services. Wendel asked for a proposal for just the Phase 1 ESA scope of work which is reflected in the attached.

Wendel's Civil Engineers reviewed the proposals submitted by KAS and SDA and recommend KAS to be selected by the Village of Saranac for the Phase 1 ESA and Mold Assessment scope of services. Please let us know if you have any questions or concerns.

Respectfully Submitted,

WENDEL

A handwritten signature in blue ink that reads "Kaitlin Chmura".

Kaitlin Chmura  
Project Manager



Cumberland Bay Geology, D.P.C.

July 24, 2025

Ms. Kaitlin Chmura  
Project Manager  
Wendel Companies  
375 Essjay Road, Suite 200  
Williamsville, New York 14221

Sent via email: [kchmura@wendelcompanies.com](mailto:kchmura@wendelcompanies.com)

**RE: Proposal – Phase I Environmental Site Assessment (ESA) – 33 Petrova Avenue, Saranac Lake, New York**

Dear Ms. Chmura:

KAS, Inc. (KAS) appreciates the opportunity to provide you with a proposal to complete a Phase I Environmental Site Assessment (ESA) of 33 Petrova Avenue, Saranac Lake, New York. This proposal is in response to a Request for Proposal dated July 15, 2025. KAS has worked with Wendel Companies on various projects for Clinton County and looks forward to the opportunity to assist with the Public Safety Building Project in the Village of Saranac Lake. KAS has performed due diligence, asbestos, lead-based paint, mold and various other environmental services for a variety of clients throughout the north country of New York. KAS has several individuals in the New York office that meet the definition of an Environmental Professional required for Phase I ESAs and also has three (3) certified mold assessors.

KAS completed a pre-renovation asbestos inspection of the building dated April 13, 2023, which has already been provided to Wendel Companies. Given the age of the structure and planned conversion to a Public Safety Building it is recommended that the client assume that lead-containing paint is present and OSHA worker protection measures be followed by contractors. It was disclosed that the building experienced a sump pump failure last year and suspect mold is a potential concern. The KAS' Environmental Professional that performs the Phase I ESA site visit will also be a New York State-certified Mold Assessor. KAS can provide general information regarding the presence of mold in the Phase I ESA, but has also provided a scope of work and cost to perform a Mold Assessment, Remediation Plan and Post-Remediation Mold Assessment consistent with New York State Mold Legislation should the need arise. The following is a scope of work for the Phase I ESA and mold related services.

### **Scope of Work**

#### **Phase I ESA**

KAS will complete the Phase I ESA, under the oversight of a NY licensed professional geologist (Cumberland Bay Geology, DPC) in accordance with ASTM 1527-21. The Phase I ESA will include:

- A thorough visual inspection of the subject property with photographic documentation;
- Site history review of previous uses of the subject property and surrounding area;
- Examination of federal, state and tribal environmental records through a regulatory database review conducted by Environmental Data Resources, Inc. (EDR);



*Proposal – Phase I ESA  
33 Petrova Avenue, Saranac Lake, New York  
July 24, 2025*

- Review of previously prepared environmental documents;
- Review of pertinent local municipal records and interview of local officials;
- Interviews with persons identified as being knowledgeable relative to the property (including the site owner, and past occupants if accessible) and review documentation provided; and,
- A visual review of surrounding properties for potential environmental impact.

The goal of the Phase I ESA is to ascertain the presence or absence of recognized environmental conditions (RECs). The specific data collection requirements established under this practice will be met through use of standardized checklists and interview forms that KAS has developed and use to assure all aspects of the ASTM requirements are addressed.

KAS will verify the site history through use of aerial photographs, historic mapping, fire insurance maps, street directories, municipal records and other sources deemed reasonably ascertainable.

KAS will interview knowledgeable individuals regarding the sites use and history, including the current and former owners if possible. State and federal databases will be reviewed via Environmental Data Resources, Inc. to ascertain whether other nearby property uses may cause environmental risk to the subject property. A search of municipal land records will also be made for chain of title and use purposes and to determine if there are environmental liens or other environmental information.

At the request of the client, KAS will also note any visible mold as an out-of-scope issue in the Phase I ESA. However, if desired, KAS has provided a scope of work for a Mold Assessment, Remediation Plan and Post-Remediation Mold Assessment consistent with the New York State Mold Legislation.

Upon completion of the work, KAS will prepare a Phase I ESA report. The report will be provided in a PDF format.

### **Mold Assessment**

If requested, the scope of work for the mold assessment will include a visual inspection of the building by a KAS New York State-certified Mold Assessor. The assessment will be performed to identify any visible mold or conditions conducive for mold growth. KAS will use a moisture meter to measure the moisture content in building materials that may have been impacted by water. Temperature and relative humidity readings will also be collected from various locations in the building using a temperature/relative humidity pen including outside for comparison. The area will be photo documented. Tape lift samples collected on laboratory-provided media can be collected, if confirmation of mold growth is requested. Samples would be collected by lightly pressing the media directly to a surface exhibiting visible mold growth. The samples along with a properly completed chain of custody will be submitted to a NYSDOH-ELAP approved laboratory for analysis by microscopy and the results incorporated into the summary report. In general, air samples are not recommended if visible mold growth is present. The summary report will include observations, field measurements, laboratory results (if collected), conclusions and recommendations.



### **Remediation Plan**

In accordance with the NYS Mold Legislation, a mold remediation plan will be necessary, if an outside contractor is performing the mold remediation and the quantity of mold is greater than 10 square feet. The remediation plan would include the following elements:

- List of rooms/areas for work to be performed;
- Estimated quantities of materials to be cleaned or removed;
- Methods of remediation;
- Personal protective equipment (PPE) to be donned by the remediation contractor;
- Proposed clearance procedures and criteria for remediation;
- How to properly post area to notify occupants;
- Estimated cost and duration for completion;
- Sources of moisture and recommendation for types of contractors; and,
- Requirements for containment to prevent the spread of mold to unaffected areas, if needed.

### **Post-Remediation Mold Assessment**

KAS can perform oversight or provide additional guidance in project; however, at a minimum of a post-remediation mold assessment should be performed if mold remediation is necessary. Upon completion of mold remediation, a visual assessment will be conducted by a KAS NYS-certified Mold Assessor. The assessment will be to ensure the Mold Remediation Plan was conducted properly by the remediation contractor and visible mold has been addressed. In general, sampling is not typically performed, but air sampling can be conducted if requested. There is no regulatory standard for airborne mold spores, and as such, if conducted the air sampling would rely on a comparative analysis between inside work area samples from areas remediated compared out unaffected areas and/or outside to determine if a mold issue remains. A moisture meter will be used to measure the moisture content in building materials that have been impacted by water. Temperature and relative humidity readings will also be collected from various locations using a temperature/relative humidity pen. The post-remediation report will include observations, field measurements, laboratory results (if requested) and conclusions.

### **Cost Estimate**

KAS will complete the Phase I ESA for a firm fixed price of **\$2,500.00**.

If requested, a mold assessment can be completed for an additional firm fixed price of **\$950.00** and if visible mold is present a remediation plan can be completed for **\$500.00**. A post-remediation mold assessment would be an additional **\$750.00**. Laboratory analysis if tape lift samples and/or air samples, if requested, will be billed on a fixed unit price basis of **\$50.00** per sample.

### **Schedule**

KAS will complete the Phase I ESA in approximately three to four weeks from authorization. The mold assessment and remediation plan, if requested, can be completed simultaneously. Laboratory results for tape lift and/or air samples take





Proposal – Phase I ESA  
33 Petrova Avenue, Saranac Lake, New York  
July 24, 2025



approximately three (3) days to receive. Post-remediation mold services would be dictated by the remediation contractor's schedule.

KAS appreciates the opportunity to present this proposal. KAS maintains a \$1 MIL per occurrence/\$3 MIL aggregate general insurance policy and can provide a Certificate of Insurance naming Wendel Companies and/or the Village of Saranac Lake as additionally insured upon receipt. If we can provide any additional information or answer any questions, please do not hesitate to contact me at (518) 563-9445.

Sincerely,

Aaron Roth  
Branch Manager

cc: QO/JEK



**Suozzo, Doty  
& Associates**  
PROFESSIONAL ENGINEERING, PLLC

Bolton Landing Office  
4607 Lake Shore Drive, Bolton Landing, NY 12814  
(518) 240-6293  
[www.sdapllc.com](http://www.sdapllc.com)

July 31, 2025

Ms. Kaitlin Chmura  
Project Manager  
Wendel Companies  
Centerpointe Corporate Park  
375 Essjay Road, Suite 200  
Williamsville, NY 14221  
Email: [kchmura@wendelcompanies.com](mailto:kchmura@wendelcompanies.com)

Re: Village of Saranac Lake  
Public Safety Building Project – Due Diligence  
Request for Proposal – Phase 1 ESA

Dear Ms. Chmura,

Suozzo, Doty & Associates Professional Engineering, PLLC (SDA) is pleased to respond to the above-referenced RFP, specifically the Phase 1 ESA (Environmental Site Assessment) scope of work. As stated in the RFP, the assessment will be conducted within the scope and limitations of the “Standard Practice for Environmental Site Assessments: Phase 1 Environmental Site Assessment Process” to support the development of the Public Safety Building project.

SDA, PLLC is a NYS certified WBE full-service engineering firm with a highly qualified engineering staff, serving municipalities, and governmental and industrial clients. While the present firm was established in 2017 as KSPE, it has grown to include a staff of 12 engineers, complemented by staff skilled in water resources engineering, environmental compliance, grant writing and administration and water and wastewater process design and optimization. Currently, the combined staff have over a century of regulatory and private engineering experience. While we work throughout New York State, our focus has been primarily in the Adirondack region. We currently provide infrastructure upgrade engineering services for the Village of Saranac Lake, and look forward to continuing our working relationship with that community as they develop this Public Safety Building Project.

SDA staff have completed various environmental assessments in the past. For the Saranac Lake project, we would provide the following services in compliance with the scope and limitations of ASTM E1527-21, which became effective in February, 2023. The Assessment would be completed by SDA’s Environmental Professional (EP), as defined in the USEPA All Appropriate Inquiries (AAI) Standards. The scope of work will be as required pursuant to E1527-21.

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The E1527-21 Standards expand upon the former E1527-13 Standards, and require a more detailed evaluation of the present, historic and previously controlled recognized environmental condition on the subject property through more extensive data review and documentation. The resultant Report is designed to provide Landowner Liability Protections (LLPs) with respect to the range of contaminants within the scope of CERCLA (Comprehensive Environmental Response, Compensation and Liability Act).

SDA staff will provide the Report based upon an assessment of existing site conditions, a review of searchable databases on the site's history, a review of regulatory involvement at the subject property, interviews with specific individuals having first-hand experience with the subject property, and an Assessment Report compliant with E-1527-21. It is anticipated that the cost for this work effort will be between \$7,500 and \$9,000, depending upon the availability of documentation on the subject property and adjoining site histories and the availability of personal accounts of the subject property's distant and recent history. The anticipated schedule for completing the Assessment Report would be 6 weeks after authorization.

Thank you for your consideration. The staff at SDA look forward to providing this service for you and the Village of Saranac Lake. We would be available at your convenience to discuss these projects further.

Very truly yours,

A handwritten signature in black ink, appearing to read 'G. Swart' followed by 'PE'.

Gregory Swart, P.E.  
Suozzo, Doty & Associates, PLLC

Cc: Mrs. Kathleen Suozzo, PE, SDA, PLLC



**Suozzo, Doty  
& Associates**  
PROFESSIONAL ENGINEERING, PLLC

Bolton Landing Office  
4607 Lake Shore Drive, Bolton Landing, NY 12814  
(518) 240-6293  
[www.sdapllc.com](http://www.sdapllc.com)

July 31, 2025

Ms. Kaitlin Chmura  
Project Manager  
Wendel Companies  
Centerpointe Corporate Park  
375 Essjay Road, Suite 200  
Williamsville, NY 14221  
Email: [kchmura@wendelcompanies.com](mailto:kchmura@wendelcompanies.com)

Re: Village of Saranac Lake  
Public Safety Building Project – Due Diligence  
Request for Proposal – Phase 1 ESA

Dear Ms. Chmura,

Suozzo, Doty & Associates Professional Engineering, PLLC (SDA) is pleased to respond to the above-referenced RFP, specifically the Phase 1 ESA (Environmental Site Assessment) scope of work. As stated in the RFP, the assessment will be conducted within the scope and limitations of the “Standard Practice for Environmental Site Assessments: Phase 1 Environmental Site Assessment Process” to support the development of the Public Safety Building project.

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SDA staff have completed various environmental assessments in the past. For the Saranac Lake project, we would provide the following services in compliance with the scope and limitations of ASTM E1527-21, which became effective in February, 2023. The Assessment would be completed by SDA’s Environmental Professional (EP), as defined in the USEPA All Appropriate Inquiries (AAI) Standards. The scope of work will be as required pursuant to E1527-21.

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The E1527-21 Standards expand upon the former E1527-13 Standards, and require a more detailed evaluation of the present, historic and previously controlled recognized environmental condition on the subject property through more extensive data review and documentation. The resultant Report is designed to provide Landowner Liability Protections (LLPs) with respect to the range of contaminants within the scope of CERCLA (Comprehensive Environmental Response, Compensation and Liability Act).

SDA staff will provide the Report based upon an assessment of existing site conditions, a review of searchable databases on the site's history, a review of regulatory involvement at the subject property, interviews with specific individuals having first-hand experience with the subject property, and an Assessment Report compliant with E-1527-21. It is anticipated that the cost for this work effort will be between \$7,500 and \$9,000, depending upon the availability of documentation on the subject property and adjoining site histories and the availability of personal accounts of the subject property's distant and recent history. The anticipated schedule for completing the Assessment Report would be 6 weeks after authorization.

Thank you for your consideration. The staff at SDA look forward to providing this service for you and the Village of Saranac Lake. We would be available at your convenience to discuss these projects further.

Very truly yours,

A handwritten signature in black ink, appearing to read 'G. Swart' followed by 'PE'.

Gregory Swart, P.E.  
Suozzo, Doty & Associates, PLLC

Cc: Mrs. Kathleen Suozzo, PE, SDA, PLLC

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

SUBJECT: Collier's Engineering

Date: 8/19/2025

DEPT OF ORIGIN: Mayor Williams

BILL # 113-2025

DATE SUBMITTED: 8/15/2025

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Resolution authorizing the funding and execution of Collier's Engineering proposal for Geotechnical Services

**RECOMMENDED ACTION**

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR WILLIAMS \_\_\_\_\_

TRUSTEE BRUNETTE \_\_\_\_\_

TRUSTEE RYAN \_\_\_\_\_

TRUSTEE SCOLLIN \_\_\_\_\_

TRUSTEE WHITE \_\_\_\_\_

**RESOLUTION AUTHORIZING SELECTION OF COLLIERS ENGINEERING &  
DESIGN FOR GEOTECHNICAL SERVICES AND USE OF PUBLIC SERVICES  
FACILITY RESERVE ACCOUNT**

**WHEREAS**, the Village of Saranac Lake, through its engineering consultant Wendel, issued a Request for Proposals (RFP) to five qualified firms for geotechnical services associated with the planned public services facility improvements, and

**WHEREAS**, proposals were solicited from the following firms: Colliers Engineering & Design, Atlantic Testing Laboratories, Inc., Tectonic Engineering & Surveying Consultants, P.C., CME Associates (WBE), and Terracon Consultants, and

**WHEREAS**, Colliers Engineering & Design submitted a proposal in the amount of \$31,400.00, with a proposed schedule of 1–2 weeks to mobilize and 4 weeks to complete the final report upon receipt of a Notice to Proceed, and

**WHEREAS**, following a review of the submitted proposals, Wendel has recommended the selection of Colliers Engineering & Design based on their qualifications, responsiveness, proposed schedule, and cost, and

**WHEREAS**, the Village agrees with this recommendation and intends to proceed with contracting Colliers Engineering & Design for the proposed geotechnical services, and

**WHEREAS**, funding for this work is available through the Village of Saranac Lake Public Services Facility Reserve Account (001-0000-0230-9011).

**THEREFORE, BE IT RESOLVED**, that the Village of Saranac Lake Board of Trustees hereby accepts the recommendation of Wendel and authorizes the selection of Colliers Engineering & Design to perform geotechnical services for a total cost not to exceed \$31,400.00.

**BE FURTHER RESOLVED**, the Village authorizes the use of funds from the Public Services Facility Reserve Account (001-0000-0230-9011) to cover the full cost of these services.

**BE IT FURTHER RESOLVED**, that the Village Clerk is authorized to make public notice for the intended use of the reserve subject to a Permissive Referendum.

August 14, 2025

Jimmy Williams, Mayor  
Village of Saranac Lake  
39 Main Street, Suite 9  
Saranac Lake, New York 12983

**Subject: Letter of Recommendation: Geotechnical Services**  
Village of Saranac Lake Public Safety Building Project  
Wendel Project No. 621601

Dear Mayor Williams,

Wendel issued a request for proposals for Geotechnical Services to five firms, Colliers Engineering & Design, Atlantic Testing Laboratories, Inc, Tectonic Engineering & Surveying Consultants, P.C., CME Associates (WBE), and Terracon Consultants. Below is the summary of the proposals and their proposed schedule to complete the work once a Notice to Proceed is issued by the Village:

Company	Address	Total Proposal	Proposed Schedule
<b>Colliers Engineering &amp; Design</b>	18 Corporate Woods Drive Albany, NY	\$ 31,400.00	1-2 weeks to mobilize, 4weeks to complete report
<b>Atlantic Testing Laboratories Inc</b>	26581 NYS Route 283, Watertown, NY 13601	\$ 33,060.00	10-12 weeks to mobilize, 4-6weeks to complete report
<b>Tectonic Engineering &amp; Surveying Consultants P.C.</b>	1279 Route 300, 2nd Floor, Newburgh, NY 12550	\$ 34,900.00	Available at end of August to mobilize, 3weeks to complete report
<b>CME Associates, Inc (WBE)</b>	439 North Pearl Street, Albany, NY 12204	\$ 42,159.00	11-13 weeks to mobilize, 4-5 week to complete report
<b>Terracon Consultants</b>	30 Corporate Circle, Suite 201, Albany, NY 12203	\$ 40,200 to \$44,800	N/A

Please note the proposed fees include the Seismic Shear Wave Velocity Testing which is indicated as optional in the proposals. Wendel will plan to have the firm complete the Seismic Shear Wave Velocity Testing. Wendel's Structural Engineers reviewed the proposals submitted by the five firms and recommend Colliers to be selected by the Village of Saranac for the Geotechnical Services scope of services based on a combination of cost and efficiency of the schedule, and lowest cost.





Please let us know if you have any questions or concerns. Once the Village issues a notice to proceed to the successful firm, Wendel will coordinate next steps and establish a schedule for the on-site testing and final deliverable.

Respectfully Submitted,

WENDEL

A handwritten signature in blue ink that reads "Kaitlin Chmura".

Kaitlin Chmura  
Project Manager

**Cc:**

Bachana Tsiklauri, Village Manager

**Attachments:**

Wendel Request for Proposal  
Proposals Received



July 18, 2025

Subject: PROPOSAL FOR GEOTECHNICAL SERVICES - **REVISED**  
Village of Saranac Lake Public Safety Building  
33 Petrova Avenue, Saranac Lake, NY 12983  
WENDEL PROJECT NO. 621601

Please provide a proposal for a geotechnical investigation and design report for the above referenced project.

### **Project Description**

Intended Use of Building: Public Safety Facility (Police, Fire, EMS)

Type of Construction: The new additions will consist of conventional shallow CIP foundations (strip footings at walls, isolated footings at columns) and conventional steel framing (WF girders and columns with steel bar joist infill framing). The lateral system will consist of ordinary reinforced CMU shear walls.

Finish Floor Elevation: 1562 ft

Number of Stories: 1-story

Building Footprint: See attached site plan and proposed building plan

Future Vertical Expansion: No

Future Horizontal Expansion: No

Allowable Settlements: Allowable Maximum = 1" or less; Differential = 1/2" maximum.

Basement/Pits/Tanks (full or partial): No

Retaining Walls: Y, CIP cantilever walls, MSE walls, sheet-pile wall

Loading Docks: N

Structural Loading: (min/max)

Perimeter Wall: 3 kip/ft (non-load bearing)

Interior Column: 150 kip

Exterior Column: 75 kip

Special Loading: Vehicles – firetrucks (including tankers)

Moisture Sensitive Floor Coverings: Yes

Pavement Types: Standard duty and heavy duty asphalt, heavy duty concrete at bays

Other Site Features: Potential bioretention with infiltration, stormwater detention pond or chambers

Site Access: To be coordinated with Owner

### **Geotechnical Scope**

Your proposal should include the following:

1. Mobilization charges.
2. Perform **three (3)** soil borings (B-1 through B-3), within the general area of the proposed building footprint. Assume **two (2)** of the soil borings are drilled to a depth of 30-feet in length while the remaining **one** (B-2) soil borings are drilled to a 100-foot depth or refusal. For cost comparison purposes, assume the one soil borings drilled to refusal are 50-feet in length. If rock is within 8-foot of the existing grade, **at one (1) location** core drill the rock for at least 10-feet to determine the rock core recovery, rock soundness, and the presence and extent of rock seams and water. Include soil and rock drilling costs per foot.
3. Perform **one (1)** hand auger soil boring (HA-1), within the existing crawl space of the existing building footprint. Assume the soil boring is drilled to a depth of 10-feet in length, located directly adjacent to an existing foundation – to be field located by the EOR.



4. Include a separate line-item cost for shear-wave velocity testing, whose results may be used to more accurately identify the seismic site classification.
5. Install **one (1)** groundwater monitoring well **(GW-01)** for both geotechnical and environmental monitoring purposes with regard to the potential groundwater regime at the site. Monitoring well locations to be determined in the field once the contract is awarded.
  - a) The wells shall be installed within separate shallower borings (augered holes without soil sampling) near the proposed soil sampling test borings.
  - b) The wells shall be installed and screened across the fill and pervious indigenous soil interface with the underlying low permeability indigenous clay soils, to monitor potential perched groundwater. The three (3) wells are expected to be about 15-feet deep, with the screen and sand pack zone between a depth of about 5-feet and 15-feet.
  - c) The groundwater monitoring well installations shall consist of 2-inch PVC well screen and riser pipe, sand filter, bentonite seal, grout backfill and the installation of a protective locking surface casing (stick-up type casing).
  - d) Groundwater Well Monitoring:
    - i) Following installation, the wells shall be developed using a bailer to remove water from each well and then allowing the wells to achieve stabilized levels. Following well development, the water levels shall be measured and water samples taken for analytical testing on at least three (3) weekly occasions, following the completion of the field work. The Owner shall be responsible for all subsequent water level readings **and for collection of water samples for analytical testing, as deemed appropriate.**
6. Install **one (1)** infiltration test **(IF-01)**; test locations to be determined in the field once the contract is awarded.
  - a) Each infiltration test shall be conducted at a depth of about 10-feet below the existing ground surface. The infiltration tests shall be conducted in general conformance with the infiltration test procedure presented in the NYSDEC Publication "Stormwater Management Design Manual – January 2024" – Appendix D: Infiltration Testing Requirements.
7. In performing the field investigation, be aware that utilities may be encountered and must be located prior to drilling. In addition, foundations of previously demolished buildings may also be encountered. Any existing structures, utilities, or foundations encountered should be noted and summarized in your results.
8. Perform a geotechnical engineering laboratory analysis of rock and/or soil samples.
9. Preparation of a written design report that meets the requirements of the 2020 New York State Building Code with comparisons to the 2021 International Building Code and includes:
  - a) Deep and/or shallow foundation system recommendations considering gravity, lateral, and possible uplift loads.
    - i) Allowable bearing capacity.
    - ii) Anticipated settlements.
    - iii) Frost Protection: local frost depth, native soils frost susceptibility, frost recommendations.
    - iv) Soil Lateral Load Capacity: lateral resistance of soil, coefficient of sliding
  - b) Recommendations for ground improvements.
  - c) **Recommendations for allowable bearing capacity at the existing foundations based on long term consolidation/compaction from the loaded footings.**
  - d) Seismic design criteria and soil site classifications.
  - e) Observation of groundwater levels.
  - f) Lateral earth pressure: at rest, active and passive earth pressures for potential basement, maintenance pits, tanks, and sitework retaining walls.
  - g) Foundation drainage design requirements for potential basement, maintenance pits, tanks, and sitework retaining walls.
  - h) Recommendations for temporary and permanent retaining wall systems for the perimeter of the underground levels.



- i) Temporary and permanent soil shoring design load criteria.
  - j) Requirements for site preparation, dewatering, excavation slopes, filling, compaction, anticipated construction issues, effects of construction equipment/soil disturbance, susceptibility to disturbance, etc.
  - k) Recommendations for bedrock excavation.
  - l) Requirements for slab-on-grade, subbase construction, and non-frost susceptible soil.
  - m) Recommendations for possible reuse of existing site material as backfill.
  - n) Recommendations for below grade stormwater infiltration, rain gardens, bioswales and pervious pavements.
  - o) Recommendations for pavement and parking lot design. Include recommendations for standard duty (parking lots) and heavy-duty (roads, bus areas) asphalt pavement and standard-duty and heavy-duty concrete pavement.
10. Boring log surface elevations shall be surveyed (using GPS enabled phone or GPS capable of sub-meter accuracy) and their plan locations mapped out in respect to a known reference point (i.e. corner of building, major feature, benchmark, etc.).
11. Site restoration: each boring and test pit site shall be cleaned up after work is completed, backfilled, compacted, and existing surfaces shall be patched with like materials.
12. Expected duration of the fieldwork along with estimated timeframe to produce the final design report. An electronic PDF file and a minimum of three paper copies of the report shall be provided to Wendel for distribution.

Enclosed is a soil boring location plan showing the proposed borings.

Your proposal is due in Wendel's office by **12:00PM EST on Friday, July 25, 2025**, and will be reviewed by Wendel before being sent to the Owner. Your firm's expected involvement would be required as soon as the Owner's review and approval is received.

Should you have any questions or require any additional information, please feel free to contact me at (716) 609-1698.

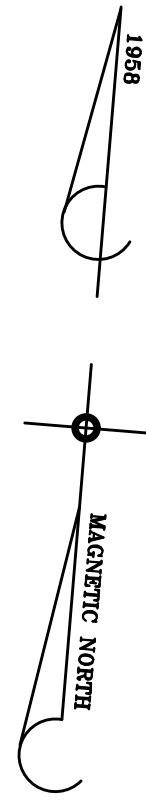
Sincerely,

Kaitlin Chmura  
Project Manager

Attachment – Preliminary Scope of Work

Cc: Jimmy Willams, Mayor, Village of Saranac Lake  
Bachana Tsiklauri, Village Manager, Village of Saranac Lake





#### LEGEND

Boundary Line	—
Adjoiner Line	—
Road (paved)	—
Overhead wires	—
Fenceline	X X
Catch basin	⊠
Manhole	⊗
Utility pole	⊙
Hydrant	⊕
Curb box	⊖
Water valve	⊗
Tree line	~
Found iron pipe/rebar	⊕
Set 5/8" capped rebar	⊖
Calculated corner	⊙

#### ZONING

VILLAGE OF SARANAC LAKE — J-2	
Minimum lot area	Determined during site plan review
Maximum lot coverage: primary structure	40%
Maximum lot coverage: impervious	XX%
Maximum structure height	40'
Minimum front yard setback	30 feet
Minimum side yard setback	10 feet
Minimum rear yard setback	20 feet
Accessory structure yard setback	8 feet

#### MAP REFERENCES

- See Map entitled "Map Showing Survey of Property for St. Bernard's Church" prepared by Magurk & Odone, PC dated April 3, 1980.
- See Map entitled "Map Showing Survey of Property for North Star Industries" prepared by Glenn D. Odone, LS dated November 12, 1999.
- See Map entitled "Map of Survey prepared for North Star Industries" by Geomatics Land Surveying, PC dated May 6, 2004 and revised through to Sept. 28, 2010.

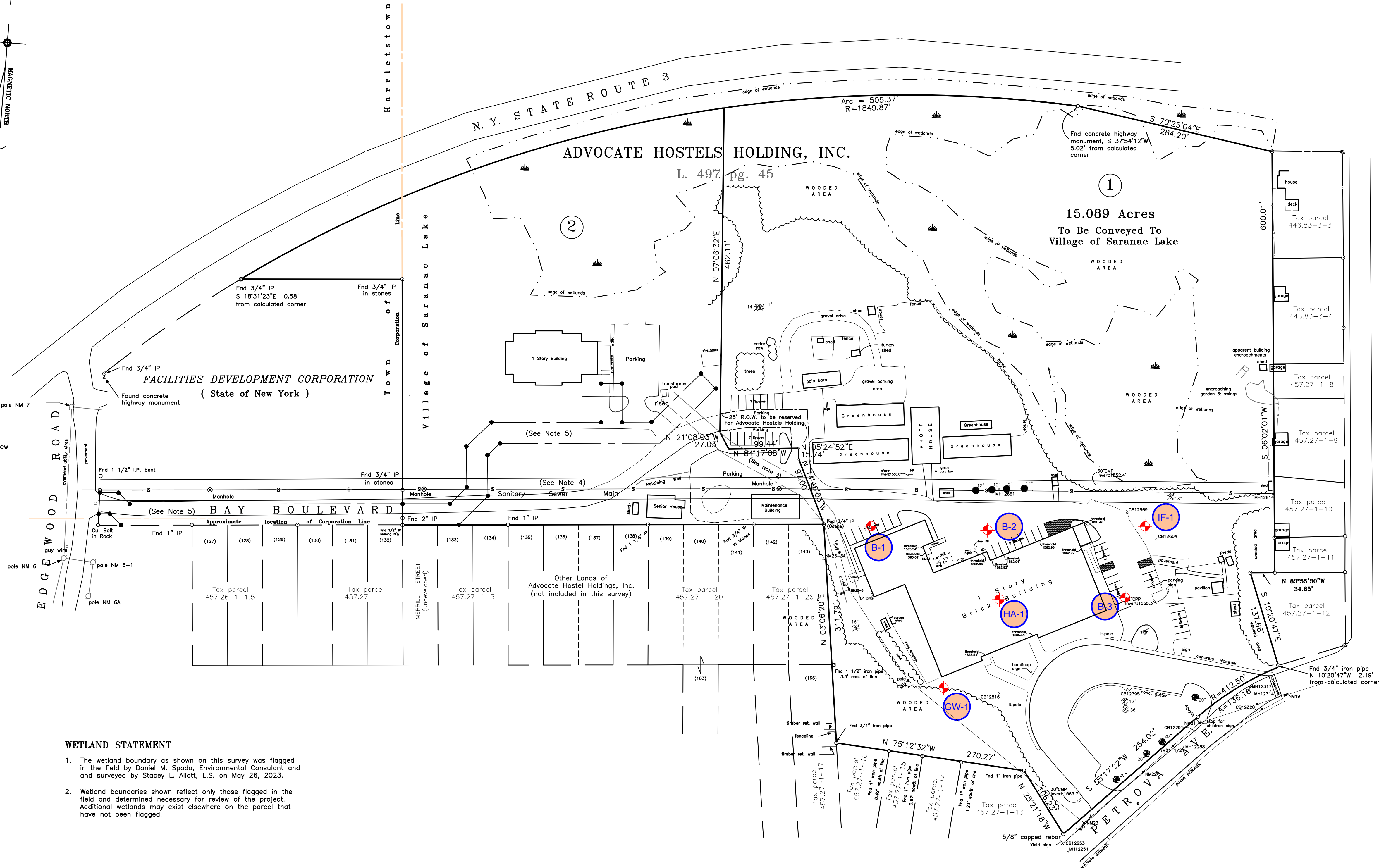
#### NOTES

- This survey was prepared without the benefit of an updated Abstract of Title and is subject to whatever facts an updated Abstract of Title may show.
- This survey is a compilation map of prior surveys and location done in 2023, and does not necessarily show all structures and improvements on the property.
- 20' wide electric easement granted to Village of Saranac Lake as described in Liber 955 of Deeds at page 221.
- 30' wide sewer easement granted to Village of Saranac Lake as described in Liber 955 of Deeds at page 221.
- 30' wide water line easement granted to Village of Saranac Lake as described in Instrument 2010-6578.

ONLY COPIES FROM THE ORIGINAL OF THIS SURVEY MARKED WITH AN ORIGINAL OF THE LAND SURVEYOR'S EMBOSSED SEAL SHALL BE CONSIDERED TO BE VALID TRUE COPIES.

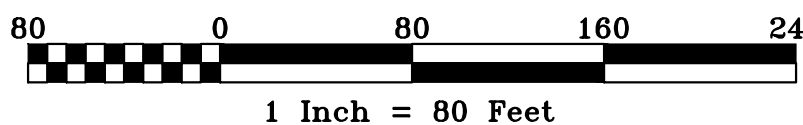
Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of section 7209, sub-division 2, of the New York State Education Law.

Certifications, if any, indicated hereon signify that this survey was prepared in accordance with the existing Code of Practice for Land Surveys adopted by the New York State Association of Professional Land Surveyors. Said certifications shall run only to the person for whom the survey is prepared, and on his behalf to the title company, governmental agency and lending institution listed hereon, and to the assignees of the lending institution. Certifications are not transferable to any additional institutions or subsequent owners.



#### WETLAND STATEMENT

- The wetland boundary as shown on this survey was flagged in the field by Daniel M. Spada, Environmental Consultant and surveyed by Stacey L. Allott, L.S. on May 26, 2023.
- Wetland boundaries shown reflect only those flagged in the field and determined necessary for review of the project. Additional wetlands may exist elsewhere on the parcel that have not been flagged.



Interim Map  
05/26/23



land surveying, pc

STACEY L. ALLOTT, L.S.  
P.O. BOX 1277  
SARANAC LAKE, NY  
518-891-6218 Phone  
geomatricspc@gmail.com www.geomatrics.pro

### SITE SURVEY PREPARED FOR

VILLAGE OF SARANAC LAKE  
Showing Proposed Two Lot Subdivision

VILLAGE OF SARANAC LAKE, COUNTY OF FRANKLIN, STATE OF NEW YORK.

1. Revised to show delineation of wetlands.  
05/25/23 SLA

REVISIONS / DATE / BY

COPYRIGHT 2023

CHECKED BY SLA

DRAWN BY NJH

DATE SURVEY Jan. 13, 2023  
MAP March 13, 2023

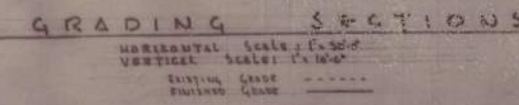
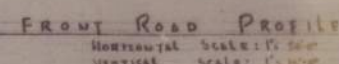
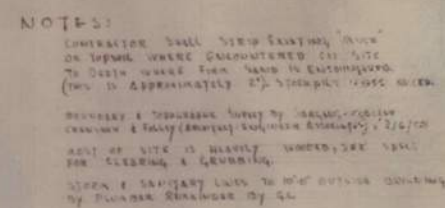
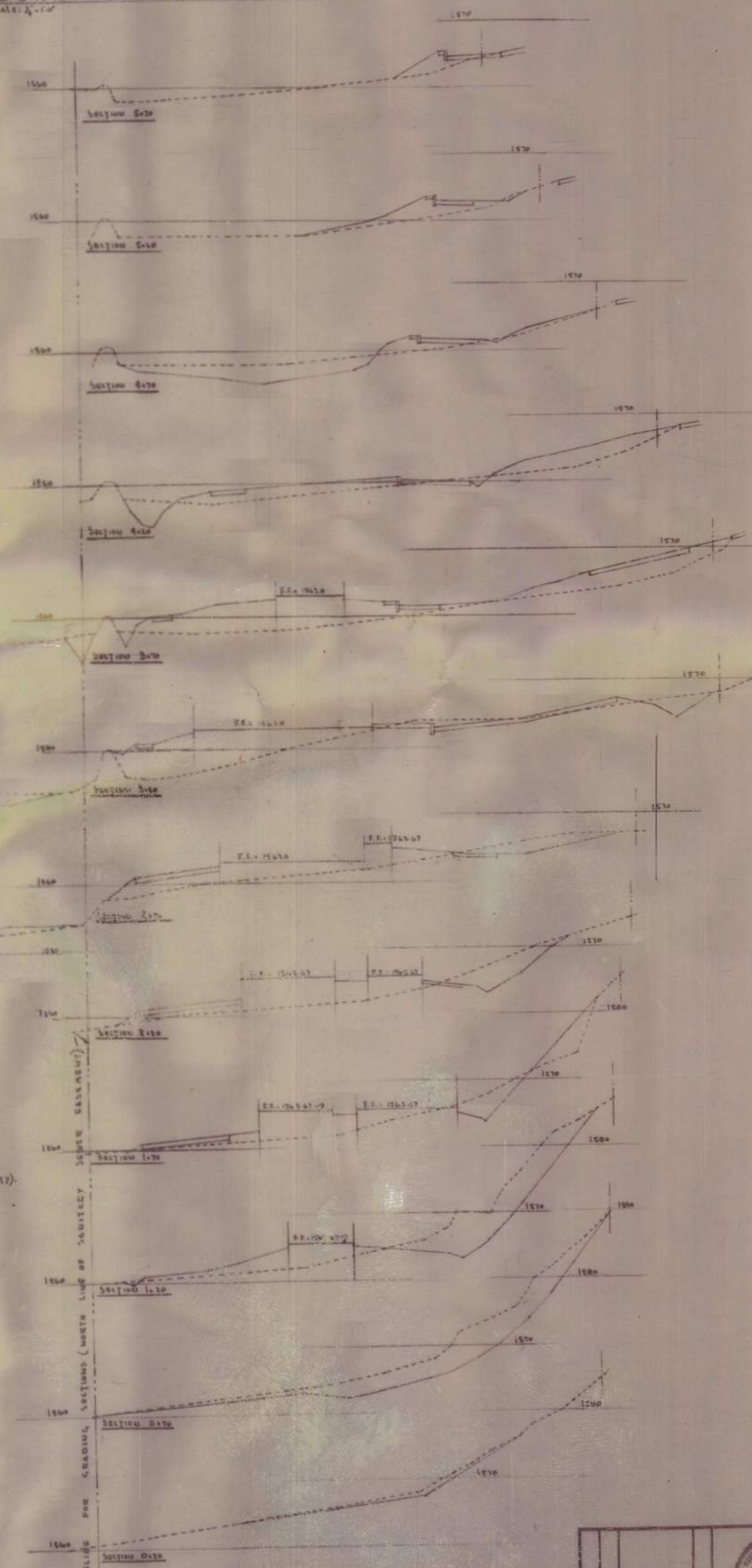
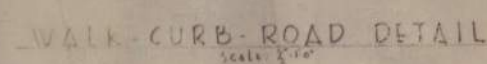
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RATIO 1:960

TAX MAP NO. 457.27-1-27

MAP NO. 23001

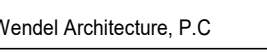
CADD File: 23001.dwg





	<b>ST PIUS X HIGH SCHOOL</b> SARGENT LAKE      JULY 1988	
	<b>SITE PLAN &amp; Details</b>	
D. STANLEY ARBERRY PROJECTS & DRAWINGS 1000 N. 10TH ST. SUITE 100 DENVER, CO 80202 TEL: 333-1111	<b>ARCHITECTS, A.L.A.</b> <b>SARGENT-WEBSTER-CRENSHAW &amp; FOLLEY</b> 1000 N. 10TH ST. SUITE 100 DENVER, CO 80202 TEL: 333-1111	PROJECT <b>101</b>
REVISION	CHANGES DATE BY	SCALE SHEETS PLANNED E





THIS DOCUMENT, AND THE IDEAS AND DESIGNS INCORPORATED HEREIN, AS AN INSTRUMENT OF PROFESSIONAL SERVICE, IS THE PROPERTY OF THE ARCHITECT AND ENGINEER AND IS NOT TO BE USED IN WHOLE OR IN PART, FOR ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF THE ARCHITECT AND ENGINEER. UNAUTHORIZED ALTERATION OR ADDITION TO ANY SURVEY DRAWING, DESIGN, SPECIFICATION, PLAN OR REPORT IS PROHIBITED IN ACCORDANCE WITH STATE LAW, CODE AND RULES.

[illegible]

0 1" 2"

**GENERIC SCALE BAR**

SCALE BAR SHOWN IS TWO INCHES ON THE ORIGINAL DRAWING  
IF NOT TWO INCHES ON THIS SHEET, ADJUST ACCORDINGLY

DATE	04-22-2025		
SCALE	3/32" = 1'-0"		
DWN.	Author	CHK.	Checker
PROJ. No.	621601		
DWG. No.			



1 01 FLOOR PLAN - NEW CONSTRUCTION-EXISTING LEVEL 1  
SCALE: 3/32" = 1'-0"

18 Corporate Woods Drive  
Suite 400  
Albany, NY 12211  
Main: 877 627 3772



VIA Email  
August 13, 2025

Shridhar Karve, RA, AIA, NCARD  
Senior Architect  
Wendel Companies  
427 New Karner Road  
2<sup>nd</sup> Floor  
Suite 2  
Albany, NY 12205

Proposal for Professional Services  
621601 Saranac Lake PS  
Saranac Lake, Franklin County, New York  
Colliers Engineering & Design Proposal No.: 25011129P

Dear Mr. Karve,

Colliers Engineering & Design, Architecture, Landscape Architecture, Surveying, CT P.C. is pleased to submit this proposal to provide professional Geotechnical Services for the referenced project.

We understand the project comprises the construction of a new single-story building addition to the existing building. The addition will be a conventional steel framing structure which is anticipated to be supported on shallow footings. The lateral system will consist of ordinary reinforced CMU shear walls.

We further understand you would like to perform a exploration program consisting of one interior hand auger test boring within the existing structure, three test borings within the general area of the proposed building footprint, one groundwater monitoring well, and one infiltration test. The hand auger test boring will extend to a maximum depth of 10 ft in an area with an anticipated clearance of up to 6 ft. Please note that lower clearance (than 6') will not allow performing the test boring as hand equipment requires a minimum clearance of 6 ft.

This proposal is divided into four sections as follows:

- Section I** – Scope of Services
- Section II** – Business Terms and Conditions
- Section III** – Technical Staff Hourly Rate Schedule and Reimbursable Expenses
- Section IV** – Client Contract Authorization

The order in which the following scope of services are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Colliers Engineering & Design to meet project schedules.



## Section I – Scope of Services

### TASK 1.0 Geotechnical Exploration Program and Report

The RFP calls for a subsurface exploration program consisting of:

- One hand-auger test boring extending to a maximum depth of 10 ft. Coring of the ground slab, if any, will be required to perform the test boring.
- Three test borings within the general area of the building. Two of the test borings will extend up to 30 ft in depth. The remaining test boring will extend 50 ft to 100 ft in depth or to refusal. Rock coring will be performed in the test borings if bedrock is encountered within the planned depths or shallower.
- One groundwater piezometer to determine the general groundwater depth. The piezometer may also be used to sample groundwater for environmental purposes.
- Perform one infiltration test at a depth of 10 ft.

Considering the above, we propose a subsurface exploration program consisting of a total of six test borings which considers the infiltration test will be performed in one of these test borings. The infiltration tests will be performed in accordance with Appendix D of NYS Stormwater Management Design Manual which requires a 24-hr soaking period.

#### Program Scope

##### *Coring at Interior Boring location*

Coring of the ground slab may be required at the boring location. We will coordinate with our driller to perform the core. The boring location will be patched with a concrete patch after the test boring is concluded.

##### *Test Borings*

We will coordinate with a subcontractor to mobilize equipment to perform one hand auger test boring, three Standard Penetration Test (SPT) borings, one groundwater piezometer and to visually classify the subsurface soils and obtain soil samples for laboratory testing.

##### *Groundwater Observation*

We will install one piezometer to monitor the groundwater conditions below the site.

##### *Field Observation*

The subsurface exploration program will be performed under the full-time observation of a geotechnical specialist, who will observe and log the explorations, collect soil samples, and will be acting under the direction of a licensed Professional Geotechnical Engineer. Explorations will be field located by our representative by measuring from existing site features using conventional taping methods.

#### *Duration*

**This proposal considers three (3) days to perform the test borings and the preliminary infiltration tests. One additional day will be required if B-2 is required to extend to a depth of 100 ft for a total of four days.**

#### *Seismic Shear Wave Velocity Testing (optional)*

We will perform in-situ resistivity testing using refraction seismic surveying geophysical techniques. The geophysical evaluation will be conducted using Multichannel Analysis of Surface Waves (MASW) techniques using a 24-geophone system with geophone spacing of 5 ft. Using a mobile energy source, the survey shall progress as a roll-along survey to evaluate the top approximately 50 ft – 100 ft of subsurface geology. The collected data will be post-processed and modeled as a series of two-dimensional profiles and analyzed to evaluate shear wave velocity of subsurface materials. The budget for this task considers up to four profiles.

#### *General Laboratory Soil Testing*

Representative samples obtained from the explorations will be subjected to limited laboratory testing to evaluate general engineering characteristics. Such testing will likely include moisture contents, grain-size analysis, and Atterberg Limits.

#### **Geotechnical Report**

We will prepare a geotechnical report in accordance with Section 1803.6 of 2020 NYS Building Code summarizing the subsurface conditions encountered at the site. The report will include the results of the subsurface exploration programs and laboratory testing, and geotechnical recommendations including:

- Recommended foundation types and corresponding capacity
- Bearing strata
- Seismic design Parameters (based on SPT-N values only)
- Lateral earth pressure coefficients.
- Subgrade modulus for the design of slab-on-grade, if required
- Excavation support systems
- Construction dewatering, if required
- Waterproofing / damp-proofing of below-grade walls and floors
- A list of anticipated Special Inspections to be performed during construction
- Considerations for construction, such as subgrade preparation

We will prepare a separate geotechnical data report describing the infiltration characteristics of the site soils/bedrock including results of the conducted infiltration tests.

## Schedule

We will proceed with scheduling the proposed exploration program upon receiving a signed contract. Depending on availability and necessary drilling permits, our subcontractors are typically able to mobilize in about one to two weeks from receiving a signed contract and related documents.

We anticipate our geotechnical report to be ready in about 4 weeks from the conclusion of our exploration program if special soil testing is not required.

### TASK 2.0 Post-Report Engineering Consultation, Meetings, Etc.

After our report has been submitted, we anticipate that additional Geotechnical consultation may be required prior to construction. Such consultation may include:

- Teleconferences and/or meetings to review the findings of the report.
- Preparation of foundation specification and other construction documents (CDs) for bidding purposes.
- Attendance at pre-bid and/or pre-construction meetings.
- Review of Contractor submittals and shop drawings.
- Responses to Requests for Information (RFIs) submitted by the Contractor.

These services will be provided upon request on a time and expense basis in accordance with the attached 2025 Rate Schedule. A recommended initial budget allowance is provided below.

### Schedule of Fees

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services.

Task Name	Fee
<b>Task 1.0 Geotechnical Exploration and Report</b>	
<b>Cost assuming Test Boring B-2 extends 50 ft in depth</b>	
Field Engineering (\$1,400/day, 3 days)	\$4,200
Subcontractor (estimated)	\$17,500
Engineering, General Lab Testing, and Reports	\$5,200
<b>Additional cost for 1 day (if B-2 extends 100 ft in depth)</b>	
Field Engineering (\$1,400/day, 1 day)	\$1,400
Subcontractor (estimated)	\$4,000
Seismic Shear Wave Velocity testing (2 field days, optional)	\$4,500
<b>Task 2.0 Post-Report Consultation and Meetings</b>	\$500
(Allowance, Time and Expense)	

### Notes:

- 1- The fees for field tasks are based on normal workdays, Monday through Friday, 8 hours/day, non-union, non-prevailing wage.

We will notify you if additional field time is required. Should extended hours, night shift, or weekend hours be required to complete the work, the additional field time will be invoiced at **\$ 1,400 per additional 8-hr day excluding contractor cost.**

This Contract and Fee Schedule are based upon the acceptance of Colliers Engineering & Design's Business Terms and Conditions contained in Section II of this Contract. Delivery, mileage, printing and reproduction, overnight mail service and postage costs are not included in the lump sum fees and will be added to each monthly invoice. **Payment terms are NET30 of receipt of invoice.**

### General Geotechnical Procedures

**The subcontractor shall be responsible for contacting the Dig Safe NY 811 System for location of public utilities; however, the client shall be responsible for providing us with available information for private on-site utilities. If such utility information is not available, we recommend that designation of private utilities be performed, which is excluded from the scope of this proposal.**

Due to the nature of the work, some disturbance and settlement should be anticipated at the completion of the explorations. It will be the responsibility of the client to maintain the grade at each test location should settlement occur. This proposal excludes site restoration, other than backfilling the explorations with the excavated soil. The price excludes the cost of exporting the excess excavated spoils from the site if determined to be necessary by an environmental specialist.

The Client will provide right of entry to the site as well as any associated project information. The client agrees to indemnify, hold harmless, and defend Colliers Engineering & Design and any of Colliers Engineering & Design 's employees from and against all loss, injury, damage, and legal liability, including attorney's fees and other costs of defense arising out of any structural damage, utility damage, or boring settlement.

The test borings will each be advanced utilizing hollow-stem auger and/or mud-rotary drilling techniques. Soil samples will be obtained from within the borehole by means of a standard two-inch outside-diameter split spoon sampler advanced in accordance with ASTM Designation D-1586 for the Standard Penetration Test.

If conditions encountered differ significantly from those anticipated, and as a result would increase the scope of our work, we will notify you immediately and provide a new scope of work for your authorization to continue with work.

Soil samples will be classified in the field and transported to our laboratory for further review and evaluation, as necessary. The samples will be stored for a period of 60 days from the date of our report, unless otherwise negotiated with the Client.

### Exclusions and Understandings

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement.

- Services not specifically outlined above in Section I.
- Professional survey of exploration locations and elevations.
- Location of private utilities.
- Export of soil cuttings.
- Testing and analysis for stormwater design.
- Any restoration of exploration locations other than through backfilling using excavated spoils.
- Any specialized laboratory testing that may be warranted due to subsurface conditions encountered. A separate proposal will be prepared if subsurface soil conditions warrant such laboratory testing.
- Any exploratory or testing work, interpretations, or conclusions related to the determination of potential chemical, toxic, radioactive, or other type of contaminants on site.
- Personnel on site will utilize Level D personal protective equipment (PPE) (hard hats, steel-toed boots, eye protection, etc.). Higher levels of PPE (respirators, chemical resistance, etc.) can be provided for an additional fee.

If an item listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, Colliers Engineering & Design may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees regarding the extra services.

## Section II – Business Terms and Conditions

Colliers Engineering & Design, including its affiliates and subsidiaries, ("CED") agrees to provide professional services under the following terms and conditions:

The term Client referenced herein is the person, persons, corporation, partnership, or organization referenced in the proposal between Colliers Engineering & Design and said Client.

### **1.0 SCOPE OF SERVICES:**

CED will provide a description of the Services requested under this agreement in written form (the "Scope of Services" or "Proposal"). Services not expressly in the Scope of Services are excluded from it, and CED will assume no responsibility to perform excluded services under this Agreement, or any later executed agreement. If more Services become necessary during a project, CED may provide such Services using its Technical Staff Hourly Rate Schedule in effect at the time of Services, and attached as [Section II](#).

The proposed fees in this Agreement shall be open for acceptance for 60 days from the date the Scope of Services is provided. If: (a) this Agreement is executed more than 60 days after CED's provision of the Scope of Services to Client; (b) CED's fees for the Scope of Services are proposed on a lump sum or unit price basis; (c) CED's provision of Services continues 12 months after the commencement of Services or Effective Date of this Agreement, including where the Services are not yet completed; or (d) the Client suspends CED's Services for period of more than 30 days, then CED reserves the right to increase its fees for the Scope of Services upon mutual agreement of the Parties.

### **2.0 STANDARD OF CARE:**

In performing Services, CED will exercise its professional judgment, made based on the information available to it, and use the same degree of care and skill ordinarily exercised in similar circumstances and conditions by reputable consultants performing comparable services in the same locality during the same period. CED further represents that it will perform all Services following any scope, instructions, or specifications provided by the Client to CED. We shall exercise the usual and customary professional care in our efforts to follow applicable code, regulations, laws, rules, ordinances, or such other requirements in effect at the time of this Agreement. NO OTHER REPRESENTATION OR WARRANTY, EXPRESSED OR IMPLIED, IS MADE.

### **3.0 INVOICES:**

CED will invoice client monthly. CED's invoices will include a description of Services performed based on percentage completed, and a summary of professional fees, expenses, and other disbursements and charges. In the event Client requests a more detailed invoice format, CED reserves the right to increase its fees for time incurred by its staff to prepare the requested invoice. If Client fails to submit comments or objections in writing within 14 days of Client's receipt of an invoice, the accounting of the invoice shall be considered correct, and Client waives any objection to payment of the invoice.

Expenses incurred for Services, equipment, and facilities not offered by CED shall be invoiced at a rate not to exceed their cost, plus fifteen percent (15%). Reimbursable expenses will include, but not be limited to, application fees, printing and reproduction, mileage, courier and express delivery service, special/overnight mailings, facsimile transmissions, specialized equipment and laboratory charges, and costs of acquiring materials at the Client's request or which are necessary for the completion of a Scope of Services.

CD shall invoice All Services provided on an overtime basis at ONE AND ONE-HALF TIMES (1.5x) the rates provided in Section II – Technical Staff Hourly Rate Schedule in effect at the time of provision of the Services.

### **4.0 PAYMENT:**

CED invoices are payable in full within 30 days of receipt by the Client. In the event Client has not objected to an invoice under Section 3 above, and fails to make payment within 30 days of receipt thereof, CED reserves the right to assess interest of one and one-half percent (1.5%) on any outstanding invoiced amounts due. In the event payment is not made in accordance with the terms here, CED reserves any and all rights, at law or in equity, to pursue payment from the Client, including, but not limited to the withdrawal of any applications to federal, state, or local regulatory agencies and boards filed by CED on behalf of the Client ("Applications"). Before the withdrawal of any Application, CED will provide the Client with 14 days' written notice and opportunity to cure. Client shall be responsible for all fees and costs incurred by CED to collect invoiced amounts due to it, including CED's reasonable attorneys' fees and costs.

### **5.0 RETAINER:**

CED reserves the right to request a retainer from the Client before beginning Services on a project. Any retainer paid by the Client will be held in trust by CED, and first applied to CED's final invoice for the project.

### **6.0 RIGHT OF ENTRY/JBSITE:**

Client will provide access to the location where CED's Services are to be performed and right of entry for all CED personnel and equipment needed for the completion of the Scope of Services. CED will take all reasonable precautions to minimize any damage to the property, it being understood by the parties that in the normal course of CED's Services damage may occur, the repair or remediation of which is not part of the Scope of Services, this Agreement, or CED's obligation.

Client shall furnish or cause to be furnished to CED any and all documents and information related to: (a) surface and subsurface site conditions, which CED requires knowledge of for the proper performance of the Scope of Services; and (b) the identity, location, quantity, nature or characteristics of any hazardous or toxic substances at, on, or under the project site. CED may rely on the accuracy and completeness of Client provided documents and information provided by Client, Client's consultants and contractors, and information from public records pursuant to this Section in performing the Scope of Services required under this Agreement, and the Client shall assume all responsibility and liability for their accuracy and completeness.

CED shall not have authority over or responsibility for the construction means, methods, techniques, sequences, or procedures. Except as otherwise provided for here, CED shall be responsible only for its employees, subconsultants, and subcontractors on any project site. Neither the professional activities nor the presence of CED or its employees or subcontractors on a project site shall imply that CED controls the operations of others, nor shall this be construed to be an acceptance by CED of any responsibility for jobsite safety.

#### **7.0 UTILITIES:**

CED will take reasonable precautions per the professional standard of care to avoid damage or injury to subterranean structures or utilities during the performance of its Services. The Client agrees to indemnify, defend, and hold CED harmless for any claims or damages to subterranean structures or utilities, which have not been marked-out under the One-Call system, or are omitted or incorrectly conveyed on any documents, plans or specifications provided to CED.

#### **8.0 TERMINATION OR SUSPENSION OF SERVICES:**

Should Client fail to make payments in accordance with this Agreement or an invoice, or is otherwise in material breach of this Agreement, CED will provide seven days written notice to the Client, and opportunity to cure, before suspending performance of its Services until Client makes all payments due under this agreement. CED will have no liability whatsoever to the Client for any costs or damages from such suspension, and the Client agrees to indemnify, defend, and hold CED harmless from any claim or liability resulting from Client's failure to make payment and any resulting suspension by CED.

This Agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to satisfy the terms of this document, or suspension of CED's Services for more than 90 days. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, CED may elect to complete any analyses and records as are necessary for its internal record keeping, including a report of the Services performed before termination. CED shall be paid for all Services performed before the termination notice date, plus reasonable termination expenses including, but not limited to, the costs of completion of any reports or analyses for its internal record-keeping purposes.

#### **9.0 SUBCONSULTANTS/SUBCONTRACTORS:**

Client shall directly retain any third parties whose Services are needed in connection with the Scope of Services including, but not limited to, consultants, contractors, drillers, analytical laboratories, transporters, other experts (collectively, "Contractors"), unless prohibited from doing so. If included in the Scope of Services, CED will advise the Client in selecting Contractors and will help the Client coordinate and monitor the Contractors' performance. In no event will CED assume any liability or responsibility for a Contractor's failure to perform, regardless of whether CED contracts directly with said Contractors, or only coordinates and monitors their work. If CED does engage a Contractor on behalf of the Client, Client will be invoiced all expenses incurred, including rental of special equipment necessary for the work, at a rate not to exceed their cost, plus twenty percent (20%), as they are incurred.

Client, by engaging CED to advise it or retain Contractors on its behalf, agrees to defend, indemnify and hold CED, its directors, officers, employees, and other agents harmless from and against any and all claims, losses, liabilities, damages, demands, costs, or judgments arising out of or relating in any way to the performance or non-performance of work by said Contractors. In addition, Client agrees to pursue recovery of and assert any claims based on its loss, expenses and/or damages solely and directly against those Contractors. In consideration of such indemnity and waiver, CED agrees to assign its rights and/or claims against those subconsultants/subcontractors under the Contractors' agreements with CED, to the Client.

#### **10.0 AGREED REMEDY:**

CED shall be liable to the Client only for direct damages to the extent caused by CED's negligence in the performance of its Services. CED SHALL NOT BE LIABLE FOR INDIRECT, CONSEQUENTIAL, PUNITIVE, SPECIAL, OR EXEMPLARY DAMAGES, OR FOR DAMAGES CAUSED BY THE CLIENT'S FAILURE TO PERFORM ITS OBLIGATIONS UNDER THIS AGREEMENT.

To the fullest extent permitted by law, the total liability, in the aggregate, of CED and CED's officers, directors, employees, agents and consultants to Client and anyone claiming by, through or under Client, for injuries, claims, losses, expenses, or damages arising out of in any way related to CED's Services, the project or this Agreement, including, but not limited to, negligence, strict liability, breach of contract, or breach of warranty, shall not exceed six times the total compensation received by CED under this Agreement or the applicable CED insurance limits, whichever is less, excluding reimbursable expenses and any Contractor or subconsultant fees produced supporting the project or pursuant to this Agreement. If the project contemplated within this Agreement includes multiple phases, such liability limit shall be calculated using, and applicable only to, the particular phase in which the direct damages occur under.

The Parties agree that CED's Services in connection with the project shall not subject CED's individual employees, officers, or directors to any personal legal exposure for the risks associated with the project, Services, or arising out of this Agreement. As a result, the Client agrees that as



the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against CED, a New Jersey corporation, and not against any of CED's employees, officers, or directors.

#### **11.0 ASSIGNS:**

The Client may not delegate, assign, sublet, or transfer its obligations or interest in the Agreement without the written consent of CED.

CED shall not, in connection with any such assignment by the Client, have to execute any documents that may, in the sole judgment of CED, increase CED's contractual or legal obligations or risks, or impact the availability or costs of its professional or general liability insurance.

CED may assign this Agreement without the Client's consent if such assignment is to (a) a parent, affiliate, or subsidiary, (b) an acquirer of assets, or (c) a successor by merger.

The Agreement shall not create any rights or benefits to third-parties other than the Client and CED, and nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third-party against the Client or CED. CED's Services under this agreement are being performed solely for the benefit of the Client, and no other entity will have any claim against CED arising out of this Agreement, CED's nonperformance or performance of Services under this agreement.

#### **12.0 OWNERSHIP AND RESTRICTION ON REUSE OF DOCUMENTS:**

All drawings, calculations, reports, plans, specifications, electronic files, field data, notes, and other documents and instruments ("Documents") prepared by CED are and remain the property of CED as instruments of service. The Documents may not be copied by the Client or others on extensions of this project, or on any other project. The Client agrees not to use CED's Documents for marketing purposes, for projects other than the project for which the Documents were prepared by CED, or for future modifications to this project, without CED's express written permission. Any use, reuse, or distribution to third parties without such express written permission, or project-specific adaptation by CED will be at the Client's sole risk and without liability to CED, its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors.

If electronic Document production is required by this Agreement, Client request, or the project, CED will provide the Client electronic Documents subject to the following conditions:

The Client must execute CED's Electronic Media Release form before any distribution of electronic files. The Client recognizes that data, plans, specifications, reports, documents, or other information recorded on or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Client acknowledges that electronic Documents provided to the Client are for informational purposes only and are not intended as an end-product. CED makes no representation of any warranties, either express or implied, about the fitness or suitability of the electronic Documents. Accordingly, the Client agrees to waive all claims against CED and CED's subconsultants relating in any way to the unauthorized use, reuse or alteration of the electronic Documents. Any unlicensed use or reuse of the electronic Documents without CED's written consent will violate its copyright. Only original plans and reports of the most recent date bearing the signature and the embossed seal of the professional will be considered Documents of record.

CED shall not be required to sign any documents, no matter by whom requested, that would result in CED having to certify, guaranty, or warrant the existence of conditions that would require knowledge, services or responsibilities beyond the scope of this Agreement.

#### **13.0 DELAYS:**

CED shall not be responsible for delays caused by factors beyond its reasonable control, including, but not limited to, accidents, endemics, pandemics, acts of God, fires, hurricanes, floods, explosions, strikes, boycotts, labor disputes, failure of the Client to provide timely information, review, approval, or rejection of CED's Services or work product, faulty performance by Client Contractors of any level, and acts of Government, which, in the opinion of CED, could not have been reasonably foreseen and mitigated ("Force Majeure Delays"). The occurrence of any Force Majeure Delay will entitle CED to an extension of time in performing the Scope of Services, and CED will notify the Client of the resultant increase in the total cost of providing the Scope of Services. Client shall be solely responsible for compensating CED for the resultant increase in cost. The Client agrees that CED shall not be responsible for damages, nor shall CED be considered in default of this Agreement, arising out of, or relating to any Force Majeure Delay.

The fees quoted in this Agreement assume that upon authorization, the project will begin through to completion without a stop work order or suspension by the Client. Should a stop work order or request to suspend CED's Services be received from the Client before completion of the Scope of Services, CED reserves the right to assess added fees to recommence its Services for the project.

#### **14.0 INDEMNIFICATION:**

CED shall keep, at its own expense, Workers' Compensation Insurance, Comprehensive General Liability Insurance and Professional Liability Insurance at all times and will, upon request, furnish certificates of insurance to the Client.

To the fullest extent permitted by law, Client shall indemnify and hold harmless CED and its agents, officers, directors and employees, subcontractors or subconsultants (collectively referred to in the remainder of this Section as CED) from and against all claims, damages, losses and expenses, whether direct, indirect, consequential, special, or punitive, including, but not limited to, reasonable attorneys' fees and costs, court costs and arbitration costs arising out of or relating to: (a) CED's Services; (b) Hazardous Materials; (c) unauthorized use, distribution, or reuse of Documents without CED's involvement and written consent; (d) Force Majeure Delays; (e) Construction Observation Services; (f) Design Services; (g) Topographic Mapping Services; (h) Earthwork Analysis Services; or (i) any claims against CED arising from the acts, omissions or work of third-



parties, Contractors, or others, unless it is determined by a court of competent jurisdiction that CED is guilty of negligence, gross negligence, or willful misconduct in connection with the Services and such negligence, gross negligence, or willful misconduct was the sole cause of the damages, claims, and liabilities.

This indemnification shall not apply to claims, damages, losses, or expenses which are decided by a court of competent jurisdiction to result from the gross negligence or willful misconduct by CED in fulfilling its obligations under this Agreement.

#### **15.0 GOVERNING LAW:**

The laws of the State within which the project is located will govern the validity of this Agreement, its interpretation and performance, without regard to any conflicts or choice of law statutes. Any litigation arising from this Agreement shall be brought in the State of the project and Services, and venued in State or Federal Court of said State.

#### **16.0 INVALID TERMS:**

The invalidity of any one or more provisions of this Agreement shall not affect the validity or continuing force and effect of any other provision, and the partial invalidity of any provision of this Agreement shall not invalidate the remainder.

#### **17.0 SURVIVAL:**

All express representations, indemnifications, or limitations of liability in this Agreement will survive the termination of this Agreement or completion of all Services of CED under this Agreement.

#### **18.0 ENTIRE AGREEMENT:**

This Agreement forms the final and complete Agreement between the Client and CED. It supersedes all prior or contemporaneous communications, representations, or Agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each party has read the document thoroughly, has had the opportunity to have questions explained by independent counsel, and is satisfied with the terms contained here. Amendments to this Agreement shall not be binding unless made in writing and executed by the Parties.

To the extent Client provides its own Agreement, and that Agreement conflicts with or is silent about any term or condition expressed here, these conditions shall prevail and shall be binding on the Parties.

### **Project Scope Specific Terms and Conditions, as applicable.**

#### **19.0 CONSTRUCTION OBSERVATION SERVICES:**

If the Scope of Services for this Agreement includes Construction Observation Services (as hereinafter defined), then the provisions below shall apply:

During the project's construction phase, CED shall consult, advise, and act as Client's representative (the "Construction Observation Services") as provided in the Scope of Services. The extent and limitations of the duties, responsibilities, and authority of CED as outlined in the Scope of Services and CED's Proposal shall not be changed, unless agreed to in writing by the Parties.

CED's Services during the construction phase are intended to provide Client greater confidence that the completed work of Client's Contractor will conform to the approved plans, drawings, specifications, and related documents (the "Construction Documents"). CED need not make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work. CED shall not, during visits to the project site or because of observation of Contractor's work, supervise, direct, or have control over Contractor's work, nor shall CED have authority over or responsibility for the means, methods, techniques, sequences, safety precautions, programs incident to the work, or procedures of construction performed by Contractor. CED shall not be responsible for any failure of Contractor to follow laws, rules, regulations, ordinances, codes, or orders applicable to its furnishing and performing of its work. So, CED neither guarantees the performance of any Contractor, nor assumes responsibility for any Contractor's failure to perform its work per the Construction Documents.

If the Scope of Services for this Agreement includes Design Services, but does not include Construction Observation Services, then the provisions below shall apply:

The parties understand and agree that CED's Services under this Agreement do not include construction observation or review of a Contractor's performance or any other construction phase services, and that the Client will provide such observation or review. The Client assumes all responsibility for any interpretation of the Construction Documents, or observation and supervision performed by others, and expressly waives any claims against CED in any way arising out of or related thereto.

If the Parties agree that CED will provide any construction phase services, CED shall be compensated per a written agreement executed between the Parties.

#### **20.0 OPINIONS OF PROBABLE COST:**

In reviewing CED's opinions of probable construction cost, the Client understands that CED has no control over costs, the price of labor, equipment, materials, or the Contractor's method of pricing. Any opinions of probable construction costs provided by CED are based on CED's judgment, qualifications, and experience as a design professional familiar with the construction industry. CED makes no representation or warranty, expressed or implied, as to the accuracy of such opinions as compared to bids or actual costs.

#### **21.0 HAZARDOUS MATERIALS:**

As for Services involving hazardous substances, CED has neither created nor contributed to the creation or existence of any actually or potentially hazardous, radioactive, toxic, or otherwise dangerous substance or condition at any project site, its compensation is in no way commensurate with the potential liability that may be linked to a substance or project site, and thus it shall not have any responsibility or liability related thereto.

If the Scope of Services for this Agreement does not include services related to hazardous materials, including, but not limited to, asbestos, smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals and materials, radioactive materials, liquids, gasses, or any other harmful material, whether in the air, surface, or subsurface soil, water, watercourse, objects at the project site, or any tangible or intangible matter ("Hazardous Materials"), then the following provision shall apply:

The Parties acknowledge that CED's Scope of Services includes no services related to Hazardous Materials. In the event CED or any other party encounters Hazardous Materials at the project site, or should it become known in any way that such Hazardous Materials may be present at the project site or any adjacent areas that may affect the performance of CED's services, CED may, at its sole option and without liability for consequential or any other damages, suspend performance of Services until the Client works to identify, abate, and/or remove the Hazardous Materials, and to warrant that the project site complies with all applicable laws, codes, regulations, and administrative orders.

#### **22.0 TOPOGRAPHIC MAPPING:**

If the Scope of Services for this Agreement includes Topographic Mapping, then the provisions below shall apply:

CED shall perform the Services necessary to produce the required Topographic Mapping and/or shall retain an independent subconsultant to perform Topographic Mapping services. The Topographic Mapping shall be prepared in conformity to generally accepted standards for aerial mapping services. CED's sole responsibility and liability on the accuracy or completeness of the Topographic Mapping is limited to the correction of any inaccurate information. CED's correction of any inaccurate information shall be the Client's sole remedy related to any Topographic Mapping and information derived from it.

If the location of subsurface information is to be provided by CED, the topographic survey shall be limited to the extent of the information provided by the Client or others. CED shall not be responsible for any unknown conditions not identified in the information provided to CED, or any unknown condition beyond the reasonable scope of the information obtained because of any testing, test pit excavations, boring, or samples taken by CED.

#### **23.0 EARTHWORK ANALYSIS:**

In reviewing CED's earthwork analysis, calculations, reports, or opinions ("Earthwork Analysis"), the Client understands that CED's data is based on the topographic mapping used as a base map for plan preparation, and that topographic mapping has certain standard tolerances and accuracy limits. The Client further understands that based on earthwork differences resulting from topographic map accuracy limitations, construction changes, topsoil depth, replacement of unsuitable soils, weather conditions, construction means and methods, soil conditions, earthwork calculation methods, soil volume calculation methods, and other factors, some of which are unique to each Contractor and project site, it is impossible to definitively predict quantities that will ultimately be determined as associated with a particular project site. As such, CED's sole responsibility and liability on the accuracy or completeness of the Earthwork Analysis is limited to the correction of any inaccurate information. To find actual quantities and costs associated with required earthwork, the Client must solicit construction bids from qualified Contractors and must require such Contractors to find existing topographic conditions, subgrade conditions, construction plans, and procedures.

#### **24.0 STORAGE OF CLIENT MATERIAL:**

CED shall keep in its storage facility samples collected as part of its Services for three months after issuance of final reports. All samples will later be disposed of following proper regulations in place at the time. Extended storage of samples can be arranged at an added cost to be set up on a project-by-project basis.

#### **25.0 GENERAL CONSTRUCTION ADMINISTRATION:**

If the Scope of Services for this Agreement includes General Construction Administration ("GCA"), then the provisions below shall apply:

CED will provide GCA services per this Agreement and the edition of AIA Document A201-2017, "General Conditions of the Contract for Construction", excluding documents E203- 2013 ("Building Information Modeling and Data Exhibit") and G702-2013 ("Project Building Information Modeling Protocol Form") referenced in it. Any other modifications made to the General Conditions, if adopted as part of this Agreement, shall be enforceable under this Agreement only to the extent that they align with this Agreement or approved in writing by CED.

## Section III – Rate Schedule

Technical Staff Rates 2025	
Billing Titles	Hourly Rates
Executive Principal	360.00
Senior Principal	345.00
Principal	320.00
Senior Technical Director	295.00
Senior Project Manager	270.00
Technical Director	230.00
Project Manager	220.00
Senior Project Specialist	200.00
Project Specialist	190.00
Technical Professional	180.00
Technical Specialist	170.00
Specialist	160.00
Senior Data Technician	150.00
Senior Technical Assistant	140.00
Technical Assistant	125.00
Field Technician	115.00
Data Technician	115.00
Survey Crew – 1 Person w/Robotic Equipment	195.00
Additional Survey Crew Member	85.00
SUE Crew (designating) – 1 Person	160.00
Additional (designating) Member	85.00
SUE Crew (locating) – 2 Person	220.00
Additional (locating) Member	85.00
Expert Witness	425.00
Sr. LSRP	330.00
LSRP	290.00

Reimbursable Expenses	
General Expenses	Cost + 15%
Travel (Hotel, Airfare, Meals)	Cost + 15%
Sub-Consultants/Sub-Contractors	Cost + 20%
Plotting	4.50 / Each
Computer Mylars / Color Plots	100.00 / Each
Photocopies	0.19 / Each
Color Photocopies	2.05 / Each
Document Binding	4.05 / Each
Portable Media	100.00 / Each
Exhibit Lamination (24" x 36" or larger)	90.00 / Each
Initial Digital Signature	300.00
Additional Digital Signatures	75.00 / Each
Mileage Reimbursement*	0.655 / Per Mile
	Field Vehicle 0.75 / Per Mile

\*Mileage reimbursement subject to change based upon IRS standard mileage rate.

Rates are effective through December 31, 2025

## Section IV – Client Contract Authorization

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

If you find this proposal acceptable, please sign where indicated above in Section IV, and return one signed copy to this office. **Payment terms are NET30 of receipt of invoice.** This proposal is valid for 60 days since date issued.

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Sincerely,

Colliers Engineering & Design, Architecture, Landscape Architecture, Surveying, CT P.C.



Ahmed Elmekati  
Principal Associate

AHE/gt

cc: Kaitlin Chmura, Project Manager (The Wendel Companies)

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