



March 6, 2026

Ruth Groff, Town Supervisor
Town of Lansing
29 Auburn Road
Lansing, NY 14882

Town of Lansing New Highway Facility

Re: Addition Services – Extended Construction Administration Services and Main Entry Re-design

Dear Supervisor Groff,

Thank you for the opportunity to continue to support the Town of Lansing with professional services related to Construction Phase services for the New Highway Department Facility project at 10 Town Barn Road. As discussed previously, our construction administration services outlined in our current agreement are scheduled to expire in April 2026. For purposes of this request for additional services, we are continuing to serve the Town of Lansing under our current contract identity and terms as Bergmann.

Bergmann/Colliers Engineering & Design is prepared to redesign the main entrance feature to accommodate the General Contractor previously Town-approved delegated design roof design and drainage. Meetings to discuss alternative options have commenced and led to a redesign suggestion. Alternative designs will consider the building structural conditions, foundations, exterior wall and roof construction, and site conditions.

I. Additional Services

A. Extended Construction Administration Services (through September 2026)

1. We are prepared to continue providing construction administration for the remainder of the current project schedule per this additional service offer, including the conditions that are part of the previous proposal.
2. Meetings and Site Visits will continue to be attended.
3. Submittals review and approvals will continue and be processed
4. RFIs will continue to be responded to and processed.
5. Payment Application will continue to be reviewed and processed.
6. We understand that the current construction schedule is through September 2026.



7. If construction or project closeout is extended beyond the current construction schedule, we can offer the Town a subsequent proposal.

B. Main Entrance Redesign

1. Review of General Contractor's main entrance submittal and proposed details (completed).
2. Meeting to discuss and review alternative main entrance concepts (completed).
3. Architectural, Structural, Civil review and coordination of main entrance/roof conditions.
4. Prepare alternative design for the main entrance and review details with the Town.
5. Develop the design and details of approved entrance design.
6. Meet and review approved entrance with the Construction Manager and General Contractor.
7. Review estimate prepared by the General Contractor.

Section II – Schedule of Fees

For your convenience, we have broken down the total estimated cost of the overages into the one category identified below.

Task	Date	Fee
Additional Services – Extended Construction Administration Services		\$60,000
Main Entrance Redesign and Detailing		\$5,500
Main Entrance Design Alternatives/Options		No charge
TOTAL	LUMP SUM FEE	\$65,500



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 scope of additional services.

Signature

Date

Printed Name

Title

If you find this proposal acceptable, please sign where indicated above, and return one signed copy.

Sincerely,
Colliers Engineering & Design CT, PC

Scott Bova AIA, NCARB
Geographic Discipline Leader