



October 5, 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

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, the Construction Administration services outlined in the current "Extended Construction Administration" agreement are scheduled to expire in September 2026, including our thirty (30) site visits. We are now understanding that the latest construction schedule is reflecting an October 2026 Substantial Completion and Project Closeout in November 2026.

It was recently brought to our attention that septic observation and certification of the septic design is required by the County Health Department. While we originally anticipated this could be provided by the Town, or more local personnel, we since received confirmation that it will need to be provided by the Engineer-of-Record that designed the system. We understand that this is a one-day (on site) event followed with a certification report.

We would also like to bring to the Town's attention that Bergmann/Colliers Engineering & Design has provided various additional services related to the existing highway garage that were not in the original scope of work. These items included additional exterior doors/hardware, roof load calculations, new gutter and leaders, new snow guards, and additional exterior metal panel areas.

Lastly, we previously included a \$20,000 line item for Commissioning services in our agreement. It is our understanding that The Town of Lansing will be seeking Commissioning services from an independent third-party consultant. Therefore, we will not invoice for the Commissioning services as currently itemized on our invoice cover.

I. Additional Services

A. Extended Construction Administration Services (through November 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. An additional eight (8) weeks and four (4) meetings/site visits will be attended.
3. RFIs will continue to be responded to and processed.
4. Additional Payment Application will be reviewed and processed.
5. Substantial completion walkthrough and punch-list preparation.
6. If construction or project closeout is extended beyond the current construction schedule, we can offer the Town a subsequent proposal.

Section II – Schedule of Fees

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

Task	Date	Fee
Additional Services – Extended Construction Administration		\$12,000
Septic Design On-site Observation and Certification		\$5,000
Existing Highway Garage Additional Modifications		\$1,500
Commissioning Services -\$20,000 (Original Agreement)		Removed
TOTAL	LUMP SUM FEE	\$18,500

THIS PROPOSAL IS ADDITIONALLY GOVERNED BY AND SUBJECT TO CED'S BUSINESS STANDARD TERMS AND CONDITIONS, WHICH ARE ACCESSIBLE AT CED'S WEBSITE. **By signing this Proposal, Client acknowledges receipt and acceptance of the terms of this Proposal, including all Business Terms and Conditions located here and on CED's website.** By the act of executing this Proposal, the Client specifically acknowledges receipt of, agrees to, and intends to be fully bound by, the version of CED's Business Terms and Conditions located on CED's website at <https://colliersengineering.com/business-terms-conditions/> effective as of the date at the top of this Proposal. These additional terms are incorporated by reference into this Proposal. This web address includes any successor CED website. Hard copies of these additional terms and conditions can be made available to Client upon written request. Sections I-IV of this Proposal, including these terms and the Business Terms and Conditions located on CED's website, constitute the entire Agreement and supersede any previous agreement or understanding. This Agreement shall be governed by the laws in the State the project is located. The Client shall not assign this Agreement without the written consent of CED. This Proposal and the Business Terms and Conditions will be considered integrated into any subsequent contract/agreement entered by CED and Client.



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,
Bergmann/Colliers Engineering & Design

Scott Bova AIA, NCARB
Geographic Discipline Leader