
MITCHELL ASSOCIATES ARCHITECTS, PLLC

• EMERGENCY SERVICES FACILITIES •

October 2, 2019

Gary VanVoorhis, Fire Chief
City of Beacon
1 Municipal Plaza, Suite 1
Beacon, NY 12508

Re: Request for Proposals (RFP-COB-05-19) – Architectural Services

Dear Chief VanVoorhis,

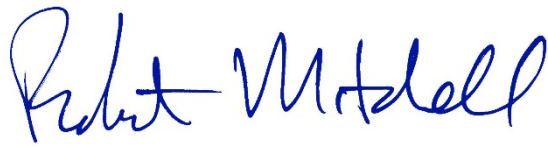
Mitchell Associates Architects, PLLC, is pleased to submit our proposal to serve as the architect for the City of Beacon for the consolidation of three fire stations to two. We understand that the City has decided to keep both Lewis Tompkins Hose Company and W.H. Mase Hook and Ladder Company open.

We look forward to working with the City to provide the expertise needed to support your endeavors. Please consider this letter to be our formal expression of interest in proposing to do this work. Our team has the deep experience and knowledge necessary to offer high-quality service for every aspect of the project. We feel that we have a good working relationship with the City and Fire Department.

In the following pages we will describe our understanding of your project and how we propose to serve you. Our proposal meets the 25 page limit required, except that the addenda are attached as separate documents, not as a part of the proposal, though the required documents from the RFP are included.

Thank you very much for your consideration. If you have any questions about our qualifications and capabilities, you can contact me anytime at: (518) 765-4571 or at Bob@mitchell-architects.com.

Sincerely,

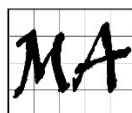


Robert Mitchell, AIA, NCARB
Principal



Kenneth Gale, Assoc. AIA
Project Manager

Mitchell Associates Architects, PLLC
29 Thacher Park Road
Voorheesville, NY 12186
(518) 765-4571
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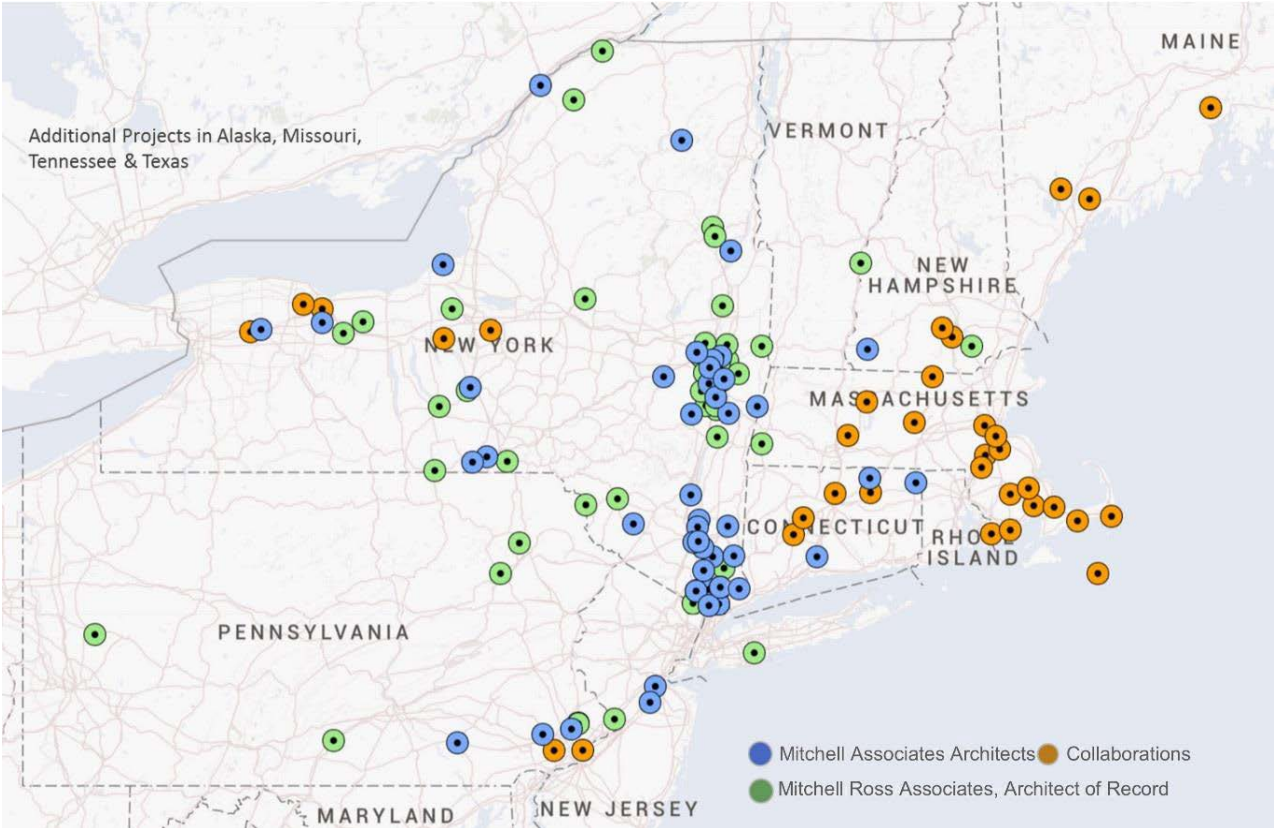
Mitchell Associates
Architects PLLC

1. Firm Overview

Mitchell Associates Architects, PLLC

Robert Mitchell has provided architectural services to the emergency response community for more than twenty-five years and has been directly involved in over 160 projects addressing over 290 public safety facilities throughout the Northeast, the Eastern Seaboard, Missouri, Texas, and Alaska. Mitchell Associates Architects (founded in 2004), evolved from Robert Mitchell’s earlier firms including *Robert Mitchell Solar Systems Design, Inc.*, founded in 1974; *Mitchell Associates, Inc.*, founded in 1986; and *Mitchell Ross Associates Architects, PC*, founded in 1992.

Mitchell Associates’ extensive public safety experience results in knowledge-based critical thinking that creates cost-effective, innovative designs that are particularly well suited to our clients’ needs. In addition to design, we actively lead our clients through this complete process, including feasibility studies, financial planning, programming and project design, probable construction cost estimating, public education and bond vote marketing, value engineering, financial analysis, bidding, contract negotiations, and construction administration.



Locations of related projects in the Northeast

We have completed needs assessment & programming for more than 145 fire station and emergency services facilities. Our proprietary programming tools and techniques have been developed specifically for firematic projects using our specialized knowledge and what we have learned from our clients. In addition, we have completed more than 60 feasibility studies evaluating renovations and additions to existing emergency services facilities.

With experience in building as well as design, Mitchell Associates understands probable construction cost, estimating, and value engineering techniques. This experience is reflected in the cost control measures we employ at all stages of our work, as well as management and schedule controls we use throughout the project. As a direct result, the vast majority of our projects bid at or under budget.

Our office is located at 29 Thacher Park Road, Voorheesville, NY, just west of Albany. We have a staff of seven full time employees and three

part time employees who provide us with firematic expertise and marketing consulting.

Mitchell Associates are very pleased to announce that our projects won a bronze award for the Peekskill, NY Fire Headquarters, a silver award for the Newton, MA Fire Station and Headquarters, a gold award for the Hartford Fire Station in Augusta, ME and a gold award for the Walpole, MA Central Fire Station at the FIERO Fire Station Design Symposium; and a gold award for the Peekskill, NY Fire Headquarters and a silver award for the Hartford Fire Station in Augusta, ME from [Firehouse Magazine](#).

The RFP calls for Professional errors and Omissions insurance at \$2,000,000 per occurrence and \$2,000,000 aggregate. Mitchell Associates carries \$1,000,000 per occurrence and \$2,000,000 aggregate for professional liability insurance. We feel that this is adequate for a study of this type, but If \$2,000,000 Professional Liability Insurance per occurrence is required, then additional compensation would be required for these limits.

2. Project Team

Mitchell Associates Architects, PLLC

Proposer & Project Lead and Architect of Record

MITCHELL ASSOCIATES ARCHITECTS (MA) will be the lead firm for the proposed team. We are focused exclusively on public safety design and committed to assisting communities to develop cost-effective, durable, state-of-the-art facilities. Robert Mitchell has provided architectural services to the emergency response community for more than twenty-five years and has been directly involved in more than 145 programs for emergency services facilities and over 160 projects addressing over 290 public safety facilities.

Mr. Mitchell is a frequent speaker at emergency service conferences including the Firehouse Station Design Conference & the F.I.E.R.O. Station Design Symposium. He has authored the chapter on renovation/addition for the International Association of Fire Chiefs' Station Design Manual. We have

expertise and a notable history in completing feasibility studies that include review of existing building and site conditions, evaluation of renovations/additions versus demolition and reconstruction, cost analysis, consolidation of services, shared facilities, and site reviews and recommendations. Most recently, we were the architects for the Peekskill Fire Headquarters, which recently won a Gold Award from Firehouse Magazine and a Bronze Award with FIERO Fire Station Design Symposium. We also designed fire stations for Midway, Glenville Fire District #5 (Beukendaal), Niagara Engine CO. #6 (Schoharie), and Briarcliff Manor fire stations. We are also currently working in Purchase, Poughkeepsie, and Chappaqua, NY.

Kenneth Gale, Assoc. AIA is the proposed Project Manager for this project. Mr. Gale has 22 years of experience in planning, design, and contract documentation, including 14 years in management positions. He has experience in designing, detailing, scheduling and coordinating projects in the public and private sectors. Ken's duties include project management, construction administration, product and systems data, and specifications. Ken has been with Mitchell Associates Architects since 2014 and has participated in studies as well as the design and construction of 47 fire stations, emergency operation centers and combined municipal facilities. He is currently working on several projects including:

- Purchase Fire Department – Construction just began
- Long Hill Fire Department – Construction just completed; finalizing punch list
- Town of Poughkeepsie – Facilities Assessment Report

Ken Gale will be supported in his work on this project with the following Mitchell Associates staff:

- Robert Mitchell, AIA, NCARB – Principal in Charge
- Peter Signorelli, AIA, LEED AP – Senior Architect
- Juan Carrascal – Designer/Rendering Specialist
- James Alexander – Designer/Detailer
- John Ruggieri – Designer/Detailer

3. Consultants

NASCO Construction Services, Inc.

Cost Estimating

NASCO is a cost consulting firm with over 38 years of experience in all areas of construction including renovation, rehabilitation, and new construction. They generally provide approximately 200 estimates per year for projects ranging from very small to nearly \$1 billion. They have worked with MA since 2005, estimating more than 45 of our emergency services projects.

- Edward Hiney – Principal Estimator

Craig Maloney, PE

Structural Engineer

Craig Maloney is a New York State licensed structural engineer with more than 25 years' experience in structural design. He has provided structural design services on **more than 50 emergency services projects** for MA and its predecessor firm. Mr. Maloney was the structural engineer for both the Schoharie and Midway fire stations as well as countless others.

- Craig Maloney, PE – Senior Structural Engineer

Huston Engineering, LLC

Mechanical, Electrical, Plumbing and Fire Protection

Our mechanical/ electrical/ plumbing/ fire protection engineer is Huston Engineering, LLC (Huston). They have been in practice since 1983. Located in Troy, NY, Huston has assisted in the design of numerous other building types including the SUNY Adirondack Nursing, Science, and Workforce Center, and Genesee Community College, Wellness and Event Center. Huston has worked with us on four fire stations projects.

- Craig A. Huston, PE – Senior Building Systems Engineer

Quality Environmental Solutions & Technologies (QuES&T)

Environmental Health & Safety Consultant

QuES&T's professional staff possesses extensive experience in project design, risk assessment, project management, engineering controls, health physics, respiratory protection, environmental sampling, air sampling and laboratory services. QuES&T is conveniently located in Wappingers Falls. We have teamed with them on our current facilities master plan for the Cite of Newburgh.

- Rudy Lipinski – LEED AP – Director of Field Operations

See consultants' resumes at the end of this proposal.

4. Project Experience

4.1. Mitchell Associates Experience



SOUTH RIVER FIRE HEADQUARTERS; SOUTH RIVER, NJ

The South River Fire Department is a 70-member volunteer department. The existing station, built ca. 1917, experienced flooding along area roadways during Superstorm Sandy, after which time it was decided that a new location was needed. Determining a new location was a complicated, two-year process because the Borough of South River is 95% built out and located in a flood plain. Site issues, the new building required being constructed on 325 piles & required removal of contaminated soil to a depth of 15 ft.

Mitchell Associates provided programming and design for the new, two-story, 21,388 sf building and renovations to the adjacent building to house several association office and meeting space as well as records storage.

The 5,730 sf apparatus bay has three double-deep drive through and two back-in bays, allowing the cab of the ladder truck to be lifted while inside. The decon/laundry has two 105-pound capacity washer/extractors and two drying cabinets.

These upgraded health and safety features protect firefighters from toxins and contaminants encountered during calls. The SCBA fill compressor is isolated from the fill station room for hearing protection. Training space includes a classroom, a mezzanine with a bailout window and confined space extrication manhole, and an exercise room.

The meeting room can accommodate 85 people seated at tables and can be divided into two rooms. It is serviced by a kitchenette, with storage for tables, chairs, and training props. The station also includes space for future bunking to accommodate ten firefighters. The building envelope and all mechanical and electrical items exceed current energy efficiency standards. Mitchell Associates worked with the department to meet the funding requirements from the United States Department of Agriculture.



TOWN OF GLENVILLE FIRE DISTRICT #5 (BEUKENDAAL) FIRE STATION; GLENVILLE, NY

The Town of Glenville Fire District #5 (Beukendaal) supports a volunteer department of 48 active members. They respond to approximately 300 calls per year. The original 1,296 sq. ft. one story structure was built in 1950, and a 3,030 sq. ft. one story addition was constructed in 1979. This facility could only house four of the department's nine vehicles, which were housed remotely.

The existing station had a footprint size of 6,621 sq ft, a basement of 671 sq. ft., and a wooden storage mezzanine of approximately 400 sq. ft., for a total size of 7,692 sq. ft. The renovation and 10,147 sq ft addition brought the building footprint up to 16,768, with a storage & training mezzanine of 1,088 sq. ft. for a total building size to 17,856 sq. ft. The basement was filled in due to a high-water table and persistent leakage problems.

The building envelope was brought well above code. High-efficiency HVAC systems were installed including heat recovery ventilation and variable frequency motors. High efficiency lighting was used in all instances. A decon-laundry and dedicated secure EMS room were provided along with a bailout window and confined space extrication manhole. The SCBA compressor was isolated from the fill station room to minimize noise. The building was zoned to allow public use without violation of the security of the District's operations. The radio room has visual control of the apparatus bay front line as well as the front apron. Bathrooms were provided that have direct access to the rear of the property to support Department rentals of a grove on the property while not breaching the security of the building.

The construction cost included an extensive storm water retention system, and measures to protect a sensitive aquifer.

Town of Glenville Fire District #5 project won a Bronze Award from the Firehouse Magazine.

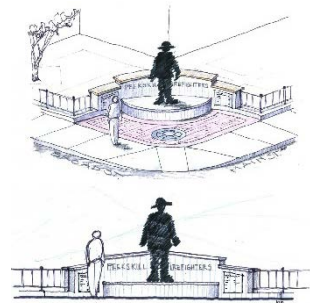


CONSOLIDATION OF FIRE STATIONS AND DESIGN OF THE NEW PEEKSKILL FIRE HEADQUARTERS; PEEKSKILL, NY

The Peekskill Volunteer Fire Department was started in 1813, and subsequent companies were founded in 1831, 1848, 1852, 1876 and 1923, and in 1862, the department had approximately 200 active members. The City Fire Department is currently staffed by 107 active volunteers and 24 career firefighters and is composed of 6 companies working out of five stations. The Department covers 4.3 square miles, with a population of 23,600 people, and typically responds to 4,500 calls per year. Of the five stations, two are from the 19th century and one is a metal pole building. The newest building is nearly fifty years old. All are significantly deficient, with glaring operational and firefighter health and safety issues.

The city was seeking to consolidate the fire stations within the City. In order to determine the best location for the new station, a site analysis was completed by Manitou, Inc., a specialist in fire/EMS deployment analysis and planning services. The proposed site was at a main downtown intersection. The building is the new gateway to the city and will add to the revitalization of the downtown area while providing space to house and maintain apparatus, space for training, and space for both volunteer and career personnel. The plan included a lobby museum that will house the city's restored 19th century apparatus.

The Peekskill Fire Headquarters project recently won a Gold Award from the Fire Station Design Awards and a Bronze Award from FIERO Fire Station Design Symposium.



Above: Sample renderings and site plans, used in the planning and public approval process.



MIDWAY FIRE DISTRICT STATION #1; COLONIE, NY

The original Midway Station One was built in 1951, with additions in 1987 and 1992. In poor physical condition, the station clearly needed updating. The department worked with the architect to determine if they should renovate or knock down. Problems with asbestos, mold, and structural deficiencies led to the decision to build new. The department was able to operate out of their Station Two during construction and the result is a new 15,474, sq. ft., three bay fire station with a 4,100 sq. ft. apparatus bay, firematic support, offices, day room, and meeting/training space. In the words of the Board of Fire Commissioners, the design goal was to be "functional not fancy".

This emphasis on function in the final design was essential, as voters had initially turned down a plan for a four-bay, 23,976 sq. ft. facility.

Back at the drawing board, the Building Committee and the architect down sized the meeting room and eliminated museum space, a physical exercise room, a bay designed for future trucks, and an enclosed turnout gear storage room. Carried forward into the new plan were the following health/safety features and energy efficiencies:

- Tailpipe exhaust capture
- Air tight boundary between clean and dirty side, with work regularly inspected by an envelope commissioning agent
- No ductwork passing through boundary between dirty & clean
- Constant heat recover ventilation
- 95% efficiency heating combustion
- Variable frequency drives for pumps & fans
- LED and T-5 lighting

4.2. Consultant Experience

Mitchell Associates has an exceptional relationship with the consultants we have brought in to supplement our team. We have worked with NASCO, Craig Maloney, PE, and Huston Engineering on many projects in the past, including the design and construction of the South River, NJ Fire Headquarters, the Glenville Fire District #5 (Beukendaal), the City of Peekskill Fire Headquarters and the Midway Fire Station.

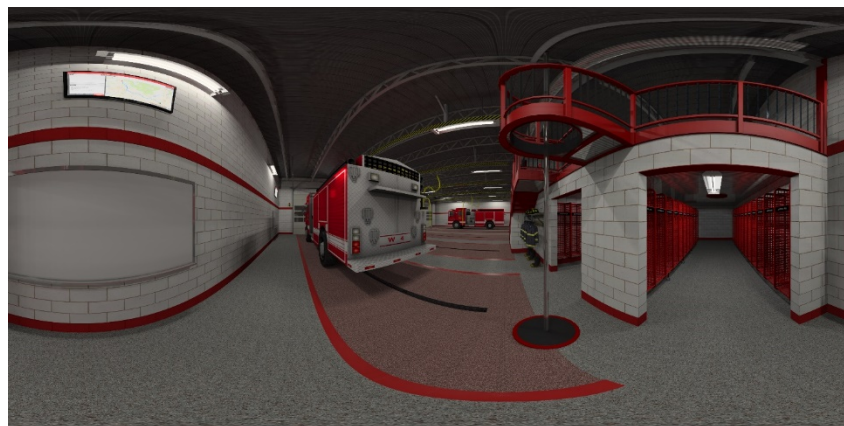
We believe that QuES&T would be a valuable asset to the project team because of their close proximity to the City of Beacon. The design team does not interface with the QuES&T as much as all other members of the design team, so we didn't feel that past experience was as important as close proximity to the building sites.

4.3. Simulations and Modeling Experience

The designers at Mitchell Associates Architects have experience providing animations to illustrate design concepts, as well as 3D "Virtual Tours" of new stations, renderings and plans, and other illustrative products to help engage the public and illustrate the need for the projects to move forward. The following items are a sampling of our animation and 3D visualization tools.



Above: Sample animations illustrate where the building additions will be located, how the new building fits in the site plan, and how the overall project will look when it is completed.



Above: A screenshot of a 3D virtual tour of a fire station. You can take a virtual tour on our website, at: <https://www.mitchell-architects.com/visualizing-a-fire-station-before-its-built/>

4.4. Utilization of Other Visual Tools

The following samples are renderings that have been used to illustrate our building designs before the buildings have been built. Our visualization tools include colored floorplans, room diagrams, floor charts, 3D renderings, and interior and exterior design tools.



5. Client References

Please contact any of these client references for a testimonial about their experience working with Mitchell Associates Architects.

SLINGERLANDS FIRE DISTRICT

Contact: Ryan McKonky, Commiss. (former)
1520 New Scotland Rd.
Slingerlands, NY 12159
Firehouse: (518) 605-2854
Mobile: (518) 605-2854
Email: rmckonky@gmail.com

This project involved the renovation and addition of the Slingerlands Fire Station. The 14,866 sq. ft. station won a Notable Design Award.

MIDWAY FIRE DISTRICT

Station #1

Contact: Charles Rapazzo, Commissioner
1956 Central Avenue | Colonie, NY 12205
Firehouse: (518) 456-1993
Mobile: (518) 376-5647
Email: Rappazzoc@Gmail.com

This project involved the design of a new fire station in Colonie, NY. The new fire station is 15,474 sq. ft. and won a Notable Design Award.

PHILIPSTOWN NORTH HIGHLAND FIRE DISTRICT

Contact: George Lisikatos, Commiss. (former)
504 Fishkill Rd. | Cold Spring, NY 10516
Firehouse: (845) 265-7285
Mobile: (845) 656-0455
Email: nhfiredistrict@optonline.net

This project involved additions and renovations to the Philipstown North Highlands Fire Station. The 16,679 sq. ft. station won a Notable Design Award.

PURCHASE FIRE DISTRICT

Contact: Bob Makowski, Secretary
614 Anderson Hill Rd. | Purchase, NY 10577
Firehouse: (914) 253-9044 X1
Mobile: (914) 906-5116
Email: rmakowski@purchasefd.com

This project involved the design of a 31,380 sq. ft. building addition. This project is currently under construction.

NIAGARA ENGINE CO. #6

Schoharie Fire Department

Contact: John Wolfe, Commissioner
114 Fort Rd. Box 428 | Schoharie, NY 12157
Firehouse: (518) 295-7197
Mobile: (518) 496-7784
Email: rsjpitfire@gmail.com

This project involved the design of a new fire station in Schoharie, NY. The 20,313 sq. ft. building won a Notable Design Award.

CAYUGA HEIGHTS FIRE DEPARTMENT

Contact: George Tamborelle, Chief
194 Pleasant Grove Road | Ithaca, NY 14850
Firehouse: (607) 257-2377
Mobile: (607) 327-0353
Email: chief@chfd.net

This project involved additions and renovations of the Cayuga Heights Fire Station. The 17,050 sq. ft. station won a Gold Station Style Design Award.

6. Project Understanding

We understand that the City is seeking to consolidate from three fire stations to two. The City has decided to keep both Lewis Tompkins Hose Company and W.H. Mase Hook and Ladder Company open. Both will need facility improvements to meet the needs and demands of their community. The improvements may require the City to bring the stations in line with state and federal codes and standards as essential buildings. The City intends to maintain this two-station operation for a minimum of twenty years. Therefore, any proposal must provide accommodation for future growth.

The City of Beacon Fire Department is a “combination” department of both thirteen career and twenty-two volunteer firefighters protecting approximately five square miles. The career firefighters operate out of the three stations which are staffed twenty-four hours a day, seven days a week, 365 days a year. The City’s Fire Department operates with three engines, a 105-foot ladder truck and a heavy rescue truck. In 2018, the department responded to 1,610 emergency calls for assistance. Currently the City’s Fire Department response time to an incident is within three minutes of the time it was dispatched.

The Beacon Fire Department currently operates out of the following three firehouses (stations):

Beacon Engine Company 425 Main Street, Beacon, NY 12508 (constructed 1889)	Lewis Tompkins Hose Company 13 South Avenue, Beacon, NY 12508 (constructed 1982)	W.H. Mase Hook and Ladder 425 Main Street, Beacon, NY 12508 (constructed 1911)
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The project team will review and evaluate Tompkins and Mase, including but not limited to the mechanical, plumbing, electrical, fire alarm systems, living quarters, and apparatus bays of the two stations into which the Department will consolidate.

7. Project Approach

The following is the proposed approach to completing the requested services.

- **Task 1: Kickoff Meeting.** The project team will hold a kickoff meeting with the designated contacts with the City in order to fully address and outline the scope of work, identify unique concerns and considerations that need to be made, the study timeline, and facility access requirements.
- **Task 2: Evaluation of Current Facilities.** The assessment of the stations will include field and office work to assemble schematic level CADD files of the plans. Building systems will be evaluated by our mechanical, plumbing and electrical engineers and our structural engineer will review drawings and evaluate visible conditions. An item with a critical timeline includes CAD-generation of the existing fire station drawings will need to be started by this point in the study.
- **Task 3: Code Analysis of the Existing Structure:** As part of Task 2, the existing building will be evaluated for compliance with New York State Building Code. The work for these tasks will be undertaken concurrently.

- **Task 4: Programming.** The design team will conduct multiple meetings for project programming with the City Council, the public, and stakeholders. This will coincide with our initial assessment of the existing conditions of the two stations. Architectural and firematic reviews will identify missing or inefficient areas of firefighting tasks (decontaminating, training, etc.) as well as office and living spaces throughout the stations. The Program will include summaries including description text, spreadsheet, and individual room diagrams.
- **Task 5: Initial Decisions.** Once the programming is complete, we will work with stakeholders to determine which functions will be located at each station, using simple diagrams.
- **Task 6: Initial Budgets.** we will develop a conceptual budget for the project. Hard and soft cost will be compared for the two options of this study.
- **Task 7: Complete Schematic Drawings of Two Buildings:** Upon acceptance of the budget by the City, schematic plans and elevations will be developed. Conceptual site plans will be provided for review of ingress/egress, parking, responding abilities, maintenance, etc.
- **Task 8: Provide Estimates of Two Buildings:** Upon acceptance of the schematic plans and elevations, conceptual estimates will be developed for the chosen options.
- **Task 9: Complete Report.** We will provide a complete report that provides details about the building condition survey, code analysis, programming, conceptual plans, cost estimates, and timelines. We understand the need for the fire stations to remain operational throughout the construction process, and a phasing plan will be provided. One original plus five bound hard copies and a PDF file of the study report will be provided as a reference for the subsequent steps of design and construction.
- **Task 10: Presentation to the City Council.** We will provide a summary of our results to the City Council. Our presentation will include copies of our final report, a PowerPoint presentation.

8. Proposed Project Schedule

<u>Task</u>	<u>Time</u>
1. Kick-Off Meeting	0 weeks
2. Evaluate Current Facilities	3 weeks
3. Code analysis of the existing structure	2 weeks
4. Programming	4 weeks
5. Initial Decisions	2 weeks
6. Initial Budgets	2 weeks
7. Complete schematic drawings x 2 buildings	6 weeks
8. Provide estimates x 2 buildings	3 weeks
9. Complete Report	2 weeks
10. Presentation to the City Council	1 week

It should be noted, that many of these tasks will be performed concurrently by members of the design team, such as the evaluation of the current facilities and the code analysis. Therefore, the project schedule

will not be the summation of these tasks. We anticipate the overall schedule of this phase of the work to be approximately five (5) months.

9. Minimum Qualifications & Experience

Twenty-Eight of our fire station projects have been completed in the past 10 years. Mitchell Associates has had direct involvement in over **160 Projects** addressing over **290 Public Safety Facilities** throughout the northeast, eastern seaboard as well as several other states. See the List of Project Experience at the end of this proposal for the complete list of projects.

We have successfully completed fire station programming for more than 145 stations, using a proprietary programming tool to walk our clients through every aspect of the operation of their Fire Station. This tool reviews each space needed in the facility and vets what activities, storage and personnel needs are essential for optimum usage and response results. We have taught fire station programming at national conferences such as F.I.E.R.O. and Fire Chief Station Style.

All we design are public safety facilities. Every one of them was required to take into account the codes and regulations mentioned above. We are leaders in the field of fire station design and lecture annually to other field leaders on various aspects of proper fire station design. This fall one of our lectures at the F.I.E.R.O. conference is titled “How to Design a Proper Decon Laundry.”

Mitchell Associates Architects, PLLC is prepared to enter into a fixed fee for design services for this project with the City of Beacon. Mitchell Associates Architects has never entered into an agreement for services based on a percentage fee. We strongly believe that a professional must commit to the performance of a given scope of work for a given fee. We are opposed to the use of fee structures that financially reward a professional for failing to maintain the Client’s budget.

Our cost proposal can be found in the separate, sealed portion of this proposal response.

Mitchell Associates Architects was formed in December 2004, and became Mitchell Associates Architects, PLLC in 2019. Mitchell Associates Architects is certified to provide architectural services in the State of New York.

Mitchell Associates has provided architectural services to the emergency response community for more than twenty-five years. Our proposed project manager, Ken Gale, has 22 years of experience.

Mitchell Associates Architects has experience utilizing visual tools including renderings, drawings, 3D visualizations and walk-throughs, animations, and other materials to present our design concepts. You can see samples in Sections 4.3 and 4.4 of this proposal.

Mitchell Associates consistently use processes that creatively include your personnel and other stakeholders in all stages of planning and design. Good design results from a process where the

architecture/engineering team listens to the client and then uses its' collective skills and experience to bring the client's needs and goals to reality. Our team will be your partner and will engage with you to determine the extent to which you are interested in using a bottom-up versus a top-down design approach. In all cases, the result should meet the needs of the end-users of the facility and the needs of the broader community, now and in the future. We bring to the table our deep knowledge of operations, building/site issues, equipment, training, and personnel needs based on our years of experience working closely with emergency services and municipalities.

A good example of this is the Peekskill Fire Headquarters project, where we and our team of consultants worked with the City & Fire Department through the programming and design process, prepared and presented materials to the Planning Board, as well as the Mayor and Common Council, made presentations to the Fire Department membership and the public.

Mitchell Associates Architects has the staff and consultant staff to complete a study of this type. We have completed many studies of this type, as is evidenced in our qualifications highlighted above.

10. General Terms and Conditions

The fee is based solely on the services proposed. These services will be defined in a standard American Institute of Architects Contract for Architectural Services. Additional services not provided for in this proposal will be billed at our hourly rates. Special printing, renderings, models, or photography will be billed at 115% of cost. Travel and food will be billed at cost. Mileage will be billed at the current federally recognized rate. Reimbursements for regularly repeated expenses are computed at 5% of the total contract amount. Billing will be monthly, based on the amount of work completed. Payment of invoice will be net 30 days.

Additional Services Hourly Rates

- \$210.00/Hour, Principal
- \$175.00/Hour, Architect
- \$165.00/Hour, Project Manager
- \$135.00/Hour, Senior Technician
- \$125.00/Hour, Draftsperson
- \$115.00/Hour, Support Staff
- Consultant -110% of Invoice

Note: Hourly rates will increase automatically on January 1, 2021 and each January thereafter at a rate of \$5.00/ hour for each category listed.