

SENT VIA EMAIL ONLY

August 29, 2025

Mr. Jeffrey Frey
Senior Project Manager
Centrica Business Solutions
2111 Ellsworth Boulevard
Malta, NY 12020
Email: Geoff.frey@centrica.com



Re: Albany County MVP Arena Parking Solar
1 Market Street
Albany, NY 12207
MJ Proposal No. 2025374 for Engineering and Survey Services

Dear Mr. Frey:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to provide Centrica Business Solutions with this proposal for professional services associated with Albany County MVP Arena Solar Installation Project (Project). The project includes installation of a solar array and associated switch gear at the MVP Arena Parking Garage located at 1 Market Street, Albany, NY. MJ's project understanding and associated Scope of Services are included below.

PROJECT UNDERSTANDING

Based upon information provided by you during a phone call with Jenny Lippmann on August 27, 2025, MJ understands the following:

- Centrica Business Solutions is working with National Grid and Albany County to install a new solar array on the parking garage at the MVP Arena, which is a County-owned facility.
- During construction stakeout for the required switch gear, two storm sewer mains were encountered that require realignment.
- Centrica is currently under contract with MJ to provide survey stakeout for the project.
- The storm sewer is expected to be re-routed on Market Street, which is a County-owned street. Coordination with the County will be required to facilitate this work.
- Centrica has requested MJ provide supplemental survey to identify the storm sewer location and depth, and to provide design to reroute the system to allow installation of the switch gear.

Based upon the above understanding, MJ offers the following Scope of Services for your consideration.



SCOPE OF SERVICES

Task 01: Supplementary Survey

MJ will complete supplementary survey and mapping of the project area depicted in Figure 1 (attached) utilizing survey previously completed by MJ in 2016 to support the Times Union Parking Garage Project. The tasks to be completed include:

1. Collect topographic survey data through conventional surveys over the entirety of the survey area consisting of approximately 0.32 acres. Sufficient data will be collected to generate 1-foot contours.
2. Reestablish control points from 2016 survey.
3. Locate the physical features within the project corridor including, but not limited to buildings, curbing, sidewalks, utility poles, trees, culverts, manholes, streetlights, curb cuts, and catch basins. Sanitary and storm structures will depict the elevations of the rims along with inverts and the size and directions of pipes. Underground utilities will be shown on the map based upon record information provided by the facility, and data collected during the field survey. Mapping shall be prepared in accordance with ASCE Quality Level C (QLC) Standards.
4. Prepare mapping in AutoCAD Civil 3D 2022 format with 1-foot contours at a scale of 1" = 20' utilizing the data collected in the field and correlating utility records.

Task 02: Design and Construction Phase Support

MJ will advance plans for realignment of the storm sewer system including site restoration to be used by the contractor to complete the work. Under this task, MJ will:

1. Complete a site visit to document existing conditions and site limitations.
2. Develop a schematic-level layout for review and approval by Albany County prior to advancement of the plans to confirm layout and traffic maintenance and protection requirements.
3. Advance detailed engineering plans incorporating feedback from the County and Centrica to be issued to the contractor for construction (IFC plans). The IFC plan set will be stamped by a Professional Engineering in New York State. The plans are envisioned to include the following:
 - Cover Sheet
 - General Notes and Legends
 - Maintenance and Protection of Traffic Plans
 - Existing Conditions and Removals Plans
 - Utility Plan
 - Site Restoration Plan



- Site Work Details
 - Material specifications.
4. Coordinate with the Albany County for anticipated highway work permit application.
 5. Attend up to four (4) design coordination meetings.
 6. Review and respond to submittals including shop drawings, product data, and sample review.
 7. Review and respond to contractor's written request for information (RFIs) regarding the contract documents and project clarifications.
 8. Prepare Information Bulletins (IBs) based upon RFIs, Client requested modifications or clarifications to the Contract Documents. MJ will prepare a maximum of two (2) IBs under this task.
 9. Attend up to two (2) construction progress meetings.
 10. Perform a Substantial Completion walkthrough (if requested).

ASSUMPTIONS

The following assumptions were made in the development of this proposal:

1. No impacts will be required to regulated wetlands or adjacent zones.
2. No impacts to NYS or federally protected plants or animals are anticipated.
3. The storm sewer system is adequately sized and the system will be rerouted in kind (ie. Pipe size).
4. Soil disturbances will be less than one acre and permit coverage under the NYS DEC SPDES General Permit for Stormwater Discharges from Construction Activity GP-0-25-001 is not required.
5. Existing storm sewer pipe is not suspect for presence of hazardous materials.

TASKS NOT INCLUDED IN THIS PROPOSAL

The following efforts are excluded from this scope of services:

1. Wetland delineation.
2. Geotechnical testing.
3. Archaeological studies.
4. Hazardous materials testing or abatement design.



5. Stormwater modeling.
6. Project manual including contracting and technical specifications. Material specifications will be provided on the plans.
7. Cost estimating.
8. Design of site structures (i.e., new retaining walls, ramps, etc).
9. SEQR services.
10. Stormwater Pollution Prevention Plan.
11. Payment of permit application fees.
12. Construction phase testing or inspection services.

SCHEDULE

Upon notice to proceed, MJ is prepared to develop a mutually agreeable project schedule that meets critical milestones and begin the project.

FEE

MJ proposes to complete the above-listed services for the following fees.

Description	Billing Type	Fee
Task 1 – Supplementary Site Survey	Lump Sum	\$ 4,500
Task 2 – Design and Construction Phase Support	Lump Sum	\$ 14,500
Total Fee		\$ 19,000

MJ will invoice Centrica monthly based on percentage of work completed. The fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ’s control.

The fees listed above are valid for 60-days from the date of this proposal.

SUMMARY

Thank you for the opportunity to provide a proposal for this project. If the above scope of work is acceptable, please provide a subconsultant agreement and notice to proceed for execution. We look forward to the opportunity to continue to work with Centrica on this project. Please do not hesitate to contact Jenny Lippmann at 518-371-0799 or via email at jlippmann@mjteam.com if you have questions or require additional information.



Sincerely,

A blue ink handwritten signature, appearing to be 'Michael D. Panichelli'.

Michael D. Panichelli, P.E.
President

Cc: Jenny Lippmann, P.E.
File

Attachments:
Figure 1 – Project Limits

Figure 1 – Survey Limits

