

**SENT VIA EMAIL ONLY**

September 26, 2025

Mr. Jeffrey Frey  
Senior Project Manager  
Centrica Business Solutions  
2111 Ellsworth Boulevard  
Malta, NY 12020  
[Geoff.frey@centrica.com](mailto:Geoff.frey@centrica.com)



Re: Albany County MVP Arena Parking Solar  
1 Market Street  
Albany, NY 12207  
MJ Project No. 2190.00  
**Supplemental Proposal 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 supplemental 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 at 1 Market Street, Albany, NY. MJ's project understanding and associated Scope of Services are included below.

**PROJECT UNDERSTANDING**

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Based upon information provided by you during a phone call with Jenny Lippmann and Corey Reed on September 19, 2025, MJ understands the following:

- Centrica Business Solutions is working with National Grid and Albany County (County) to install a solar array on the parking garage at the MVP Arena, which is a County-owned facility.
- During construction stakeout for the required switch gear, a sanitary sewer main was encountered that requires realignment.
- Centrica is currently under contract with MJ to provide survey stakeout and storm sewer realignment design for the project.
- The sanitary 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 sanitary 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**

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### **Task 01: Supplementary Survey**

MJ will complete supplementary survey and mapping of the project area depicted in Figure 1 (attached). The tasks to be completed include:

1. Collect topographic data through conventional surveys over the entirety of the area consisting of approximately 0.5 acres. Sufficient data will be collected to generate 1-foot contours.
2. Establish a minimum of two (2) control points within the project area.
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 sanitary 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 County for anticipated highway work permit application.
5. Determine flow rates for any necessary bypass piping.
6. Attend up to four (4) design coordination meetings.
7. Review and respond to submittals including shop drawings, product data, and sample review.
8. Review and respond to contractor's written request for information (RFIs) regarding the contract documents and project clarifications.
9. 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.
10. Attend up to two (2) construction progress meetings.
11. Perform a Substantial Completion walkthrough (if requested).

## **ASSUMPTIONS**

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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 sanitary sewer system is adequately sized and the system will be rerouted in kind (i.e. 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 sanitary sewer pipe is not suspect for the presence of hazardous materials.

## **TASKS NOT INCLUDED IN THIS PROPOSAL**

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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. Sanitary sewer system 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. Payment of permit application fees.
11. Construction phase testing or inspection services.

**SCHEDULE**

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

**FEE**

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

<b>Description</b>	<b>Billing Type</b>	<b>Fee</b>
Task 1 – Supplementary Site Survey	Lump Sum	\$ 4,500
Task 2 – Design and Construction Phase Support	Lump Sum	\$ 12,500
<b>Total Fee</b>		<b>\$ 17,000</b>

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**

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

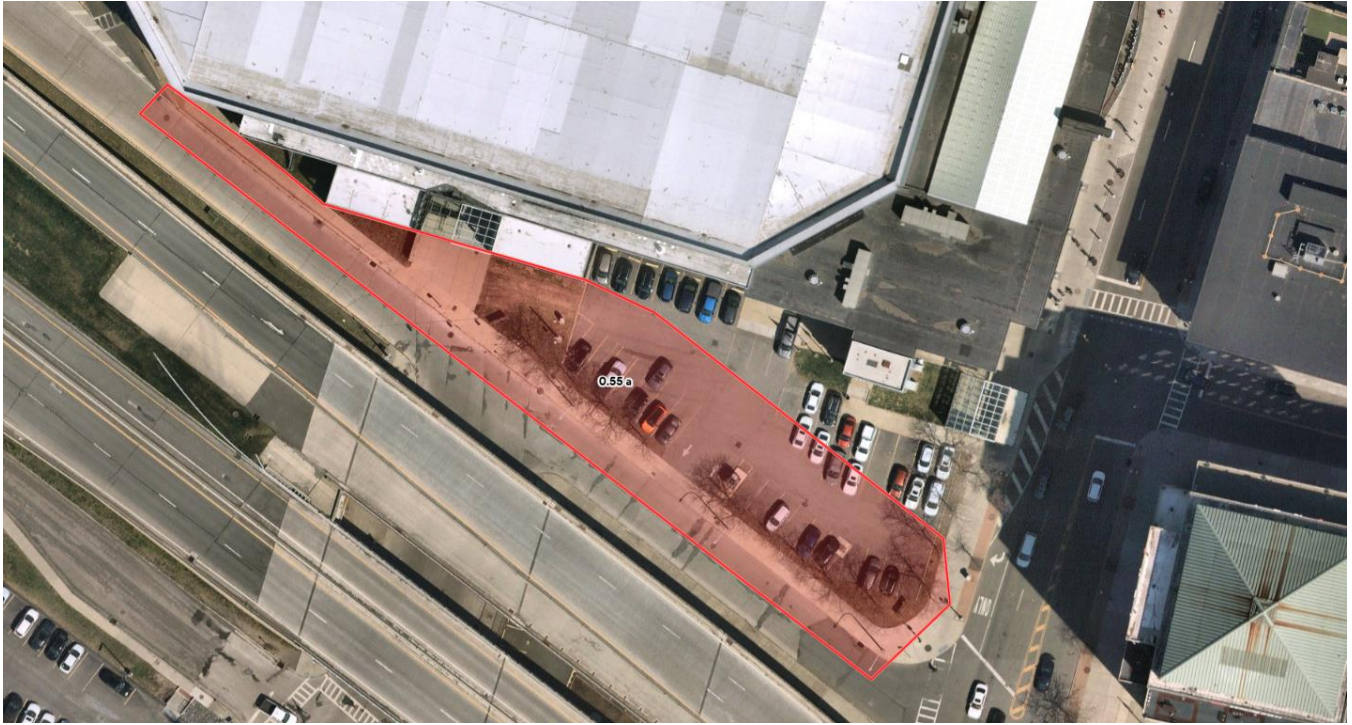
Sincerely,

  
 Michael D. Panichelli, P.E.  
 President

Cc: Jenny Lippmann, P.E.  
 File



Attachments:  
Figure 1 – Survey Limits



**Figure 1 – Survey Limits**