

January 9, 2023

Emanuel Synagogue
160 Mohegan Drive
West Hartford, CT 06117

Attn: Mr. Thomas Mastronarde

RE: Proposal for Landscape Architecture Design Services
160 Mohegan Drive
West Hartford, CT

Dear Mr. Mastronarde:

In response to your request, Loureiro Engineering Associates, Inc. (hereinafter “LEA” or “Consultant”) is pleased to submit this proposal to Emanuel Synagogue (the “Synagogue” or “Client”) for landscape architecture services at your facility located at 160 Mohegan Drive in West Hartford, Connecticut (the “Site”).

1.0 Background

1. It is our understanding that the Emanuel Synagogue outdoor space is located on the ~~southwest~~ ~~north~~-side of the synagogue, bordered on the east and south sides by a parking lot and comprises of a playground, greenspace, walks and plantings.
2. The Synagogue’s Open Space Committee (the “Committee”) “wish list” for the space was provided to LEA via email on December 12, 2022. LEA has developed the scope of services based on the items contained in the list coupled with our meeting with the Committee on November 30, 2022.
3. LEA assumes that the Synagogue will provide us with paper ~~drawings~~ ~~swgs~~ that represent existing conditions in the outdoor space. I was informed during the 11.30.2022 meeting that there were no digital files available.

2.0 Scope of Services

1. LEA will attend a kick-off meeting with the Committee to initiate the project, review the “wish list”, discuss the design process, and confirm the project schedule.
2. LEA will conduct a site visit to observe existing conditions in the outdoor space, verify design constraints, photograph and gather general site data to support design efforts.
3. LEA will prepare two (2) Schematic Designs that represent potential improvements to the outdoor space. The Schematic Designs will be based on the Committees “wish list” of improvements, and will depict the general layout of new fencing to enclose the space, a playground, and a flex space that includes accommodations for seating, a portable stage, and shade structure(s). It is our understanding that the flex space should achieve a balance between functional paved surfaces and planted greenspace. The designs will include



appropriate callouts and identifiers for proposed site development. We will also provide precedent/example images of key items such as playground equipment, paving/pavers, shade structures, select plantings, etc.

4. Design Meetings: During the design process, LEA will attend two (2) design meetings/design working sessions with the Committee at the Synagogue. Additional coordination can be conducted via telephone, e-mail, and virtual meetings.
5. Deliverables: LEA will provide the Committee with the design deliverables (Schematic Design) and related precedent/example images, product cut sheets, etc. as Portable Document Format (.pdf) files.

2.1 Services Not Included

The following services are not included in the scope of services or fees. If required, these services will be performed for additional fees in accordance with a written amendment.

1. Land Surveying.
2. Subsurface investigation (e.g. soil testing, borings, test pits, line tracing etc.).
3. Design beyond Schematic Design, suitable for reviewing with the Committee. The Schematic Designs will not contain design detail suitable for permitting or construction.
4. Design of custom fences or furnishings. It is assumed that these features would be manufactured units.
5. Design of custom canopies, shade structures, pergolas or similar features. It is assumed that these features would be manufactured units.
6. Design of circuits or controls for any lighting systems.
7. Design of water features (if any).
8. Irrigation design. This will be a vendor design, coordinated by LEA.
9. Permitting of any kind.
10. Photo-simulations or similar graphics beyond 2-dimensional layouts.

3.0 Fees

LEA will perform the Scope of Services described herein for a lump sum fee of **\$4800.00, to be invoiced upon submittal of deliverables described in Item 5 under “Scope of Services” above.** This fee is inclusive of all labor and anticipated Direct Expenses.

Our proposed fees are based on our current understanding of the project and the level of effort necessary to complete the scope of services specified herein. Should additional information or circumstances affect the level of effort necessary to complete the proposed work, we will inform you in advance of any potential impact to the proposed fees and/or schedule. We will not exceed the fees indicated above without the prior written authorization from you.



4.0 Schedule

We are prepared to initiate the work described above immediately upon receipt of your written authorization. We estimate that the Schematic Designs can be completed within ~~60~~ ⁹⁰ business days of your authorization. Extension of any completion dates may result in increased fees.

5.0 General Terms and Conditions

The attached General Terms and Conditions apply to all services provided by LEA. In the event the Client issues a purchase order or other instrument related to LEA's services, it is understood and agreed that such document is for the Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the attached General Terms and Conditions.

6.0 Supplemental Services

In the event LEA is to prepare for or appear in any litigation on behalf of the Client or is to perform other services not included herein, additional compensation shall be paid to LEA, charges for which will be based upon LEA's fee schedule at the time the additional services are performed.

Receipt of a signed copy of this proposal, with the accompanying General Terms and Conditions, will serve to authorize the work outlined in the scope of services. We appreciate the opportunity to be considered by the Synagogue for this project.

If you have any questions regarding our proposal, please feel free to contact me by telephone at 860-410-2946 or by email at kaprochorena@loureiro.com.

Sincerely,
LOUREIRO ENGINEERING ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "John G. Stewart".

John G. Stewart, PLA
Senior Landscape Architect

A handwritten signature in blue ink, appearing to read "Kurt A. Prochorena".

Kurt A. Prochorena, PE
Vice President

Attachments: 1) Terms and Conditions

Authorization to Proceed



I hereby authorize Loureiro Engineering Associates, Inc. to proceed with the work described in this Proposal and in accordance with the General Terms and Conditions attached hereto. I understand that I will be billed monthly and that payment is due and payable within 30 days of the date of the invoice, with interest accruing at the rate of 1.5% per month thereafter.

Signature

Date

Title