

**Port Jervis**  
SCHOOL DISTRICT

Enclosure 7

**Lorelei Case**  
Assistant Superintendent for Business  
9 Thompson Street  
Port Jervis, New York 12771

Phone (845) 858-3100 Ext. 15530  
Fax (845) 858-3265

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**To:** Tom Bongiovi  
Board of Education

**From:** Lorelei Case *LC*

**Date:** September 27, 2016

**Subject:** Route 209 Survey – Sanitary Renovations

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Buildings and Grounds will be issuing a purchase order to Conrad, Close and Ewald, PC to prepare a survey of the Route 209 complex for use in the Sanitary Line Renovation Project.

The agreement will be placed on the agenda for board approval.

LC:mo

CONRAD, CLOSE & EWALD, P.C.  
PROFESSIONAL LAND SURVEYORS  
LICENSED FOR PRACTICE IN NY, NJ, PA, NH & CA

161 JERSEY AVENUE  
PORT JERVIS, NEW YORK 12771  
PHONE (845) 856-8713  
FAX (845) 856-2589  
E-MAIL: CCE@FRONTIERNET.NET

PLEASE REPLY TO

P.O. BOX 365  
MILFORD, PENNSYLVANIA 18337  
PHONE (570) 296-8393  
FAX (845) 856-2589  
E-MAIL: CCE@FRONTIERNET.NET

PLEASE REPLY TO

July 5, 2016

Mr. Joseph Tola  
Savin Engineers, P.C.  
3 Campus Drive  
Pleasantville, New York 10570

Dear Joseph,

At your request, we are hereby submitting the following fee proposal for a Topographical Survey (one foot contours) of a portion of the City of Port Jervis High School Complex as outlined in your e-mail of June 27, 2016 (attached to this proposal), for your review and consideration.

**SCOPE OF SERVICES:**

- (1) Topographical Survey (one foot contour interval) in the area as outlined in drawing you provided, at the City of Port Jervis High School Complex, U.S. Route 209, City of Port Jervis, Orange County, New York, said drawing is attached to this proposal..
- (2) Topographical Survey will show all items outlined in your e-mail of June 27, 2016 (attached) except that Utility Markouts are to be coordinated by your office and inverts will be determined only if accessible from a manhole.
- (3) Mapping of above at a suitable scale in AutoCad Release 2007 digital format will be provided.

Our fee for the above will be **nine thousand and eight hundred dollars (\$9,800.00)**. This fee does not include any delineation of wetlands or any other surveying work required for development of this parcel.

**FEE SCHEDULE:**

- (1) Upon authorization to proceed: \$4,000.00.
- (2) Upon completion of Topographical Mapping: **Balance in Full.**

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Savin Engineers, P.C.  
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We shall consider an appropriately executed copy of this proposal and receipt of you retainer check, as our formal authorization to proceed. The foregoing proposal is valid for a period of 30 days.

If you wish to proceed with this project, please sign a copy of this proposal in the designated area and return the same along with your check in the amount of \$4,000.00.

Thank you for considering our firm for this project and if you have any questions please feel free to call.

Sincerely,

  
Conrad, Close & Ewald, P.C.  
Robert B. Ewald, P.L.S.

We approve and accept the terms and conditions of this proposal and you are hereby authorized to proceed.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_