

February 20, 2026

To: Denise Barnard, Chair
Richmond Friends of the Band Shell Committee
Town Of Richmond
Richmond, VT
DBBCuts@AOL.COM

Re: Richmond Volunteers Green
Pavilion Design

EV# 24623

Project Understanding:

The project is described as follows:

- Schematic design for pricing of two options
- Final Design of chosen option including Construction Documents and Construction Administration
- Consulting regarding flood plain construction.

Engineering Ventures' scope of work shall include:

BASIC SERVICES

Engineering Ventures will provide WORK consisting of:

1. Review of the Geotechnical report to incorporate geotechnical engineering recommendations into final foundation design.
If soils information is not available, footing design will be based on presumptive allowable bearing pressures to be confirmed at the time of construction by others: a testing agency or geotechnical engineer.
2. Analysis and design of the primary structural framing and the foundations for the building.
3. Design meetings as needed online or in Richmond
4. Review of flood plain design parameters including

5. Drawings and specifications for our portion of the work.

Construction Phase:

1. Consultation during bidding and construction will be provided including issuance of addenda and clarifications as required.
2. Review of specified contract submittals including shop drawings, product data and samples. Review shall only be for conformance with the design concept and for compliance with the information given in the plans and specifications.
3. Site visits at appropriate intervals to review construction in progress including a final punch list. Up to 2 visits are included.

If services are requested for design beyond customary review of options during initial phases of

ASSUMPTIONS AND EXCLUDED SERVICES

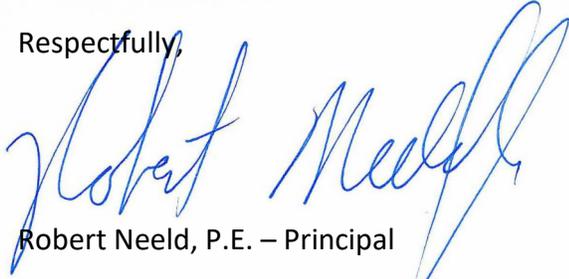
The following assumptions are presented in order to more clearly delineate Engineering Ventures' Scope of Work.

1. Construction Cost Estimating and Value Engineering: Cost estimating is not included as part of our work. We anticipate consulting with the project Construction Manager or Professional Cost Estimator to assist them in developing Construction Cost Opinions. Redesign of the project after the Design Development Phase to reduce the project cost is not included.
2. Site Engineering, Site Structures, and Utilities: Site engineering, grading, drainage, and utility design is not included in our work.
3. Special Inspections: A Schedule of Special Tests and Inspections in accordance with the International Building Code will be prepared. Testing and Inspection shall be performed by others.

Fee Proposal:

Schematic Design for Two Options:	\$9,500 Lump sum
Final Design for Chosen Options:	\$7,500 Lump Sum
Flood Plain Consulting:	\$5,000 Allowance- billed hourly as needed
Construction Administration:	\$5,500 Estimate- billed hourly as needed

Respectfully,



Robert Neeld, P.E. – Principal

CC: John Linn john@hillviewdesign.com

ACCEPTANCE

Town of Richmond, accepts this Agreement and hereby directs Engineering Ventures to proceed with the Scope of Services and acknowledges that it has the budgeted and approved financial resources for this project and intends to pay for satisfactory completion of the services rendered in accordance with the conditions stated herein.

Signature - Town of Richmond

Josh Arneson- Town Manager

Date