



## NEW YORK CITY AGENCY FILINGS, APPROVALS & PERMITS

**146 WEST 29TH STREET, SUITE 2E  
NEW YORK, NY 10001**

**TEL: 212-566-5110  
FAX: 212-566-5112**

November 26, 2018

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RE : Proposal for Consulting Services - 334 323, Bronx

Dear ,

Thank you for considering RPO Inc. for your project. We are providing this proposal based on our present understanding of the project requirements. Please let us know if there are any differences in scope that would require modification of the proposal or if you have any questions.

The scope and associated included services proposed are as follows:

**Total cost for service associated with the scope listed above is: \$ 100.00**

**Payments for service are required in accordance with the following schedule:**

Other services we can perform, but are not included in the proposal scope above are:

- Additional filings for means and methods, or that result from change of design, etc.
- Code, zoning and procedural consultation in excess of service included in scope.
- T.C.O. phasing and renewals in excess of service included in scope.
- Post approval amendments in excess of service included in scope.
- Registration of professionals, owners and/or contractors as may be needed to conduct business with the D.O.B. or D.O.T.
- Filing contractor insurance at D.O.B or D.O.T.
- Obtaining and renewing contractor work permits in excess of service included in scope.
- Responding to Department of Buildings audits.
- Consultation about D.O.T. staging logistics and plan preparation in excess of service included in scope.
- Researching violations and preparation of certification of violations issued during construction and that are answerable at the Office of Administrative Trials and Hearings.
- Obtain permission to work after normal work hours.

Any/all services that are not explicitly listed within the scope and included services section above are not included as part of the service fee listed on this proposal – they are excluded services. These additional services, if requested, will be billed in accordance with our fee schedule in effect at the time service is performed. Client is to advise RPO Inc. if any permissions are required prior to



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commencement of work that is not part of scope. Client accepts that additional services that are requested are to be billed in accordance with fee schedule in effect at time service is performed. Any questions concerning fees shall be or performance of work shall be discussed prior to execution of service. RPO Inc., does not perform any design work and does not accept technical responsibility for any designs, work or inspections.

RPO Inc., will assign your project to a Project Manager who will be the primary contact for all communication and who will be solely responsible for the management of work-flow and to assure that appropriate service levels are being achieved by all other team members and support staff. The Project Manager will oversee violations services, coordinate Department of Transportation services, and supervise field staff to ensure appropriate attention is being given to your project. He/she will provide his/her office telephone extension, cell phone number and email contact information to maintain ease of contact and assure continuity.

Reimbursable expenses are excluded from this proposal. Any reimbursable expense required for agency filings, asbestos investigation, microfilm, printing, express mail or payment of violations, etc., is additional and is the client's responsibility. RPO Inc., may, at its discretion, advance payment for reimbursable expenses when permitted, in which case the actual cost, plus three percent (3%), will be billed to the client. However, all accounts must be kept current in order to continue this service.

Payment terms are net 30 days for ordinary invoices. Retainers and/or invoices for retainers are due upon receipt. Retainers, service fees, and reimbursable expenses are not refundable under any circumstance. Past due balances are subject to application of interest at an annual rate of 18%.

Additionally, all in-house efforts and expenses associated with the collection of past-due accounts, including but not limited to legal fees, shall be paid by the client.

Please sign below (and remit \$ 0.00 payable to "RPO Inc.") if you wish for us to proceed with the scope set forth in this proposal and agree to all terms contained herein. This proposal will remain in effect for 15 calendar days. Do not hesitate to call if you have any questions and thank you for considering us for your project.

Very truly yours,

A handwritten signature in dark ink, appearing to read "M. Pressel", is written over a horizontal line.

Michael G. Pressel

Accepted by:



*RE: Proposal for Consulting Services - 334 323,  
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November 26, 2018

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Print Name

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Signature

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Date

RFP #00012101