



## **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**

December 19, 2018

RE : Proposal for Consulting Services - 1122A NOSTRAND AVE, Brooklyn

Dear ,

I am submitting this proposal to perform NYC Agency consulting services for your project. The specific scope of work we intend to perform is:

Filing and approval of an Alteration Type II application at the Department of Buildings for . Filing services include preparation of applications for plan approval, including technical report(s) to identify special/progress/energy inspections (these inspections are to be specified by Applicant of Record). Standard review filings include up to two plan exams. Work-types include: Boiler, Earthwork/Excavation, Foundation, Fuel Burning, Fuel Storage, Mechanical, Sprinkler, Standpipe, Structural, Support of Excavation, Underpinning

FIRE SUPPRESSION SYSTEM- Service includes preparation of Alteration type II filing form work for fire suppression system based on plans prepared by AOR/EOR, file with the NYC Department of Small Business Services and the NYC Fire Department, follow through until approval is granted. This filing assumes that legal occupancy has been established.

FIRE ALARM FILING- Filing services include preparation of applications for plan approval for modification of existing fire alarm system based on plans prepared by Application of Record, file with the NYC Department of Buildings and the NYC Fire Department. Client to furnish base building Letter of Approval for existing fire alarm system. This filing assumes that legal occupancy has been established.

FIRE ALARM FILING- Filing services include preparation of applications for plan approval for installation of new fire alarm system based on plans prepared by Applicant of Record, file with the NYC Department of Buildings and the NYC Fire Department. This filing assumes that legal occupancy has been established.

**Total cost for service associated with the scope listed above is: \$ 14,800.00**



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

\$ 14,800.00 1

This proposal ***excludes*** filings in addition to the one described above, such as work permit/ renewals, after-hour work variances, post approval amendments or any other services beyond those described in scope of work. Also ***excluded*** are filing fees, printing and express mail. Additional services, if required, will be billed in accordance with our fee schedule in effect at the time they are performed.

Reimbursable expenses will be billed at time of disbursement.

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Any reimbursable expenses required for agency filings, asbestos investigation, microfilm, printing, express mail or payment of violations is the responsibility of the party with whom we contract. RPO Inc. may, at its discretion, advance payment for reimbursable expenses where permitted in which case we will charge actual cost plus 3%; however, payments must be kept current in order to continue this service. Payment terms are net 30 days for invoices issued after retainer is received. Past balances are subject to interest applied at an annual rate of 18%. Additionally, all expenses associated with collection efforts due to failure to pay in accordance with these terms are the responsibility of the client, including legal expenses.

RPO Inc. does not perform any design work and does not accept technical responsibility for any work or inspections.

Please sign below and remit payment of \$ 14,800.00 payable to "RPO Inc." if you wish for us to proceed with the work outlined in this proposal. This proposal shall remain in effect for 15 days. Do not hesitate to call if you have any questions.

Very truly yours,

A handwritten signature in dark ink, appearing to read "M. Pressel", written in a cursive style.

Michael G. Pressel



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December 19, 2018

Accepted by:

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Print Name

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Signature

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Date

RFP #00000281