

## PROPOSAL / Work Authorization

Proposal Submitted to:

Date: **SEP 9, 2025**

**Jon Matz, PLA**  
**Project Mgr, Public Works Capital Program**  
**Town of Bethel**  
**1 School Street**  
**Bethel, CT 06801**

### PROJECT INFORMATION

Project Name: **Matz - Bethel Town Garage, 1 Sympaug Park Road Bethel, CT**

Location: **1 Sympaug Park Road Bethel, CT 06801**

Client Phone: **203.794.8543**

Other:

Project Phone:

Client EMAIL Address: **matzj@bethel-ct.gov; gtarchitect1@att.net**

### SCOPE OF SERVICES

We hereby propose to provide the following services in connection with the above referenced project:

**Working with client's Architect (Gary Tarantino), Review existing documents and data relating to repair of the existing roof; previous design documents, test reports and condition studies all relating to the 2017 effort to repair or replace the roof.**

**Perform an on site evaluation to re-examine the roof structure and gather updated data regarding the current existing conditions.**

- This proposal assumes that the Town of Bethel can provide sufficient lift platforms and other access (including operators if req'd) for our personnel to reach and examine all roof framing components.**

**Provide a detailed condition study report with updated Repair/Replace/Rebuild options. This report will discuss the technical, operational and financial impacts of each of the discussed options and provide recommended next steps.**

**This proposal does not cover substantial changes, modifications, changes in scope or delays associated with incomplete information or other elements outside of our control. For any of these eventualities, additional compensation will be required.**

**See next page for payment terms and acceptance**

To: **Jon Matz, PLA**

Date: **SEP 9, 2025**

**PAYMENT**

We hereby propose to furnish the above services for the following fees, plus expenses:

**Per the fixed fee listed below. Additional requested services will be billed at the attached hourly fee schedule dated Jan 1, 2024. Standard Terms & Conditions apply, a copy of which is attached.**

**Payment of \$ 3,600 is required prior to the start of work, with monthly progress billing and full balance due upon submission of final drawings or report. The retainer will be deducted from the final invoice.**

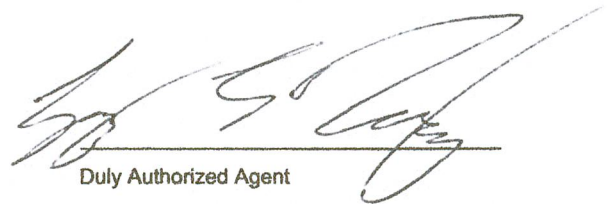
**Fee will be fixed at \$10,800 and will not exceed this amount.**

**Access equipment and associated operators/safety persons are not included in the above fee, but may be provided on request per our attached expense rates.**

**CONDITIONS**

All work to be performed in accordance with Standard Practice as defined by the National Society of Professional Engineers. Client to provide all required information, site access, and/or other data or assistance as is required for the completion of the above proposed services. Failure to remit payment in accordance with this agreement shall result in the immediate suspension and/or termination of services.


Note: This proposal may be withdrawn if not accepted within **90** days.



Duly Authorized Agent

**ACCEPTANCE**

The above scope of services, fees, and conditions are satisfactory and are hereby accepted. You are authorized to complete the work as specified above.



Signature

10/15/2025

Date Accepted

## **TORELLO ENGINEERS**

### **FEE SCHEDULE FOR PROFESSIONAL SERVICES**

**Effective January 1, 2024**

<b>1. PRINCIPAL</b>	<b>\$240.00</b>
<b>2. ENGINEER</b>	<b>\$200.00</b>
<b>3. INSPECTOR</b>	<b>\$160.00</b>
<b>4. TECHNICAL ASSISTANT</b>	<b>\$ 75.00</b>
<b>5. DRAFTSMAN</b>	<b>\$ 90.00</b>
<b>6. CLERICAL</b>	<b>\$ 45.00</b>

### **OVERTIME, SATURDAY, SUNDAY, OR HOLIDAY WORK**

**For requested Saturday or evening work - add 50 percent to above rates.**

**For requested Sunday or holiday work - add 100 percent to above rates.**

### **COURT DEPOSITIONS AND EXPERT WITNESS**

**Add 100 percent to above rates, includes preparation time.**

### **TRAVEL**

**50 cents per mile plus tolls.**

### **EXPENSES AND LABORATORY SERVICES**

**At direct cost plus 20 percent handling and administration charge. See list of standard expenses. If requested, testing labs will bill client directly.**

## **STANDARD EXPENSES AND TESTING EQUIPMENT CHARGES**

<b>Drawing Reproductions</b>	<b>\$ .75/sq. ft.</b>
<b>Photographs</b>	<b>\$ 1.00/each</b>
<b>Copies</b>	<b>\$ .25/each</b>
<b>Color Copies</b>	<b>\$ 1.25/each</b>
<b>Fax</b>	<b>\$ 1.25/per pg.</b>
<b>Mileage</b>	<b>\$ .50/mile</b>
<b>Ultrasonic Equipment</b>	<b>\$ 40.00/day</b>
<b>Windsor Probe</b>	<b>\$ 30.00/test location</b>
<b>Strain Gage</b>	<b>\$ 20.00/test location</b>
<b>Crack Monitor</b>	<b>\$ 10.00/each</b>
<b>Recording Thermometer</b>	<b>\$ 10.00/day</b>
<b>Borescope</b>	<b>\$20.00/day</b>

**These equipment / material fees are IN ADDITION to hourly rates.**

### **OTHER EXPENSES**

**Examples of expenses that may be charged to a project in addition to the contract amount are as follows:**

- \* Testing laboratory fees**
- \* Test borings / excavation work**
- \* Other professionals; Architect, Surveyor, etc**

**The above is not necessarily all-inclusive for every project.**

## TERMS AND CONDITIONS

These Terms and Conditions are hereby incorporated by reference in the proposal for services dated: SEP 9, 2025

To: Jon Matz, PLA ■ (CLIENT).

Torello Engineers (ENGINEER) and the Client do hereby agree that:

1. ENGINEER shall provide CLIENT with services set forth in the proposal pursuant to the Terms and Conditions set forth herein. CLIENT agrees that these services involve matters of opinion and professional judgment and acknowledge the inherent risks to the CLIENT or his property. The ENGINEER shall use his best judgment and exercise reasonable care in order to protect CLIENT from these risks.
2. CLIENT shall provide ENGINEER with unlimited access to the site and to materials and/or documents that the ENGINEER deems necessary to complete the proposed services.
3. ENGINEER's scope of services shall not include the identification, detection, or abatement of asbestos or hazardous materials. If the ENGINEER detects or suspects any such substance in the course of providing services CLIENT shall assume the responsibility for the removal of such material prior to the continuation of services.
4. This agreement shall be governed by and enforceable in accordance with the laws of the State of Connecticut.
5. CLIENT shall pay ENGINEER for services in the amounts set forth in the proposal. Invoices for services will be submitted to CLIENT on a periodic basis. CLIENT agrees to pay all invoices within 10 days of receipt. A late charge of 1-1/4% per month will be applied to all unpaid invoices. CLIENT agrees to pay all attorneys fee and legal costs for collection of past due invoices.

Services shall not commence until ENGINEER has received any Retainer requested in the proposal. All retainers shall be held for the duration of the project and will be deducted from the final invoice.

Failure to remit payment in accordance with these Terms and Conditions may result in the immediate suspension or termination of services at the sole discretion of the ENGINEER.

6. **Either party upon ten (10) days written notice by mutual consent, or due to failures of performance of material Terms and Conditions may terminate services. If termination is due to failure of performance by the ENGINEER, the ENGINEER shall be paid for services completed up to the time of termination based on the fees described in the proposal. If termination is due to any other cause, ENGINEER shall be paid for services and expenses to the effective date of termination together with a closeout fee equal to 20% of total project billings.**
7. **Cancellations for all inspection work prior to start will be billed as follows:**
  - **72 hours or more prior to scheduled visit or project commencement: The greater of actual billable time spent or \$400**
  - **48 hours prior to scheduled start: 50% of the contract amount**
  - **Less than 48 hours prior to scheduled start: 100% of the contract amount**

**Refunds based on the above will be issued within 10 days of cancellation.**

8. **CLIENT agrees that ENGINEER's liability to CLIENT based upon or arising out of ENGINEER's alleged breach of contract or negligent professional acts, errors, or omissions, is limited, in amount, to the aggregate sum of \$25,000.00 for a 6 month period following acceptance of this proposal.**
9. **All documents prepared by the ENGINEER pursuant to this agreement are the property of the ENGINEER prepared specifically for the CLIENT for the project as described in the proposal and are not to be used for any other purpose, location, or client without the written consent of the ENGINEER. Any such use shall entitle the ENGINEER to an additional fee equal to 100% of total project fees, and CLIENT further agrees to indemnify, defend and hold harmless the ENGINEER from any claim arising from such use.**

**CLIENT agrees that the ENGINEER, at his discretion, may share any or all documents with municipal officials or other such authority for the purpose of advising, public safety, obtaining permits, or any other purpose. Documents may also be provided to potential clients or the public as samples with identifying client information and locations removed for the purposes of marketing or publicity.**

10. **Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than the CLIENT or ENGINEER.**
11. **The proposal and these Terms and Conditions constitute the entire agreement between CLIENT and ENGINEER and supersede all prior written or oral understandings between them in respect of the subject matter covered hereby. The proposal including these Terms and Conditions may only be amended, supplemented, modified, or cancelled by a duly executed written instrument.**