

Minutes of meeting held Friday, March 22nd, 1907, at 4:00 P.M.

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The meeting came to order promptly in the office of the Commissioner of Education, Chairman Draper in the chair and all members present.

The minutes of the previous meeting were approved as read.

The following communications from Mr. Ross to the Secretary and from Mr. Ross to Mr. Heins were read.

Albany, N. Y., March 18, 1907.

Dr. Samuel B. Ward, Secretary
Executive Committee, Albany Normal College,
No. 281 State St., Albany, N. Y.

Dear Sir:-

I enclose a copy of a letter from Mr. Albert R. Ross, regarding the Albany Normal College designs.

He suggests a fixed fee of \$8500. I met Mr. Ross on the train to New York the morning after our meeting and we had an opportunity to talk over the details of the matter. It seemed to us both that a fixed fee would be the only practicable method of arriving at the amount to be paid for his services, because it would be utterly impossible to separate the cost of the outer walls from the rest of the building.

The memorandum of the meeting with the Ways and Means Committee seems to me incorrect in the fourth paragraph, because it was distinctly understood that Mr. Ross' fee was to come out of the appropriation for the building, but that the balance of the architectural expenses was to be paid by my office.

Will you kindly let me have the opinions of the Commissioner of Education and of the Committees to Mr. Ross' proposition?

Very truly yours,

(Signed) G. L. Heins.

State Architect.

March 15, 1907.

Mr. George L. Heins, State Architect,
The Capitol, Albany, N. Y.

Dear Sir:-

In relation to making complete working drawings, specifications and such supervision as may be necessary in building of them, for the exterior of the proposed New York State Normal College, permit me to say, pursuant to your suggestion, that I should be gratified to undertake this work in association with you, in which event the corresponding remaining working and engineering drawings for the buildings will be made by you. These drawings for the exterior will comprise eighth scale elevations of all the fronts of all the buildings, approaches, and connecting corridors, necessary sections of walls, etc., one-half inch scale details of such parts as may not be sufficiently shown at eighth scale, complete and usual full size details of all cornices, columns, ornamental parts, etc. etc., specifications of materials and workmanship proposed to be used, and such supervision as may be necessary to properly interpret these drawings in the execution of the buildings.

To obviate unnecessary delay and confusion, I will undertake to have all of the eighth scale drawings begun in this office, with the assistance of your draftsmen for your parts of the work, and so continue to such time as the drawings may be better carried on in our separate offices.

As a basis for reasonable remuneration for the professional services which I propose to give, I suggest the schedule of charges found right and proper and endorsed by the American Institute of Architects. I am of the opinion that the drawings, specifications and supervision which I propose to furnish would equal one-half of the labor in making all of the drawings, specifications, etc., the usual fee for which is, as you know, 5% of the cost of the buildings plus engineering services, clerk

of the work, traveling expenses, etc. My remuneration accordingly would be $2\frac{1}{2}\%$ of the cost of the buildings, which for this purpose may be assumed at \$350,000, or \$8,750. I venture to suggest, however, making this fee a fixed amount regardless of the cost of the buildings, say \$8,500.

I sincerely hope that the contents of this letter will meet with your approval and that I may have your authority to proceed with the work at once, in which case it would be advisable, I should think, that a formal agreement be executed.

This letter simply expresses what in my opinion, based upon the actual practice of our profession, is reasonable and proper, but I should be pleased also to have your opinion and will be guided by any suggestions which you may have to give.

Very truly yours,

(Signed) Albret R. Ross,

Architect.

Commissioner Draper made a statement to the Committee to the effect that Mr. Finegan had had an interview with the sub-committee of the Legislature and found that it was their opinion that Mr. Ross' fee should be paid out of the appropriation, provided that the Comptroller, Commissioner of Education and this Committee ratify such an agreement.

Mr. Finegan offered the following resolutions:

RESOLVED, That the conditions expressed in the letter of Mr. Albert Randolph Ross to State Architect Heins under date of March 15, 1907, whereby Mr. Ross is to be associated with Mr. Heins in preparing plans and specifications for the State Normal College Buildings and in the supervision of the construction of such buildings on the basis agreed upon between a representative of this board, a representative of the Commissioner of Education and a sub-committee of the Ways and Means Committee of the Assembly, on the

evening of March 15, 1907, be and they hereby are approved by this Committee;
Also,

RESOLVED, that in the judgment of the Committee the fee stated by Mr. Ross, viz, \$8,500 shall include the \$500 which it was agreed should be paid to Mr. Ross for preparing the design of the building which has been accepted by the State Architect and submitted by such Architect to this board; Also,

RESOLVED, that the interpretation which this Committee places upon condition 4 of the aforesaid agreement with the sub-committee of the Ways and Means Committee of the Assembly is that the fee of Mr. Ross shall be chargeable to, and be paid from, the present available building fund of the said Normal College buildings.

Mr. Van Rensselaer moved the adoption of the resolutions and his motion was unanimously carried.

No further business appearing the meeting adjourned.

Samuel R. Ward,
Secretary.