



V-E-1

TOWN AND VILLAGE OF HARRISON ENGINEERING DEPARTMENT



Alfred F. Sulla, Jr. Municipal Building
1 Heineman Place
Harrison, New York 10528

Michael J. Amodeo, P.E., CFM
Town/Village Engineer

July 25, 2014

Mayor Ron Belmont and
Members of the Village Board
Village of Harrison
1 Heineman Place
Harrison, New York 10528

Re: Professional Services Contract
Gleason Place Utility Garage Emergency Generator

Dear Mayor Belmont and Members of the Village Board:

Village Board authorization is requested for a professional services contract with LynStaar Engineering for the purpose of updating the plans for the installation of an emergency generator at the Gleason Place Utility Garage at a cost not to exceed \$9,250.00. A copy of their proposal is attached for your information and review.

The plans associated with this project were originally designed by LynStaar Engineering in 2008 and must be reviewed and updated to ensure accuracy and compliance.

As you know, the Town received a \$50,000.00 grant from FEMA to be used for the installation of an emergency generator at the Gleason Place Utility Garage.

Funding is available for this contract in Capital Account #14GB19.

Respectfully submitted,

Michael J. Amodeo, P.E., CFM
Town/Village Engineer



April 9, 2014

Michael Amodeo, P.E.
Town/Village Engineer
Town/Village of Harrison
1 Heineman Place
Harrison, New York 10528

RE: Harrison DPW Garage
Services for Generator Installation

Dear Sir:

We are pleased to submit our agreement for professional services for the above referenced project.

A. SCOPE OF WORK

1. Contract Documents

Design for the proposed generator installation had been completed almost six (6) years ago. Because generator emissions requirements have changed, the drawings and specifications must be modified.

2. Electrical

- a. Review contract documents, drawings and specifications, to bring them up to current standards and emissions requirements.
- b. Visit the site to ensure physical spaces are still available.
- c. Generator size is 100kW at 120/208V, 3Ø, 4 wire, outdoor, diesel with belly tank.
- d. Verify chosen generator location is outside the 100 year flood elevation and/or raise the generator as required.

B. DESIGN CRITERIA

1. One (1) job/survey meeting during design will be required.
2. Generator to pick up all building loads.



3. It is assumed physical spaces shown on the drawings are still available for the proposed equipment.

C. PREPARATION OF CONTRACT DOCUMENTS

1. Field inspection and survey.
2. Update correspondence with local utility company (Con Edison) for electric service modifications as required.
3. Resubmit drawings to Con Edison for review and approval.
4. Any environmental removals, asbestos, lead paint, oil contamination will be performed by others.

D. CONSTRUCTION PHASE

1. Assistance during bidding and RFIs.
2. Pre-Construction Meeting.
3. Six (6) field meetings/observations, including final punch list.
4. Conforming AutoCAD drawings for Contractor's As-Builts.

E. ARRANGEMENT OF FEE

1. The preceding design and construction administration will be furnished for a lump sum fee of **Nine Thousand Two Hundred Fifty Dollars and No Cents (\$9,250.00)**. It is anticipated this project will be done on CAD. Any additional work to be on a time and material basis.

Electrical Design Review	\$ 2,500.00
Construction Administration:	\$ <u>6,750.00</u>
Project Total:	\$ 9,250.00

2. Invoices to be billed monthly and are due within 20 days. After 30 days they will be subject to a 5% late fee.
3. Normal expenses will be included in the lump sum fee, e.g. computer plots, bulk printing, messenger service, mileage, etc.



Harrison DPW Garage
Services for Generator Installation

4. Additional work, field meetings/trips will be in addition to the lump sum fee and shall be billed at employee's standard hourly rates, per approval of owner and contract amended accordingly.

Please sign the original agreement and return it at your earliest convenience. Should you have any questions or require any further information, I will be available for discussion.

Respectfully submitted,

LynStaar Engineering, P.C.

A handwritten signature in cursive script that reads "Garry R. Lynch".

Garry R. Lynch, P.E.
Vice President

GRL/jgd

Copy to: Florinda Broderick, Harrison Engineering

Michael Amodeo, P.E.
Harrison Town/Village Engineer

Date