

V-E-1



TOWN AND VILLAGE OF HARRISON
DEPARTMENT OF PUBLIC WORKS



December 28, 2012

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

Re: Gleason Place Utility Garage
Masonry Renovations and Salt Shed Replacement

Dear Mayor Belmont and Members of the Village Board:

As you may be aware, the Salt Shed at the Gleason Place Utility Garage was struck by a truck during the snow storm on Wednesday, December 26, 2012, which caused significant structural damage. The extent of the damage necessitates the replacement of the salt shed.

Village Board authorization is requested for a professional service contract with Gary Spilatro, RA, for architectural design services related to masonry renovations and salt shed replacement, at a cost not to exceed \$15,350.00. Funding for this contract is available in Capital Account 12PW06.

Further authorization is requested for the Law Department to review the contract and upon review, the Mayor to execute same.

Finally, authorization is requested for the Purchasing Department to issue a Purchase Order to Gary Spilatro, RA, in an amount not to exceed \$15,350.00.

Respectfully submitted,

Anthony P. Robinson
Commissioner of Public Works

APR/fmb

GARY SPILATRO, R.A.

December 28, 2012

Mr. Tony Robinson
Commissioner of Public Works
Town / Village of Harrison
1 Heineman Place
Harrison, NY 10528

**Re: Exterior Masonry Renovation of main garage/office north wall at
Gleason Garage, Gleason Place, Harrison, NY 10528**

Dear Tony:

Thank you for considering us as architects for the Renovations at the Gleason Garage.

Per our discussions and site inspections, the attached is our proposal for this work. After reviewing the pervious Construction Documents set we note that the work would require Asbestos abatement of the roof flashing on the garage roofing and the salt roof needs to be checked if it requires asbestos sampling.

My sincere thanks for your confidence in this firm and with best wishes for every success in this project.

Very truly yours,

A handwritten signature in black ink, appearing to read "Gary Spilatro". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gary Spilatro R.A.

GARY SPILATRO, R.A.

December 28, 2012

Mr. Tony Robinson
Commissioner of Public Works
Town / Village of Harrison
1 Heineman Place
Harrison, NY 10528

Re: Exterior Masonry Renovation at Gleason Maintenance Garage
Gleason Place, Harrison, NY 10528

Dear Tony:

On your request, we performed a cursory inspection of the Gleason Maintenance Garage. The following is our proposal for Architectural Services for this work.

Design Proposal:

- 1) Masonry repairs to the main garage/office north wall (using the original design).
- 2) Masonry repair to remaining section of the garage building as deem necessary on Review and preliminary design site inspection (using the original design).
- 3) Salt Shed Renovation – includes removal of front columns, roof girder, roof framing, cmu walls on top of concrete retaining walls and removal of trees. Repair existing concrete retaining walls, design new cmu walls on top of the existing walls, new roof structure, new roofing with the gutter and leaders, new steel girder and front columns. Regrade site if required.

Our fee proposal is as follows for the Outline Work:

Review and Preliminary Design	\$5,200.00
Construction Documents	\$7,650.00
Bidding and Construction Review	<u>\$2,500.00</u>
Total	\$15,350.00

Reimbursable Rates for Additional Services:

Staff Licensed Professionals (RA, PE, CID):	\$225.00/hr
Senior Design Associates	\$145.00/hr
Design Technologist	\$ 85.00/hr
Technical Clerical Staff	\$ 55.00/hr
Secretarial Staff	\$ 50.00/hr

GARY SPILATRO, R.A.

Printing

- o Will provide 2 sets of Preliminary Design.
- o Will provide 2 sets of Construction Documents.

Basic Services are provided as follows:

Review and Preliminary Design

A site inspection with Town/Village of Harrison Official to select:

- 1) Areas of the existing north wall of the mail garage/office to be renovated per previous Construction Documents.
- 2) Areas of Salt Shed to be renovated.

Construction Documents

Update, and submit Construction Documents to Town/Village Engineering Department for Bidding and to the Town/Village Building Department for review and approval for Building Permit. The General Contractor will be responsible to file all other necessary information and insurances to obtain the Building Permit.

Bidding and Construction Review

Attend prebid walk thru and answer Contractor's questions.

Review Bids and check lowest bidding General Contractor qualifications.

Site Inspections and Submission Reviews Construction Review will be limited to a total of 20 office and site hours. The General Contractor will be responsible to obtain all Town/Village Engineering and Building Departments inspections, approvals and close out of the Building Permit.

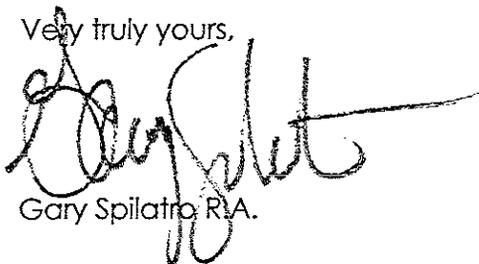
If required, the Town/Village of Harrison to provide Asbestos Inspection Sample and report.

No travel, mileage, hotel, meals or transportation costs are anticipated. We consider this a "local" project. Travel within 50 miles from our office in New Rochelle is considered "local".

Final word . . .

Feel free to contact our office to discuss the proposal, or to arrange a meeting at your office or at the site. Thank you for considering our firm. We look forward to working with you, again.

Very truly yours,



Gary Spilatro, R.A.