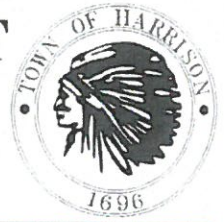


V-E-5

# HARRISON ENGINEERING DEPARTMENT

Town/Village of Harrison  
Alfred F. Sulla, Jr. Municipal Building  
1 Heineman Place  
Harrison, New York 10528

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



November 23, 2020

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

**Re: Window Replacement Project  
Harrison Public Library  
5 Bruce Avenue**

Dear Mayor Belmont and Members of the Village Board:

Village Board authorization is requested to hire JDA Project Management Group, LLC for Project Administration Services. This includes owner's representation services from the pre-construction through construction, implementation and close-out for the Harrison Public Library Window Replacement Project at a cost not to exceed \$ 7,215.00

The scope of services is detailed in the attached proposal.

Funding for this contract is available in Downtown Library Window Replacement Account # 19LB10.

Further, authorization is requested for the Purchasing Department to issue a Purchase Order payable to JDA Project Management Group, LLC. at an amount not to exceed \$7,215.00; and for the Law Department to review and finalize contract.

Respectfully submitted,

Michael J. Amodeo, PE, CFM  
Town /Village Engineer

MJA/mep

Attachment

G:\Capital Projects\Library\Library Window Replacement 2019-2020\VBLetter for Permission to hire JDA Project Management Group, LLC for Project Administration Services for Library Window Replacement Project.docx