

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



July 31, 2023

E-15

Supervisor Richard Dionisio and
Members of the Town Board
Town of Harrison
1 Heineman Place
Harrison, New York 10528

Re: Fremont Street Parking Lot

Dear Supervisor Dionisio and Members of the Town Board:

Town Board authorization is requested to hire Kellard Sessions Consulting for engineering design services, for a preliminary site plan for the expansion of the existing municipal parking lot on Fremont Street at a cost not to exceed \$25,100.00.

The scope of services is detailed in the attached proposal.

Funding for this contract is available in Budget Line Account # 001-1440-100-0407.

Further, authorization is requested for the Purchasing Department to issue a Purchase Order payable to Kellard Sessions Consulting at an amount not to exceed \$25,100.00.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael J. Amodeo".

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

MJA/mep

Attachment

CONTRACT

This agreement for the performance of engineering consultation services is entered into this 10th day of May 2023, by and between Kellard Sessions Consulting, Engineering & Landscape Architecture Planning, D.P.C. (hereinafter referred to as "Kellard Sessions Consulting") and Town/Village of Harrison (Client).

KELLARD SESSIONS CONSULTING:
500 Main Street
Armonk, New York 10504
914-273-2323

CLIENT:

Name: Mr. Michael Amodeo, P.E., C.F.M.
Company: Town/Village of Harrison Engineering Department
Street Address: 1 Heineman Place
City / State / Zip: Harrison, New York 10528

BILLING INFORMATION:

Name: Same as Client

PROJECT LOCATION:

Address: Halstead Avenue/Fremont Street Parking Lot
Halstead Avenue & Fremont Street
City/ State: Harrison, New York 10528

PROPOSAL/SCOPE DATE: May 10, 2023

COST OF SERVICES: See Page 5.

Client hereby engages Kellard Sessions Consulting to perform the services described and referred to herein and agrees to pay Kellard Sessions Consulting for such services and acknowledges that the terms of this agreement are subject to Kellard Sessions Consulting's standard contract terms.

TOWN/VILLAGE OF HARRISON (CLIENT)

By: (signature)

(printed) Michael Amodeo, P.E., C.F.M.

Title:

Date:

KELLARD SESSIONS CONSULTING

By: (signature)

(printed) Joseph M. Cermele, P.E., CFM

Title:

Date:

Principal

May 10, 2023

https://kellardsessionsconsulti.sharepoint.com/sites/Kellard/Shared/Joe/Proposals/Harrison_Halstead Ave & Fremont Str Parking Lot.docx

SCOPE OF SERVICES

Kellard Sessions Consulting is pleased to provide this proposal for civil engineering services required for the preparation of a Preliminary Site Plan for the expansion of the existing municipal parking lot on Fremont Street located in the Town/Village of Harrison. It is our understanding that the Town is considering combining and improving the existing parking lot located on Fremont Street with the Town owned lands on Halstead Avenue. An intermediate, privately owned parcel is being considered for purchase by the Town to facilitate the expansion. Kellard Sessions Consulting shall prepare Preliminary Site Plan and Grading Plan for review and consideration by the Town to assess the feasibility and overall benefit of the expanded parking. Upon approval and authorization from the Town, Kellard Sessions Consulting shall provide a subsequent proposal for the scope of services required for the preparation of final design drawings and design of associated improvements, as required, to develop construction documents for bidding purposes.

Kellard Sessions Consulting shall provide the following services:

I. BASE MAPPING

Kellard Sessions Consulting shall prepare a CADD base file of the project site. The base file shall be prepared from a digital boundary and topographic survey to be provided by the owner's surveyor.

II. SITE PLAN PHASE

A. Site Plans

Kellard Sessions Consulting shall design and prepare a Site Plan package to the Town/Village of Harrison for review by Town Staff and the Town Board. The plan package will include the proposed parking lot layout, plus one (1) additional alternative in the event the Town were to acquire an adjacent fourth parcel. The plan package shall consist of the following for both alternatives:

- 1) Existing Conditions Plan - existing conditions and existing improvements to be demolished/removed.
- 2) Layout Plan - shown with dimensioning for access drives, parking spaces, sidewalks, curbing, retaining walls, directional signage, site lighting, drainage improvements and landscaping.
- 3) Grading Plan - potential areas for stormwater management and mitigation facilities will be illustrated. Proposed two (2) foot contour intervals, including spot grade elevations, top and bottom wall elevations and driveway profiles.

B. Site Plan Revisions

Kellard Sessions Consulting shall revise the site plans, as required, to address the comments of the Town of Harrison.

III. MEETINGS PHASE

Kellard Sessions Consulting shall prepare for and attend meetings, as requested, before the Town of Harrison Town Board, Planning Board and with the Town Engineer, as requested. For the purpose of this proposal, it is assumed that a total of four (4) meetings will be required.

ADDITIONAL SERVICES

Additional services shall include all services not specifically defined within Scope of Services above. If required, additional services shall be billed in accordance with the hourly rate schedule for the year services are performed or under separate contract.

Additional services which may be required from Kellard Sessions Consulting, although their need cannot be determined at this time, include but are not limited to:

- All other services not included within Scope of Services above.
- All surveying services inclusive of perimeter and topographic survey.
- Revisions to the project design by the client or review agencies.
- Final design plan package and construction details.
- Stormwater management design.
- Site lighting photometric plan.
- New York State Department of Transportation approval of plans and permitting.
- Geotech and Structural design services and stormwater soil testing.
- Filing of Notice of Intent with NYSDEC under General Permit GP-0-20-001.
- Post-approval construction services.
- Preparation of construction bid documents.

COST OF SERVICES

I.	Base Mapping	\$2,100.00
II.	Site Plan Phase	\$20,000.00
III.	Meetings Phase.....	\$3,000.00