

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 20, 2023

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

E-16

**Re: New Recreation Center
Phase 2 - Design
AV Consultant**

Dear Supervisor Dionisio and Members of the Town Board:

Town Board authorization is requested to hire Acoustic Distinctions for design of Audio/Visual Systems for Phase 2 of the New Recreation Center Project, at a cost not to exceed \$22,000.00. This includes the design and construction documents of the audio, visual and video systems.

The scope of services is detailed in the attached proposal.

Funding for this contract is available in the Capital Account # 17RE15, New Recreation Facility.

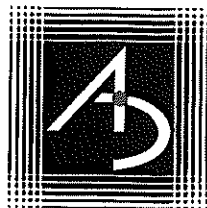
Further, authorization is requested for the Purchasing Department to issue a Purchase Order payable to Acoustic Distinctions at an amount not to exceed \$22,000.00.

Respectfully submitted,

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

MJA/mep

Attachments



**ACOUSTIC
DISTINCTIONS**

DESIGN IN HARMONY

New York, NY
Stamford, CT
Los Angeles, CA
Lancaster, PA

PROPOSAL

AUDIO/VISUAL/VIDEO SYSTEMS CONSULTING SERVICES

HARRISON RECREATIONAL CENTER

PRESENTED TO:

Russell A. Davidson, FAIA
President
KG+D Architects
285 Main Street
Mount Kisco, NY 10549
T | 914.666.5900
E | rdavidson@kgdarchitects.com

NOVEMBER 13, 2023

Acoustic Distinctions (AD) is pleased to offer this proposal for consulting services to KG+D Architects, Inc.

BACKGROUND

The Town/Village of Harrison NY is building a Recreation & Community Center, and has engaged KG+D Architects to design the building. A variety of spaces are included – small multipurpose rooms, game and crafts rooms, video game rooms, conference and meeting rooms, Fitness Center, and a large gymnasium/multipurpose room.

First and second floor plans have been developed and shared with AD on 3 November 2023. The project is in the Construction Documents Phase, although some foundation work is presently active.

Our services will be limited to the design of the audio/visual/video technical systems.

AUDIO/VISUAL/VIDEO SYSTEM SCOPE OF WORK

A. PROGRAM / SCHEMATIC DESIGN

1. Review any existing documentation and information about the project.
2. Meet with Recreation Center staff to develop the full purpose of the technical systems needed to support the functional mission of the facility.
3. Identify any constraints imposed by program, site, design concept, or budget.
4. Describe acquisition strategies, including: use of owner furnished equipment, deferred purchasing, phased bidding, add alternates, etc.



5. Summarize this discussion in a written AV/VV and Television Distribution Systems Program Report, where each system will be described in nontechnical terms. Architectural accommodation needs will also be summarized in the Report. When approved, the Program Report and cost estimate will then serve as the brief for subsequent design and project development work

B. DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS

1. Prepare a written Request for Audio/Video System Design/Build Services (RFP), incorporating a performance specification and other documents sufficient to define the scope and quality of the systems. Update the cost estimate.
2. Provide a list of qualified AV/VV Systems specialty contractors for the solicitation process.
3. Review up to three proposals from the AV/VV Contractors for completeness and responsiveness to the requirements of the RFP, and recommend selection.
4. Work with the Owner and Architect to negotiate and award the Design/Build System contract.

The following services are important to the success of the project, and can be added or performed on an hourly basis.

C. CONSTRUCTION ADMINISTRATION

1. Review product and drawing submittals from the selected AV/VV Contractor for compliance with the proposal, contract, and design intent of the RFP prepared by our office.

D. ACCEPTANCE

1. At the substantial completion of the AV/VV System installation, inspect and review the completed work and the required as-built documents. Prepare a punch list of deviations, if required.

CLARIFICATIONS

1. The following items are outside of the Acoustic Distinctions scope of services proposed. We will not design or prepare construction documents and specifications for:
 - a. Electrical power, grounding, and conduit systems; conduit or wire schedule for AVV
 - b. Structural reinforcement or rigging systems to support or suspend AVV equipment
 - c. HVAC systems required for AVV equipment
 - d. Emergency mass evacuation systems
 - e. Security and surveillance systems, structured cabling and information technology systems, and telephone/intercom systems
2. Acoustic Distinctions provides consulting services which do not require licensing or registration. Our contract documents are provided without the seal of an architect or engineer.



FEE PROPOSAL & CONTRACT TERMS

PROPOSED PROJECT TEAM

The following individuals will have the greatest involvement on this project:

Name	Title
David Kahn	Principal in Charge
David Burnor	Senior Associate, AVV

MEETINGS & SITE VISITS

We anticipate the total number of site visits to Town facilities as follows:

Phase	A/V/V
Program / Schematic Design	1
Second Phase – Design Development / Construction Documents	tbd

For the first phase, In addition to the site visit to the town as listed above, we also plan to attend up to one meeting in KG+D's office, plus up to 3 virtual meetings. Meetings and site visits for the second phase will be confirmed after the completion of the Initial Design

PROFESSIONAL FEES

Phase	A/V/V
Program / Schematic Design	\$ 6,500
Second Phase – Design Development / Construction Docs	\$ 12,000 (estimated)
Construction Administration	\$ tbd
Acceptance	\$ tbd

EXPENSES

Expenses incurred in connection with providing the services described above (i.e. travel, expedited delivery service, printing costs, etc.) are anticipated to be minimal and are included in our fees.

NOTES / TERMS

Invoices will be submitted by email on a monthly basis, with appropriate supporting documentation. Payments are due and payable within thirty (30) days after submission. Amounts unpaid thirty (30) days after invoice date shall bear interest from the thirty-first (31st) day following the invoice date at the rate of 1-1/2% per month (18% per annum).

PROJECT SCHEDULE

This proposal is based on the following estimated schedule:

Phase	Date
Program & Initial Design	Complete Within 15 business days following program meeting
Second Phase Design	tbd



We are prepared to begin our work immediately upon receiving written authorization to proceed.

SCOPE ASSUMPTIONS AND EXCLUSIONS

Services outside the scope of work outlined in this proposal shall be billed as additional services on a time and materials basis, or as otherwise agreed. These services include, but are not limited to:

- a. Providing services related to spaces or systems other than those described above.
- b. Attendance at meetings or site visits additional to those allocated within this proposal.

Should additional services be desired, a proposal for these services will be submitted for review and authorization prior to commencing services.

ACCEPTANCE

This proposal/agreement contains the entire agreement between the parties and supersedes all prior oral and written agreements. No waiver or modification to the terms of this agreement is valid unless contained in a written document signed by Acoustic Distinctions. This proposal will remain valid for 90 days from its date. If the proposal is not accepted within 90 days, AD reserves the right to reprice its services.

Please indicate acceptance of this proposal by returning a signed copy to our office.

In the event a signed copy of this proposal is not received, any payment made toward this project and the services described herein shall constitute full acceptance of the scope of services, terms, and conditions of this agreement and will constitute a contract.

Submitted:

ACOUSTIC DISTINCTIONS, INC.

By David W. Kahn, LEED AP
Project Principal / President

Accepted:

KG+D ARCHITECTS

Signature

Print Name

Title

Date