

# 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



March 20, 2024

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

E-6

**Re: Structural Engineering Services  
Fremont Street Parking Lot**

Dear Supervisor Dionisio and Members of the Town Board:

Town Board authorization is requested to hire Grossfield Macri Consulting Engineers to provide structural engineering services necessary for the construction of the new Fremont Street Parking Lot located on Halstead Avenue and Fremont Street, Harrison, NY, at a cost not to exceed \$22,000.

The scope of services is detailed in the attached proposal.

Funding for this contract is available in Town Special Services Account #001-1900-100-4407.

Further, authorization is requested for the Purchasing Department to issue a Purchase Order payable to GMCE PC at an amount not to exceed \$22,000.

Respectfully submitted,

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

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

MJA/jla

Attachment

**G M C E P C**  
GROSSFIELD MACRI CONSULTING ENGINEERS, PC  
34 SHADBLOW HILL ROAD, RIDGEFIELD, CT 06877 203.431.7700  
WWW.GMCEPC.COM

19 February 2024

Town/Village of Harrison  
1 Heineman Pl  
Harrison, NY 10528

Attention: Michael Amodeo, Town Engineer

Re: Structural Engineering Services  
Fremont St Parking Lot, Harrison, NY

Dear Mr. Amodeo,

At your request, we propose to furnish structural engineering services for the referenced project. The project consists of new reinforced concrete retaining walls for a parking lot. There are four walls required that will be approximately three to seven feet high. There are some walls that will need a guard rail system for the cars. Our scope is to provide structural drawings for the retaining walls and guard rail system as required.

In the absence of subsurface soil information, it is assumed that adequate soil bearing materials will be found at relatively shallow depths therefore, our design includes conventional wall and spread footings.

BASIC SERVICES

Preliminary Design Phase

1. Review site conditions that might be influenced by structural requirements.
2. Prepare schematic structural wall design.

Construction Documents Phase

1. Establish the structural design parameters and requirements.
2. Prepare structural drawings and details for the proposed retaining walls and guard rail.
3. Specifications for structural work will be shown on the drawings.
4. Coordinate the structural work with you and your other consultants.
5. Sign and seal drawings for filing with the Building Department.

### Construction Phase

1. Review contractor prepared shop drawings for compliance with the design intent.
2. Review reports of independent testing or inspection agencies.
3. Respond to Contractor requests for information.

### SPECIAL SERVICES

Any assignments in addition to the services itemized above shall be considered SPECIAL SERVICES and shall be specifically requested and authorized by you. We are prepared to offer the following SPECIAL SERVICES.

1. Revise construction documents as necessary after the design has been substantially completed to accommodate changes authorized by you.
2. Responding to International Code Counsel reviews that could possibly be required by the Building Official.
3. Responding to local committee or board reviews.
4. Design of deep pile foundations if required due to poor soil conditions.
5. Consult with contractors or suppliers during construction to investigate alternative methods or materials to reduce costs or expedite the work.
6. Visit the site to observe structural work in progress and report our observations or provide certification of construction conformance.
7. Revision or additional work due to field conditions or hidden items.

### SERVICES NOT INCLUDED

The following services are not included in this proposal:

1. Surveys, Site engineering
2. Borings, geotechnical engineering
3. Design or specification of mechanical, electrical, or plumbing systems
4. Construction supervision
5. Contract administration
6. Special or Controlled Inspections
7. Preparation of "as-built" drawings
8. Cost estimating or budgeting.

### FEE

The fee for BASIC SERVICES for the proposed scope of work as described above shall be Nineteen Thousand Five Hundred Dollars (\$19,500.00).

Should you authorize any SPECIAL SERVICES the fee for such services shall be calculated in accordance with the following schedule of hourly rates. Site visits are billed for a minimum of three hours.

Principal .....	\$ 275.00
Associate .....	\$ 235.00
Engineer .....	\$ 185.00
Designer .....	\$ 145.00

#### REIMBURSABLE EXPENSES

Reimbursable expenses shall include printing, plotting and reproductions, messenger service, express mail, or other such out-of-pocket expenses.

#### METHOD OF PAYMENT

Bills on account of the BASIC SERVICES shall be submitted monthly in proportion to the services performed and shall be paid within thirty (30) days. Invoices shall be deemed to be correct as submitted unless questioned in writing within 30 days of invoice date. Payments shall equal the following amounts at the end of each phase of work:

Preliminary Phase	\$ 8,500.00
Construction Documents Phase	<u>\$ 11,000.00</u>
Total	\$ 19,500.00

The additional fees for SPECIAL SERVICES, if such are authorized in writing by the client, and reimbursable expenses shall be billed periodically as incurred and shall be paid within 30 days of invoice date. Any unpaid fees shall accrue interest at the rate of 1 ½% per month commencing 30 days after the scheduled payment date.

A Retainer in the amount of Four Thousand Dollars (\$4,000.00) shall be paid upon authorization to begin work. The retainer amount shall be applied to the final invoice(s).

If the project progress is delayed for four months or more prior to 100% complete contract drawings, GMCE, PC reserves the right to additional fees to re-start our work.

#### INDEMNIFICATION

You shall require that all contracts with Contractors or Vendors provide that GMCE, PC and their agents be named as an additional insured on all project insurance policies. Copies of certificates of insurance shall be furnished to GMCE, PC prior to the start of construction work. Both parties to this agreement each agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorney fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, error or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of the parties, they shall be borne by each party in proportion to its

negligence. In any case, the maximum limit of liability of GMCE, PC shall not exceed the total amount of ten times fees paid for services. The parties expressly agree that this indemnity provision does not include, and in no event shall GMCE, PC be required to assume, any obligation or duty to defend any claims, causes of action, demands or lawsuits in connection with or arising out of this project or the services rendered by them.

#### OWNERSHIP OF DOCUMENTS

All documents produced by us for this project in accordance with this agreement are the product of professional service and shall remain our property and may not be modified or used by you or anyone else for any other endeavor without our written consent. Upon any early termination of this agreement, upon our request, all copies of our documents shall be returned to us.

If this proposal meets with your approval, please indicate your acceptance, and authorize us to begin by signing a copy and returning it to our office along with the retainer of \$4,000.00.

For:

GROSSFIELD MACRI  
CONSULTING ENGINEERS, PC

By:

Michael A. Macri

Michael A. Macri, P.E.

MM/sp  
24000

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Accepted For: Town/Village of Harrison

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title