

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-7

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

Dear Supervisor Dionisio and Members of the Town Board:

Town Board authorization is requested to hire Kellard Sessions Consulting to provide engineering services necessary for the preparation of a site plan package, reports and bid documents 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 \$86,000.

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 Kellard Sessions Consulting at an amount not to exceed \$86,000.

Respectfully submitted,

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

MJA/jla

Attachment

CONTRACT

This agreement for the performance of engineering and consultation services is entered into this 27th day of February, 2024, by and between Kellard Sessions Consulting, Engineering & Landscape Architecture Planning, D.P.C. (hereinafter referred to as "KSCJ Consulting") and Town/Village of Harrison (Client).

KSCJ CONSULTING: 500 Main Street
Armonk, New York 10504

CLIENT:

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

BILLING INFORMATION:

Name: Same as client

PROJECT LOCATION:

Project: Halstead Avenue/Fremont Street Parking Lot
Address: Halsted Avenue & Fremont Street
Town/State: Harrison, New York

PROPOSAL/SCOPE DATE: February 27, 2024

COST OF SERVICES: See Page 6

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

TOWN/VILLAGE OF HARRISON (CLIENT)

By: (signature)

(printed) Michael Amodeo, P.E., CFM

Title: _____

Date: _____

KSCJ CONSULTING

By: (signature)

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

Title: _____

Date: _____

February 27, 2024

https://kellardsessionsconsulti.sharepoint.com/sites/Kellard/Shared/Joel/Proposals/Harrison_Site Plan & SWPPP_Halstead & Fremont Parking Lot.docx

SCOPE OF SERVICES

KSCJ Consulting is pleased to submit our proposal to provide professional engineering services necessary for the preparation of a site plan package, reports and bid documents, as required, for the construction of a parking lot 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 expansion for the existing parking lot located on Fremont Street into lands owned by the Town on Halstead Avenue. An intermediate, privately owned parcel is being purchased by the Town to facilitate expansion. KSCJ Consulting had previously prepared preliminary site plan alternatives for review and consideration by the Town to assess the feasibility and overall benefit of the expanded parking. The Town has selected a preferred alternative and, as such, KSCJ Consulting shall prepare final design drawings and bid documents required for construction of the parking lot and associated improvements. Associated improvements include streetscape development along the property frontage, stormwater mitigation, site lighting and retaining wall design and the inclusion of electric vehicle charging stations (4 stalls total). An existing adjacent municipal parking lot on Harrison Avenue will be included in the design for potential improvement to general layout and accessibility.

KSCJ Consulting has solicited proposals for an electrical engineer (OLA Consulting Engineers, P.C.) and structural engineer (Grossfield Macri Consulting Engineers, P.C.) for design of the site lighting and retaining walls. Their proposals are enclosed for your review and consideration.

KSCJ Consulting shall provide the following services:

I. BASE MAPPING

KSCJ Consulting shall prepare a CADD base file of the project site. The base file shall be prepared from an updated digital boundary and topographic survey recently provided by the project's surveyor.

II. SITE PLAN PHASE

KSCJ Consulting shall design and prepare a site plan package consisting of the following:

- 1.) Existing Conditions – existing conditions and existing improvements identifying those to be demolished/removed.
- 2.) Layout Plan – shown with dimensioning, sidewalks, drives, curb, walls, lighting, striping, etc. Site lighting and retaining wall layout to be provided by electrical and structural engineers for coordination on our plans.
- 3.) Grading and Drainage Plan – proposed two (2) foot contour intervals, including spot grade elevations and finished elevations, of parking lot and retaining walls (designed by others). Stormwater collection and conveyance systems shall be illustrated with rim and invert elevations.

- 4.) Site Lighting and Photometric Plan and EV Charging Stations – prepared by others to include modifications to existing lighting and layout of proposed lighting. Photometrics and service connections shall be designed and detailed. EV Charging Stations, service requirements and layout shall be designed by others for coordination with our plan.
- 5.) Landscape Plan – proposed plantings within and surrounding the parking lot, as appropriate, and include a plant list with type, size and quantity of plant materials and related planting details/notes.
- 6.) Erosion and Sediment Control Plan – illustrations and details of temporary control measures, which may include temporary construction access, silt fence, haybales, temporary sediment basins, diversion swales, check dams, etc.
- 7.) Site Construction Details – typical site construction details to include parking improvements, walkways, pavements, signage, lighting, walls, stormwater system components, fence and erosion and sediment controls.

III. STORMWATER POLLUTION PREVENTION PLAN (SWPPP) PHASE

KSCJ Consulting shall prepare a SWPPP Report for the project. The SWPPP Report shall address the Best Management Practices required to comply with the Town's stormwater management law. For the purpose of this proposal, it is assumed the project will result in less than one (1) acre of disturbance. As such, the project will not require coverage under the New York State Department of Environmental Conservation (NYSDEC) SPDES General Permit for Stormwater Discharges from Construction Activity (GP-0-20-001). The SWPPP Report shall address the following:

- Soil Testing

KSCJ Consulting shall perform deep and percolation tests to determine feasible locations for stormwater management practices. The soil test results shall be utilized in the design of the stormwater Best Management Practices (machinery to excavate test holes shall be coordinated with the Town Highway Department).

- Erosion and Sediment Control Plan

KSCJ Consulting shall prepare illustrations and details of temporary control measures, which may include silt fence, haybales, temporary sediment traps, diversion swales, check dams soil stockpiles and catch basin liners.

- SWPPP Narrative

KSCJ Consulting shall prepare a SWPPP narrative addressing erosion control measures, construction phasing, maintenance of temporary and permanent Best Management Practices, etc. Design calculations associated with stormwater management practices will also be prepared.

- Stormwater Detention System

KSCJ Consulting shall prepare design computations and plans for the stormwater detention system required for the project. Designs shall mitigate for the 25-year storm frequency.

IV. WESTCHESTER COUNTY DEPARTMENT OF PUBLIC WORKS (WC DPW) PERMITTING PHASE

The proposed project will require right-of-way improvements along Halstead Avenue, a County Road (CR-80A). As such, KSCJ Consulting shall prepare plans and reports required to obtain the required WC DPW Permit for the project. Based on the project development, KSCJ Consulting shall develop plans required for the approval of an Application for Permit to do Work on and Within a County Road Area.

V. BID DOCUMENTS PHASE

- Specifications

KSCJ Consulting shall prepare Specifications for competitive bidding. Bid Documents shall include Notice to Bidders, Instruction to Bidders, Proposal Form, Agreements, Labor and Bonding Requirements, General Conditions, Special Conditions and Technical Specifications. Technical Specifications for the site lighting and retaining walls shall be provided by the electrical and structural engineers for coordination. KSCJ Consulting shall prepare a quantity take off of items of work and prepare Bid Sheets to be included in the Bid Documents.

The Bid Documents phase of work shall include three (3) copies of plans and specifications to be used for bidding purposes, as well as a digital copy for distribution by the Town Clerk. Additional copies that may be required shall be provided as an additional direct cost to the client.

- Construction Cost Estimate

KSCJ Consulting, in coordination with the electrical and structural engineers, shall prepare an engineer's estimate of probable cost for the project. The estimate will be provided for budgetary consideration by the Town Board.

- Bidding Phase

KSCJ Consulting shall assist the client during the bidding process. Such work shall include:

- Review Bid Documents with the Town and revise the documents accordingly to address any comments prior to bidding the project.
- Field inquiries during the bidding process and prepare and distribute addenda to the Bid Documents, when necessary.
- Review all bids and prepare a line items Bid Analysis.
- Provide recommendations to the Town Board for the award of the bid.

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 KSCJ 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.
- New York State Department of Transportation (NYSDOT) approval of plans and permitting.
- Geotech and structural design services.
- Filing of NOI with NYSDEC, under General Permit GP-0-20-001.
- Post-approval construction services.
- Preparation of construction bid documents.

COST OF SERVICES

I.	Base Mapping	\$1,100.00
II.	Site Plan Phase	\$35,000.00
III.	Stormwater Pollution Prevention Plan (SWPPP) Phase	\$18,000.00
IV.	Westchester County Department of Public Works (WC DPW) Permitting Phase.....	\$7,500.00
V.	Bid Documents Phase.....	\$22,500.00

DIRECT COSTS TO CLIENT (PLEASE REFER TO APPENDIX A):

- Reproduction, mailing and mileage costs.