

E-13

**TOWN OF HARRISON
VILLAGE OF HARRISON
ATTORNEY'S OFFICE**

MEMORANDUM

TO: Richard Dionisio, Supervisor
Members of the Town Board

FROM: Frank P. Allegretti, Town Attorney

DATE: March 1, 2022

SUBJECT: Mitchell Wilk Architecture

FPA/ld

Request is hereby made for authorization to pay Mitchell Wilk Architecture the required deposit of \$6,000.00, for architectural services in connection with renovating Meadows Grill at Harrison Meadows Country Club.

Funding is available in Capital Account No. 21SIO8.

FPA:ld

Attachment

cc: Maureen MacKenzie, Comptroller

CONTRACTUAL PROPOSAL:

Harrison Meadows Country Club
123 North Street
Harrison, New York 10528

Thursday, February 24th, 2022

PROJECT DESCRIPTION:

Renovation of Tee House

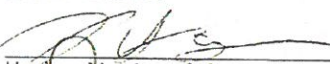
SCOPE OF SERVICES PROVIDED BY MITCHELL WILK ARCHITECTURE (MWA):


- Existing Conditions Documents - Includes field measuring and updating floor plans & exterior elevations that MWA has on file.
- Construction Documents - Includes detailed floor plans, exterior elevation updates if necessary, and relevant construction details.
- Permitting - Includes completion & submission of application and relevant required drawings, as well as attendance at required Town meetings.
- Consultant Coordination - Includes coordination with consultants hired by Harrison Meadows C.C.
- Construction Oversight - Includes attendance at required site meetings, sketches for clarification of construction details, site visits, and finalization of permitting paperwork as required.

FEE STRUCTURE:

- Architectural Services - \$300/hour for Scope of Services listed above.
- Deposit - \$6,000 upon execution of contract (to be applied towards initial 20 hours of services).
- Reimbursable Expenses - Billed as cost for mailings, printing and all miscellaneous expenses.

SIGNATURES:


Harrison Meadows C.C. Representative


Douglas Wilk, AIA

2123122
Date

2/24/22
Date