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 Engineer

February 5, 2018

Supervisor Ron Belmont and
    Members of the Town Board
Town of Harrison
1 Heineman Place
Harrison, New York 10528

Re: Renovations to the Apparatus Bay
    Construction Inspection Services
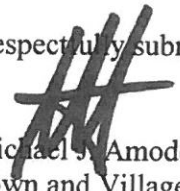   Dear Supervisor Belmont and Members of the Town Board:

Town Board authorization is requested for a construction administration contract with Frank G. Relf Architecture, for services related to construction inspections services for the above referenced project, at a cost not to exceed $12,500.00. A copy of the proposal is attached for your information and review.

Authorization is requested for the following:

1. For approval of the contract with Frank G. Relf Architecture in the amount of $12,500.00
2. For the Purchasing Department to issue a Purchase Order payable to Frank G. Relf Architecture in an amount not to exceed $12,500.00

Further, funding for this contract is available in Trust and Agency Account # 009-0000-763, Inspection Fees.

Respectfully submitted,

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

MJA/fmb

Cc: Purchasing
       John Masciola, Chief, Harrison Fire Department

G:\Capital Projects\Firehouse\Apparatus Bay\Re-Bid\CA Contract to Town Board 020118.docx

Town Board
Village of Harrison
1 Heineman Place
Harrison, NY 10528

RE: Proposal for Construction Administration Services
         Fire Protection District #2 – 206 Harrison Avenue, Harrison, NY

Dear Board of Fire Commissioners:

Frank G. Relf Architect, P.C. is pleased to submit our proposal for providing Construction Administration Services for the above referenced project.

CONSTRUCTION ADMINISTRATION

- FGR will review the contractor's conformity to the contract by conducting field inspections and/or trade meetings, review requests for information or change orders, review and approve requisitions for payment.
- FGR shall run project meetings during the course of the construction.

FEE SCHEDULE AND INVOICING

Our fee schedule to provide construction administration as required to complete the work is summarized as follows:

Construction Administration Services   **Total Fee: $12,500.00**

Payments are due and payable within thirty (30) days from the date of the Architect's invoice.

Our base fees do not include:

- Civil Engineering services.
- Legal Surveys, geotechnical work such as soil borings or testing.
- Filing for permits with the Town
- Payment of any fees to municipalities or agencies.
- Any work not specifically outlined above.

Should any services listed above or in addition to the base services be required, we shall provide those services to the Owner as additional services.

ADDITIONAL SERVICES

Any work will be based upon our standard Hourly rates schedule for time spent. Our hourly rates are as follows:

ARCHITECTURAL

Principal	$250.00/hr
Associate/Architect/Engineer	$175.00/hr
Architect	$150.00/hr
Sr. Project Manager	$125.00/hr
Project Manager	$116.00/hr
Job Captain	$100.00/hr
Drafter/Technician	$ 90.00/hr

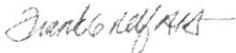## REIMBURSABLE EXPENSES

All reimbursable expenses shall be charged to the project and shall include (but not be limited to) the following items:

- Mini copies (11 x 17) $1.00 each
- Blackline copies of standard sheets (24 x 36) $2.50 each
- Express mail (if required)   Based on monthly billing

We trust that this proposal for professional services sufficiently describes the services to be performed, and FGR remains available to you for any questions and comments you may have. We look forward to working with you on this project.

The Owner shall signify acceptance of the proposal by signing in the space provided below.

Sincerely,

Frank G. Relf, A.I.A.
Principal

Accepted on this _____ day of _____, 2018

By _____ (title)_____

Of _____

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