



**TOWN AND VILLAGE OF HARRISON  
DEPARTMENT OF PUBLIC WORKS**

Anthony P. Robinson, Commissioner



February 8, 2017

Mayor Ron Belmont and  
Members of the Village Board  
Village of Harrison  
1 Heineman Place  
Harrison, New York 10528

Re: Professional Services Contract Amendment  
Grigg and Davis Engineers, PC

Dear Mayor Belmont and Members of the Village Board:

Village Board authorization is requested for amendment #1 to the contract with Grigg and Davis Engineers, PC, for additional engineering services associated with the masonry renovations at the Leo Mintzer Center, specifically the restoration of the egress stairs, at a cost to not exceed \$10,860. A copy of the proposal is attached for your information and review.

Further authorization is requested for the Law Department to increase the upset limit of the contract by \$10,860 from \$50,000 to \$60,860 and for the Purchasing Department to increase PO# 352572 by \$10,860.

Finally, funding for this amendment is available in the 2016 Department of Public Works Capital Budget – Account # 16GB06.

Respectfully submitted,

Anthony P. Robinson  
Commissioner of Public Works

APR/fmb

Attachment

## **Grigg & Davis Engineers, PC**

21 Crossway - Scarsdale, NY 10583

Tel. (914) 725-5095 | Fax (914) 725-7986

E: [GDengineers@optonline.net](mailto:GDengineers@optonline.net) | URL: [www.GDengineers.net](http://www.GDengineers.net)

A+ rated BBB Accredited Business Member Since 2003

NYS Empire State Development Certified WBE 11928 &

UPC – DBE Certified (MTA-NYS DOT-PA NJ-NY)



### **Egress Stair Proposal**

Date: December 21, 2016

To: Town -Village of Harrison  
1 Heineman Place  
Harrison, NY 10528-3305  
Attn. Anthony P. Robinson, Commissioner of Public Works.

From: Louise Grigg, PE  
Grigg & Davis Engineers, PC (G&D)

Property: Leo Mintzer Center – 251 Underhill Avenue – West Harrison, NY  
Consulting Engineering Proposal – **Egress Stair Proposal**

Dear Tony,

This proposal covers G&D's consulting engineering services & proposed construction fees for the Egress Stair & related work at the aforementioned Town of Harrison facility.

Grigg & Davis Engineer's consulting engineering scope of work includes preparation of construction documents, pricing, filing for amendment, and inspecting phase services, as described herein.

Also enclosed are the anticipated construction costs and scope of work for the Egress Stair, which shown in the Appendix.

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**PHASE 1 – CONSTRUCTION DOCUMENT PREPARATIONS:**

The following describes G&D's Construction Document Preparation scope of work:

1. Field measure the existing conditions.
2. Conduct Structural Review of the proposed work;
3. Conduct Code Compliance Review;
4. Prepare Construction Documents and Specifications, to cover the scope of work shown in the Appendix A.
5. Upon completion of contract documents and specifications, email pdf's for T/V of Harrison's review & approval.
6. Submit Invoice for balance due.

**PHASE 2 – CONSTRUCTION DOCUMENT PRICING:**

G&D's Construction Document Pricing services shall include:

1. Solicited pricing from SCS in advance (Refer to Appendix #D,);
2. Solicited pricing from Rob Papa & Sons Roofing, Inc., SCS's roofing subcontractor in advance (Refer to Appendix #E);
3. Upon completion of contract dwgs. for Egress Stair – issue dwgs. to SCS & Roofing Subcontractor for pricing confirmation.
4. Submit to T./V. of Harrison - written confirmation of contractor's pricing shown in Appendix D & E. Please note: SCS's pricing shown in Appendix D – includes re-roofing costs shown in Appendix E.
5. Prepare an invoice for the G&D's pricing phase services.

**PHASE 3 - BUILDING PERMIT SERVICES:**

G&D's services to submit amended drawings to include the Egress Stair scope of work:

1. Prepare a amendment application;
2. Print and sign & seal amended contract drawings shown the Egress Stair work to the Bldg. Dept submission;

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### **PHASE 4 - CONSTRUCTION ADMINISTRATION SERVICES:**

G&D's construction administration services shall include:

- 1) Conduct in-progress inspections;
- 2) Review the contractor's payment requisitions & answer their questions;
- 3) Conduct final inspection;
- 4) Prepare & issue signed & sealed Final Certification Letter to include the Egress Stair
- 5) Invoice construction phase services on monthly basis & final inspection;

### **FEE SCHEDULE:**

#### **PHASE 1: CONTRACT DOCUMENT PREPARATIONS (Lump-sum)**

Engineering	:	14 hours x \$180.00/hour	\$2,520.00
Drafting	:	12 hours x \$90.00/hour	\$1,080.00
Overhead & Reimb. Exp.	:		\$500.00
Lump-sum Sub-total	:		\$4,100.00

#### **PHASE 2: CONTRACT DOCUMENT PRICING (Lump-sum) – COMPLETED, REFER TO APPENDIX**

Engineering	:	4 hours x \$180.00/hour	\$720.00
Overhead & Reimb. Exp.	:		\$100.00
Lump-sum Sub-total		(Already Completed in Dec '2016):	\$820.00

#### **PHASE 3: BUILDING PERMIT SERVICES (Lump-sum)**

Engineering	:	3 hours x \$180.00/hour	\$540.00
Overhead & Reimb. Exp.	:		\$100.00
Lump-sum Sub-total	:		\$640.00

#### **PHASE 4: CONSTRUCTION ADMINISTRATION SERVICES**

Engineering: Estimated 8 visits x \$400/visit	\$3,200.00
Engineering: Estimated 4 visits x \$400/visit (Already completed in Dec 16' & Jan 17')	\$1,600.00
Administrative time & Reimb. Exp.	\$500.00
Estimated Total	\$5,300.00

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TOTAL FEES: \$10,860.00

# **G & D** GRIGG & DAVIS ENGINEERS, PC

## **PAYMENT SCHEDULE:**

### **PHASE 1 & 2: CONTRACT DOCUMENT PREPARATIONS & COMPLETION**

At completion –	remit	\$4,100.00
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### **PHASE 2: CONTRACT DOCUMENT PRICING**

At completion of contractor pricing confirmation -	remit	\$820.00
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### **PHASE 3: BUILDING PERMIT SERVICES**

At completion of permitting documents submittal	remit:	\$640.00
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### **PHASE 4: CONSTRUCTION ADMINISTRATION SERVICES\***

Startup –	remit	\$2,700.00
At completion -	remit	\$2,700.00

## **CONTRACT TERMS:**

### **SHOULD THIS PROJECT BE PUT ON HOLD OR SERVICES BE TERMINATED:**

1. The Client should immediately notify the Engineer by telephone and follow up with written notification, and
2. An Invoice for services performed up to, and including, the date of the Hold/Termination notification shall be prepared and sent to the Client. Putting the Project on Hold or Terminating Services does not relieve the Client of their responsibility to pay for services Performed.

### **REIMBURSEABLE EXPENSES:**

1. Postage/Shipping (UPS)/ Courier;
2. Printing;
3. Mileage - \$0.60/mile;

### **EXCLUDED EXPENSES:**

1. Permit filing fees & amendment filing fees, Certificate of completion fees, & resubmit filing fees (T.o.H. exempt)
2. Probing, Asbestos Testing, & Patching of Probes;
3. MEP Mechanical & Electrical Consulting Engineering Services (To be conducted by town).

### **\*ADDITIONAL SERVICES:**

The following Additional Services shall be invoiced at the following rates:

- |    |   |                |
|----|---|----------------|
| 1. | Additional Consulting Engineering Services to review changes or proposed Alternates to the original design. | \$180.00/hour  |
| 2. | Drafting Services   | \$90.00/hour   |
| 3. | Meetings/Field Visits   | \$400.00/visit |

### **Limit of Liability:**

To the fullest extent permitted by law, and notwithstanding any other provisions of this Agreement, the total liability, in the aggregate, of Grigg & Davis Engineers, P.C., its Officers, Directors, Partners, Employees, Agents, and Consultants, and any of them, to "Town of Harrison" and anyone claiming by, through, or under "Town of Harrison", for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in any way related to this Project or the Agreement from any cause or causes, including but not limited to negligence, professional errors or omissions, strict liability or breach of contract, or warranty, express or implied, of Grigg & Davis Engineers, P.C., its Officers, Directors, Partners, Employees, Agents, and Consultants, and any of them, shall not exceed the total compensation received by Grigg & Davis Engineers, P.C. under this Agreement or the total amount of \$150,000.00, whichever is greater.

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Thank you for requesting Grigg & Davis Engineers to perform this scope of work, we greatly appreciate it and look forward to being of assistance to the Town/Village of Harrison in conducting these important repairs.

Should you have any questions please *give me a call @ 914-725-5095*.

Very truly yours,

*Louise Grigg, PE*

Louise Grigg, PE –

**Grigg & Davis Engineers, PC**