

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



September 30, 2022

V-E-4

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

**Re: West Harrison Library Reading Garden Project
2 Madison Avenue and Taylor Square**

Dear Mayor Dionisio and Members of the Village Board:

Village Board authorization is requested to hire Peter Gisolfi Associates for Landscape Architecture Design Services for the West Harrison Library Reading Garden Project at a cost not to exceed \$5,000.00.

The scope of services is detailed in the attached proposal.

Funding for this contract is available in Account # 21LB14.

Further, authorization is requested for the Purchasing Department to issue a Purchase Order payable to Peter Gisolfi Associates at an amount not to exceed \$5,000.00.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael J. Amodeo", is written over the typed name.

Michael J. Amodeo, PE, CFM
Village Engineer

MJA/mep

Attachment

March 21, 2022

Michael Amodeo, P.E., C.F.M.
Town Engineer
Town/Village of Harrison
1 Heineman Place
Harrison, NY 10528
MAmodeo@harrison-ny.gov

Dear Mr. Amodeo,

We are pleased to submit a feasibility study proposal for landscape architecture design services for the garden and open space area at the West Harrison Branch of the Harrison Public Library. As previously discussed with you the feasibility study will be the first phase in the design of the new garden project which currently has a projected construction budget of approximately \$300,000.

For the feasibility study, our proposed scope of work will include the following:

- Prepare a conceptual plan outlining the design for the proposed garden design.
- Prepare a preliminary estimate for the proposed design.

For the above feasibility study tasks, we propose working on an hourly basis with a not-to-exceed fee of **\$4,500** plus reimbursable expenses

After the feasibility study is completed, we estimate our fee for preparing bid documents and performing construction administration, will be approximately \$15,000, plus reimbursable expenses, based on the current budget.

Our exact fee for preparing bid documents and construction administration will be confirmed at the end of the feasibility phase and after the project obtains approval to proceed from the Town of Harrison. Our fees exclude the following:

- Survey and record information which will be provided or paid for by the Library or the Town of Harrison.
- Site Borings, Underground Utilities Location and/or Civil Engineering if required.
- Meetings with the Town of Harrison Board and/or Planning Board.

Michael Amodeo
March 21, 2022 - pg 2

If the project scope and cost vary substantially from this description and budget, we will review those changes with you and the Library, and we will adjust the fee for our services accordingly.

Reimbursable expenses include the costs for printing and plotting and the costs for expedited shipping; we apply a multiplier of one and one tenth (1.1) times the direct expense for those items. Bills will be submitted monthly, with payment due 30 days after receipt of our invoice.

If this description meets with your approval, please sign this letter as indicated below and return one copy to my attention. We look forward to continuing working with you on the West Harrison Branch of the Harrison Public Library.

Sincerely yours,

Ronen Wilk, RLA
Senior Associate

C: M. Tribe Peter Gisolfi Associates

Accepted for the Town of Harrison by:

Signature

Date

Print Name

Print Title