

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-5

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

**Re: West Harrison Library Window Replacement Project
2 Madison Avenue and Taylor Square**

Dear Mayor Dionisio and Members of the Village Board:

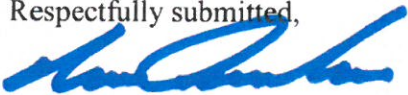
Village Board authorization is requested to hire Peter Gisolfi Associates for Landscape Architecture Design Services for the West Harrison Library Window Replacement Project at a cost not to exceed \$3,500.00.

The scope of services is detailed in the attached proposal.

Funding for this contract is available in Account # 20LB115.

Further, authorization is requested for the Purchasing Department to issue a Purchase Order payable to Peter Gisolfi Associates at an amount not to exceed \$3,500.00.

Respectfully submitted,



Michael J. Amodeo, PE, CFM
Village Engineer

MJA/mep

Attachment

March 30, 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 preliminary proposal to administer the installation of new windows at the Harrison Public Library West Harrison Branch at Two Madison Street in West Harrison, NY.

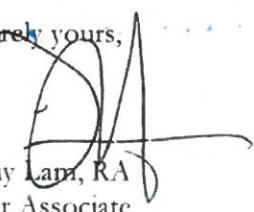
As previously described by Galina Chernykh, the Library Director, the scope of Peter Gisolfi Associates, LLP work will include review of manufacturer's shop drawings, meet with selected contractor, perform 3 in progress site visits, and provide a punchlist.

We propose to work on an hourly basis with a not-to-exceed fee of \$3,000 for architectural services, plus reimbursable expenses.

There will be a not-to-exceed amount of \$100 for reimbursable expenses, plus a 10% mark-up, that will be billed to you by Peter Gisolfi Associates LLP. Should the project scope and cost vary from the description above and the attached budget, the fee for architectural services will be adjusted accordingly.

If you are in agreement with this proposal, upon approval of the project, we would prepare a final version and ask that you please sign one copy and return it to me as soon as possible. We look forward to the opportunity of working with you on the Harrison Public Library.

Sincerely yours,



Danny Lam, RA
Senior Associate