

V-E-3

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



July 22, 2016

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

Re: Professional Services Contract – Construction Administration (REVISED)
Pilgrim Road Drainage Improvements

Dear Mayor Belmont and Members of the Village Board:

Village Board authorization is requested for a professional services contract with Woodard and Curran for work associated with construction administration for the Pilgrim Road Drainage Improvements Project at a cost not to exceed \$61,500.00.

The work tasks associated with this contract include:

1. Pre Bid Assistance - \$4,500.00
2. Construction Administration - \$12,000.00
3. Construction Monitoring - \$45,000.00

A copy of the proposal is attached for your review.

Further authorization is requested for the Purchasing Department to issue a purchase order payable to Woodard and Curran in an amount not to exceed \$61,500.00.

Finally, funding for this contract is available in Capital Account 12DR02.

Respectfully submitted

Michael J. Amodeo, P.E., CFM
Town/Village Engineer

MJA/fmb

Attachment

Cc: Purchasing Department

COMMITMENT & INTEGRITY Woodard & Curran Engineering PA PC T 800.807.4080
DRIVE RESULTS 709 Westchester Avenue | Suite L2 T 914.448.2266
White Plains, New York 10604 F 914.448.0147
www.woodardcurran.com



July 22, 2016

Mr. Michael Amodeo, PE
Town Engineer
Town of Harrison
One Heineman Place
Harrison, NY 10543

Re: Pilgrim Road Drainage Improvements - Pilgrim Road Drainage District
Professional Engineering Services Proposal for Pre-Bid Assistance, and Construction
Administration and Monitoring.

Dear Mr. Amodeo:

We appreciate this opportunity to continue to support the Town and provide the Town with a proposed scope of work for pre-bid assistance, construction administration and monitoring services for the Pilgrim Road Drainage Improvements project. The following is a summary for our proposed scope of work and engineering budget estimate.

SCOPE OF WORK

Task 1 – Pre-Bid Assistance

Woodard & Curran will assist the Town during the pre-bid stage of the project by completing the following services:

1. Attend and lead the pre-bid meeting
2. Record and issue the pre-bid meeting minutes
3. Coordinate with the Town for issuance of pre-bid meeting minutes in the form of an addendum to the contract.

The pre-bid meeting is an opportunity for all prospective bidders to become familiar with the site, and for the Town and Engineer to discuss key construction items for consideration in the bid. All questions and clarifications discussed during the pre-bid meeting will be addressed in the minutes, which will be issued as an addendum for incorporation into the contract.

Task 1 - Estimated Schedule: Within one week from pre-bid meeting day.

Task 1 - Woodard & Curran Labor and Expenses: \$4,500.

Task 1 - Budget: \$4,500 lump sum.



Task 2 – Construction Administration

Woodard & Curran will provide the following professional engineering services during construction:

1. Perform a review of all material, equipment and shop drawing submittals. Correspondence with the Contractor and return of submittal reviews.
2. Attend and assist progress meetings to review progress and discuss necessary coordination between the Contractor, Town, and residents.
3. Coordinate Contractor RFIs, as well as potential unforeseen site conditions resulting in design changes and conflicts as they pertain to approved plans, specifications, and bid form.
4. Assist with the review and approval of Contractor payment requisitions.

Task 2 - Estimated Schedule: To be determined; from start to end of construction.

Task 2 - Woodard & Curran Labor and Expenses: \$12,000 assumes an estimated construction period of 9 weeks at 6-7 hours per week of engineering support (average fee of \$260 per day).

Task 2 - Budget: \$12,000 lump sum.

Note: Final fees will be based on actual construction period at the average fee per day.

Task 3 – Construction Monitoring

Woodard & Curran will provide the following services as part of this task:

1. Perform full-time on-site construction monitoring for the duration of construction.
2. Complete field reports documenting work completed each day.
3. Monitor the installation of the proposed drainage pipes, utility crossings, earthwork, paving activities and other work specified for this project.

Task 3 -Estimated Schedule: To be determined; from start to end of construction.

Task 3 - Woodard & Curran Labor and Expenses: \$45,000 assumes an estimated construction period of 9 weeks at 40 hours per week (average fee of \$1,000 per day).

Task 3 - Budget: \$45,000 lump sum.

Note: Final fees will be based on actual construction period at the average fee per day.



Summary of Engineering Costs

The fee for this project is summarized as follows:

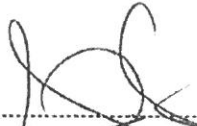
Task	Type	Expenses	Total
1- Pre-Bid Assistance	Lump Sum	\$0	\$4,500
2- Construction Administration	Lump Sum	\$0	\$12,000
3- Construction Monitoring	Lump Sum	\$0	\$45,000
		Total	\$61,500

If this proposal is acceptable to the Town, please have a Town authorized representative sign in the space provided below.

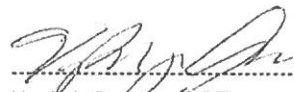
Thank you for this opportunity to continue to support the Town with this assignment.

Sincerely,

WOODARD & CURRAN ENGINEERING P.A. P.C.



 Anthony C. Catalano, PE, BCEE
 Principal



 Hugh J. Greechan, PE
 Associate/Senior Project Manager

Authorization to Proceed (Signature, Date)