

March 29, 2022

Ms. Jane Slavin, RA, Director, OBZPAE  
Town of Orangetown  
26 Orangeburg Road  
Orangeburg, New York 10962

Re: Orangetown Town Hall Expansion,  
Original Town Hall Building  
Demolition Design

Dear Ms. Slavin,

Lothrop Associates, LLP (herein referred to as LAA) is pleased to provide the Town of Orangetown a proposal for Demolition Design Services for the Original 1950 Town Hall Building (herein referred to as the Project). We include the services of Tectonic Engineering (civil engineer), CBK Engineering (mechanical engineer) and B-Cubed (structural engineer) to perform the services outlined herein.

Based on our understanding of the project the existing Orangetown Town hall consist of an original two story structure, built around 1959, and of a newer two story structure built approximately in 1992. The proposed three story addition being added to the western side of the 1992 addition will require the demolition of the original 1959 building.

The demolition of the 1959 building needs to account for the potential undermining of the 1992 building, and a portion of the 1959 building foundation needs to be kept in place so not to undermine the 1992 building, abandonment of existing underground utilities, relocation / abandonment of utilities between the existing buildings, and site preparation for the new three story additions & entry plaza.

### **1.0 Scope of Services**

The following is a detailed scope for our proposed additional environmental engineering services for the project as currently envisioned:

#### **1. Design Phase Services:**

- a. Architectural Services as follows:
  - i. Prepare demolition plans,
  - ii. Incorporate hazmat plans in demolition design plan,
  - iii. Coordination with all engineering disciplines,
  - iv. Prepare project set for filing with building department.
- b. Structural Engineering Services as follows:
  - i. Provide structural engineering necessary to prepare structural demolition drawings.
  - ii. Review existing Architectural & Structural plans for the 1959 building.
  - iii. Analysis to address demolition requirements for the area abutting the 1992 building.

- c. Mechanical, Electrical, Plumbing and Fire Protection Engineering Services as follows:
    - i. Site visit and review existing plans of the 1959 building to gather required information.
    - ii. Prepare demolition drawings for HVAC, Plumbing, Electrical, Sprinkler, and Fire Alarm.
    - iii. Prepare demolition drawings for removal of the power cross ties to the existing building.
    - iv. Coordination with civil engineer for underground utilities abandonment.
- 2. Bidding Phase Services:**
- a. Preparation of bid documents and specifications suitable for public bidding.
  - b. Attendance at pre-bid conference.
  - c. Preparation of written responses to questions from bidders.
  - d. Preparation of addenda as required.
  - e. Bid tabulation and recommendations.
- 3. Construction Phase Services:**
- a. Attendance at construction kickoff meeting and biweekly construction progress meetings.
  - b. Coordination, review and processing of all Submittals, Shop Drawings, Requests for Payment, Change Orders, etc., for the project.
  - c. Compile Submittal and Change Order logs.
  - d. Biweekly site observation, five visits included.
  - e. Provision of direction and written responses to questions and concerns from the contractor in resolution of problems that arise during the construction for the project.
  - f. Performance of interim Substantial Completion Inspection.
  - g. Coordination and preparation of punch list.

## **2.1 Limitations of Service**

- A. Our scope of services is limited to those described under Item 1.0. All permit application fees, fees, escrow payments, etc. shall be the responsibility of the Town. Revising the documents as requested by the client, regulatory entities, the various stakeholders, or the Town are not included. If documentation not within the scope described above is required during this process, additional fees will be required. The scope of work and estimated fee related to additional work will be discussed and agreed upon with the Town before proceeding.
- B. Meeting attendance and regulatory liaison services are not included in our scope of services. Except as specified, revisions to the documents prepared under the scope of work above as requested by the various regulatory agencies or the Client are not included. If documentation not included in 1.0 above is required during the review by these entities, this scope will also constitute additional work. The actual scope of work and associated estimated fee related to the additional work will be discussed and agreed upon with the Client before proceeding.
- C. Changes to the project design or scope during the prosecution of the work contained in this proposal after LAA receives initial direction from the Client will constitute additional work. A revised scope of work and estimated fee related to additional effort will be discussed and agreed upon with the Client before proceeding.
- D. Telco wiring and fiber / transport demolition design is excluded.
- E. Schematic design phase is excluded.
- F. LAA, CBK engineering, B-Cubed Engineering and Tectonic assume no liability for project delays, extra costs, or any and all claims associated in general accordance with applicable regulations or Client direction.
- G. Deliverables will be in electronic format (PDF) unless otherwise arranged.
- H. Construction Phase abatement air monitoring is excluded; it is already included in our base contract.

## **3.0 Schedule**

- A. Under our current schedule, LAA, CBK engineering, B-Cubed Engineering and Tectonic can commence our scope within one (1) week of receiving signed authorization, records, and system operation data. The project would then proceed as follows:
- B. For the purposes of this proposal, we have assumed that the entire scope can be completed in less than three (3) months.

#### 4.0 Compensation:

##### Fees

For the Services outlined above, we propose a Lump Sum Fee of \$79,727.50 (Seventy Nine Thousand, Seven Hundred Twenty Seven Dollars and Fifty Cents outlined as follows:

a.	Design Phase Services:	\$ 51,477.50.
b.	Bidding Phase Services:	\$ 8,000.00.
c.	Construction Phase Services:	\$ 20,250.00.
d.	Total Fee:	\$ 79,727.50.

##### Reimbursable Expenses

Reimbursable Expenses are in addition to the Lump Sum Fee listed above and will be billed at cost plus 10%. Reimbursable Expenses include cost for travel, printing, and overnight mailings. Reimbursable Expense Rates are as follows:

##### Reimbursable Expenses Rate:

Photocopies:	\$0.10 per 8 1/2" x 11" sheet
Travel:	\$0.58.5 per mile (or current IRS rate)
Tolls:	Cost
Color Prints - A Size:	\$3.95 per plan sheet
Color Prints - B Size:	\$5.75 per plan sheet
Overnight Mail (e.g., FedEx):	1.15% of cost

If this proposal meets with your approval, we will prepare an amendment to our standing agreement for the Project, upon execution of which, all terms and conditions will apply to the Scope of Services proposed herein. Thank you for the opportunity to submit our proposal. Should you have any questions or require any further information, please do not hesitate to call.

Thank you.

Sincerely,



Bob Gabalski, AIA  
Partner

**Town Of Orangetown**

**DATE: April 26, 2022**

**WARRANT**

<b>Warrant Reference</b>	<b>Warrant #</b>	<b>Amount</b>
Approved for payment in the amount of		
	041922	\$ 108,161.60
	042622	\$ 1,903,087.10
	042722	\$ 50,289.29
		\$ 2,061,537.99

The above listed claims are approved and ordered paid from the appropriations indicated.

**APPROVAL FOR PAYMENT**

**AUDITING BOARD**

\_\_\_\_\_  
**Councilman Gerald Bottari**

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**Councilman Paul Valentine**

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**Councilman Thomas Diviny**

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**Councilman Brian Donohue**

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**Supervisor Teresa M. Kenny**

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**TOWN OF ORANGETOWN  
FINANCE OFFICE MEMORANDUM**

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**TO:** THE TOWN BOARD  
**FROM:** JEFF BENCIK, *DIRECTOR OF FINANCE*  
**SUBJECT:** AUDIT MEMO  
**DATE:** 4/21/2022  
**CC:** DEPARTMENT HEADS



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The audit for the Town Board Meeting of 4/26/2022 consists of 3 warrants for a total of \$2,061,537.99.

The first warrant had 25 vouchers for \$108,161 and had the following items of interest.

1. Commissioner of Taxation & Finance (p1) - \$14,332 for 1Q Worker's comp board.
2. NYPA (p2) - \$21,790 for streetlight project.
3. Star Press (p5) - \$6,163 for comp plan printing.

The second warrant had 242 vouchers for \$1,903,087 and had the following items of interest.

4. Barmore Pump & Elec. Co. (p7) - \$5,081 for new water well pump.
5. Beckerle Lumber (p10) - \$5,095 for various supplies.
6. Beyer Ford (p12) - \$34,580 for Building department vehicle.
7. BPAS (p13) - \$5,000 for actuarial services.
8. Cotter, Michael (p16) - \$6,600 for CTR inspections.
9. DeLage Landen (p21) - \$15,908 for golf cart leases.
10. Environmental Construction (p22) - \$5,850 for manhole installation.
11. Global Montello (p28) - \$56,631 for fuel.
12. Jesco (p35) - \$5,412 for Highway machinery expense.
13. Keane & Beane (p38) - \$14,112 for Town Hall project.
14. Lothrop Associates (p40) - \$29,977 for Town Hall project.
15. Morano Brothers (p42) - \$157,273 for N. Middletown Rd. Project.
16. NYS Dept. of Civil Service (p45) - \$836,215 for health care benefits.

17. Reiner Pump Systems (p47) - \$12,348 for sewer repairs.
18. Shi International (p49) - \$14,360 for Police supplies.
19. TOMCO Construction (p74) - \$298,654 for Homes for Heroes project.
20. WW Grainger (p80) - \$5,499 building maintenance supplies.

The third warrant had 2 vouchers for \$50,283 and had the following items of interest.

21. Sealcoat USA (p1) - \$50,283 for Highway repairs.

Please feel free to contact me with any questions or comments.

Jeffrey W. Bencik, CFA

845-359-5100 x2204