



January 6, 2026

Frank Balbi
Superintendent, Public Works Department
Village of Croton-on-Hudson
1 Van Wyck Street
Croton-on-Hudson, NY 10520

Re: Site Development Plan for Gouveia Park
Croton-on-Hudson, New York

Dear Frank,

We are pleased to submit the following proposal for the preparation of a Schematic Site Development Plan for Gouveia Park.

*Imbiano • Quigley
Landscape Architects, P.C.*

31 Mamaroneck Ave.
White Plains, New York 10601
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www.iqlandarch.com

I. PROJECT DESCRIPTION

IQ will develop Schematic Plans and Design Guidelines for Gouveia Park focusing on a project study area north of the existing ravine. The Plan will address integrating an existing residence as the new Village Park and Recreation Building into Gouveia Park while maintaining its unique natural features.

II. SCOPE OF WORK

Tasks

1. Site Inventory and Analysis / Programming

- a. Field reconnaissance and photo documentation of existing conditions.
- b. Research and collect existing maps, surveys, and plans on file with the Village in order to develop a base plan for the park.
- c. Inventory and analyze existing conditions, pedestrian circulation, condition of existing trees, park use, and slope analysis.
- d. Develop a program for the park based on community input.

2. Alternative Design Concepts

- a. IQ will develop alternative concepts and design scenarios for the park. The following issues and items will be addressed:
 - Realignment of existing entrance drive to facilitate vehicular circulation into the park and to create a bigger buffer area between the road and parking lot.
 - Modification of existing parking lot – consider low maintenance permeable materials for surfacing.

- Pedestrian connections from parking lot to new Parks and Recreation Building.
- Enhancement to existing pond and surrounding vegetation. Consider an overlook pavilion at the pond as a landscape feature and interpretive center.
- Create a loop road system in the park to facilitate one-way traffic. Integrate the road into the natural landscape.
- Introduce handicapped, staff, and visitor parking at the new Parks and Recreation Building.
- Create an inviting courtyard at the building entrance which integrates existing rock outcroppings and native perennials. Introduce small seating areas.
- Enhance existing vegetation throughout the park by introducing native plantings in the form of pollinator pathways.
- Reinforce the central lawn area as a natural amphitheater for performances and community exhibits.
- Designate an area in the park as a community garden. Provide vehicular access, water supply, storage, and a perimeter fence. Evaluate the space to be allocated.
- Create a park-wide pedestrian loop / fitness trail. Consider a prefabricated pedestrian bridge connecting the Park and Recreation Building courtyard to a plateau area across the existing stream.
- Collaborate with Sullivan Architecture on the design of outdoor spaces adjacent to the Park and Recreation Building which takes advantage of the river views.

3. Site Development Plan

- a. Upon review and approval of design alternatives by Village Representatives, IQ will prepare a Schematic Site Development Plan incorporating proposed improvements including site amenities, plantings, lighting, and site grading.
- b. Provide precedent images and product cuts of proposed site improvements, furnishings, and amenities.
- c. Prepare (1) one – (2) two 3D renderings of select views.
- d. Assist DPW with preparing an estimate of probable construction costs and a phased implementation strategy.

4. Community Meetings

- a. IQ will attend three (3) – four (4) meetings with Village Representatives for purposes of developing a program for the park and to receive feedback during the design process. It is anticipated a meeting / presentation would occur during each of the three tasks as noted in the proposal.

III. FEE SCHEDULE

Fees breakdown for Tasks as follows:

Task 1: Site Inventory and Analysis / Programming	\$2,500.00
Task 2: Alternative Design Concepts	\$7,500.00

Task 3: Site Development Plan	\$11,000.00
Task 4: Community Meetings	\$2,500.00
Total Fee:	\$23,500.00

IV. ADDITIONAL SERVICES

Additional services will only be performed upon approval by the client and will be invoiced at IQ's hourly rate schedule or new lump sum contracts will be prepared.

1. Construction Documentation.
2. Construction Administration.
3. Bidding and Negotiation.

V. ITEMS TO BE SUPPLIED BY CLIENT TO IQ

1. Base Plan indicating proposed building location on project parcel.
2. The Client shall furnish surveys describing physical characteristics, legal limitations, and utility locations for the site of the Project, and a written, legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of street alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data pertaining to existing buildings, other improvements, existing trees; and information concerning available utility services and lines, both public and private above and below grade, including inverts and depths, all information on the survey shall be referenced to a project benchmark.
3. All drawings and reports prepared by other Project Team Consultants.

VI. IQ LANDSCAPE ARCHITECT'S HOURLY RATE SCHEDULE

Principal	\$ 245.00
Landscape Architect	\$ 160.00

VII. PAYMENT TERMS

For each four (4) week period ("billing period") IQ will submit invoices to Client for Services and Reimbursable Expenses. Amounts invoiced for Basic services will be in proportion to the services performed within each Phase during the preceding billing period, and amounts invoiced for Reimbursable Expenses, Consultants' Fees and Additional Services will be based on amounts incurred and services performed prior to the invoice date. Payment shall be due within 30 days of the invoice date.

In the event the balance due is not paid within thirty days of the date of the statement, interest shall be charged at the rate of twelve (12%) percent per year. In the event steps must be taken to collect overdue amounts, IQ shall be entitled to recover the cost of same, including reasonable attorney fees.

VIII. REIMBURSABLE EXPENSES

Reimbursable expenses shall include actual expenditures made by IQ in the interest of the Project and will be billed at the actual cost to IQ. Reimbursable expenses shall include

without limitations, costs of items such as: copying of drawings, and mileage at the current IRS rate.

IX. INDEMNIFICATION AND WAIVER

1. Client shall indemnify and hold harmless IQ and all of its officers, employees and consultants from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of the services with the exception of any claim damage, loss or expense caused by a negligent act or omission by IQ.
2. Client waives, and shall not assert, any claim, action, proceeding or dispute against IQ for consequential damages, including but not limited to loss of profits, with regard to IQ's performance of services under this Agreement.

X. MISCELLANEOUS CONDITIONS

a. Construction Means and Methods

It is expressly understood and agreed that IQ shall not have control of and shall in no event be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions in connection with the Project or for the acts or omissions of any contractor, subcontractor, or other persons performing work for the Project and Client shall indemnify IQ and Hold IQ harmless from and against any and all claims, demands, losses, costs, liabilities and damages including without limitation reasonable attorneys; fees and expenses, incurred by IQ and arising out of or related to any of the aforesaid.

b. Access to Site; Photographs

IQ and IQ's employees and consultants shall have access to the Project site at all reasonable times and shall be permitted to photograph the Project during construction and upon completion for its records and future use.

c. General Conditions

- Client and IQ each bind itself and its successors and assigns to this Agreement. Neither Client nor IQ shall assign or transfer its interest in this Agreement without the written consent of the other.
- This Agreement represents the entire Agreement between Client and IQ. This Agreement may be amended only by writing signed by both Client and IQ.
- This Agreement shall be governed by New York Law and the parties' consent to personal jurisdiction by New York State Courts.
- Parties signing this agreement represent that they have the authorization to sign the Agreement and bind the Client to this Agreement.
- Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or IQ.
- IQ shall utilize that degree of care and skill ordinarily exercised under similar circumstances by reputable members of the landscape architectural profession. IQ makes no express or implied warranties by its provision of services or under this Agreement.

- Facsimile or PDF signatures shall have the same force and effect as original signatures.

If you are in agreement with this proposal, please signify your acceptance by signing and returning one (1) copy for our files, along with the retainer specified in Section VII.

IQ LANDSCAPE ARCHITECTS, P.C.



By: John A. Imbiano, ASLA
Principal

VILLAGE OF CROTON-ON-HUDSON

By: _____

Date: _____