

September 9, 2026

Bryan Healy
Village Manager
Village of Croton-on-Hudson
Stanley H. Kellerhouse Municipal Building
1 Van Wyck Street
Croton-on-Hudson, NY 10520

**Re: Proposal for Professional Engineering Services
Vehicle Exhaust Extraction System at
Harmon Fire House
30 Wayne Street
Croton-on-Hudson, NY 10520**

Dear Mr. Healy:

Nelson + Pope (N+P) is pleased to be afforded the opportunity to present this proposal for your consideration. Our firm's commitment to quality along with our staff's professionalism will ensure that the completed work product measures up to the Village's standards. We are prepared to commence work upon receipt of the written authorization from the Village and look forward to assisting the Village in working towards the successful completion of the project.

If you have any questions or concerns regarding this proposal, please do not hesitate to contact me.

Sincerely,
**N&P Engineering, Architecture
and Land Surveying, PLLC**



John R. Perrotta, PE
Senior Partner

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PROJECT UNDERSTANDING

It is our understanding that the Village desires to install a Vehicle Exhaust Extraction System at the Harmon Fire House located at 30 Wayne Street. Toward that end, N+P will prepare all plans and specifications for a public bid package, and assist the Village with bidding and construction administration.

SCOPE OF SERVICES

A. Design Phase

Building Systems

Existing Conditions Documentation

N+P will conduct an investigation of the existing building systems to be modified as part of the project. N+P will document the type, size, location, materials, services, etc. of the applicable existing conditions. N+P will prepare existing conditions plans based on our findings and any available original design and/or as-built plans. N+P assumes that the Owner will provide a ladder and full access to the facility as required.

HVAC Design

N+P will prepare plans for a new Vehicle Exhaust Extraction System including exhaust fan, exhaust hoses with compatible vehicle connections, hose reels and retractors, ductwork to a suitable outdoor location, and all required controls.

Power Plan

N+P will prepare plans for distribution of power to all systems and equipment. N+P assumes that the existing service is suitable to support the interior alteration. N+P will size and specify all feeders, branch circuits, and any required subpanels, safety switches, wiring devices, etc.

Construction Document Format

N+P will prepare Construction Documents including construction plans and sheet specifications for equipment and materials, as well as written technical specifications for execution of the work. Our documents will be prepared in accordance with the local Building Code and its referenced standards as well as the requirements of the local Authorities Having Jurisdiction. Our plans will specify the limits of work to be performed by different trades for coordination of various trades. Our deliverables will include a recommended bidding and construction schedule, and our opinion on the probable cost of construction. Upon completion of the documents, N+P will coordinate with the Village to prepare a bid book and let the project for public bid.

B. Bid Phase

N+P will provide Bid Phase services, including but not limited to:

- Respond to requests for information.
- Prepare and issue addenda and/or clarifications if required.
- Evaluate and tabulate all bids.
- Perform a due-diligence review of the apparent low bidder's qualifications.
- Make recommendations for award.

C. Construction Phase

N+P will provide Construction Phase services to support the Village with the implementation of our design.

N+P will provide Construction Administration, including but not limited to:

- Review submittals and shop drawings.
- Respond to requests for information.
- Prepare and issue clarifications if required.
- Review interim and final payment applications and make recommendations for payment.
- Provide close-out certifications and documents.
- Review and approve Contractor record drawings and operations and maintenance manuals.

N+P will provide Construction Observation as follows:

- Perform one site visit to observe the construction progress and notify the Village of any deviations from the Contract Documents.

FEES

Lump Sum Fee

Design Phase:	\$9,000
Bid Phase:	\$2,000
Construction Phase:	\$3,500
Total:	\$14,500