



JOSEPH FULLER JR., AIA
President

JOHN D'ANGELO, ARA, LEED AP
Executive Vice President

October 7, 2026

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

**RE: ARCHITECTURAL DESIGN SERVICES
HARMON FIREHOUSE ROOF EVALUATION / REPLACEMENT**

Dear Mr. Balbi,

We propose to provide architectural services to assist the Village in the evaluation of the existing roof and the development of contract documents in accordance with NYS bidding requirements for the replacement or rehabilitation of the existing roof of the Harmon Firehouse, 30 Wayne Street.

The proposed roof area is approximately 7,000 s.f.

Services provided will generally include the following:

EVALUATION AND REPORT:

1. Review available existing building documentation and details.
2. Verify existing roof conditions.
3. Develop existing roof plans.
4. Perform field inspections and roof probes to determine the typical configurations of existing roof and flashing components. (Roofing contractor shall be retained by Village or as reimbursable expense)
5. Provide material samples from test probes to Village environmental engineers in evaluating roof for hazardous materials.
6. Review results of field investigations and asbestos tests.
7. Prepare report and preliminary findings with Village personnel as required to finalize overall project scope and budget.

CONSTRUCTION DOCUMENTS:

1. Prepare construction bid documents which include specifications, drawings and rehabilitation work scope required to complete work.
2. Contract documents will be prepared to allow competitive public bidding of the project.
3. Coordinate technical material specifications with front end specifications required by the Village.
4. Attend any required coordination or review meetings with Village.
5. Prepare estimate of probable construction costs at 75% document completion.
6. Review possible bid alternates for incorporation into the bid documents.
7. Incorporate abatement specifications and drawings furnished by Owner's consultant, into project bid document package, if required.

BIDDING AND AWARD:

1. Answer questions during bid process and prepare any addenda needed.
2. Conduct/attend pre-bid site meeting with potential contractors, prior to the submission due date.
3. Evaluate bids and provide Village with a recommendation for award.

RE: Architectural Design Services Harmon Firehouse Roof Replacement

CONSTRUCTION ADMINISTRATION AND INSPECTION PHASE:

1. Pre-Construction:
 - a. Review contractor submittals for materials, guarantees, insurances and conformance with other project requirements.
 - b. Conduct/attend a pre-construction conference with Village representatives, the Contractor and his subcontractors to review administrative, site access, performance and coordination issues, and technical installation expectations.
2. Construction:
 - a. Perform work-in-progress inspections and conduct bi-weekly construction progress meetings and prepare meeting minutes as required.
 - b. Review and approve payment requisitions from the Contractor.
 - c. Answer any contractor submitted requests for information, issue any construction plan clarifications and prepare plan modifications as required.
 - d. Prepare and negotiate any required change orders or directives.
3. Close-Out:
 - a. Perform a visual inspection of completed work and issue a Punch List of any incomplete or non-conforming work.
 - b. Perform a Final Inspection when the Contractor advises that all Punch List work is complete.
 - c. Review close out documents submitted by the Contractor, e.g., warranties, guarantees, release of lien waivers and the final payment request.

Fees for our professional services.

Evaluation and Report:	\$ 4,500
Construction Documents :	\$ 16,500
Bidding and Construction Administration:	<u>\$ 6,500</u>
Total Fee:	\$ 27,500

Hire roofer to perform test cuts and patching \$ 3,500

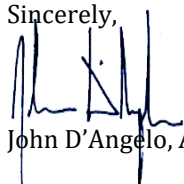
These fees are based on contract clauses and requirements as generally contained within standard Owner/Architect agreement B141 as prepared by American Institute of Architects or similar agreement as mutually negotiated and agreed.

The following items are not included in the above fee.

- Hazardous material testing, reports abatement designs or documents.
- Mechanical or Electrical system analysis, engineering reports or designs.
- Reproduction of reports, bid documents or other reimbursable items such as mailings, renderings and copying services.

Thank you.

Sincerely,



John D'Angelo, ARA, LEED AP

JD'A/vc