

A small, solid green horizontal bar.

July 18, 2025

Karen LaRocca-Fels, Director
Ossining Public Library (Client)
53 Croton Avenue
Ossining, NY 10562

Re: Ossining Public Library (OPL)
OPL Renovation/Alteration Project
Additional Services Request #5 (ASR5) – HVAC Emergency Replacement
Heating CDS, Bidding & Construction Administration Services

Dear Karen,

Lothrop Associates Architects D.P.C. (LAA) proposes to amend its original Agreement dated April 20, 2023 to include the following Additional Services for the Project.

Scope of Additional Services:

We and our sub-consultants (The A/E Team), OLA Consulting Engineers, and TYLin Structural Engineers will provide Additional Services to proceed with an emergency project to complete the heating design related to the replacement of the failed existing water-source heat pumps (AC-5) serving the main floor and mezzanine. The failure of AC-5 requires that heating be provided consistent with the larger HVAC replacement project scope, and therefore OLA recommends that installation be implemented in advance to provide heating this winter.

Specifically, our Scope of Additional Services is as follows:

Construction Documents Phase Services:

1. Provide additional architectural and mechanical and electrical engineering services to design and specify new electric duct heaters to provide heat to the Adult Library areas.
2. Provide additional electrical engineering services to modify the existing power distribution system to power two (2) duct heaters and the existing AC-5 fan. A new 200A panel is expected and power distribution design from the main electrical room.
3. Provide Mechanical and Electrical Permit/Construction Drawings for submission to NYSED to obtain building permits. The heater design will be incorporated into the documents currently being completed for the new RTU-6 project and provided as a single drawing submission.
4. Provide additional mechanical and electrical division book specifications required for the duct heater portion of the project.

Bid Phase Services (for both the new RTU-6 and AC-5 Duct Heater scope of services):

1. Provide assistance to the Client during the Bidding and Bid Review stages. This shall consist of our attendance at the pre-bid conference, response to contractors' Requests for Information (RFI's), consultation with the Client and Client's construction manager on acceptability of contractors, and review of bids. If necessary, we shall issue Addenda as appropriate to clarify or modify Bid Documents.

Construction Phase Services:

1. Review and approve or take other appropriate action with respect to Shop Drawings and Submittals which the contractor is required to submit. Our review is for general conformance with the Contract Documents and compatibility with the design concept.
2. Provide assistance to the Client in responding to contractors' RFI's during the course of construction. We shall issue written responses and sketches as appropriate to clarify, supplement, or modify Bid Documents.
3. Provide four (4) half-day site visits by the A/E Team during the Construction Phase to generally observe the progress and quality of the work. We shall document each visit with a Field Observation Report. Our Proposal presently does not include participation in weekly construction meetings. Our participation in construction meetings, or performance of additional site visits, is available as an Additional Service in accordance with our base agreement.

Qualifications: We will

1. Use the 50% Design Development drawings, already developed, as the basis to provide additional architectural, and structural, mechanical and electrical engineering services to complete the Construction Documents required to provide heating to the main floor and mezzanine levels to heating areas affected by AC-5's failure.

Exclusions:

1. Commissioning Services.

Compensation:

For our additional services, we propose an additional Lump Sum Fee of Sixteen Thousand Three Hundred Ninety Dollars and Zero Cents (\$16,390.00). This Lump Sum Fee is itemized as follows:

1. OLA:		\$14,700.00
a. Heating Construction Documents Phase Services:	\$7,500.00	
b. Bidding Phase Services:	\$2,700.00	
c. Construction Phase Services:	\$4,500.00	
2. TYLin:		\$4,600.00
a. Bidding Phase Services:	\$2,100.00	
b. Construction Phase Services:	\$2,500.00	
3. Sub-Total:		\$19,300.00
4. <u>LAA Markup (10% Per Prime Agreement):</u>		<u>\$1,930.00</u>
5. Sub-Total:		\$21,230.00
6. LAA:		\$8,700.00
a. Heating Construction Documents Phase Services:	\$2,000.00	
b. Bidding Phase Services:	\$3,000.00	
c. Construction Phase Services:	\$3,700.00	
7. Total:		\$29,930.00

Reimbursable Expenses:

Any costs incurred for these Additional Services for the Project such as mileage for travel to and from the library, printing, photographs, delivery service, consultants, and building department consultant and filing fees shall be billed to you at cost times a 1.10 multiple. We estimate and recommend an additional \$500.00 allowance be added for reimbursable expenses.

If the foregoing meets with your approval, please sign below and return a copy for our records. Thank you.

Yours very truly,



Bob Gabalski, AIA
Principal

For Ossining Public Library:
Karen La Rocca-Fels, Director

For Lothrop Associates Architects D.P.C.:
Robert A. Gabalski, AIA - Principal

(Printed Name) (Title)

Robert A. Gabalski Principal

(Printed Name) (Title)

(Signature) (Date)

(Signature) (Date)