

A small, solid green horizontal bar.

July 3, 2025

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

Re: Ossining Public Library (OPL)  
OPL Renovation/Alteration Project  
Additional Services Request #4 (ASR4-Rev1) – HVAC Emergency Replacement

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, OLA Consulting Engineers, and TYLin Structural Engineers will provide Additional Services to proceed with an emergency project to complete the design of the proposed new rooftop unit (RTU-6) to serve the mezzanine. One of the existing water-source heat pumps (AC-5) serving the main floor and mezzanine has failed. The installation of the new RTU-6 is consistent with the larger HVAC replacement project scope, and therefore OLA recommends that installation be implemented in advance to provide cooling to the Mezzanine level, which will also serve to cool a portion of the AC-5 areas affected.

Specifically, we will:

1. Use the 50% Design Development drawings, already developed, as the basis to provide additional mechanical engineering services to complete the Construction Documents for the RTU-6 portion of the design.
2. Provide Electrical Engineering services to complete the Construction Documents for power and fire alarm as it relates to RTU-6 scope of work.
3. Provide Mechanical and Electrical Permit Drawings for submission to NYSED to obtain building permits.
4. Provide Mechanical and Electrical division book specifications for the RTU-6 project scope.
5. Provide Structural Drawings and Specifications for Supplemental Steel under the concrete deck required for the RTU-6 duct penetrations.
6. Coordinate the architectural and mechanical and electrical engineering disciplines.

Exclusions:

1. Bidding Phase Services.
2. Construction Administration services.
3. 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:	\$14,900.00
2. TYLin:	\$2,000.00
3. Sub-Total:	\$16,900.00
4. <u>LAA Markup (10% Per Prime Agreement):</u>	<u>\$1,690.00</u>
5. Total:	\$18,590.00

**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)

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(Signature)

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(Date)

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