

A small, solid green horizontal bar.

January 28, 2026

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

Re: Ossining Public Library (OPL or Client or Owner)  
OPL Renovation/Alteration Project  
Additional Services Request #7 (ASR7) – RTU-6 Commissioning Services (Rev1)

Dear Karen,

Lothrop Associates Architects D.P.C. (LAA or Architect) proposes to amend its original Agreement dated April 20, 2023 to include the following Additional Services for the Project. We and our sub-consultant will provide Additional Services to proceed with Commissioning Services for the HVAC RTU-6 Project as outlined herein. Our sub-consultants include the following:

1. OLA Consulting Engineers – Led by Jim Dolan, OLA will provide all mechanical, electrical, plumbing and fire protection engineering services for the Project.

**Scope of Additional Services:**

We will provide Additional Services as follows:

1. We will review and document the Owner's Project Requirements (OPR) and review the design team's Basis Of Design (BOD) for the building's energy related systems. The current approved drawings shall be considered the Owner's intent, based on the status of the project completion.
2. We will develop a draft Commissioning Plan based upon the Owner's Design Intent and the Construction Documents for the Project.
3. We will facilitate a commissioning kick-off meeting with the design team and awarded contractors. Kick-off meeting shall review the Commissioning Plan and in turn provide overview of the roles of the various responsible parties. At this meeting, the controls submittal will also be reviewed with the control's contractor.
4. We will update Cx Plan Commissioning Plan based on any feedback at the kick-off meeting; finalize Plan and issue.
5. We will develop pre-functional checklists and functional tests for the energy related systems for the Project based upon the Construction Documents and the contractors' submittals. Pre-functional checklists and a draft functional test for commissioned components and/or system shall be provided with the construction phase Commissioning Plan. Final functional tests would not be developed and issued until the previous efforts (controls check out, issues resolution, and balancing spot check) are completed as those efforts may inform the details of the final functional test document.
6. We will coordinate key milestones for the commissioning process with contractors.

7. We will provide one (1) site visit to perform “static” checks and observe progress of the project construction; Provide a site visit report and an updated “Cx Issues Notice” to the team to document and track any items identified during these site visits.
8. We will provide controls check-out prior to functional testing. This effort includes remote observation of controls and on-site full review of installed controls and associated graphics. Provide final review of functional tests with contractor prior to implementation of functional testing. It is our understanding that all critical items related to functional testing will be resolved and disposition accepted prior to commencement of functional testing.
9. We will coordinate, witness, and document functional performance tests performed by installing contractors. One (1) site visit is included for Functional Testing. The functional testing shall include operating the system and components through each of the written functional performance tests. Operation shall be by installing contractor and witnessed by Commissioning Provider (CxP). Sensors and actuators shall be calibrated during construction by the installing contractors and spot-checked by the CxP during functional testing. The specific energy-related systems to be included in the commissioning process activities for this project are indicated below. The following general systems are included:
  - a. One (1) new cooling-only Rooftop Unit and controls
  - b. Two (2) Duct Heaters and associated controls
  - c. Associated Building Management System (BMS) Controls and Integration
10. We will ensure all items in the Issues Notice are addressed and dispositions are clear (i.e. “closed” or “open” and owner understands the issues and has a plan for future resolution).
11. We will complete a commissioning report for the Project, including Design Intent, Commissioning Plan, Final Issues Log, and all checklists.

**Exclusions and Qualifications:**

1. Onsite witness and/or spot-checking of TAB activities is excluded.
2. Attendance at on-site training is excluded. *We assume the CM will coordinate this and facilitate any needed training.*
3. Retesting of systems. Functional testing is intended to be performed when systems are operating properly. Should the CxP have to return to the site due for retesting, this will be performed as an Additional Service.

**Compensation for Additional Services:**

For Additional Services outlined above, we propose an additional Lump Sum Fee of Sixteen Thousand Five Hundred Dollars and Zero Cents (\$16,500.00).

**Terms & Conditions:**

All terms and conditions of the Agreement dated April 20, 2023 shall remain in full force and effect.

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

\_\_\_\_\_  
(Printed Name) (Title)

\_\_\_\_\_  
(Signature) (Date)

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

Robert A. Gabalski Principal  
\_\_\_\_\_  
(Printed Name) (Title)

\_\_\_\_\_  
(Signature) (Date)