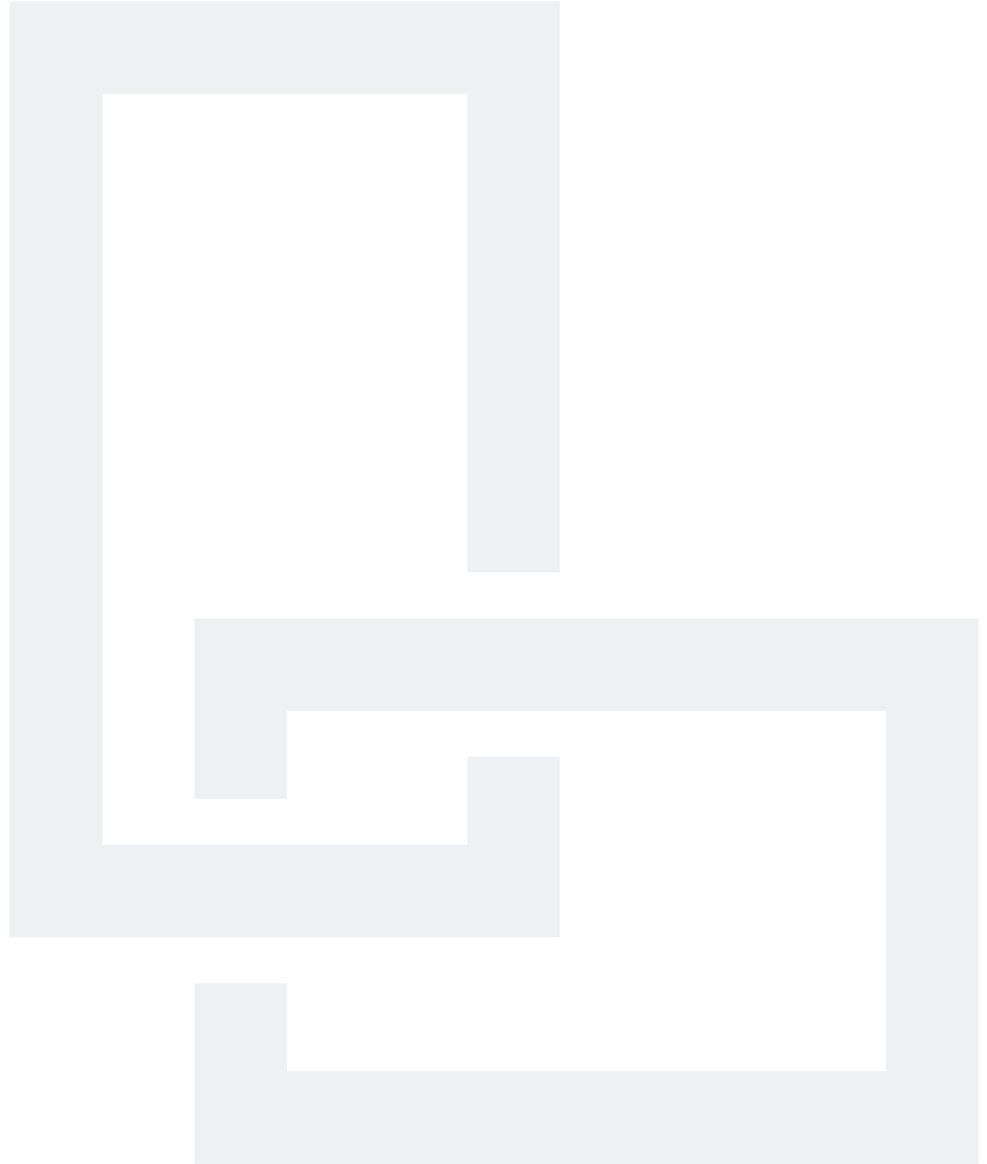


Prepared For:

Peter B. Cook
Building Inspector
Village of Buchanan
236 Tate Avenue
Buchanan, NY 10511

Submitted by:

LaBella Associates
1 North Broadway | Suite 803
White Plains, NY 10601



Third Party Building Code Inspection Support
Village of Buchanan, NY

MARCH 4, 2024

March 4, 2024

Peter B. Cook
Building Inspector
Village of Buchanan
236 Tate Avenue
Buchanan, NY 10511

*Re: Professional Services Proposal
Third Party Building Code Inspection Support*

Dear Mr. Cook:

LaBella Associates (LaBella) are pleased to submit this proposal to the Village of Buchanan (Village/Client) for professional services associated with third-party building code inspection support. We understand that the Village has approved two large developments which are slated to begin construction in spring/summer of this year. The AMS Buchanon is a proposed five-story, 148-unit development and the Village Square Residences are three multi-family apartment buildings.

LaBella has a large and diverse team of building code professionals that provide support to municipalities across New York State. Our Code Team is supported by LaBella's engineering and architecture divisions which gives us the bench strength of hundreds of design professionals and enables our team to support all inspections required by Part 1203.

At this time, we have not been provided with final construction documents, or a detailed construction schedule that outlines all work to be completed. Based on the information available at this time and our experience on projects of similar scale and complexity, we propose the following tasks that you have requested, and that LaBella believes are necessary to accomplish your objectives.

Scope of Services

We offer the following phases of work, which we believe are needed to accomplish your desired objectives. The work schedule and fees associated with these phases are included in the Fee & Time Schedule Summary Table which follows the Scope of Services.

Phase 0100 – Limited Construction Phase Plan Review

Scope – Based on a project of this scale, there will be a series of delegated design components and/or project amendments that will require technical review. These components, including but not limited to fire alarms, sprinkler systems, and elevators, will be submitted as construction progresses. Under this phase LaBella will support the Village by performing the technical review of delegated designs for conformance with NYS Uniform Code.

LaBella will complete the initial review of submitted documents and provide written technical comments within (2) weeks of commencing our review.

Assumptions – This scope assumes that the applicant will provide the Village and LaBella with a complete submission that has been approved by the designer of record, consisting of all drawings, specifications and reports necessary to demonstrate a code compliant and safe installation. The applicant will provide written responses to all comments as well as provide updated plan sheets necessary to close out all comments. The full project time frame is subject to the applicant's response.

Deliverables – LaBella will prepare a letter report detailing the comments found, including Code references, as well as a BlueBeam Session or PDF with all plan markups if requested.

Phase 0200 – Building Code Inspections

Scope – Under this phase LaBella will provide inspections of the project for the duration of construction. These inspection services will verify conformance with the NYS Uniform Building and Fire Code and include those areas discussed in Title 19 NYCRR, Part 1203 of the Uniform Code and shall be specific to the following building systems:

- Structural systems,
- General life safety,
- Mechanical/plumbing systems,
- Fire protection,
- Process piping,
- Energy Code Compliance, and;
- Accessibility.

Attached is a inspection matrix for reference.

Assumptions – In developing this scope of services and the fees associated with it, we have made the following assumptions:

- The project(s) will begin in Spring 2024.
- The total construction schedule requiring LaBella support is 14 months, broken down as follows:
 - 3 months of primarily foundation construction, with associated earthwork and site activities. (Assumed 8 hours/week of inspections.)
 - 3 months of framing and structural construction. (Assumed 16 hours/week of inspections.)
 - 6 months of full building construction, including building envelope and interior fit-up. (Assumed 24 hours/week of inspection.)
 - 2 months of project closeout, including system completion, commissioning, and energy compliance, TCO, and CO support walks. (Assumed 16 hours/week of inspection.)

Deliverables – LaBella will complete inspection reports for all inspection activities, and the reports will be distributed to the project team.

Phase 300: Oversight of Third-Party and Special Inspections

Scope – It is essential for municipalities to rely on special inspectors and third-party inspection agencies to ensure construction projects are built in conformance with the approved construction documents and NYS Code. It is important for the AHJ to ensure all inspections are complete and performed by qualified personnel. Under this phase LaBella will provide oversight in the form of review and approval of the third-party entities, as well as provide an ongoing audit review of all special inspections and third-party inspections.



For special inspections, the Owner or the registered design professional in responsible charge, acting as the Owner's agent, shall employ one or more special inspectors to provide inspections during construction on the types of work listed for structural systems and HPM piping, as listed under Section 1704 of the BCNYS and ASME B31.1, respectively. The Code Team will review for document compliance with the Code and notify the Village and Owner of any deficiencies identified within the submitted special inspection reports.

Phase 400: Project Coordination

Scope – Teamwork and collaboration are critical to the overall success of complex and fast paced projects. Under this task, staff from the LaBella will perform project coordination and administrative duties for the duration of our work. Activities include but are not limited to:

- Providing a point of contact and communication for the Village, applicant and their design and construction teams,
- Tracking of delegated design plan review status and comments,
- Logging and distribution of deferred submittals and bulletins required to support inspections,
- Scheduling, tracking, and documentation of inspections,
- Review and oversight of third-party/special inspectors, including monitoring of all deficiency trackers and non-conformance logs,
- Meeting coordination, and;
- General support for project administration/management efforts.

Assumptions – The budget for this task is based upon an 14-month schedule, commencing in the Spring of 2024, and an assumed 8-hours/week of effort.

Phase 500: Project Management

Scope – Under this phase, senior professionals from LaBella will perform contract administration duties for the duration of our work. Activities include but are not limited to:

- Track/monitor project budgets,
- Report to Village on status of project budgets,
- Periodic meetings with the Village to review contract budgets and project milestones,
- Review and respond to Village inquires, and;
- Staff task planning and resource allocation to accommodate the construction schedule and critical path items.

Assumptions – The budget for this task is based upon an 14-month schedule, commencing in the Spring of 2024, and an assumed 1-hour/week of effort will be required to support this project.

Project Assumptions

In developing the scope and fees outlined in this proposal, we have made the following assumptions. If any assumption is inaccurate, it may impact our budget.

- All plan review comments generated in the review of the permit application have been closed and the final construction documents are fully compliant with the NYS Uniform Code.
- A qualified special inspection agency will be engaged to perform inspections in conformance with a detailed Statement of Special Inspections. The special inspection program will be prepared by the designer of record and approved by the Village.
- The Village and LaBella will be provided access to all special inspection reports.
- LaBella will support the Village in the review and approval of third-party inspectors who will support various phases of the project.



Substantive Revisions

The Scope of Services provided in this proposal was developed based on information available at the time it was prepared, including the known conditions of the site. In the event of project changes (e.g., additional information becomes available, regulatory agencies require additional studies, the extent of the project or its design, etc.) a Professional Services Change Order will be provided to you. Additionally, Client requested changes to the documents after the originals are submitted to regulatory agencies will constitute a change in services and will also require a Professional Services Change Order.

Professional Services Fee & Time Schedule

LaBella proposes to execute the scope of work outlined in this proposal on a Time and Materials (T&M) basis as outlined in the fee summary table below. The assumptions used to establish these phase budgets are noted above. LaBella will only bill for hours worked and will continue to review project budgets and efforts with the Village throughout the duration of this project.

Invoices will be issued monthly for all services performed during that month and are payable upon receipt. LaBella will make its best effort to complete all of the identified tasks within the overall estimated project budget. It is possible that it will be necessary to exceed these amounts in order to complete the scope of services for the project. We will not exceed the total estimated fee without obtaining written authorization from you.

Estimated Time and Materials phases will be invoiced based on the actual hours incurred. Fees listed for Time and Materials phases, Sub-Consultants, and Reimbursable Expenses are estimates only. LaBella will bill for actual hours and reimbursable expenses incurred. While LaBella will make its best effort to complete each of these phases within the estimated amounts, it is possible that it may be necessary to exceed these amounts in order to complete the scope of services for each phase.

Reimbursable expenses, which include our direct expenses, such as mileage, overnight mailings, extensive photocopying, and map reproductions, will be tracked under a separate Phase RE00, if needed. LaBella will make its best effort to complete all of the identified phases within the overall estimated project budget. It is possible that it will be necessary to exceed these amounts in order to complete the scope of services for the project. We will not exceed the total estimated fee without obtaining written authorization from you.



Fee & Time Schedule Summary Table

Phases		Fee Estimates	Anticipated Schedule
Phase No.	Phase Description	Time & Materials Estimate	Phase Duration
01	Limited Construction Phase Plan Review	\$10,000	2 weeks per review
02	Building Code Inspections	\$110,000	14 months
03	Oversight of Third-Party/Special Inspections	\$2,000	6 months
04	Project Coordination	\$40,000	14 months
05	Project Management	\$10,000	14 months
RE	Reimbursable Expenses	\$4,000	N/A
Total Estimated Fee Budget		\$176,000	

Agreement

Attached please find a copy of our Standard Agreement. Receipt of an executed copy of this Agreement and the building permit application number will be our authorization to schedule the performance of this work. Please be aware that the projected phase start and completion dates are based upon timely receipt of the signed Agreement, and any other required documents. A delay in returning the necessary documents may require modification of the proposed phase start and completion dates as described herein. This proposal is valid for 30 days from the date hereof.

Please note that while we have furnished what we believe is a comprehensive and complete scope of services, we are open to dialogue as to how we may modify our proposal to ensure that our services may better meet your needs, and/or how alternate approaches may be implemented.

If you have any comments, questions or need additional information, please do not hesitate to contact me at elarkin@labellapc.com or this office at (914) 997-8510.

Sincerely,

LaBella Associates


Edward P. Larkin, PE, NYS CCEO
Vice President



Regional Manager, Buildings Engineering
rfs/ enc II

cc: Rachel Shaw, LaBella Associates
File

