

October 23, 2018

Mr. Louis M. Minuto
Trustee
Inc. Village of Garden City
351 Steward Avenue
Garden City, New York 11530
Telephone: 516.465.4051
E Mail: lminuto@gardencityny.net

Re: Proposal for temporary protection and pre-schematic design services for St. Paul's Academy

Dear Louis,

CARLOS J. CARDOSO
AIA
Partner
Director of Construction
Administration

I would like to personally to thank you, the Board of Trustees, and Mayor Daughney for your trust in Beyer Blinder Belle, and for allowing us to continue guiding the St Paul's project. The concepts and ideas that we all generated during the feasibility study are the beginning of what I believe will be a transformative project. St. Paul's can become a cultural and recreational center unlike anything on Long Island. Moving forward will require all of us to be observant, unafraid, focused, and most of all, patient. If we can attain this state of mind, I truly believe that we, as a team, can create a magnificent project for the community for years to come.

Based on our conversation with you and Mayor Brian Daughney, the Board of Trustees of Garden City is requesting that the A/E team provide a proposal outlining the "next steps" for St. Paul's Academy. Beyer Blinder Belle is pleased to submit the following outline illustrating the proposed design / program direction, scope of services, required consultants, schedule, and associated fees.

Sincerely,



Carlos J. Cardoso, AIA
Partner

Proposed Design Direction

In speaking with the design team, which at this time includes us and Thornton Tomasetti, we discussed the direction that would be best for the project, *for the Board of Trustees, and for the community*. The following phases would be implemented for a project of this stature and magnitude:

- Temporary Protection
- Pre-Schematic Design
- Schematic Design
- Design Development
- Construction Documents
- Construction Administration – concurrent with construction / restoration work

However, we believe it would be best that only the Temporary Protection and Pre-Schematic Design Phases be executed as part of this proposal. These two phases would be executed simultaneously and for the following reasons:

- Temporary protection will protect the building from further deterioration by the weather elements and allow for abatement and exploratory probes to be conducted, which will guide the design team in their decisions.
- Pre-Schematic Design phase should be utilized to finalize the desired program and obtain cost estimates from a selected construction manager.
- We strongly recommend that the Board of Trustees retain a construction manager to provide pre-construction services during these phases. The pre-construction services should include the cost estimates associated with the initial feasibility study, the pre-schematic design, and one alternate scheme to meet the required budget. The CM should also partake in executing the temporary protection, abatement of hazardous material, and required exploratory probes.

Proceeding with the first two phases will benefit the project since you will stop further damage to the building, allow for proper inspections since the building will be abated of any hazardous material, and obtain the construction costs associated with the project *based on the desired program*. The Board of Trustees can then decide what is best for them, and whether to continue with the project.

To perform the above scope of service, the following consultants will be needed:

- Architect
- Structural Engineer
- Mechanical, Electrical, Plumbing, and Fire Protection Engineer
- Environmental Engineer
- Traffic Analysis Consultant

We currently recommend and have obtained qualifications and proposals (enclosed) from the following consultants, in addition to proposals from Beyer Blinder Belle and Thornton Tomasetti:

- Bruce E. Brooks & Associates (BBA) for MEP + FP Engineering
- Vanasse Hangen Brustlin (VHB) Engineers for Environmental and Traffic Analysis

Scope of Services

Beyer Blinder Belle will provide the following scope of services:

Temporary Protection Phase

Coordinate the information from TT & VHB Engineers and assemble a Temporary Protection Package to be submitted, priced, and executed by the selected construction manager. Upon abatement of hazardous material, BBB will coordinate an exploratory probe package with TT Engineers, which will allow the design team to formulate their design decisions. Package shall consist of drawings, written reports, photographs, and documentation required to provide the construction manager with the proper material to execute the work. The A/E team will meet with the construction manager to attain the best cost-effective solution for the temporary protection work. Proposed work shall be presented to the Board of Trustees by the A/E/CM team.

Pre-Schematic Phase

Pre-schematic phase shall consist of the below tasks, which will be executed and coordinated with Thornton Tomasetti, VHB, and BBA Engineers. The A/E team will also work closely with the construction manager to address project logistical issues, cost effective construction techniques, and cost estimate issues as they arise.

- Finalize the desired program (discuss and implement community survey).
- Obtain feasibility study conceptual cost estimate by construction manager.
- Assemble documentation for construction manager interviews to allow Board of Trustees to select the construction manager.
- Assemble plans, elevations, and sections based on the selected program for pricing purposes.
- Attend meetings with Board of Trustees (estimating five meetings will be required).
- Assist construction manager in assembling cost estimate based on the pre-schematic design package.
- Allow for one (1) revision to address cost issues based on construction manager project estimate.
- Allow for three (3) public town board meetings.
- Allow for sketch up models to illustrate the spatial design of various spaces.
- Allow for one (1) 3D printing model.
- Incorporate Passive House strategies to help reduce operating costs.

Please see the enclosed “scope of service matrix” detailing the specific areas of research study.

Please see the enclosed proposals from TT, VHB and BBA for their respective scope of services and associated fees.

Deliverables: Pre-Schematic design package consisting of drawings, elevations, sketches, reports, photos, aforementioned models, and power point presentation(s) to Board of Trustees.

Schedule

The work described above will occur over four to five (4-5) months. Both phases will be executed concurrently.

Fee

BBB fee for the above services will be one hundred and thirty-eight thousand dollars (\$138,000.00).

Reimbursable expenses include printing, reproduction of documents, air travel, rental cars or local transportation, accommodations, courier services, long distance communications, etc. All reimbursable expenses will be billed at 1.0 times the cost.

Retainer

An initial payment of \$ 10,000 is due upon your authorization to proceed, which will be deducted from the final payment.

Payments

BBB shall submit monthly invoices for services rendered, and for reimbursable expenses. Payments shall be due within thirty (30) days after the date of BBB's invoice.

Confidentiality and ownership of work

All work is confidential and shall be the property of The Village of Garden City.

Exceptions

The following items are excluded from the scope of services:

- Cost estimating – to be provided by construction manager or cost estimator
- Surveying of existing structure. Client to provide existing drawings or survey of building.
 - If existing drawings are not available, BBB recommends engaging the Office for Metropolitan History to attain any past historical drawings that can be utilized to assemble the base drawings.
- Landscape design

If you agree to the terms outlined above, please sign and return a copy for our records.

Signature *Ralph V. Suozzi*

Name (print) Ralph V. Suozzi

Title Village Administrator

The Village of Garden City

