



January 10, 2023

Justin Datino  
Village Administrator  
120 Larchmont Ave,  
Larchmont, New York 10538

RE: Heating and Cooling Upgrades  
Village of Larchmont Building Department  
Village of Larchmont, New York

Dear Mr. Datino:

We are pleased to submit our agreement for engineering professional services for the above referenced project.

**A. SCOPE OF WORK**

**1. Contract Documents**

Preparation of plans and specifications for the Boiler Replacement and Air Conditioning Upgrade at the Village of Larchmont Building Department.

**2. Boiler System Upgrades – Phase I**

- a. Replacement of existing 554 MBH oil fueled boiler at the with high efficiency modulating oil fired steam boiler and associated valves, controls, and components.
- b. Replacement of the existing condensate return pump
- c. Provide details and installation guidelines for new thermostatic radiator control valves for hydronic and steam radiators for localized control of the heating system
- d. Specify guidelines for a testing and balancing contractor to perform appropriate balancing of the system, modulate pump speeds and control valves for appropriate flow to radiators.

### **3. Air Conditioning Upgrades – Phase II**

- a. Replacement of the various air conditioning systems throughout the building with a centralized high efficiency Variable Refrigeration Flow System to allow for on demand heating or cooling with localized control.
- b. Design shall include locating remote condenser(s), refrigerant piping system, cassette units serving each space individually, and all required controls for a fully operational system.

### **4. Electrical**

- a. Disconnect power from existing equipment to be removed.
- b. Provide power for new boiler and condensate pump from existing power panels.
- c. Provide power for new Variable Refrigerant Flow system from new power panel.

### **5. Exceptions**

- a. It is assumed existing chimneys are adequately sized.
- b. Electrical work to only include boiler power work and variable refrigerant flow power work.
- c. Any environmental testing and removals for: asbestos, lead paint, oil contamination will be performed by others.

## **B. DESIGN CRITERIA**

1. Assume existing electrical service and distribution equipment is adequate.
2. Assume existing fuel oil system is adequate. Underground fuel oil tank has been recently tested and piping has no leaks.
3. Attendance at two (2) job/survey meetings during design will be required.
4. It is LSE's understanding that no electronic backgrounds are available and the required dimensions will be obtained by field measurements.
5. Existing Boiler size is reported to meet the heating load and hot water demand.

6. Existing breeching and chimneys to be reused. No modifications to locations will be included.

**C. PREPARATION OF CONTRACT DOCUMENTS**

1. Prepare required documents in two phases. Phase I shall be issued first to allow for summer boiler work. Phase II will require more field investigations and design work and will be issued for bid for winter replacement work.
2. Prepare the design concepts, sizing all pertinent components required for the installations.
3. Prepare the final drawings and specifications.
4. Conform to all building codes. Air emission filing will be performed by LSE. Any additional filings will be performed by others.
5. It is anticipated Phase I construction will take place during non-heating season.
6. It is anticipated Phase II construction will take place during non-cooling season.
7. Total estimated construction cost is \$900,000.00.

**D. CONSTRUCTION PHASE**

1. Bid review and recommendation.
2. Four (4) site meetings/inspections during construction.
3. Shop drawing review and final punch list.

**E. ARRANGEMENT OF FEE**

The preceding design and construction services shall be furnished for the lump sum fee **Ninety-Six Thousand Five Hundred Dollars and No Cents (\$96,500.00)**. This project will be done on CAD. Any additional work to be on a time and material basis.

Design Fee Phase I (Mechanical Systems)	\$ 29,000.00
Design Fee Phase I (Electrical)	\$ 2,500.00
Design Fee Phase II (Mechanical Systems)	\$ 48,000.00
Design Fee Phase II (Electrical)	\$ 10,500.00
Construction Administration Fee	<u>\$ 6,500.00</u>
 Total:	 \$ 96,500.00

1. Normal expenses will be included in the lump sum fee, e.g.: mileage and mailings. Bulk printing of drawings and specifications is not included.
2. Additional work, field meetings/trips will be in addition to the lump sum fee and shall be billed at employee's standard hourly rates, per approval of owner and contract amended accordingly.

Please sign the original agreement and return it at your earliest convenience. Should you have any questions or require any further information, I will be available for discussion.

Respectfully submitted,

**LynStaar Engineering, P.C.**



Sharon L. Robinson, P.E.  
President

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Mr. Justin Datino – Village Administrator

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Date

ECC: G. LYNCH

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