



**DEPARTMENT OF PARKS AND RECREATION**

**Village of Hastings-on-Hudson**  
**Phone 914-478-2380**  
**FAX 914-478-4273**  
**<http://hastingsgov.org>**

Date: August 6, 2020

Mary Beth Murphy  
Village Manager  
7 Maple Ave  
Hastings-on-Hudson, NY 10706

RE: Vest Pocket Park

Dear Mary Beth,

After having evaluated the proposals that were submitted for the survey of vest pocket park and engineering services to replace the concrete block retaining wall.

The following (3) proposals were obtained from local surveyors.

Contractor's Line and Grade	\$2,500.00
Summit Land Surveying	\$2,600.00
Paul Petretti	\$4,140.00

After reviewing each proposal and consultation with Charles Minozzi (Building inspector) we decided Contractor's Line and Grade should be awarded the job for \$2,500.00 (Boundary and topo survey as well as hard copies and electronic file)

The following (3) proposals were obtained from local Engineer's.

Steve Costa, Consulting Engineer	\$5,500.00
Mastrogiacomo Engineering	\$13,000.00
Paul Petretti	\$12,010.00

After reviewing each proposal and consultation with Charles Minozzi (Building inspector) we decided Steve Costa should be awarded the job for \$5,500.00 (Engineered drawings, filing of all applications, design replacement for retaining wall, preparation for municipal bid package and limited inspections).

Please contact Charles Minozzi or me with any questions.

Respectfully,

***Aaron Podhurst***

**Aaron Podhurst**  
**Superintendent Parks and Recreation**

# CONTRACTORS' LINE & GRADE SOUTH, LLC



SINCE 1973

NOT AFFILIATED WITH ANY OTHER  
LINE AND GRADE COMPANY

23 NEPPERLIAN AVENUE  
ELMSFORD, NEW YORK 10523-2506  
914.347.3141 • FAX: 914.347.3120  
OFFICE@LINEANDGRADE.NET

JOHN DEMARIO, PARTNER  
GARY ENNIS, PARTNER

February 10, 2020

RE: 414 Warburton Avenue  
ATTN: Aaron S. Podhurst

We are pleased to submit the following proposal for survey work at the above referenced project.

- Boundary and topographical survey of 414 Warburton Avenue, Hastings on Hudson
- Hard copies and electronic file

Total \$2,500.00

Contractors' Line & Grade South, LLC field personnel are covered under wage agreements as set forth by the *International Union of Operating Engineers Local 15-D*. See attached rate schedule for additional work.

Thank you for considering Contractors' Line & Grade South, LLC for your surveying needs.

  
John DeMario  
Member

Your signature below authorizes Contractors' Line & Grade South, LLC to perform the work listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_



**SUMMIT LAND SURVEYING P.C.**

21 Drake Lane,  
White Plains, NY, 10607  
Phone: (914) 629-7758  
Email: info@summitsurveyingpc.com

**PROPOSAL FOR LAND SURVEYING SERVICES AND  
AUTHORIZATION FORM**

Date: 02.26.2020  
Our Job Number: TBD  
Ref: 414 Warburton Avenue,  
Hastings on Hudson, NY-10706  
Tax Lot Id: 4.70-56-6

Attn:

Aaron S. Podhurst  
Superintendent of Parks and Recreation  
Village of Hastings-on-Hudson

**Subject: Full Topographical Survey**

Hello,

Thank you for considering Summit Land Surveying P.C. for the land surveying services for the above-mentioned project. As per your requirements, we will be providing you full topographical survey at above property. The topographical survey will show following items at this location.

1. Spot grades at corners of all buildings. *- no bldgs.*
2. Finish floor of all buildings at entrance door at ground floor at the rear entrance door. *same*
3. Spot grades at top and bottom of all walls - beginning and ends of walls and at regular intervals along walls.
4. Spot grades at top and bottom of all steps
5. Spot grades at base of large trees and we will show all the trees 6" in size and larger only alone standing trees. *?*
6. Show all rock out crops.
7. Spot grades at corners of all curbs, top/bottom of curb..
8. 2' contours. *?*
9. Show only obvious surface utilities if no marking by code 753 are found in the road.
10. Show property lines and possession lines.
11. All elevations in NAVD 1988 vertical datum.

12. Physical Marking of the property lines is not part of this service but can be provided if needed with additional fee.

The total fee for the full topographical survey is \$2,600.00. Generally, we advise our clients for 50% deposit to start the process and the balance fee is due at the time of delivery of this survey. But we understand that village may have own payment schedules and we will completely agree with that if the schedule of village states that our fee will be paid in full on time after we complete the survey. We will complete this survey in 2-3 weeks (weather permitting). At the end of this service, we will provide 4 sealed and signed copies; one pdf file for your use.

Please fill the authorization form and send back along with deposit to our office so that we can start the process. If you have any questions or concerns, feel free to contact us.

**NOTE:**

1. We need underground utilities to be marked before we go out to do the survey.
2. Physical property corners markers are not part of this service. If the same are needed, it will be \$750.00 for minimum 4 corner markers. Any additional will be \$150.00 each. This fee is applicable only when we are notified in advance if the markers are needed along with doing the topographical survey.

Thank you,

Rakesh Behal PLS

**AUTHORIZED BY INDIVIDUAL RESPONSIBLE FOR THE FEE**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**BILLING ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**Paul J. Petretti**  
Civil Engineer & Land Surveyor  
Certified Wetland Delineator  
Certified Floodplain Manager

CIVIL ENGINEERING - LAND SURVEYING & MAPPING - SITE DESIGN & PLANNING  
ENVIRONMENTAL & GEOTECHNICAL - DRAINAGE & STORMWATER QUALITY  
EROSION & SEDIMENT CONTROL STORMWATER POLLUTION PREVENTION PLANS  
FLOODPLAIN MANAGEMENT & HYDROLOGY

January 21, 2020

Village of Hastings on Hudson

Attention: Charles Minozzi, Building Inspector – Code Enforcement Officer

Re: Fee proposal to design a rehab-fix for the north wall of the small Park on Warburton Avenue

*Bondry*  
Survey with ~~topography and~~  
~~elevations~~

Design of wall replacement

Prepare a Municipal Bid package

Limited inspection

VOH Village Park	Services	Days	Hours	Hourly Rate	Cost
				\$	\$
Paul J. Petretti	Project	0.25	2.00	185.00	\$ 370.00
2-MC Survey Crew	Crew	1.50	10.00	165.00	\$ 1,980.00
Survey	Staff	3.00	24.00	90.00	\$ 2,160.00
Design	Staff	5.00	40.00	90.00	\$ 3,600.00
Specs	Staff	5.00	40.00	90.00	\$ 3,600.00
Paul J. Petretti	Bid Package	3.00	24.00	185.00	\$ 4,440.00
				Total	\$ 16,150.00

Does not include the cost of a utility Mark-Out

Does not include cost of print & copy

Village DPW will need to make a test pit at the base of the existing wall

30 GOULD AVENUE, DOBBS FERRY, NY 10522  
914-674-9827 - Fax 693-0124 - Cell 672-1518  
E-Mail PJPCELS@aol.com

*12,010*

**Steven A. Costa, P.E.**  
**Consulting Engineer**  
**756 Palisade Avenue**  
**Yonkers, New York 10703**

February 19, 2020

Mr. Charles Minozzi  
Village of Hastings on Hudson  
Building Inspector  
7 Maple Avenue  
Hastings-on-Hudson, New York 10706

RE: Retaining Wall Replacement  
Vest Pocket Park  
Hastings-on-Hudson, New York

Dear Mr. Minozzi:

This firm, pursuant to our conversations is pleased to present its Proposal Agreement to provide Engineering Drawings for Building Permit Purposes, filing of all applications for the purpose of Obtaining a Building Permit for a Retaining Wall Replacement Design, Prepare a municipal bid package and Limited inspections

The basic Professional Fee shall be a Lump Sum basis and shall be as follows:

A. The professional fee for Engineering Services for the Building Permit at the above mentioned premises is and as defined shall be \$5500.00 (FIVE THOUSAND FIVE HUNDRED DOLLARS). The professional fee does not include any surveys, Building/C.O. fees or disbursements.

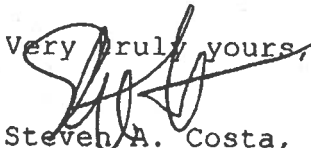
B. The fee shall be due and payable in increments as follows: An initial payment of \$2750.00 (TWO THOUSAND SEVEN HUNDRED FIFTY DOLLARS), at the time of the acceptance of the work proposal; and the balance, \$2750.00 (TWO THOUSAND SEVEN HUNDRED FIFTY DOLLARS) upon bid package.

Mr. Charles Minozzi  
February 1, 2020  
page 2

Thank you for the opportunity of allowing this firm to submit its proposal for the referenced work. Should you have any questions regarding this matter, kindly do not hesitate to contact us. Work will not commence until a signed proposal, retainer and topographical Property Survey are received.

Remember, we sincerely do appreciate your business.

Very truly yours,

  
Steven A. Costa, P.E.  
Engineer

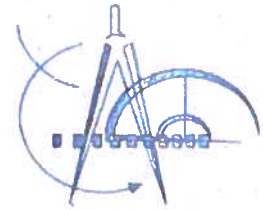
SAC:jc

AGREED and ACCEPTED

\_\_\_\_\_  
Date

**MASTROGIACOMO ENGINEERING, P.C.**

10 Midland Avenue, Suite 204A  
Port Chester, New York 10573

**SOW 200629 for Agreement to Perform Consulting Services for the Reconstruction of Existing Concrete Block Retaining Wall at Vest Pocket Park, Hastings, New York**

Date	Services Performed By:	Services Performed For:
July 28, 2020	MASTROGIACOMO ENGINEERING, P.C. 10 Midland Avenue, Suite 204A Port Chester, New York 10573	VILLAGE OF HASTINGS-ON-HUDSON 7 Maple Ave Hastings-on-Hudson, NY 10706 c/o Charles Minozzi, Jr. Building Inspector

We are pleased to provide you with this Statement Of Work for the preparation of plans and specifications for your project and look forward to working with you on the project and will provide the best possible services required for the proper completion of the work.

This Statement of Work (SOW) is the Consultant Services Master Agreement between VILLAGE OF HASTINGS-ON-HUDSON ("Client") and MASTROGIACOMO ENGINEERING, P.C. ("Consultant"), effective July 28, 2020 (the "Agreement"). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

This SOW # 200629 (hereinafter called the "SOW"), effective as of July 28, 2020, is entered into by and between Consultant and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.



## Scope of Work

The work includes the preparation of documents for the Proposed Reconstruction of Existing Concrete Block Retaining Wall at Vest Pocket Park located in the Village of Hastings-on-Hudson, New York. Consultant shall provide the Services as follows:

- Consultation with the Village of Hastings-on-Hudson to review requirements for the reconstruction of the existing concrete block retaining wall.
- Review existing site conditions including site inspection and field measurements
- The review of all available drawings, surveys, and records.
- Communication with the building department regarding filing procedures and requirements.
- Meeting with the Village of Hastings-on-Hudson representatives to discuss existing retaining wall removal and reconstruction methods and to review preliminary and final drawings. (1 meeting with the Village Board included.
- Preparation of construction drawings for submission to building department for approvals and permits and for bidding. The drawings will include demolition and removal plan, proposed site plan, and retaining wall construction details, notes, and specifications. The Village of Hastings-on-Hudson is to provide copies of pertinent drawings and a digital copy of an up-to-date topographical survey.
- The drawings will also include temporary soil erosion and sediment control as well as drainage measures behind reconstructed walls.
- Preparation of Bid Documents and assist the Village of Hastings-on-Hudson in the bidding process.
- Attend job start-up meeting with contractor and Village of Hastings representative(s).
- Limited construction inspection services (maximum 6 site inspections included. This includes periodic field visits for the observation, inspection, and certification of proposed retaining wall reconstruction for conformance with the approved drawings, acceptable construction practice and building code requirements. (maximum 6 site visits)
- 5 sets of drawings for project are included.

**The total Fee for the Services pursuant to this SOW is \$ 13,000.00**

## Not Included in Scope of Work

The following are not included in the SOW:

- Building Department Filing and Submission fees
- Surveying work. Village of Hastings-on-Hudson to provide topographic survey
- Landscape Design
- Additional meetings with Municipal Boards beyond included (1) Village Board meeting. (See Additional Services)
- Additional inspection services beyond (6) included inspections. (See Additional Services)
- Construction or job administration (See Additional Services)
- Copying/Blueprinting (See Additional Services)

## Payment Schedule

- 50% Retainer (\$6,500.00) to be included with signed Proposal.
- Balance to be invoiced as work progresses

## Additional Services

The following is not included in the SOW and are additional:

- Copies:
  - 8-1/2"x11" sheets = \$ 0.50 per sheet
  - 11"x17" sheets = \$ 1.00 per sheet
  - 18"x24" sheets = \$ 2.00 per sheet
  - 24"x36" sheets = \$ 3.00 per sheet
- Additional Municipal Board Meetings @ \$500.00 per meeting.
- Revisions to drawings by Client after start of working drawings/construction documents invoiced at a rate of \$ 200.00 per hour.
- Inspections for progress of work and/or certifications for completed work not included in this Proposal will be invoiced at a rate of \$ 500.00 per inspection.
- Reimbursable expenses:
  - Mailings, Express Mailings, and Presentation Material.  
Plus, Administration Paperwork invoiced @ \$ 150.00 per hour.

# Agreement for Professional Services

1. It is agreed that this document combined with the SOW will serve as a contract for the proposed professional services only and not for permits.
2. Payment for services is not contingent upon project approvals, permits, property closings, filings, or any similar project milestones.
3. The undersigned agrees to pay the Consultant upon invoicing for work performed in accordance with the terms of this contract and the Consultant reserves the right to suspend, rescind and repossess work on overdue accounts.
4. The individual executing this contract, if acting on behalf of a partnership or corporation, represents that he/she has the authority to do so.
5. In the event the services of a collection agency, attorney and/or courts are required to enforce payment, the undersigned will pay all related costs. This would be an attempt to collect the debt and any information will be used for that purpose.
6. In the event that full payment is not received within 30 days of invoicing, a service charge of 1 ½% per month will be added to the balance due, which amount will also be subject to all of the above terms.

RETURN OF THIS AGREEMENT AND/OR RECEIPT OF RETAINER AMOUNT CONFIRMS  
AUTHORIZATION TO PROCEED

VILLAGE OF HASTINGS-ON-  
HUDSON

MASTROGIACOMO  
ENGINEERING, P.C.



By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Michael Mastrogiacono, PE, LS  
Title: President

