

KENNETH SCHMITT
Town Supervisor

TOWN OF CARMEL
TOWN HALL

ANN SPOFFORD
Town Clerk

FRANK D. LOMBARDI
Town Councilman
Deputy Supervisor

60 McAlpin Avenue
Mahopac, New York 10541
Tel. (845) 628-1500 • Fax (845) 628-6836
www.carmelny.org

KATHLEEN KRAUS
Receiver of Taxes

JOHN D. LUPINACCI
Town Councilman
SUZANNE MC DONOUGH
Town Councilwoman
JONATHAN SCHNEIDER
Town Councilman

MICHAEL SIMONE
Superintendent of Highways
Tel. (845) 628-7474

TOWN BOARD WORK SESSION
Wednesday, January 27, 2016 7:00pm

Pledge of Allegiance – Moment of Silence

6:15PM Executive Session:

1. Mary Ann Maxwell, Town Comptroller – Contractual/Retention

7:00pm Town Board Work Session:

1. Review of Town Board Minutes January 6, 2016
2. Consider Additions to the Active List of the Carmel Fire Department
3. John Folchetti, PE, Engineering Consultant – Consider Awarding of Bid for the Replacement of Roof CSD#7 WWTP
4. Mary Ann Maxwell, Town Comptroller – Consider Request to Attend GFOA Seminar April 5th through 8th 2016 Town Comptroller, Senior Account Clerk and Town Supervisor – Albany, NY
5. Mary Ann Maxwell, Town Comptroller – Consider 2016 Penflex Service Fee Agreement - LOSAP (Length of Service Award Program)
6. Police Chief Michael Cazzari – Consider Scheduling Public Hearing on a Proposed Local Law to Amend to the Town of Carmel Vehicle and Traffic Law
7. Police Chief Michael Cazzari – Consider Proposal for the Purchase of Ammunition for the Town of Carmel Police Department
8. Police Chief Michael Cazzari – Consider Proposal for Counseling and Outreach Training – Town of Carmel Police Department
9. Police Chief Michael Cazzari – Consider Request to Purchase Two Police Vehicles
10. Police Chief Michael Cazzari – Consider Proposal for the Repair of Police Vehicle (2013 Caprice)
11. Michael Carnazza, Building & Codes Enforcer – Consider Request for Refund of Plan Copy Fee TM# 77.17-1-22 (\$70)
12. Harold Gary, Chairman, Town of Carmel Planning Board – Patrick Cleary, Town of Carmel Planning Consultant – Consider Proposal for Architectural Design Consultant

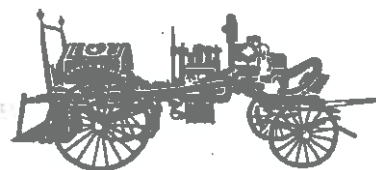
- **Public Comment (Three (3) Minutes on Agenda Items Only)**
- **Town Board Member Comments**

Open Forum:

- **Public Comments on New Town Related Business (Three (3) Minutes Maximum per Speaker for Town Residents, Property Owners & Business Owners Only)**
- **Town Board Member Comments**
- **Adjournment**

Executive Session:

1. Endeavor Municipal Development, Inc – Contractual/Retention



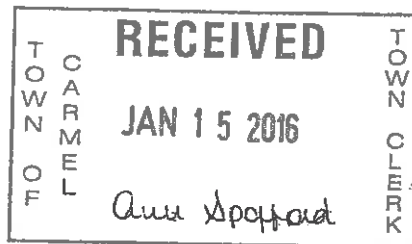
Carmel Fire Department, Inc.

94 Gleneida Avenue
Carmel, New York 10512
(845) 225-5100
FAX: 845-225-2252

cc: Legal Counsel
Supervisor
Assessor

Established 1915

Ann Spofford, Town Clerk
Town of Carmel
60 McAlpin Ave.
Mahopac, New York 10541



WS#2

Dear Mrs. Spofford:

The following people have been added to the fire department roles as probationary members:

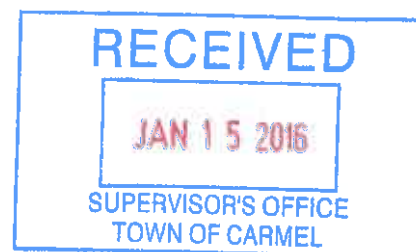
Andrea Gutierrez
Amanda Jaeschke

~~24 Edgeview Rd~~
~~57 Baiton Rd~~
~~XXXXXXXX~~
~~XXXXXXXX~~

Carmel, NY
Carmel, NY

Respectfully Submitted,

Robert Lipton
2nd Assistant Chief



Richard J. Franzetti, P.E.
Town Engineer



(845) 628-1500
(845) 628-2087
Fax (845) 628-7085

Office of the Town Engineer
60 McAlpin Avenue
Mahopac, New York 10541

WS#3

MEMORANDUM

To: Carmel Town Board

From: Richard J. Franzetti P.E. Town Engineer *(RTF)*

Date: January 20, 2016

Re: C235-2015 – CSD 7 WWTP Roof Replacement

☒ Work Session 1/27/16

☐ Agenda _____

On Friday, January 8, 2016 at 11:00 am Bids were opened by the Town Clerk for the above project. A copy of the bid opening results is attached. The scope of work involves the complete removal of the existing shingled roof on the existing structure at Carmel Sewer District 7 (CSD 7).

One (1) bid was received, as noted below:

<u>Contractor</u>	<u>Total Bid Price</u>
1. TAM Enterprises, Inc., Goshen NY	\$ 203,872.47

The office of J. Robert Folchetti & Associates (JFRA) has completed the attached Bid Evaluation and recommendation to award.

Based on an evaluation of bid amounts, experience of bidder and project references we recommend that the Contract be awarded to TAM Enterprises, Inc. as the lowest responsible bidder for this project.

**BID OPENING FOR
CSD #7 WWTP ROOF REPLACEMENT - C-235
JANUARY 8, 2016 @ 11:00 AM**

<u>Bidder Name</u>	<u>Address</u>	<u>Bond</u>	<u>NCBC</u>	<u>Ack. of Addendum</u>
1. TAM Enterprises, Inc.	114 Hartley Rd. Goshen, NY 10924	Yes (copy)	Yes (copy)	Yes (copy)

Item #	Bidder #1	
	Unit	Total
1A1A	12,500.00	12,500.00
1A1B	6,000.00	6,000.00
1A1C	7,500.00	7,500.00
2	9.50	8,075.00
3	3,550.00	3,550.00
4A1A	867.39	19,949.97
4A1B	4.29	7,507.50
4A1C	5.58	9,765.00
5	8.00	3,200.00
6	950.00	7,600.00
7	15,000.00	45,000.00
8A1A	15.00	5,352.00
8A1B	10.00	2,500.00
9A1A	9,500.00	9,500.00
9A1B	146.00	21,900.00
9A1C	500.00	5,000.00
9A1D	550.00	1,100.00
9A1E	2,500.00	2,500.00
9A1F	3,500.00	3,500.00
9A1G	1,000.00	1,000.00
10A1A	2,850.00	5,700.00
10A1B	4,950.00	4,950.00
10A1C	350.00	700.00
10A1D	475.00	950.00
10A1E	850.00	1,700.00
10A1F	1,500.00	1,500.00
10A1G	1,000.00	1,000.00
11	5.00	500.00
12	450.00	900.00
13	150.00	3,000.00
Grand Total	\$ 203,872.47	

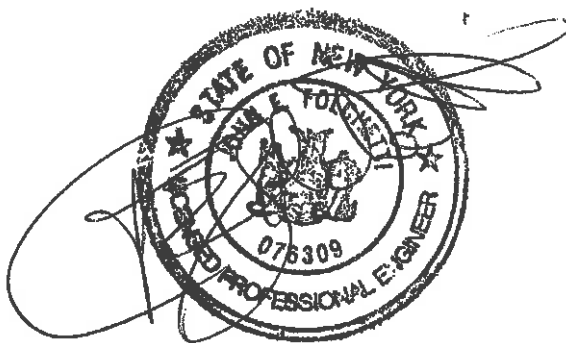
Respectfully submitted,
Ann Spofford, Town Clerk

TOWN OF CARMEL

**CARMEL SEWER DISTRICT NO. 7
WASTEWATER TREATMENT PLANT ROOF REPLACEMENT
CONTRACT NO. C235**

**BID EVALUATION AND
RECOMMENDATION TO AWARD**

JANUARY 2016



**J. ROBERT FOLCHETTI & ASSOCIATES, L.L.C.
CIVIL / ENVIRONMENTAL ENGINEERS
31 SODOM ROAD
BREWSTER, NY 10509**

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ENCLOSURES

ATTACHMENT A: BID TABULATION

ATTACHMENT B: REFERENCE INTERVIEW SUMMARIES

1.0 EXECUTIVE SUMMARY

The office of J. Robert Folchetti & Associates (JFRA) has completed the Engineers evaluation of bids received for the Town of Carmel Sewer District No. 7 Wastewater Treatment Plant Roof Replacement. Bid documents were prepared by JRFA and bids were publicly opened and recorded by representatives of the Town on January 8, 2016.

A total of eight (8) sets of bid documents were picked up by prospective bidders in response to the advertised invitation to bid; four (4) Contractors attended the December 10, 2015 pre-bid meeting; three contractors attended the December 16, 2015 pre-bid site visit. Three (3) addenda were issued to amend / clarify information contained in the bid documents in response to questions and comments forwarded by prospective bidders.

The results of the Engineer's bid tabulation indicate that TAM Enterprises, Inc. submitted the lowest numerical bid for the project.

2.0 RECEIPT OF BIDS

Bids were received for the Sewer District No. 7 Wastewater Treatment Plant Roof Replacement at 11:00 AM on January 8, 2016. Of the eight (8) prospective Contractors who picked up bid documents, only TAM Enterprises submitted a bid. One (1) additional bid was submitted from a Contractor after the bid deadline. Of the eight contractors who picked up bids, only TAM Enterprises had prior experience with wastewater treatment plant work. All of the others were pure roof contractors with no experience working in an active wastewater treatment facility. It is believed that the heavy emphasis placed on Maintenance of Plant Operations during construction of this project, both in the bid documents and during pre-bid meeting/site walk, may have prevented the less experienced contractors from confidently bidding the project.

Table-1 below summarizes the TAM Enterprises bid. The Engineer's total construction cost estimate for this project was \$343,300.

TABLE-1

**TOWN OF CARMEL
SEWER DISTRICT NO. 7 ROOF REPLACEMENT**

BIDDER	BASE BID AMOUNT	TOTAL BID AMOUNT	CONTACT
1. TAM Enterprises, Inc.	\$203,872.47		Gerald R. Taggart

3.0 BID EVALUATION

The attached Bid Tabulation form includes a summary description of each of the required forms/information to be submitted by the bidder with his bid package. The Bid Tabulation Form includes verification that requisite forms, information and materials were completed and provided by each bidder in accordance with the Contract Documents. Provided herein is a summary description of the JRFA evaluation and assessment of the completed Bid Proposal submitted by TAM Enterprises, Inc.

3.1 **TAM Enterprises, Inc.** (Bidder No. 1 hereinafter) submitted the only bid, and therefore, the lowest numerical bid amount.

3.1.1 Accuracy of the Bid

No errors were found on the bid form submitted by Bidder No.1. The sum total amount of payment Items 1A-13 matched the overall contract bid price of \$203,872.47.

As indicated on the attached Bid Tabulation form, Bidder No. 1 provided all requisite forms/information in the completed Bid Proposal.

3.1.2 Qualifications

Information submitted by Bidder No. 1 demonstrates general conformity of qualifications with Bid Proposal requirements. Of the 13 projects submitted by Bidder No.1, all are municipal infrastructure projects. Seven of these are wastewater related and include emphasis on mechanical, electrical and structural elements, indicating that Bidder No. 1 has recent, relevant experience in this type of project work.

3.1.2a Principal Personnel

The principals have done work under this name for the past 21 years.

3.1.2b References

Three of five references provided by Bidder No. 1 were successfully contacted and each agreed to answer questions regarding the scope and quality of work performed by Bidder No. 1. These references had worked with this firm on a total of eight projects. The individual reference and interview sheets are included herein as Attachment-B.

The overall rating given by the contacted references was 8.79 on a scale of 1 to 10 with 1 being the lowest and 10 being the highest numerical score. Additionally, each person interviewed indicated

that they were very pleased with the quality of work performed by Bidder No. 1. They found them to be extremely professional and easy to work with. Interviewees reported that projects completed by Bidder No. 1 were finished within the budget and on schedule.

Additionally, JRFA has worked with Bidder No. 1 in the past on one project. We can attest that the comments provided by the interviewees mirror our experience with this Contractor.

4.0 RECOMMENDATIONS

JRFA has reviewed the completed Bid Proposal submitted for the Town of Carmel Sewer District No. 7 Wastewater Treatment Plant Roof Replacement.

The bidder evaluated herein submitted a conforming bid, demonstrates recent, relevant work and received positive reviews from those references that were successfully contacted.

Based on an evaluation of bid amounts, experience of bidder and project references we recommend that the Contract be awarded to **TAM Enterprises, Inc.** as the lowest responsible bidder for this project.

ATTACHMENT A
BID TABULATION

BID TABULATION FORM

BID TABULATION SHEET FOR: TOWN OF CARMEL SEWER DISTRICT NO. 7 ROOF REPLACEMENT		LOCATION: T-CARMEL TOWN HALL 60 McALPIN AVENUE CARMEL, NY 10541		BID OPENING :JANUARY 8,2016 BID OPENING TIME: 11:00 AM		J. Robert Folchetti & Associates
		CONTRACTOR:				
BID ITEM		TAM Enterprises, Inc.				
BID PROPOSAL FORM		X				
ACKNOWLEDGEMENT OF ADDENDA #1, #2 AND #3 RECEIVED		X				
BID BOND (5%)		X				
BID PROPOSAL CERTIFICATIONS						
A. CERTIFIED COPY OF RESOLUTION OF BOARD OF DIRECTORS		NA				
B. STATEMENT OF BIDDERS QUALIFICATIONS		X				
C. NONCOLLUSION AFFIDAVIT		X				
D. EQUAL EMPLOYMENT CERTIFICATION		X				
E. CERTIFICATION OF NONSEGRATED FACILITIES		X				
F. SITE VISITATION STATEMENT		X				
REFERENCES		X				
SUBSTANTIAL COMPLETION: 180 DAYS						

BID TABULATION FORM

BID TABULATION SHEET FOR: TOWN OF CARMEL SEWER DISTRICT NO. 7 ROOF REPLACEMENT		LOCATION: T-CARMEL TOWN HALL 60 McALPIN AVENUE CARMEL, NY 10541		BID OPENING :JANUARY 8,2016 BID OPENING TIME: 11:00 AM		J. Robert Folchetti & Associates
BASE BID						
UNIT ITEMS 1A THROUGH 32						
	Unit Quantities		TAM Enterprises			
ITEM 1A1 - STRUCTURAL	L.S.	\$12,500.00	\$12,500.00			
ITEM 1A1B - HEATING, VENTILATION AND AIR CONDITIONING	L.S.	\$6,000.00	\$6,000.00			
ITEM 1A1C - ELECTRICAL	L.S.	\$7,500.00	\$7,500.00			
ITEM 2 - TEMPORARY DECKING	850 SF.	\$9.50	\$8,075.00			
ITEM 3 - TEMPORARY WEATHER PROOFING	L.S.	\$3,550.00	\$3,550.00			
ITEM 4A14 - TRUSSES	23 EA.	\$867.39	\$19,949.97			
ITEM 4A1B - SHEATHING	1750 SF.	\$4.29	\$7,507.50			
ITEM 4A1C - ROOFING	1750 SF.	\$5.58	\$9,765.00			
ITEM 5 - SOFFIT, FASCIA BOARD AND RAKE BOARD	400 LF.	\$8.00	\$3,200.00			
ITEM 6 - BLOCK AND LINTEL AT WINDOWS	8 EA.	\$950.00	\$7,600.00			
ITEM 7 - DOORS	EA.	\$15,000.00	\$45,000.00			
ITEM 8A1A - SHEATHING	355 SF.	\$15.00	\$5,325.00			
ITEM 8A1B - SIDING	250 SF.	\$10.00	\$2,500.00			
ITEM 9A1A - RELOCATE EXISTING WIRING AND CONDUITES	L.S.	\$9,500.00	\$9,500.00			
ITEM 9A1B - BURIED ELECTRICAL SERVICE	150 LF.	\$146.00	\$21,900.00			
ITEM 9A1C - LIGHT FIXTURES AND SWITCHES	10 EA.	\$500.00	\$5,000.00			
ITEM 9A1D - MANUAL MOTOR STARTER	2 EA.	\$550.00	\$1,100.00			
ITEM 9A1E - 3/4 INCH PVC SCHEDULE 40 PIPE	L.S.	\$2,500.00	\$2,500.00			
ITEM 9A1F - NO. 12 AWG THHM/THWN	L.S.	\$3,500.00	\$3,500.00			
ITEM 9A1G - TESTING	L.S.	\$1,000.00	\$1,000.00			
ITEM 10A1A - EXHAUST FANS	2 EA.	\$2,850.00	\$5,700.00			
ITEM 10A1B - ALUMINUM DUCTWORK	L.S.	\$4,950.00	\$4,950.00			
ITEM 10A1C - EXHAUSE GRILLS	2 EA.	\$350.00	\$700.00			
ITEM 10A1D - INTAKE LOUVERS	2 EA.	\$475.00	\$950.00			

BID TABULATION FORM

BID TABULATION SHEET FOR: TOWN OF CARMEL SEWER DISTRICT NO. 7 ROOF REPLACEMENT	LOCATION: T-CARMEL TOWN HALL 60 McALPIN AVENUE CARMEL, NY 10541			BID OPENING :JANUARY 8,2016		J. Robert Folchetti & Associates
				BID OPENING TIME: 11:00 AM		
ITEM 10A1E - MOTOR FEED DAMPERS	2 EA.	\$850.00	\$1,700.00			
ITEM 10A1F - DUCT ACCESSORIES	L.S.	\$1,500.00	\$1,500.00			
ITEM 10A1G - TESTING AND BALANCING	L.S.	\$1,000.00	\$1,000.00			
ITEM 11 - SILT FENCE	100 LF.	\$5.00	\$500.00			
ITEM 12 - TEST HOLES 0-5 FEET DEEP	2 EA.	\$450.00	\$900.00			
ITEM 13 - EXTRA EXCAVATION	20 CY.	\$150.00	\$3,000.00			
SUBTOTAL			\$203,872.47			

DATE: 15 JAN 16

NAME OF CONTRACTOR: TAM ENTERPRISES

NAME OF REFERENCE: M BRITZ STES

TYPE OF PROJECT: WATER MAIN MECH & EL UPGRADE ON ABRATION SYSTEM;
CHLORINE STORAGE BUILDING

	SUPERIOR			GOOD				POOR		
QUALITY OF WORK:	10	9	8 ⁵	7	6	5	4	3	2	1
STAFF/SUBCONTRACTING:	10	9	8	7	6	5	4	3	2	1
ALL WORK IAW APPROVALS:	10	9	8	7	6	5	4	3	2	1
MEETING SCHEDULES:	10	9	8	7	6	5	4	3	2	1
QUALITY & EXP OF ASSIGNED PERSONNEL:	10	9	8	7	6	5	4	3	2	1
SHOP DRAWING SUBMITTALS:	10	9	8	7	6	5	4	3	2	1
WERE THEY LOW BID? <u>YES</u>	10	9	8	7	6	5	4	3	2	1
SUBMISSION OF EXTRAS:	10	9	8	7	6	5	4	3	2	1
AGREEABILITY ON CHANGE ORDERS:	10	9	8 ⁵	7	6	5	4	3	2	1
GENERAL COOPERATIVENESS:	10	9 ⁵	8	7	6	5	4	3	2	1
AVG <u>8.6</u>										

OVERALL EVALUATION:

DATE: 15 JAN 16

NAME OF CONTRACTOR: TAM ENTERPRISES

NAME OF REFERENCE: DARREN DOETSCH, ILC ENGINEERING

TYPE OF PROJECT: WALLKILL WWTP RAW SEWAGE PUMPS & CONTROLS
+ MCC + GALLERY

	SUPERIOR			GOOD				POOR		
	10	9	8	7	6	5	4	3	2	1
QUALITY OF WORK:	10	9	8	7	6	5	4	3	2	1
STAFF/SUBCONTRACTING:	10	9	8	7	6	5	4	3	2	1
ALL WORK IAW APPROVALS:	10	9	8	7	6	5	4	3	2	1
MEETING SCHEDULES:	10	9	8	7	6	5	4	3	2	1
QUALITY & EXP OF ASSIGNED PERSONNEL:	10	9	8	7	6	5	4	3	2	1
SHOP DRAWING SUBMITTALS:	10	9	8	7	6	5	4	3	2	1
WERE THEY LOW BID? <u>YES</u>	10	9	8	7	6	5	4	3	2	1
SUBMISSION OF EXTRAS:	10	9	8	7	6	5	4	3	2	1
AGREEABILITY ON CHANGE ORDERS:	10	9	8	7	6	5	4	3	2	1
GENERAL COOPERATIVENESS:	10	9	8	7	6	5	4	3	2	1

AVG 8.94

OVERALL EVALUATION:

• Andy: ILC FOREMAN

CURRENTLY DOING ANOTHER MUNICIPAL WWTP JOB

w/ THIS FIRM

DATE: 15 JAN 16

NAME OF CONTRACTOR: TAM ENTERPRISES

NAME OF REFERENCE: BRODERICK KNOELL, T. GOSHEN

TYPE OF PROJECT: WATER MAIN BREAKS, WW PS UPGRADES

	SUPERIOR			GOOD				POOR		
QUALITY OF WORK:	10	(9)	8	7	6	5	4	3	2	1
STAFF/SUBCONTRACTING:	(10)	9	8	7	6	5	4	3	2	1
ALL WORK IAW APPROVALS:	10	9	8	7	6	5	4	3	2	1
MEETING SCHEDULES: ^{N/A}	10	9	8	(7)	6	5	4	3	2	1
QUALITY & EXP OF ASSIGNED PERSONNEL:	10	(9)	8	7	6	5	4	3	2	1
SHOP DRAWING SUBMITTALS:	10	9	8	7	6	5	4	3	2	1
WERE THEY LOW BID? ^{N/A} YES	10	9	8	7	6	5	4	3	2	1
SUBMISSION OF EXTRAS:	10	(9)	8	7	6	5	4	3	2	1
AGREEABILITY ON CHANGE ORDERS: ^{N/A}	10	9	8	7	6	5	4	3	2	1
GENERAL COOPERATIVENESS:	10	(9)	8	7	6	5	4	3	2	1

AVG 8.83

OVERALL EVALUATION:

- OWNER LIVES IN GOSHEN
- BUSY - SCHEDULES CAN BE TIGHT
- ALWAYS THERE FOR EMERGENCIES
- BROAD RANGE OF CAPABILITIES

KENNETH SCHMITT
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www.carmelny.org

MICHAEL SIMONE
Superintendent of Highways
Tel. (845) 628-7474

MEMORANDUM

To: Kenneth Schmitt, Town Supervisor
Town Board

Date: January 20, 2016

From: Mary Ann Maxwell, Town Comptroller

RE: NYS GFOA Conference

The New York State GFOA Annual Conference for 2016 is scheduled for Tuesday, April 5th - Friday, April 8th in Albany, NY. Attached is a tentative schedule of the sessions offered. I am requesting approval for myself to attend the pre-conference on Tuesday - Wednesday and for Michelle Tenefrancia, myself and Supervisor Schmitt to attend the conference Thursday - Friday.

Some of the topics of discussions are:

- Fundamentals of Accounting and Financial Reporting in the Public Sector (Pre-Conference)
- Pension and OPEB Reporting
- State Retirement System Updates
- Best practices in Budgeting
- Avoiding Common Financial Statement Deficiencies
- Rating Agency Update
- Practical tips for speeding up year-end closing process

The cost of the pre-conference for myself is \$150, the cost of the conference is \$195 per member and the cost of hotel lodging is \$141 per night. Approval is necessary at this time because of limited hotel accommodations.

If you have any questions or concerns please contact me at ext 175.

Cc: A. Pasquerello

PRE-CONFERENCE SEMINARS

TUESDAY, APRIL 5

8:30 AM – 12:00 PM



The Fundamentals of Internal Control
in the Public Sector
(4 CPE • GSK)

9:00 AM – 4:30 PM (DAY 1)



The Fundamentals of Accounting and
Financial Reporting in the Public Sector
(7 CPE • GSK)

1:30 PM – 5:00 PM



The Fundamentals of Cash
Management in the Public Sector
(4 CPE • GSK)

WEDNESDAY, APRIL 6

8:30 AM – 12:00 PM

2016 GAAP Update
(4 CPE • GSK)

9:00 AM – 3:00 PM (DAY 2)



The Fundamentals of Accounting and
Financial Reporting in the Public Sector
(5 CPE • GSK)

1:30 PM – 5:00 PM



Internal Control Best Practices Workshop
(4 CPE • GSK)

1:30 PM – 5:00 PM



Ethics and Professional Conduct for New York
State CPAs (4 CPE • Ethics)

This REQUIRED course is designed to provide a framework that can be used as a guide to sort through ethical dilemmas. In addition to conceptual theories, this course provides detailed guidance on the specific laws, rules, and regulations you will need in the future.

GFI SESSION KEY



GFI Advanced Workshop/Forum



GFI Foundations Workshop

SESSION CREDIT KEY

CPE Credits

All General and Concurrent
Sessions are eligible for
1 CPE credit per session except
where noted.

GSK: Gov't Specialized Knowledge*

∇: No CPE credit

\$: CPE-Advisory Services Category

*All General and Concurrent
Sessions qualify in the GSK
category except where noted

GFI Electives

All General and Concurrent
Sessions are eligible except
where noted

FDN: Foundation Elective

ADV: Advanced Elective

#: No GFI credit



ANNUAL CONFERENCE SESSIONS

THURSDAY, APRIL 7, 2016

GENERAL SESSIONS

8:35AM – 10:15AM

Keynote Presentation:
Extreme Government Makeover A-HR
Bill Bott, Change and Innovation Agency

10:40AM – 11:10AM

State Comptroller Thomas P. DiNapoli
(Invited) ▽#

CONCURRENT SESSIONS

1:30PM – 2:20PM

- Pension and OPEB Reporting F-FR
- Putting EMMA to Work for You F-DM
- Local Government Investment Options A-GE

2:30PM – 3:20PM

- Private Placement Financing F-DM
- Best Practices in Budgeting A-GE
- The Latest from the State Retirement System F-HR

3:40PM – 4:30PM

- Prevailing Wage Rules and Procedures Compliance F-HR
- Benefits of Preparing a CAFR A-AU
- Cyber Security Update A-GE

4:40PM – 5:30PM

- Cooperative Purchasing Alliances A-GE
- Rating Agency Update F-DM
- Avoiding Common Financial Statement Deficiencies F-FR

FRIDAY, APRIL 8, 2016

CONCURRENT SESSIONS

8:30AM – 9:20AM

- LEAN Principles: Creating More Efficient Government Processes A-HR
- Tips for Effectively Managing Capital Assets A-GE
- FOIL and Open Meetings Law: Keeping Compliant F-HR

9:30AM – 10:20AM

- Affordable Care Act (ACA) Update F-HR
- The Latest from the NYS Environmental Facilities Corporation F-DM
- Practical Tips for Speeding Up the Year-End Closing Process F-FR

GENERAL SESSIONS

10:40AM – 11:30AM

Federal Legislative Update A-GE

11:40AM – 12:30PM

State Budget Update A-GE



GFI ELECTIVE CATEGORIES

FOUNDATIONS

- F-AU Auditing
- F-DM Debt Management
- F-FR Financial Reporting
- F-HR Human Resource Management

ADVANCED

- A-AU Auditing
- A-E Ethics & Professional Conduct
- A-GE General Elective
- A-HR Human Resource Management

PENFLEX, INC.

SERVICE AWARD PROGRAM SPECIALISTS

www.penflexinc.com

Penflex, Inc.
50 Century Hill Dr., Suite 3
Latham, NY 12110

Phone: 800.742.1409
Fax: 518.783.6915
Email: info@penflexinc.com

September 1, 2015

Ms. Mary Ann Maxwell
Town of Carmel
60 McAlpin Avenue
Mahopac, NY 10541

Re: 2014/2015 Service Award Program Service Fee Agreement

Dear Ms. Maxwell:

Enclosed is our Service Fee Agreement, which sets forth the fees we will charge to provide actuarial and administration services described on the back of the agreement. An Annual Statement detailing fees billed and paid to Penflex over the last 12-month period and a Penflex directory are also enclosed.

Given that our customer base is local government, we are keenly aware of the pressure our clients are under to keep property taxes from increasing. Our commitment to partner and help New York State local governments manage their LOSAP costs has been reflected in our fees for this upcoming year.

If you have any questions at all about our fees, the services we provide for those fees, or about anything related to LOSAP or Penflex, please contact Ed Holohan or Tony Hill. If it has been several years since we met with you or the municipal Board, please contact us to set-up a meeting.

Please return a signed copy of the Service Fee Agreement (be sure to indicate YES or NO regarding the LOSAP Audit Package, and if YES, complete the Auditor's contact information).

If an invoice is attached, please also include a check for the amount invoiced with the signed Service Fee Agreement. Otherwise, we will bill you for administrative fees at the agreed upon time. If applicable, enclosed under separate cover is a directive letter to have the fee paid from the Trust Fund.

All of us at Penflex sincerely look forward to working with you for another year. Thank you for your continued business.

Serving your Volunteers,

Ed, Tony H, Tony F, Lisa, Jen, Donna, Craig, Paul, Karen and Lynne
Your Penflex Team of Professionals

Penflex, Inc. 11/1/2015-10/31/2016 Service Fee Agreement

TOWN OF CARMEL

CARMEL FIRE PROTECTION DISTRICT NO. 1

SERVICE AWARD PROGRAM

Standard Services Fee Schedule

Base Fee: \$3,550, \$100 change from 2014

Per-Participant Fee: \$17, \$0 change from 2014

Payment certification and trustee directive letters: \$75 per letter, \$0 change from 2014

Total Estimated Standard and Distribution Services Fees: \$6,000

Optional Services Fee Schedule

PLEASE CHECK ONE BOX:

- ☐ COMPLETE the 'LOSAP Audit Package' for a fee of \$495.

Auditing Firm: _____

Contact Name: _____

Email Address: _____

Please note: the LOSAP Audit Package does not satisfy the LOSAP audit requirement, but it assists the accounting firm performing the audit.

- ☐ DO NOT COMPLETE the 'LOSAP Audit Package' and bill us for the cost of Penflex services for preparing and communicating information we direct you to prepare and forward to the accounting firm which will audit our Service Award Program.

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include additional client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations.

To authorize Penflex, Inc. to begin providing these services in accordance with this fee schedule, please have the Town Supervisor sign and return this Service Fee Agreement. Keep a copy for your records.

Supervisor
Town of Carmel

Edward J. Holohan

Edward J. Holohan, ASA
President, Penflex, Inc.

Penflex, Inc. 11/1/2015-10/31/2016 Service Fee Agreement

**TOWN OF CARMEL
CARMEL FIRE PROTECTION DISTRICT NO. 2
SERVICE AWARD PROGRAM**

Standard Services Fee Schedule

Base Fee: \$3,550, \$100 change from 2014

Per-Participant Fee: \$17, \$0 change from 2014

Payment certification and trustee directive letters: \$75 per letter, \$0 change from 2014

Total Estimated Standard and Distribution Services Fees: \$6,700

Optional Services Fee Schedule

PLEASE CHECK ONE BOX:

- ☐ COMPLETE the 'LOSAP Audit Package' for a fee of \$495.

Auditing Firm: _____

Contact Name: _____

Email Address: _____

Please note: the LOSAP Audit Package does not satisfy the LOSAP audit requirement, but it assists the accounting firm performing the audit.

- ☐ DO NOT COMPLETE the 'LOSAP Audit Package' and bill us for the cost of Penflex services for preparing and communicating information we direct you to prepare and forward to the accounting firm which will audit our Service Award Program.

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include additional client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations.

To authorize Penflex, Inc. to begin providing these services in accordance with this fee schedule, please have the Town Supervisor sign and return this Service Fee Agreement. Keep a copy for your records.

Supervisor
Town of Carmel

Edward J. Holohan

Edward J. Holohan, ASA
President, Penflex, Inc.

Penflex, Inc. 11/1/2015-10/31/2016 Service Fee Agreement

TOWN OF CARMEL

CARMEL FIRE PROTECTION DISTRICT NO. 3

SERVICE AWARD PROGRAM

Standard Services Fee Schedule

Base Fee: \$3,550, \$100 change from 2014

Per-Participant Fee: \$17, \$0 change from 2014

Payment certification and trustee directive letters: \$75 per letter, \$0 change from 2014

Total Estimated Standard and Distribution Services Fees: \$5,400

Optional Services Fee Schedule

PLEASE CHECK ONE BOX:

- ☐ COMPLETE the 'LOSAP Audit Package' for a fee of \$495.

Auditing Firm: _____

Contact Name: _____

Email Address: _____

Please note: the LOSAP Audit Package does not satisfy the LOSAP audit requirement, but it assists the accounting firm performing the audit.

- ☐ DO NOT COMPLETE the 'LOSAP Audit Package' and bill us for the cost of Penflex services for preparing and communicating information we direct you to prepare and forward to the accounting firm which will audit our Service Award Program.

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include additional client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations.

To authorize Penflex, Inc. to begin providing these services in accordance with this fee schedule, please have the Town Supervisor sign and return this Service Fee Agreement. Keep a copy for your records.

Supervisor
Town of Carmel

Edward J. Holohan

Edward J. Holohan, ASA
President, Penflex, Inc.

Michael Cazzari
Chief of Police

**TOWN OF CARMEL
POLICE DEPARTMENT**
60 McAlpin Avenue
Mahopac, New York 10541

(845) 628-1300
Fax (845) 628-2597
www.carmelny.org/police

Supervisor Kenneth Schmitt
Town of Carmel
60 McAlpin Ave,
Mahopac, NY 10541

☒ Work Session 1/27/16

RE: Parking Complaint Kings Ridge Rd

☐ Agenda _____

Dear Supervisor Schmitt,

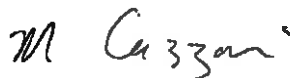
The Police Department received a request from the Mahopac Central School District transportation director for "No Parking" signs in the cul-de-sac on Kings Ridge Road. After researching parking complaints, visually inspecting the roadway, and interviewing the complainant, it is my opinion that "No Parking" signs are warranted in this location.

The cul-de-sac does not afford enough room for a school bus or fire truck to traverse safely when vehicles are parked along the side of the roadway. It is my belief that "No Parking" signs and the attention of our officers on patrol will correct this issue.

I conferred with Highway Superintendent Michael Simone and he advises me that in his opinion NO Parking signs would be beneficial in the cul-de-sac on Kings Ridge Rd.

Please schedule this issue for a work session where I can present this request to the Town Board for addition of this area to the Town's parking restrictions.

Respectfully,



Michael Cazzari
Police Chief

Pasquerello, Anne

From: Cazzari, Mike
Sent: Monday, January 11, 2016 12:44 PM
To: Lombardi, Frank; Gregory L. Folchetti; [redacted]; Lombardi, Frank; Lupinacci, John; McDonough, Suzanne; Pasquerello, Anne; Schmitt, Kenneth; Schneider, Jonathan; [redacted]
Subject: FW: Parking Complaint Kings Ridge Road
Attachments: SPDCopier16011112470.pdf

Supervisor Schmitt,

Sir I've attached my request to meet the Town Board in a work session in reference to placing parking restrictions in the cul-de-sac Kings Ridge Road.

As per his email below Superintendent Simone agrees with my request with regard to posting the cul-de-sac.

Respectfully,

Mike Cazzari

From: Mike Simone [mailto:msimone@bestnet.net]
Sent: Monday, January 11, 2016 8:21 AM
To: Cazzari, Mike
Cc: [redacted]
Subject: Parking Complaint Kings Ridge Road

Mike,

I concur with your findings – NO Parking signs would be beneficial in the cul-de-sac on Kings Ridge Road.

Michael Simone

**Superintendent of Highways
Town of Carmel Highway Department
55 McAlpin Avenue
Mahopac, NY 10541**

**845.628.7474
FAX 845.628.1471**

Pasquerello, Anne

From: Cazzari, Mike
Sent: Wednesday, January 13, 2016 12:10 PM
To: [REDACTED]; Gregory L. Folchetti; Lombardi, Frank;
Lupinacci, John; McDonough, Suzanne; Pasquerello, Anne; Schmitt, Kenneth;
Schneider, Jonathan; [REDACTED]
Subject: ammunition order
Attachments: SPDCopier16011312130.pdf

☒ Work Session 1/27/16☐ Agenda _____

Supervisor Schmitt,

Please add this item to the next available work session; I am requesting authorization for payment of our 2016 ammunition purchase.

Thanks

MC

Chief Michael Cazzari
Town of Carmel Police Department
60 McAlpin Ave
Mahopac, NY 10541
phone (845) 628-1300 ext 107
fax (845) 628-2597

Michael Cazzari
Chief of Police

TOWN OF CARMEL
POLICE DEPARTMENT
60 McAlpin Avenue
Mahopac, New York 10541

(845) 628-1300
Fax (845) 628-2597
www.carmelny.org/police

MEMORANDUM

To: Town Board, Town of Carmel

From: Chief Michael Cazzari

Date: January 13, 2016

Ref: 2016 Ammunition Purchase

Town Board Members attached, please find the quote from our NYS contract vendor Eagle Point Gun/T.J. Morris and Son Distributors, outlining the 2016 ammunition order in the amount of \$16,834.90.

Request authorization to make payment.

Purchase Year	Expense	Notes
2010	\$10,851.01	2011 Ammunition
2011	\$13,787.08	2012 Ammunition
2012	\$31,914.18	2013 and 2014 Ammunition
2013	\$990.20	(\$15,477.40 allocated in 2012)
2014	\$0	(Purchase denied per Chief Johnson)
2015	\$17,248.82	2015 Ammunition

VENDOR CLAIM FORM

**TOWN OF CARMEL
60 McALPIN AVENUE
MAHOPAC, NY 10541**

#

CLAIMANT'S
NAME AND
ADDRESS

**Eagle Point Gun
1707 Third Street
Thorofare, NJ 08086**

[illegible]

VENDOR TAX ID #

TAX EXEMPT No. A-158985

[illegible]

VENDOR'S/CLAIMANT'S CERTIFICATION

I, Orlan Vase certify that the above account is the amount of \$ 18,834.00
is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated,
that no part has been paid or satisfied; that taxes from which the municipality is exempt are not included; and that the amount
claimed is actually due.

1/7/16
Date


Signature

Supervisor
Title

Space below for Managerial Essay

TOWN DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the date stated and the charges are correct.

Date _____

Authorized Official

APPROVAL FOR PAYMENT

The claim is approved and ordered paid from the appropriations indicated above

Authorized Official's Signatures

Eagle Point Gun/T. J. Morris & Son

1707 Third Street

Thorofare, New Jersey 08086

p: 856.848.6945 f: 856.384.2938

email: majortjmorrisiii@comcast.net

September 30, 2015

Town of Carmel Police Department

Attn: Ernie Iarussi

60 McAlpin Avenue

Mahopac, New York 10541

Dear Ernie,

Pursuant to our phone conversation, I have asked Vista to dropship the following items to your location:

- 4 cases (4,000 rounds) P40HST1 @ \$305.82/case
- 4 cases (4,000 rounds) P45HST2 @ \$362.45/case
- 16 cases (16,000 rounds) AE40R1 @ \$249.18/case
- 8 cases (8,000 rounds) AE45A @ \$311.48/case
- 26 cases (13,000 rounds) AE223N @ \$181.22/case
- 6 cases (3,000 rounds) T223L @ \$320.23/case

Depending on the type and quantity of ammunition ordered, factory lead times vary from day to day. To obtain the most accurate date of production for your order, please call 800.806.0021 and speak with Kendra (#3511). You must provide them with the following order number: 150930-SC3.

Pursuant to your request, I have also asked Matre Arms to ship the following items to your location:

- 5 cases (1,000 rounds) Hornady #80965 @ \$210/case

We will bill you for the ammo as it ships.

Next, we have enclosed one of the usual Federal Excise Tax Exemption Certificates. **PLEASE SIGN IT ABOUT TWO THIRDS OF THE WAY DOWN ON THE RIGHT HAND SIDE WHERE INDICATED BY THE XX AND MAIL IT BACK TO US AT THE ABOVE ADDRESS.**

And that's about it. We appreciate your business. Please do not hesitate to hand out our information to any other department or agency that is looking for a reliable source of reasonably priced police equipment. We can give you competitive prices on Federal ammunition; Fiocchi ammunition; CCI/Speer ammunition; Remington ammunition and firearms, PMC ammunition, Speedwell paper/metal targets; ALS Less Lethal gas and munitions; EOTech gun sights; Peerless cuffs and irons; Monadnock riot gear; Eagle Industries assault gun cases and nylon accessories; Hoppes/Break Free/Shooters Choice/Birchwood Casey gun cleaning supplies; Southern Bloomer 100% cotton gun cleaning patches; Silencio muffs and glasses; blank ammunition; orange plastic, solid brass, and brass/plastic dummy training rounds; Remington weapons, Sig Sauer weapons; Surefire lights; Gransfors Bruks axes, and other items. We also take all kinds of used weapons in trade for cash or credit. Please call us whenever you need anything.

If you have any more questions, please feel free to contact me at 856.848.6945.

Regards,

Steve Cann
Logistics Manager

Pasquerello, Anne

From: Cazzari, Mike
Sent: Monday, January 11, 2016 3:42 PM
To: [REDACTED]; Gregory L. Folchetti; [REDACTED] Lombardi, Frank; Lupinacci, John; McDonough, Suzanne; Pasquerello, Anne; Schmitt, Kenneth; Schneider, Jonathan; [REDACTED]
Subject: Employee Assistance Services ☐ Work Session
Attachments: SPDCopier16011115060.pdf ☐ Agenda

Supervisor Schmitt,

I am requesting that the Town of Carmel Police Department enter into an agreement with Lower Hudson Valley Building and Construction Trades EAP to provide consultation, counseling and outreach training to management and the employees of Carmel Police Department. A comprehensive policy and procedure will be established with training for all employees in recognizing the risk factors and signs of problems which if treated during the early stages, can prevent them from turning into something more serious. An Employee Assistance Program can give employees a way to cope with personal issues that can have a negative impact on their job performance, such as work-related stress or problems outside of the workplace. I can point to numerous situations where our employees have had the need of such counseling and support; accidental or untimely death of a loved one, witnessing the death of a child, the suicide of a loved one, the death in custody of a defendant and other horrific acts that officers become exposed to as part of their jobs.

An EAP can help employees deal with these issues and help managers identify warning signs of problems inside or outside of the workplace that can impact job performance. The counselors can perform referrals for problems and conduct back-to-work assessments prior to an effected employee returning to the job.

Attached are the terms of this yearly contract for the sum of \$8,000 per year.

I have known the Program Director Michael Popp for 30 years, he is a former NYPD officer and a Carmel resident. He would be glad to meet with the Board and discuss the benefits of this program.

Respectfully

MC

Chief Michael Cazzari
 Town of Carmel Police Department
 60 McAlpin Ave
 Mahopac, NY 10541
 phone (845) 628-1300 ext 107
 fax (845) 628-2597

**LOWER HUDSON VALLEY
BUILDING & CONSTRUCTION TRADES EAP
3505 HILL BLVD. - SUITE A
YORKTOWN HEIGHTS, N.Y. 10598**

914-245-6300

1-800-EAP-2799

Agreement made this first day of December 1, 2015 and effective as of that date, between Lower Hudson Valley Building & Construction Trades EAP ("The Contractor") having its principal offices at 3505 Hill Blvd., Yorktown Heights, New York 10598 and the Carmel Police Department ("The CPD") having its principal offices at 60 McAlpine Ave., Mahopac, NY 10541.

In consideration of the mutual promises and agreements hereinafter set forth, "The Contractor" and "The CPD" agree as follows.

1. **PURPOSE:** The purpose of this Agreement is for the Contractor to provide certain Employee Assistance Services are provided to the "CPD" members and their dependents.
2. **DURATION:** The term of this Agreement shall be one year, beginning on the date of this Agreement. This Agreement may be renewed or extended by written agreement of the parties. The Agreement may be terminated by either party within 60 days of written notice.
3. **EMPLOYEE ASSISTANCE PROGRAM:** The Contractor agrees to provide the following services to CPD members and their dependents:
 - (a) Consultation regarding the program, including overall design, development, implementation and administration of the program. This will assistance in the development of a comprehensive clearly defined policy and procedure statement.
 - (b) Appropriate individual member case management, including:
 1. Crisis counseling of member and dependents until appropriate referral to a helping agency can or should be made.
 2. Pre-diagnostic assessment to determine type of referral necessary.
 3. Referral to an appropriate facility or helping agency.
 4. Back-to-work interviews and assessments if requested and as appropriate to the particular circumstance.
 5. Follow-up on each case to determine rate of success of rehabilitation and/or further needs.

**LOWER HUDSON VALLEY
BUILDING & CONSTRUCTION TRADES EAP
3505 HILL BLVD. - SUITE A
YORKTOWN HEIGHTS, N.Y. 10598**

914-245-6300

1-800-EAP-2799

- (c) Liaison between CPD and all counseling and helping agencies that service the members and their dependents in program matters.
 - (d) Assistance to those community agencies and facilities that come in contact with the members and dependents.
 - (e) Continuous and on-going orientation and training of members and management personnel.
 - (f) Assistance in providing at Contractor's sole expense, reasonable information about the program to members and their dependents, through distribution of pamphlets, announcements and other means in reasonable time throughout the year.
 - (g) On-going evaluation and reporting sufficient to enable "CPD" to measure the effectiveness of the program on a quarterly basis.
 - (h) On-going formal recommendations for the upgrading and improvement of the program.
 - (I) The development of an annual report of the program results.
 - (J) Toll-free information line, 24-hour "hot" line.
- (800)EAP-2799**

4. **FEES:** In consideration of the services provided under this Agreement, "CPD" agrees to pay "The Contractor" a fee of \$8,000 per annum by January 1, 2016.
5. **REFERRAL AGREEMENTS:** The Contractor will develop referral agreements in its name with appropriate independent helping and counseling agencies in the general communities.
6. **INTERPRETATION AND CONSTRUCTION:** This Agreement shall be interpreted as a unified contractual document with the Articles having equal effect

The title designations of the numbered Articles in this Agreement are for convenience only and shall not affect the interpretation of construction thereof.

LOWER HUDSON VALLEY

**BUILDING & CONSTRUCTION TRADES EAP
3505 HILL BLVD. - SUITE A
YORKTOWN HEIGHTS, N.Y. 10598**

914-245-6300

1-800-EAP-2799

7. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The relationship of the Contractor to "CPD" is that of an independent contractor and nothing herein shall be construed as creating any other relationship. The Contractor may adopt such arrangements as it may desire with regard to the details of the services performed hereunder, including the hiring, compensation, termination and other matters relating to persons, companies or entities employed by the Contractor; the hours during which said services are provided, the place or places where said services are furnished; provided that such details, hours and services shall be consistent with proper accomplishment of said services and shall be performed in a manner to attain the most satisfactory results for the members and dependents of the Carmel Police Department.
8. **CONFIDENTIALITY AND DISCLOSURE:** All members and other clients records maintained in conjunction with the program shall be kept in strict confidence. Except in the case of a government agency or court order, such records shall not be released to anyone at any time without the express written authorization of the member or other client.
9. **OWNERSHIP OF RECORDS:** All members and other clients' activity and related records maintained in conjunction with the program shall be the property of the member or other client and the Contractor. Records may be transferred only with the express written authorization of the individual in question.
10. **SEVERABILITY:** In the event that any part of this Agreement be illegal or unenforceable under the Law as it is now or hereafter shall be, either party may terminate this Agreement. Unless terminated, the parties shall be excused from performing such portions of this Agreement as shall be found to be illegal or unenforceable without affecting the validity of the remaining provisions of this Agreement.

**LOWER HUDSON VALLEY
BUILDING & CONSTRUCTION TRADES EAP
3505 HILL BLVD. - SUITE A
YORKTOWN HEIGHTS, N.Y. 10598**

914-245-6300

1-800-EAP-2799

THE TOWN OF CARMEL POLICE DEPARTMENT

BY: _____ DATE: _____

TITLE: _____

LOWER HUDSON VALLEY BUILDING & CONSTRUCTION TRADES EAP

BY: Michael Pappalardo DATE: Dec. 3, 2015

TITLE: Program Director

Michael Cazzari
Chief of Police

TOWN OF CARMEL
POLICE DEPARTMENT
60 McAlpin Avenue
Mahopac, New York 10541

(845) 628-1300
Fax (845) 628-2597
www.carmelny.org/police

WS#9

MEMORANDUM

To: Town Board, Town of Carmel

From: Chief Michael Cazzari



Date: January 21, 2016

Ref: 2016 Dodge Charger AWD Police Package Purchase

I would like the Town Board's permission to purchase two AWD Dodge Chargers that were budgeted for in our 2016 Town Budget. Attached is the Oneida County contract price quote from Robert Green Truck Division, Route 17 East Exit 107, Rock Hill, New York. The purchase price of two vehicles is \$74,401.92 that figure represents base price plus all lighting and equipment installed in these two 2016 Dodge Charger AWD Police Vehicles; and a quote of \$14,225.90 for the purchase and installation of the mobile data terminal plus accessories for two Dodge Chargers from Island Tech Services, PO Box 88, Brookhaven, New York under NYS State contract pricing. I am requesting authorization to make this budgeted purchase of \$88,627.82.

Thank you for your consideration.

rev-04/01/08

CONTRACT

CARMEL POLICE, TOWN OF
60 MCALPIN AVE
MAHOPAC, NY 10541
ROB BAGNAROL
RB@CI.CARMEL.NY.US

[illegible]

ISLAND TECH SERVICES (ITS)

PO Box 88, Brookhaven, NY 11719
Phone: 631-447-2442 Fax: 631-447-2514
www.islandtechservices.com

QUOTE

Number ITSQ10890
Date Nov 12, 2014

Sold To
Carmel Police Department Neil Brown 60 McAlpin Avenue Mahopac, NY 10541 United States
Phone (845) 661-2013 Fax

Ship To
Carmel Police Department Neil Brown 60 McAlpin Avenue Mahopac, NY 10541 United States
Phone (845) 661-2013 Fax

Salesperson	P.O. Number	Contract Number	Ship Via	Terms
robert		PT65147/PT65676		

Qty	Part #	Description	Unit Price	Ext. Price
		** TOUHPAD G1 **		
2	FZ-G1AAHAX1M	Panasonic Toughpad FZ-G1AAHAX1M Tablet PC - 10.1" TouchScreen- In-plane Switching - Intel Core i5 i5-3437U 1.90 GHz - 8 GB RAM - 128 GB SSD - Windows 7 Professional -Bluetooth	\$2,477.00	\$4,954.00
2	CFSVCLTNF5Y	Panasonic Protection Plus - 5 Year - Maintenance - Parts & Labor	\$785.00	\$1,570.00
		** DOCKING STATION / KEYBOARDS **		
2	DS-PAN-702-2	Toughbook Docking Station for Panasonic Toughpad G1 - Power Supply and Dual High-Gain Antenna	\$650.00	\$1,300.00
2	C-DMM-123	Swing out Dash monitor mount base for 2013-2015 Ford Interceptor Utility	\$180.00	\$360.00
2	C-MM-304	Unique universal retrofit motion device	\$68.00	\$136.00
2	C-ARPB-114	Brother Arm rest printer bracket: top mount	\$195.00	\$390.00
2	CG-X	Chargeguard-select	\$69.00	\$138.00
2	FT-88-911-TP-USB-P	Ikey USB - Backlit Keyboard	\$340.00	\$680.00
2	C-FAM-301	Flex Arm mount interface kit option	\$16.70	\$33.40
2	PKG-FAM-104	Flex Arm package for 2013-2015 Ford Interceptor Utility	\$92.00	\$184.00
		** PENTAX PRINTER **		
2	PJ623	Brother Pocketjet 6 Plus Printer - Monochrome - 300 dpi - USB, Infrared	\$325.00	\$650.00
2	LB3603	Brother/Pentax 10 ft USB Cable for Printer	\$11.00	\$22.00
2	LB3692	Brother/Pentax Hard Wired Car Adapter Kit - 14ft	\$17.00	\$34.00
		** TRACS SCANNER **		
2	4910LR-151-LTRK	L-Tron 4910LR Microphone Style Driver License Reader Kit Includes: - 2D Barcode Imager Pre-Installed with a Protective, Ergonomic Boot and Radio Mic Hanger - Radio Microphone Clip for Vehicle Installation	\$339.00	\$678.00
		** VEHICLE MODEM **		
2	1101531	AirLink GX440 LTE/EVDO/GPS/WiFi - Ethernet/Serial/USB - Verizon - Includes DC Power Cable - 5 Year Warranty	\$795.00	\$1,590.00

Qty	Part #	Description	Unit Price	Ext. Price
2	AP-CCWG-Q-S2222-RP3-BL	Antenna Plus MIMO LTE/Cellular/PCS/GPS/WiFi Combo Antenna - Threaded Bolt Mount - Omni-Directional - Black	\$199.00	\$398.00
2	15212	C2G Cat5e Patch Cable - RJ-45 Male Network - RJ-45 Male Network - 25ft - GRAY ** INSTALLATION **	\$4.25	\$8.50
2	VehicleInstall	Installation of vehicle mounted equipment - Onsite Installation at Customer Site - Customer must provide garage or covered location - Installation includes wiring and labor - Installation based on manufacturers install guide	\$550.00	\$1,100.00

To accept proposal please sign bottom and fax to 631-447-2514. Please remember to reference a PO on your quote.

SubTotal	\$14,225.90
Tax	\$0.00
Shipping	\$0.00
Total	\$14,225.90

Signature: _____

WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Michael Cazzari
Chief of Police

TOWN OF CARMEL
POLICE DEPARTMENT
60 McAlpin Avenue
Mahopac, New York 10541

(845) 628-1300
Fax (845) 628-2597
www.carmelny.org/police

WS#10

MEMORANDUM

To: Town Board, Town of Carmel

From: Chief Michael Cazzari



Date: January 21, 2016

Ref: 2013 Chevrolet Caprice Police Sedan Repairs

I would like the Town Board's permission to repair the wrecked 2013 Chevrolet Caprice that was damaged last year in a motor vehicle accident. This vehicle is only three years old and has very low mileage 30,000. I have had discussions with the Town Mechanic and we believe that by having this vehicle repaired for under \$9,000 is a sound investment. This vehicle would make an excellent unmarked or administrative vehicle. Stillwater Auto Body has quoted us \$15,000 to make these repairs, attached are two written quotes from local body shops Putnam Collision Center for \$9,128.02; and Stateline Auto Body for \$8,958.33.

I am requesting authorization to use money from the current central garage line for this vehicle repair.

Thank you for your consideration.

TAXID# 46-1157713 Shop Reg# 7118594

Estimate

12/4/2015

STATELINE AUTO BODY

21 BRANCH Rd
Brewster, NY 10509

(845) 279-4801

Customer No: 693

Report No: 698

Claim #:

Assign No:

Vehicle Information2013 Chevrolet Caprice
Style: 4D SED POLICE
Color:
Color Code:
Production Date: / 0
License: State: NY
VIN: 6G1MK5U27DL829328

Miles In: 0

Miles Out: 0

Condition:

Estimator:

Date Assigned: 12/3/2015

Owner - Carmel Police dept

Brewster, NY 10509

Home Phone: (845) -

Work Phone: (845) -

Fax #: (845) -

Insured -

Home Phone: (845) -

Work Phone: (845) -

Fax #: (845) -

Date of Loss: 12/3/2015

Accident Location

Phone #1: -

Phone #2: -

Claimant -

Home Phone: (845) -

Work Phone: (845) -

Fax #: (845) -

Date of Inspection: 12/3/2015

Description of Work	Part Number	Price	Labor	Paint	Other
FRONT BUMPER - BUMPER & COMPONENTS					
1 Blend Front Bumper cover, from vin BL522915				1.5	
-Adjacent (0.4)				-0.4	
2 R&I Front Bumper cover, from vin BL522915			1.3 body		
HOOD & GRILLE - HOOD & COMPONENTS					
3 Blend Hood				1.5	
FENDER - FENDER & COMPONENTS					
4 Replace Left Fender	92250887	\$529.59	2.9 body	2.0	
-Adjacent (0.4) +Edging (0.5) +Clearcoat (0.4) -Body Overlap (0.4)			-0.4	0.5	
FENDER - EXTERIOR TRIM					
5 Replace Left Molding	92246916	\$19.27	0.2 body		
PILLARS, ROCKER & FLOOR - UNISIDE					
6 Replace Left Outer uniside	92159577	\$1,306.87	29.0 body	7.7	
+Clearcoat (3.1)				3.1	
7 Replace Left Hinge plr reinf	92267152	\$91.33	4.5 body		
PILLARS, ROCKER & FLOOR - EXTERIOR TRIM					
8 R&I Left Rocker molding			1.1 body		
FRONT DOOR - DOOR & COMPONENTS					
9 Replace LKQ Left Front Door shell	*** LKQ ***	\$1,100.00 *	5.2 body	3.0	
-Adjacent (0.4) +Edging (0.5) +Interior Surface (0.5) +Clearcoat (0.7)				1.3	
FRONT DOOR - OUTSIDE MIRRORS					
10 Replace Left Front Door Mirror assy, w/heated	92247733	\$198.00	0.5 body		
11 Replace Left Front Door Mirror cover	92193907	\$21.97	0.1 body		
REAR DOOR - DOOR & COMPONENTS					
12 Replace Left Rear Door Outer panel	92193926	\$646.47	6.2 body	2.0	
-Adjacent (0.4) +Edging (0.5) +Interior Surface (0.5) +Clearcoat (0.4)				1.0	
BACK GLASS - GLASS					
13 R&I Back glass, GM, from vin CL604700			2.5 body		
QUARTER PANEL - GLASS					
14 R&I Left Quarter glass, GM			1.1 body		
TRUNK LID - LID & COMPONENTS					
15 Blend Trunk lid				1.1	
16 R&I Trunk lid			0.6 body		
REAR LAMPS - TAIL LAMPS					
17 R&I Left Rear Tail lamp assy			0.3 body		
REAR BUMPER - BUMPER & COMPONENTS					
18 R&I Rear Bumper cover			1.6 body		
19 Replace Left Rear Guide plate	92268106	\$33.63	0.2 body		
20 Blend Rear Bumper cover				1.6	

Estimate

12/4/2015

STATELINE AUTO BODY21 BRANCH Rd
Brewster, NY 10509

(845) 279-4801

Customer No: 693

Report No: 698

Claim #:

Assign No:

Description of Work	Part Number	Price	Labor	Paint	Other
Other operations					
21 Subl Hazardous waste removal		\$3.00 *			
22 Replace Cover car		\$5.00 *	0.3* body*	0.2*	
23 Replace Flex additive		\$10.00 *			
24 Setup & measure			2.0* body*		
25 Repair Color sand and buff			1.5* body*		
26 Clean vehicle for delivery			0.5* body*		
Sub Totals		\$3,965.13	61.2	26.1	

THANK YOU FOR LETTING US SERVE YOU

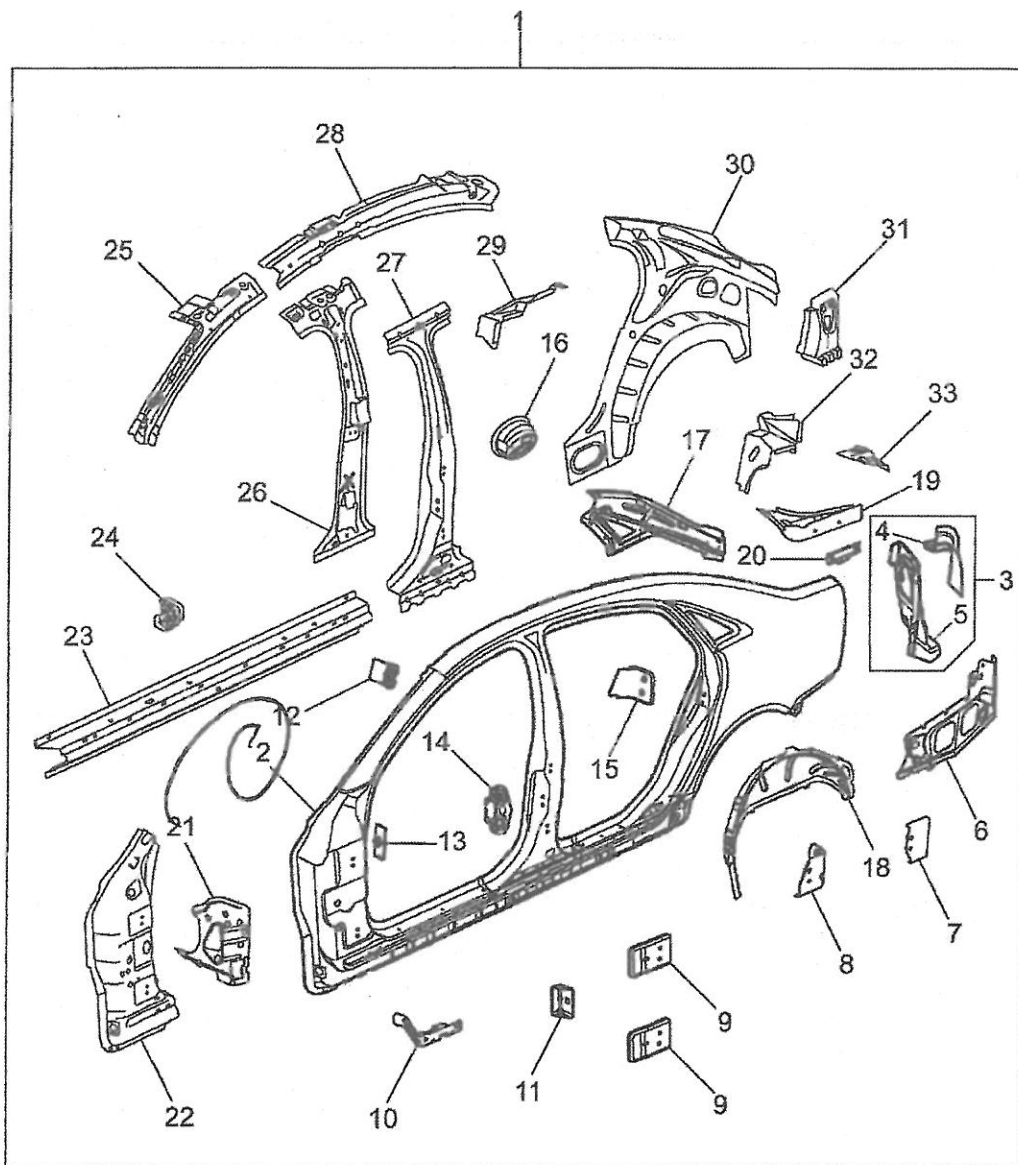
	Hours	Rate	Total
Body Labor	61.2hrs	\$56.00/hr	\$3,427.20 T
Paint Labor	21.5hrs	\$30.00/hr	\$645.00 T
Clearcoat Labor	4.6hrs	\$30.00/hr	\$138.00 T
OEM Parts			\$2,865.13 T
LKQ Parts			\$1,100.00 T
Paint Supplies	21.5hrs	\$30.00/hr	\$645.00 T
Clearcoat	4.6hrs	\$30.00/hr	\$138.00 T
Tax	\$8958.33 @ 8.3750%		\$750.26
Grand Total			\$9,708.59

Non
taxed

Estimate based on MOTOR CRASH ESTIMATING GUIDE. Unless otherwise noted all items are derived from the Guide. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Guide used is (DR1CA11). 9/15

* Indicates Estimator's Judgment

T Indicates Taxed Item



HE12A480
26/OCT/2010



2013 Caprice

2

23

22

6.

PUTNAM COLLISION CENTER

Federal Tax ID: 461830083

Registration #: 7115631

50 OLD RTE.6

Carmel, NY 10512

Phone #: (845) 225-6800

Fax #: (845) 225-6804

E-Mail: PUTNAMCOLLISION@AOL.COM

Customer No: 1476

Report No: 1482

Claim #:

Assign No:

Estimate

12/7/2015

Vehicle Information	Owner - Carmel Police Department	Accident Location			
2013 Chevrolet Caprice	Carmel, NY 10512				
Style: 4D SED POLICE	Home Phone: (845) -				
Color:	Work Phone: (845) -	Phone #1: -			
Color Code:	Fax #: (845) -	Phone #2: -			
Production Date: / 0					
License: State: NY	<u>Insured -</u>	<u>Claimant -</u>			
VIN: 6G1MK5U27DL829328					
Miles In: 0					
Miles Out: 0	Home Phone: (845) -	Home Phone: (845) -			
Condition:	Work Phone: (845) -	Work Phone: (845) -			
Estimator:	Fax #: (845) -	Fax #: (845) -			
Date Assigned: 12/3/2015	Date of Loss: 12/3/2015	Date of Inspection: 12/3/2015			
Description of Work	Part Number	Price	Labor	Paint	Other
FENDER - FENDER & COMPONENTS					
Replace Left Fender	92250887	\$529.59	2.9 body	2.0	
+Edging (0.5) +Clearcoat (1.0)				1.5	
FENDER - EXTERIOR TRIM					
Replace Left Molding	92246916	\$19.27	0.2 body		
PILLARS, ROCKER & FLOOR - UNISIDE					
Repair Left Outer uniside			7.0* frame*	7.7	
-Adjacent (0.4) +Clearcoat (1.5)				1.1	
* Repair Setup & measure			2.0* frame*		
Repair Left Hinge plr reinf			5.5* frame*		
FRONT DOOR - DOOR & COMPONENTS					
Replace LKQ Left Front Door shell	92457473	\$950.00 *	5.2 body	3.0	
-Adjacent (0.4) +Edging (0.5) +Interior Surface (0.5) +Clearcoat (0.6)				1.2	
FRONT DOOR - OUTSIDE MIRRORS					
Replace Left Front Door Mirror assy, w/o heated	92194048	\$222.27	0.5 body		
FRONT DOOR - LOCK & HARDWARE					
Replace Left Front Door Upper hinge, Upper hinge, from vin CL640889	92262668	\$54.08	0.3 body	0.3	
-Adjacent (0.2)				-0.2	
Replace Left Front Door Lower hinge, Lower hinge, from vin CL641240	92262666	\$58.82	0.3 body	0.3	
-Adjacent (0.2)				-0.2	
REAR DOOR - DOOR & COMPONENTS					
Replace Left Rear Door Outer panel	92193926	\$646.47	6.2 body	2.0	
-Adjacent (0.4) +Edging (0.5) +Interior Surface (0.5) +Clearcoat (0.4)				1.0	
REAR DOOR - EXTERIOR TRIM					
R&I Left Rear Door Belt molding			0.3 body		
REAR DOOR - GLASS & HARDWARE					
R&I Left Rear Door Window regulator			0.3 body		
R&I Left Rear Door glass, GM			0.5 body		
REAR DOOR - LOCK & HARDWARE					
R&I Left Rear Door Handle, outside			Included		
REAR DOOR - INTERIOR TRIM					
R&I Left Rear Door trim panel			0.4 body		
QUARTER PANEL - QUARTER PANEL & COMPONENTS					
Repair Left Quarter panel			8.0* frame*	4.1	
-Non-adjacent (0.2) +Clearcoat (0.8)				0.6	
Replace Left Quarter Panel Wheelhouse liner	92250901	\$98.00	0.3 body		
Replace Left Quarter Panel Insulator	92209726	\$46.82	0.2 body		

PUTNAM COLLISION CENTER

Federal Tax ID: 461830083

Registration #: 7115631

50 OLD RTE.6

Carmel, NY 10512

Phone #: (845) 225-6800

Fax #: (845) 225-6804

E-Mail: PUTNAMCOLLISION@AOL.COM

Customer No: 1476

Report No: 1482

Claim #:

Assign No:

Estimate

12/7/2015

Description of Work	Part Number	Price	Labor	Paint	Other
REAR LAMPS - TAIL LAMPS					
R&I Left Rear Tail lamp assy			0.3 body		
REAR BUMPER - BUMPER & COMPONENTS					
Repair Rear Bumper cover			2.0* body	3.2	
+Clearcoat (0.6)				0.6	
R&I Rear Bumper cover			1.6 body		
Other operations					
* Repair Remove decals on entire vehicle			3.0* body*		
* Replace Car Cover		\$12.00 *			
* Refinish Wet Sand and Polish			2.5* body*		
* Refinish Flex additive		\$15.00 *			
* Repair Weld thru primer		\$8.00 *			
* Refinish Corrosion protection		\$15.00 *			
* Subl Hazardous waste removal		\$4.00 *			
Sub Totals		\$2,679.32	49.5	28.2	

THANK YOU FOR LETTING US SERVE YOU

	Hours	Rate	Total
Body Labor	27.0hrs	\$58.00/hr	\$1,566.00
Paint Labor	23.3hrs	\$58.00/hr	\$1,351.40
Clearcoat Labor	4.9hrs	\$58.00/hr	\$284.20
Frame Labor	22.5hrs	\$75.00/hr	\$1,687.50
OEM Parts			\$1,729.32
LKQ Parts			\$950.00
Body Supplies	27.5hrs	\$28.00/hr	\$770.00
Paint Supplies	23.3hrs	\$28.00/hr	\$652.40
Clearcoat	4.9hrs	\$28.00/hr	\$137.20
Tax	Non-Taxed		
Grand Total			\$9,128.02

Estimate based on MOTOR CRASH ESTIMATING GUIDE. Unless otherwise noted all items are derived from the Guide. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Guide used is (DR1CA11). 9/15

* Indicates Estimator's Judgment
T Indicates Taxed Item

Michael G. Carnazza
Director of Code Enforcement



60 McAlpin Avenue
Mahopac, New York 10541

Kenneth Schmitt
Supervisor

WS#11

MEMORANDUM

To: Supervisor Kenneth Schmitt
Town Board

☒ Work Session 1/27/16

From: Michael Carnazza, Building Inspector

☐ Agenda _____

Date: January 14, 2016

Re: Return Copy Fee- O'Hagan, 21 Shallow Stream Rd., Carmel, NY 10512
Tm#77.17-1-22

Please be advised that Mr. O'Hagan requested copies of the house plans in his file and paid \$70.00 for 7 pages of plans. Upon review of the plans at his house, he determined that the plans did not match his house, therefore, worthless to him. He returned the copies to my office and Mr O'Hagan requests that the Town Board return the fee of \$70.00 to:

James O'Hagan
21 Shallow Stream Rd.
Carmel, N.Y. 10512

Thank you,

MEMORANDUM

To: Supervisor Schmitt & Members of the Town Board

From: Patrick Cleary, AICP, CEP, PP, LEED AP, Planning Consultant
Richard Franzetti, P.E., BCEE, LEED AP, Town Engineer

Date: January 21, 2016

Re: **Architectural Design Consultant Recommendation**

Last month the Town issued a request for proposal (RFP) entitled Architectural Design Consultant (RFP #R2015-006) for an Architectural Design Consultant to assist the Planning Board in carrying out the duties formally undertaken by the Architectural Review Board. A copy of the RFP is attached. Town staff had targeted the RFP to architects and architectural firms that have the technical capability to effectively support the Board, are generally familiar with the Town of Carmel, its architectural character, and importantly, do not currently practice in the Town or have any other form of conflict that would otherwise influence their impartial review of development applications.

The RFP was sent to eight (8) architects. Six (6) of those firms did not respond to the RFP, one (1) architect had moved out of the region and declined to respond, and one (1) firm submitted a response.

As noted above, all of the firms the Town reached out to were essentially “pre-qualified” so the lack of more responses is not necessarily problematic.

The firm that responded is Warshauer Mellusi Warshauer (“WMW”), with offices in Elmsford. This firm has maintained an extensive practice in the region since 1956. The firm is well known and well respected. Vincent Franze is the architect will be assigned to this assignment. Mr. Franze is a licensed professional architect, who grew up in Carmel and graduated from Mahopac High School.

The WMW RFP response is attached for your review and consideration. The Board should be aware that a significant application is currently before the Planning Board involving the complete renovation of the Lake Plaza Shopping Center, including the façades of all the stores. The support of the Architectural Design Consultant would be very helpful for that application, so retaining the consultant in a timely manner is important.

An interview of Mr. Franze by Chairman Gary is being scheduled for sometime in the next few days. The Town Board may also wish to interview Mr. Franze and WMW as well.

Upon review of the RFP response, staff recommends that the Town Board consider retaining WMW.

Richard J. Franzetti, P.E.
Town Engineer



Office of the Town Engineer
60 McAlpin Avenue
Mahopac, New York 10541

(845) 628-1500
(845) 628-2087
Fax (845) 628-7085

December 15, 2015

NOTICE TO VENDORS
REQUEST FOR PROPOSALS
Architectural Design Consultant
RFP #R2015-006

The Town of Carmel is currently seeking proposals for ARCHITECTURAL DESIGN CONSULTANT SERVICES as detailed in the enclosed Request for Proposals.

Your proposal must include but may not be limited to the scope of tasks outlined. The services date will commence on once approved by the Town of Carmel Town Board.

For additional information contact:

Name: Patrick Cleary, AICP, CEP, PP, LEED AP
Town Planning Consultant
Email: cleary@optonline.net

Please submit your response on or before January 15, 2016 at 11:00 AM. The Proposal must be addressed as follows:

Richard Franzetti, Town Engineer
Carmel Town Hall
60 McAlpin Avenue
Mahopac, New York 10541

The proposal envelope must be marked "PROPOSAL R2015-006".

Should you have any questions, please contact me at 845-628-1500 ex. 183.

Sincerely,

Richard J Franzetti
Town Engineer

REQUEST FOR PROPOSALS
Architectural Design Consultant
RFP #R2015-006

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REQUEST FOR PROPOSALS

Architectural Design Consultant

RFP #R2015-006

I. INTRODUCTION

The Town of Carmel is seeking qualified architectural design consultants to provide professional architectural design review services to the Town of Carmel Planning Board for private development applications on an “on-call” basis. The architectural design consultant must be intimately familiar with the fundamental principles of architecture, building design and the New York State Building Code. The consultant should also be familiar with the Town of Carmel Master Plan, the Town’s history, geography, land use, patterns of development, commercial hamlet areas, building stock and local architecture.

II. BACKGROUND

The Town of Carmel, located in south-central Putnam County encompasses approximately 40 square miles, and has a population of over 34, 000 residents. The Town supports two (2) hamlets; Carmel, which is the County Seat and Mahopac. Most of the Town’s commercial activity is found within these two hamlets. Since the second half of the last century, the Town has experienced steady residential growth, while commercial activity has grown more sporadically. Major commercial, residential and mixed-use projects on the horizon have caused the Town to reevaluate certain elements of the land use approval process.

In 2015, the Town of Carmel Board of Architectural Review was abolished by the Town Board, and the duties and authority of that Board were transferred to the Planning Board.

In carrying out these duties, the Planning Board has determined that it may periodically require the services of an architectural design consultant to assist in reviewing site plan applications.

To assist the Planning Board with the architectural design review of projects, the Town Board determined that a “peer-review” process for development applications should be implemented. Peer-review would consist of a hired architectural design consultant that would review development applications and provide the Planning Board with recommendations. It is anticipated that these recommendations would result in beneficial modifications to building projects and/or the establishment of various approval conditions related to building architecture.

REQUEST FOR PROPOSALS
Architectural Design Consultant

RFP #R2015-006

III. TERMS OF CONTRACT

The agreement shall be for a term of twelve (12) months with two (2) one (1) year extensions at the unilateral option of the Town Board. The Contract will commence as of the date of the Contract Execution.

IV. SCOPE OF SERVICES

In general, the successful individual or firm will be expected to provide peer-review services for the applications brought before the Planning Board that involve the construction of buildings. This may involve the construction of entirely new buildings, or the renovation of existing buildings. Not all applications considered by the Planning Board would require the peer review services of the architectural design consultant.

The services that the architectural design consultant shall provide to the Planning Board include, but are not limited to the ability to perform one or more of the following:

1. Analyze the quality of a project's architecture and design and provide the Planning Board with specific comments and recommendations that will provide feedback and direction to the applicant so that appropriate revisions to building plans can be made.
2. Assess the viability and/or practicality of proposed revisions to building architectural plans. Determine if modifications to architectural plans are realistic, economically feasible, and consistent with applicable building codes and the Town of Carmel's Master Plan.
3. Analyze proposed signage to assure consistency with building architecture, surrounding properties, general neighborhood character and the Town of Carmel's Master Plan.
4. Develop appropriate conditions of approval related to building architectural issues.
5. Analyze a project's visual impacts on surrounding projects and/or neighborhoods;
6. Assist in defining the architectural character and important design elements and themes within areas where projects are proposed, so that new development will be consistent with surrounding neighborhoods and the Town of Carmel's Master

REQUEST FOR PROPOSALS
Architectural Design Consultant

RFP #R2015-006

Plan.

7. Advocate for the incorporation of green building practices in building architecture, and assist with opportunities for applicants to obtain green building certifications, such as LEED.
8. Work closely with the Director of Codes Enforcement, Town Engineer and Planning Consultant in developing recommendations for the Planning Board.
9. Attend Planning Board meetings when requested by the Planning Board. It should be noted that there are approximately 25 Planning Board meetings per year. The meetings begin at 7 PM and are held on the second (2nd) and fourth (4th) Wednesdays of the month. There are times when meetings are not held either due to Town Hall being closed due to emergency or Holiday or lack of agenda items.
10. Prepare drawings or exhibits to illustrate recommendations for projects when necessary.
11. Demonstrate the ability to review projects and provide comments within 15 days of receipt of application materials (shorter timelines may be required for certain projects);
12. Conduct site visits as necessary;
13. Be available during regular business hours to consult with Planning Board members, Town staff and consultants and the applicant.

The Planning Board shall determine when the services of the Architectural Design Consultant are required. Upon this determination, the Planning Board Secretary shall immediately forward (in a format mutually agreed upon) the application package, including the Site Plan, architectural plans, details and renderings, the Application Form, Environmental Assessment Form and all other documentation submitted in support of the application.

V. SELECTION CRITERIA

The Town of Carmel's selection of the architectural design consultant will be based upon:

REQUEST FOR PROPOSALS
Architectural Design Consultant

RFP #R2015-006

1. The firm's ability to perform the work;
2. Demonstrated experience with similar projects;
3. Demonstration that the individual assigned to this task is a licensed professional architect in the state of New York, and maintains other appropriate certifications relative to this assignment, such as LEED AP.
4. Familiarity with, or the demonstrated ability to become rapidly familiar with the history, geography, land use, patterns of development, commercial hamlet areas, building stock and local architecture of the Town of Carmel;
5. Demonstrated ability to communicate and work effectively with the Planning Board, Town staff and consultants, the public and the applicant;
6. Demonstrated ability to review projects constructively, and not utilize this position to hinder appropriate development, or slow down the Planning Board's review process.
7. Responsiveness to this Request for Proposals.
8. Availability to begin work immediately upon being selected.

VI. SUBMITTAL REQUIREMENTS

Double sided printing is strongly encouraged. Provide five (5) bound copies, one (1) unbound copy, and one (1) electronic copy in pdf format.

1. **Cover Letter** – Summarize qualifications most relevant to this assignment; identify key team members; provide name of contact person, phone, fax and email address (maximum 1 page).
2. **Relevant Qualifications** – Offer short, focused paragraphs in a summary format by topic; do not include general information (maximum 4 pages).
3. **Relevant Experience** – List projects completed by the firm relevant to the scope of services listed above. Include the scope of the services provided and specify the role of the firm (identify if the work was performed exclusively by the firm or a joint venture).

REQUEST FOR PROPOSALS
Architectural Design Consultant

RFP #R2015-006

4. **Key Team Member Summary** – Identify key team members of the firm and summarize typical roles and responsibilities for each member on a project team. List experience relative to those typical roles (reference projects relevant to those described in the scope of services, if applicable).
5. **Current Clients/Projects** – Provide a list of all clients doing business with the firm in the past 3 years and identify any projects within the Town of Carmel in the past 3 years.
6. **Firm's Billing Structure** – Provide an outline of the hourly fee structure for the key team members identified in #4 and associated administrative/technical support fee structure.
7. **References** – Provide 3 client references relevant to the scope of services listed above (names, titles, current mailing and email addresses, and phone numbers).
8. **Appendix** – (items to be included) Firm brochure with background information (if available); key team member resumes.

VII. SUBMISSION INSTRUCTIONS/SCHEDULE

Five (5) bound copies, one (1) unbound copy, and one (1) electronic copy in pdf format of the proposal must be submitted no later than 11:00 AM on January 15, 2016 to:

Town of Carmel
Town Engineer
Town Hall
60 McAlpin Avenue
Mahopac, New York 10541

Any questions regarding this Request for Qualifications should be directed to:

Patrick Cleary, AICP, CEP, PP, LEED AP
Town Planning Consultant
cleary@optonline.net

Interviews with select firms will be conducted approximately two weeks after receipt of proposals.

REQUEST FOR PROPOSALS
Architectural Design Consultant

RFP #R2015-006

VIII. COMPENSATION

The selected architectural design consultant is to provide consulting services for a fixed-fee not to exceed the amount of six thousand dollars (\$6,000).

In instances where extraordinary services are required of the consultant beyond the general scope of services outlined above, and as determined necessary by the Planning Board (such as a commitment of additional hours required to adequately assist the Planning Board or the requirement to provide specialized review services), these additional costs shall be reimbursed through the establishment of a **“Development Review”** escrow account funded by the applicant. In such an instance, the architectural design consultant shall provide a written estimate for the anticipated cost of review services, which shall then be transmitted to the applicant, who shall then fund the escrow account.

VIII. CONFLICTS

The selected architectural design consultant shall be precluded from conducting peer review services to the Planning Board for applicants that are current clients of the firm or with which the firm has worked within the 12 months preceding the firm’s execution of a contract with the Town. The architectural design consultant shall also not be permitted to submit plans and specifications for, or represent clients before the Town of Carmel Planning Board. Other potential conflict issues will be addressed on a case-by-case basis.



15 January 2016
HAND DELIVER

Richard Franzetti, Town Engineer
Carmel Town Hall
60 McAlpin Avenue
Mahopac, New York 10541

Re: Cover Letter
PROPOSAL R-2015-006

Dear Mr. Franzetti,

Thank you for considering our firm as the Architectural Design Consultant for the Town of Carmel Planning Board. Enclosed please find five bound, one unbound and one pdf copy of the RFP reply, as requested.

Our firm has been practicing architecture in the Westchester-Mid Hudson Region since its inception in 1956. Our work includes the planning, design, approvals processing, preparation of construction documents and specifications, construction administration and post construction services for the wide range of project types that are outlined in our firm's brochure, which is included in this submission.

An important part of our practice is our communication with the Community Officials who oversee the built environment. We work closely with the Planning and Building Commissioners, and the Elected and Appointed Officials who administer the Site Plan Approvals and Building Permits for all of our projects.

Our firm's principals and staff have extensive experience administering the approvals process as both applicants and municipal reviewers.

Vincent Franze will be the architect assigned to all Town of Carmel reviews. In the unlikely event that he is not available, one of the Firm Principals will fill in for him. Vincent will also be your contact for this RFP review, and can be reached by phone (914-592-4466 extension 515), by cell phone (914-420-1119) or e-mail (vf@wmwarchitects.com).

We very much look forward to the opportunity of working with The Town Planning Board as your Architectural Review Consultant and are available at your convenience to meet and discuss our qualifications in detail.

Sincerely,

Gary David Warshauer NCARB, AIA
Principal

APPENDIX IA

MEMORANDUM

To

The Architectural Review Board
Town of Southeast

Date: 06/17/09

To: Southeast Architectural Review Board
Thomas Frasca, Chairman

Fr: Vincent Franze, AIA
Franz & Franze Architecture, PLLC

Re: Milltown Road Sub-Station
Brewster-Southeast Joint Fire District

Materials Reviewed:

1. Cover letter from Hogan & Rossi, Attys., dated 6/2/09
2. ARB referral 5/18/09 & HSC referral 5/19/09
3. Drawing SP-1 Dated 4/3/09 by Insight Engineering, Surveying, Landscape Arch. PC
4. Drawings A-101, A-201, A-202 dated 9/9/08 by J.I. Nixon III, Architect.

Comments/Recommendations:

1. Having visited the site we observed that the character of the vicinity is rural, wooded, quiet and residential. In light of this and the fact that the site is listed as a local historic site we find it appropriate and commendable that the applicant has chosen an agricultural vocabulary for the architecture of this fire station. A "barn" would not be at all out of place in this setting.
2. We recognize that a fire station is primarily a garage for fire trucks and other large emergency vehicles. We also recognize that barns and agricultural buildings were and are large, simple buildings. Just the same, we recommend that the applicant consider opportunities to reduce the "apparent" scale of this building by articulating its mass to a greater degree. It seems that with slight breaks in wall and roof planes and without having much impact on the floor plan, this building could take on a more interesting, less imposing appearance. Clearly it will be significantly larger than any of the buildings in its vicinity. So if its scale could appear to be reduced it would be a better neighbor.

4. The building plan is a rectangle with one of its long walls (West Elevation Façade) facing the street. There is no door on this elevation and nothing that architecturally suggests it is the façade. While the program and the floor plan may not call for additional doors or windows along the West wall, we recommend that the applicant explore opportunities to give the building an appropriate “face” to show the street. False barn doors, a cross gable, a silo...these are examples of elements that would vastly improve the street façade.
5. Of lesser concern are some detail notes which we offer for consideration: The natural stone base - or water table - is a good choice and will visually anchor the building to its site while furthering the rural aesthetic. The one cupola appears a bit lost. We would recommend adding more of them or making the one more substantial. The windows are not in keeping with traditional barn fenestration. Perhaps they might be smaller but greater in number. The vertical plank siding and standing seam metal roof are very fine choices.
6. We commend the aesthetic direction this building is taking. We caution the Board and the applicant against the construction of a building that looks like a pre-fabricated storage building pretending to be a barn by giving a mere nod in that direction.

END

APPENDIX IB

MEMORANDUM

To

The Architectural Review Board
Town of Southeast

Date: January 20, 2010

To: Southeast Architectural Review Board
John Goudey, Chairman

Fr: Vincent Franze, AIA
Franz & Franze Architecture, PLLC

Re: Brewster Corporate Park
1944 Rte 22
TM # 35.2-4

Materials Reviewed:

Cover Letter dated 12-31-09 from LADA, PC.; ARB Project Application Forms; Drawings A100 & A200 dated 12-28-09 by Archetype, P.A., Architects; Color Rendering undated/untitled; Drawings L-1, L-2, L-5, L-6, L-7.1 thru L-7.4 dated 5-29-09 by LADA, P.C. and Bibbo Assoc., LLP

Comments/Recommendations:

Note: The following comments/recommendations are made specifically within the context of a building of this use (office warehouse) on this site.

1. It appears that views of the proposed building (1st Floor elevation approx 50' above rte 22) will be rather limited from Rte 22, Old Rte 22 and in general from outside of Brewster Corporate Park.
2. In general the proposed design will be more architecturally thoughtful and attractive than the existing building to which it will be adjacent. By comparison the rendering shows greater attention paid to rhythm, scale, texture, fenestration, materials, details etc. Nevertheless it remains a very large flat façade with a long flat roof line.

3. The applicant should clarify whether the existing deciduous trees along Old 22 will be preserved. They provide a partial vision screen from Old 22 and the properties directly across the street.
4. The doors and canopies along the primary (West) façade contribute significantly and favorably to the design.
5. The rusticated quoins at the building's corners seem out of keeping with the overall design of the building. Within the context of the overall design it would seem only natural that the corners be treated the same as the many pilasters along the North, South and West elevations.
6. The applicant should clarify whether the east side of the second story will be treated the same as the other 3 sides. Drawing 4/A-200 shows nothing of the 2nd story.
7. The Board may consider whether to request additional architectural details, color boards, samples etc. to better understand treatment of materials, fixtures, glazing and other such façade elements.
8. The EIFS cornice band adds favorably to the appearance of the building. The Board may consider whether to request that it be continued along all 4 sides of the 2nd story.
9. There is very little information provided/shown for the loading docks.

END

APPENDIX IC

MEMORANDUM

To

The Architectural Review Board
Town of Southeast

Date: May 25, 2011

To: Southeast Architectural Review Board
John Goudey, Chairman

Fr: Vincent Franze, AIA
Franz & Franze Architecture, PLLC

Re: St. Lawrence O'Toole Church
Route 6 & Starr Ridge Road
Tax ID 68-2-70

Materials Reviewed:

1. Cover Letter from LADA, PC, dated 5/5/11
2. Referral letter from Southeast Planning Board dated 12/14/10
3. ARB application form
4. Color elevation drawings 1 of 4 through 4 of 4, undated, by Tecton Architects Inc.
5. Site plan drawing L-2 by LADA, PC, dated 11/05/10

Comments/Recommendations:

With regard to submission materials:

1. The submission does not include the required floor plan drawing(s) nor the required 3D sketch/rendering. Submission of these required materials would enable a clearer understanding of the building's form.
2. The submission does not include the required area map.
3. The cover letter describes a cruciform building but the reduced site plan appears to show a simple rectangular footprint for the building. The applicant should address and clarify.

4. The color elevation drawings are graphically strong and clear but there is no information at all regarding building materials, details or architectural features.

With regard to architecture:

5. Based on comments 1 - 4 above we assume that this is a conceptual submission, to be followed by additional materials. The following comments are in that context.

6. Our first impressions upon seeing the color elevations were positive. As two dimensional compositions they convey thoughtfulness with regard to form, fenestration, balance, symmetry, hierarchy, organization, rhythm and materials.

7. If it were necessary to label the architectural style of this building one could argue that “Postmodern Gothic” fits. While the designer may not agree and while labels are in fact not necessary, the term nevertheless would address a lot of what appears to be happening with this building. It combines current architectural ideas with traditional forms and features. It is presumably a 21st century response to the functional needs of the congregation as well as to practical factors such as budget, zoning, codes, technology, the environment etc. But at the same time a conscious effort has been made to reflect traditional architecture without necessarily adhering in a strict way to any specific style. Evidence would include its cruciform plan (described, not shown) gable roofs, a dome at the crossing, an apse on the east façade, stone (or stone-like) materials and gothic fenestration.

8. The world has a long and rich history of religious buildings being treated differently. In virtually every part of the world and in every faith, whether in the city or in isolation, the commissioners, designers and builders of religious buildings have sought to make them reflect their unique and important purpose. Whether viewed from without or, more importantly, when experienced from within, religious buildings are often meant to inspire. As such it becomes difficult to apply the same contextual standards and judgments that would apply to most other buildings. For example “excessive dissimilarity” with the surrounding neighborhood might be justified.

9. It would appear that this building is being thoughtfully designed. We look forward to reviewing additional information to better understand it in 3 dimensions. A composite photo-rendering of the building on the site would be extremely informative.

10. We recommend that ARB members visit the site.

END

APPENDIX ID

MEMORANDUM

To
The Architectural Review Board
Town of Southeast

Date: September 26, 2012

To: Southeast Architectural Review Board
John Goudy, Chairman

Fr: Vincent Franze, R.A.
Franz & Franze Architecture, pllc

Re: Brewster Towne Centre - Waste Water Treatment Plant Upgrade
(Replacement of existing building)
1618-1624 Route 22
Tax Map ID 46-2-39

Materials Received/Reviewed

1. ARB Application form
2. Site Plans (12 sheets) prepared by Insite dated 7/20/12
3. Floor plans, elevations, isometric views and rendering prepared by O'Brien & Gere Engineers

Comments/Recommendations

1. The application describes a building with elements that will “match” the architectural elements of the adjacent shopping center. While we don’t quite find this to be the case (i.e. roof forms, glass, fenestration...) nor do we find that it must necessarily “match” the adjacent buildings as long as it is compatible and complimentary. For example the proposed use of the same exterior finish materials seems a good idea. But the proposed building has an entirely different function which might suggest a different architecture.
2. The new building will be quite visible from the shopping center and from Route 22. As a new structure with high visibility it presents an opportunity to visually enhance the area. Whether it matches the shopping center or not, the proposed building appears industrial; rather bland and lacking in articulation and detail.

3. The clerestory roof form is suggestive of an agricultural building form. Perhaps in subtle but thoughtful ways this can be further developed to create an architecture that is honest in its utilitarian appearance but also exhibits some amount of regional personality.
4. Regardless of the ultimate direction the applicant takes, clearly this new building presents a blank canvass with a lot of opportunity for architectural enhancement that can be compatible with its function while also improving its built environment. A thoughtful application of materials and architectural details could dramatically improve this building even if its form and fenestration were unchanged.
5. The applicant should provide samples of all proposed finish materials, colors, and photo images of proposed light fixtures.
6. The landscape plan shows new planting primarily to the east and south. The Board may wish to inquire about any need or opportunity for more planting on the north west side(s) which appear as though they will also be visible from Rte. 22 and perhaps the shopping center approach.

END



2016 STANDARD HOURLY RATES SCHEDULE
(Subject to change on an annual basis)

Principal	\$195.00
Principal / Project Architect	\$175.00
Project Architect	\$130.00
Design Architect	\$130.00
Project Manager	\$120.00
3D Computer Modeling	\$105.00
Job Captain	\$95.00
Level III Designer/CADD Technician	\$ 90.00
Level II Designer/CADD Technician	\$ 75.00
Level I Designer/CADD Technician	\$ 55.00
Computer Systems Manager	\$95.00
Technical Typist/Bookkeeper	\$65.00

OUR FIRM

Commitment to Excellence



We began our practice of Architecture in Westchester County, New York, in 1956 as Matthew J. Warshauer, AIA, Architect. In 1981, the firm was incorporated as Matthew J. Warshauer Architects, PC, and became Warshauer Mellusi Warshauer Architects, PC, in 1990.

Warshauer Mellusi Warshauer Architects, PC is one of The Westchester Mid-Hudson's regions' leading architectural firms. We practice in New York, New Jersey, Connecticut and Florida.

Our approach to all aspects of our services is to offer innovative and creative thinking, modulated by knowledge and a professional maturity acquired in the Firm's 59 years of practice.

Our services include feasibility studies, programming, site selection, master planning, site planning, building design, interior design, guiding the approvals process, construction documents, overseeing the bidding and construction process through completion and post completion, post occupancy and warrantee period follow ups.

We design new buildings, convert existing buildings to new uses and design the rehabilitation, modernization, alterations and additions to existing buildings.

Our practice is well diversified; both in the type of sites we have designed for as well as the types of facilities we have designed. We have master-planned residential communities, office parks, industrial sites, and mixed-use projects in both urban and suburban settings. Our work includes a full range of building types from single-family homes, low, mid and high rise residential apartments and condominiums, affordable housing, college housing, senior housing, hotels, business and medical office buildings, retail centers, corporate headquarters, religious, institutional, educational buildings and major urban and mixed use developments. We have designed many of Westchester's Landmark Buildings.

OUR FIRM

Commitment to Excellence



We have earned a reputation as creative and innovative problem solvers in dealing with the usual and unusual situations such as dynamic topography, complicated zoning ordinances, unique environmental conditions and the many other challenges and opportunities that face our clients. Our resourceful, creative, innovative approach has consistently been successful in accomplishing our clients' goals. WMW has earned the respect and recognition of our community, clients and our colleagues.

Public involvement has become a major part of the approval process, significantly increasing the architect's role in this process. We have achieved extraordinary success in accomplishing project approvals. We begin a project with a thorough understanding of the physical condition and political concerns. We know (or get to know) the people involved. Our designs, created to accomplish our clients' needs, are sensitive to community interests. We address all the issues in articulate, well-prepared, well-orchestrated, presentations.

We enjoy a reputation with the construction industry for competence and fairness. This region's contractors, subcontractors and material suppliers have welcomed working from our plans and specifications for the past several decades. Our drawings are clear, precise and easily understood; they incorporate systems, techniques and materials familiar to the local industry. The trades like to work from our plans as evidenced in the quality construction.

Our clients include major residential and commercial developers, corporate owners, investors, homebuilders, community groups, federal, state and county agencies and local municipalities. Our long-term client relationships is our legacy.

OUR PRINCIPALS



Gary David Warshauer, NCARB, AIA

Gary has been practicing architecture since 1984. He received his Bachelor of Science from Rensselaer Polytechnic Institute in 1976 and his bachelor of architecture from Rensselaer Polytechnic Institute in 1977. He is licensed in New York, Connecticut, New Jersey and Florida and is certified by the National Council of Architectural Registration Boards. He is partner in charge of planning, design and the approvals process. Gary has been a principal member of the team that has developed the firm's major projects since 1984. He is a member of the Westchester County Association and the U.S. Green Building Council. He is a past director of the New York State Association of Architects and past President of the Westchester Mid-Hudson Region of the American Institute of Architects.

Gary is active in his community and is currently the Executive Director of the Pound Ridge Office of Emergency Management. Over the past several decades he has served as Town Supervisor, a member of Westchester Municipal Officials Association, Deputy Supervisor, Town Councilman, OEM Director and Planning Board Chairman.

Vincent J. Mellusi, NCARB, AIA

Vincent has been practicing architecture since 1982. He completed his architectural education at the Institute of Design & Construction. He is licensed in New York, Connecticut, New Jersey and Florida, and is certified by the National Council of Architectural Registration Boards. Vincent is partner in charge of the development of construction technology, contract documents and field operations. He has been a principal member of the team that has developed the firm's major projects since 1982. Vincent is a past director of the New York State Association of Architects and past President of the Westchester Mid-Hudson Region of the American Institute of Architects. Vincent has been active in his community as a Teacher of Architectural Technology and Chairman of the Yorktown Architectural Review Board.

Edmund Vogel, AIA LEED AP

Ed has been practicing architecture since 1994. He received his Bachelor of Architecture from Lehigh University in 1988 and is licensed to practice in the states of New York, New Jersey and Connecticut. He is skilled in green building design, project administration, concept development, design, approvals processing, building codes, construction document production, consultant coordination, and construction administration. Ed has had a major influence on the firm's projects since joining WMW Architects in 2005.

AWARDS



Christiania Office Building Tarrytown, NY

Pre-Stressed Concrete Institute National Award for Excellence in architectural and engineering Design using Pre-Stressed concrete.

Concrete Industry Board, Inc., of New York National Award in Recognition of the Building which Represents the Best Application of Pre-Cast and Cast-In-Place Concrete to Achieve Extraordinary Exterior Expression.

Westchester Financial Center White Plains, NY

American Institute of Architects Westchester/Mid-Hudson Chapter First Honor Award for Recognition of Architectural Excellence.

Building Owners and Managers Association Building of the Year Award.

The Seasons Condominiums White Plains, NY

American Institute of Architects Westchester/Mid-Hudson Chapter First Honor Award for Recognition of Architectural Excellence.

Pepe Infiniti White Plains, NY

Builders Institute of Westchester and the Mid-Hudson Region Excellence in Design Award for Skillful and Artistic Design.

The Country House Senior Citizen Residence Yorktown, NY

The Advisory Board on Architecture and Community Appearance. Commendation for contributing to the aesthetic enhancement of the Town of Yorktown.

Mount Kisco Low Income Project Mt. Kisco, NY

Regional Planning Association Citation "Mt. Kisco Public Housing is among the handsomest residential building at any price anywhere in the region."

Scattered Site Housing Greenburgh, NY

The American Institute of Architects Westchester Chapter First Honor Award for Excellence in Design.

AWARDS



Calvary Baptist Church
White Plains, NY

American Institute of Architects Westchester/Mid-Hudson Chapter Honor Award for Recognition of Architectural Excellence.

Boys and Girls Club of Northern Westchester
Mount Kisco, NY

American Institute of Architects Westchester/Mid-Hudson Chapter Honor Award for Recognition of Architectural Excellence.

Gilda's Club Westchester
White Plains, NY

1999 Leadership Award "being instrumental in helping get Gilda's Club Westchester started".

American Institute of Architects Westchester/Mid-Hudson Chapter Honor Award.

Old Yorktown Village
Yorktown, NY

American Institute of Architects Westchester Chapter Honor Award for Excellence in Design.
Builders Institute Award for Excellence in Design.

3 Skyline Drive
Mt. Pleasant, NY

American Institute of Architects Westchester/Mid-Hudson Chapter Award for Excellence in Design.

Contractor's Register Headquarters Building
Yorktown Heights, NY

American Institute of Architects Westchester/Mid-Hudson Chapter Honor Award for Recognition of Architectural Excellence.

Tarrytown Corporate Center
Tarrytown, NY

Builders Institute Award for Design Excellence.

1 Chase Road
Scarsdale, NY

Builders Institute of Westchester and Putnam Counties, Inc. Award for Excellence in Architectural Design.

235 Main Street
White Plains, NY

City of White Plains Civic Art Commission Mayor's Award for Architectural Design.

245 Main Street
White Plains, NY

Brick Association Award for Innovative Use of Bricks.
Builders Institute Award for Urban Design Excellence.

Residences at Tarryhill
Greenburgh, NY

American Institute of Architects Honor Award for Recognition of Architectural Excellence "which enhances the physical environment of the community and consequently the quality of life of its inhabitants."

OUR SERVICES



Land Use, Zoning and Feasibility Studies to identify key issues and evaluate the feasibility and approvability of a potential development.

Master Planning of urban centers, residential communities, office, business and industrial parks and mixed-use transit oriented developments.

Site Planning including: Layout of buildings, parking service and landscaped areas (in harmony with existing site conditions and community character), grading; lighting; graphics and signage; coordination of site engineering, traffic engineering and landscape architecture.

Approvals Processing including: Coordination of zoning, traffic, storm water management, wetlands and other environmental regulations; scheduling and attending formal and informal community meetings.

Project Specific Programming various types of uses and facilities.

Full Architectural Services including Programming, Site Evaluation, Concepting, Preliminary Design, Schematic Design, Construction Documents, Specifications, Construction Administration and Post Construction follow-up.

Interior Design including space planning and furniture, fixtures, lighting and accessory selection.

Modernization Program including ADA, energy star and code compliance. Design, LEED, construction and finishes upgrade.

Adaptive Reuse including evaluation of the existing facility, physical property and zoning suitable for proposed alternate uses.

Restoration including evaluating damage to determine extent of new work required and Code analysis to bring to current standards.

Owners Representation including budgeting, bidding and coordinating the construction trades.

Glassbury Court At Leonard Park

Mount Kisco, New York
Wilder Balter Partners, LLC



This portion of this 124 unit senior community consists of 34 semi-attached three bedroom homes and the club house, planned and built in harmony with its environmentally sensitive and steeply sloping site.



Hollowbrook Mews Clubhouse

Cortlandt, New York
For Toll Brothers, Inc.



This clubhouse provides meeting and recreational spaces and a pool for the residents of this 85 unit townhouse community.

Westchester Financial Center

White Plains, New York For
Robert Martin Company



This multi-level Urban Superblock houses 520,000 square feet of office space and 80,000 square feet of university graduate school in two 15-story towers and 124 apartments in a 10-story tower. Its 1,033 car parking structure is concealed from view by street level retail. The towers are clustered around a multi level landscaped plaza that covers the parking structure and provides private open spaces for each of the occupancies. The buildings open to and interact with the surrounding streetscape. There are landscaped sitting areas and a raised one-quarter acre plaza that overlooks Main Street. The architecture is characterized by a variety of bold salmon-colored pre-cast concrete forms composing an inviting sculptural landmark at this entrance to the city. American Institute of Architects Westchester/Mid-Hudson Chapter First Honor Award for Recognition of Architectural Excellence. Building Owners and Managers Association Building of the Year Award.

Westchester Financial Center

Westchester Financial Center

White Plains, New York For
Robert Martin Company



View from Martine Avenue



Upper plaza looking toward 50 Main Street



Upper plaza facing west.



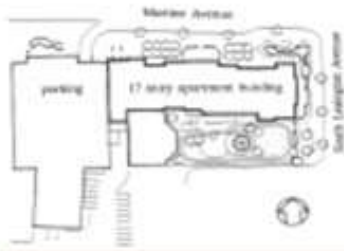
Main Street Plaza



Interior Atrium



South Lexington Avenue



The Seasons

White Plains, New York For
Robert Martin Company



316 one and two-bedroom apartments in a 17-story downtown building. It includes a 12,000sf health club and a greenhouse-enclosed pool, 15,000sf of street front retail and a restaurant with outdoor dining. There is an outdoor garden with a jogging track and gazebo.

This building won the First Honor Award from the Westchester/Mid-Hudson Chapter of the American Institute of Architects for Architectural Excellence

The Seasons

White Plains, New York For
Robert Martin Company



The lobby leads to the entry gallery overlooking the pool and recreation garden.

The four-seasons pool has a motorized retractable roof.

Jefferson At White Plains

300 Mamaroneck Avenue
White Plains, New York



An urban residential community, consisting of 281 apartments in an 8-story building, with ground floor retail facing Mamaroneck Avenue and a 3-story building with attached town houses appearance facing Greenridge Avenue. The 460 car parking structure is in between with vehicular access to the two side streets.

The approvals process for this superblock development; a transition between commercial and upscale residential uses, involved working with an active neighborhood association concerned with visual and traffic impacts. The 8-story building steps down into the natural topography and is offset to provide an open plaza at each street corner, satisfying the criteria for distant and streetscape views. Traffic concerns were accommodated by accessing the parking from the two side streets.

Bank Street Commons

White Plains, New York
For LCOR Corporation



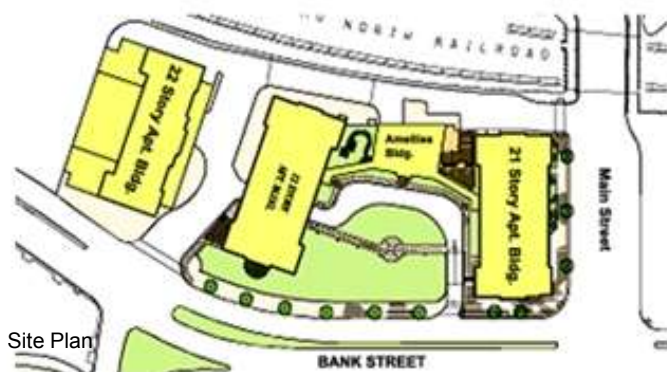
Looking toward Main Street.



Entering White Plains on Route 119.



This mixed-use development consists of 500 residential apartments (in 21 and 22 story buildings), a 300 room hotel, street level retail, restaurant and public plaza, and 750 structured parking spaces. Located in downtown White Plains, New York, one block from the railroad station, this project will become the gateway to the city, completing a major portion of the urban plan which we developed together with LCOR, The Robert Martin Company and City officials over three decades. Our work included feasibility studies, planning and zoning, approvals processing, design and preparation of construction documents and specifications.



Site Plan

WMW ARCHITECTS

Bank Street Commons

Christiania Realty

Tarrytown, New York For
Christiania Realty



This six-story 200,000 square foot office building has been designed with its structured parking at the base set into the hillside preserving the magnificent landscaping of this former estate. The upper two levels set back from the face of the building provide private terraces for office "penthouses." Interior spaces were also designed for the parent company. This building received national and local awards for excellence in design, including The Pre-Stressed Concrete Institute National Award for Excellence in architectural and engineering Design using Pre-Stressed concrete. Concrete Industry Board, Inc., of New York National Award in Recognition of the Building which Represents the Best Application of Pre-Cast and Cast-In-Place Concrete to Achieve Extraordinary Exterior Expression.

Christiania Realty

Tarrytown, New York For
Christiania Realty



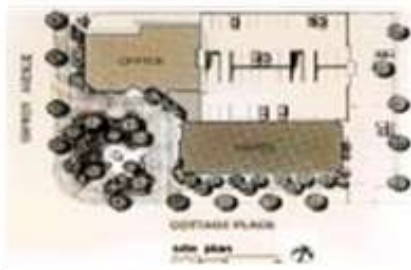
Entrance Lobby



Christiania Boardroom



Christiania Entry



Westchester Residence Inn Marriott

White Plains, New York For
Robert Martin Company



Located in downtown White Plains, this 15 story 140 unit luxury all-suite hotel, with 6 handicap suites, is clustered around a pedestrian plaza which it shares with its companion office building and a 4,500 square foot restaurant. Both buildings share a common parking facility.

This hotel is recognized as the nation's premier Marriot Renaissance.



Westchester Residence Inn Marriott

White Plains, New York
For Robert Martin
Company



Robert Martin Suite



Restaurant

140 Grand Street

White Plains, New York
For Cappelli Development Corp



A nine-story, 125,000 square foot office building on a small, steep urban site, with an integrated parking structure that incorporates loading and truck maneuvering space off-street.

The Grand Street Plaza overlooks a busy intersection and faces towards the Westchester County Courthouse. The plaza flows into the Atrium entrance. The building has become home to many of the prominent law firms in the area.

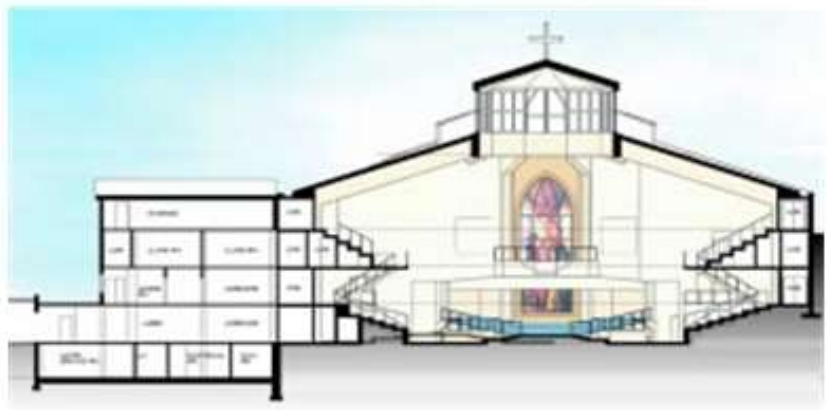


Calvary Baptist Church

White Plains, New York



The new, 68,000 square foot sanctuary building fronts on, but is set far back from, a busy commercial street. It is designed into a steep hillside, where it will ease the transition to a low-density residential neighborhood. The sanctuary will seat over 1,000 congregants and choir members in tiered pews on the main level and on a balcony. The 36-foot tall stained glass window is set into a wall of native stone.



Calvary Baptist Church



Tarrytown Corporate Center

Tarrytown, New York
For Halpern Building Corporation



660 Tarrytown Corporate Center



555 Tarrytown Corporate Center

We master-planned this 68-acre office park along the route 119 corridor located in central Westchester County. We designed all 9 of the buildings, which together contain some 1.3 million square feet of prime office space. The buildings range in height from 2 to 6 stories, and in size from 25,000 square feet to 245,000 square feet, providing great diversity to suit a variety of tenant requirements.

Sutton Manor Condominiums

Mount Kisco, New York
For Bedford Development, LLC



A four-story, senior condominium project designed to fit into the existing grades of this sloping site overlooking the village.

The architecture echoes many large old Mount Kisco houses.

The building form and projections achieve a residential character and scale.

The two bedroom apartments are spacious bay windows and balconies with large areas of glass add to the delight of the interior spaces. Ownership is limited to those 55 years and older.

Mid-Westchester Executive Park

Hawthorne, New York
For Robert Martin Company



2 Skyline Drive



7 Skyline Drive

This industrial office park contains 970,000 square feet of multi-use and office space. In this project we applied the “two story flex building prototype” to accommodate the sloping site.



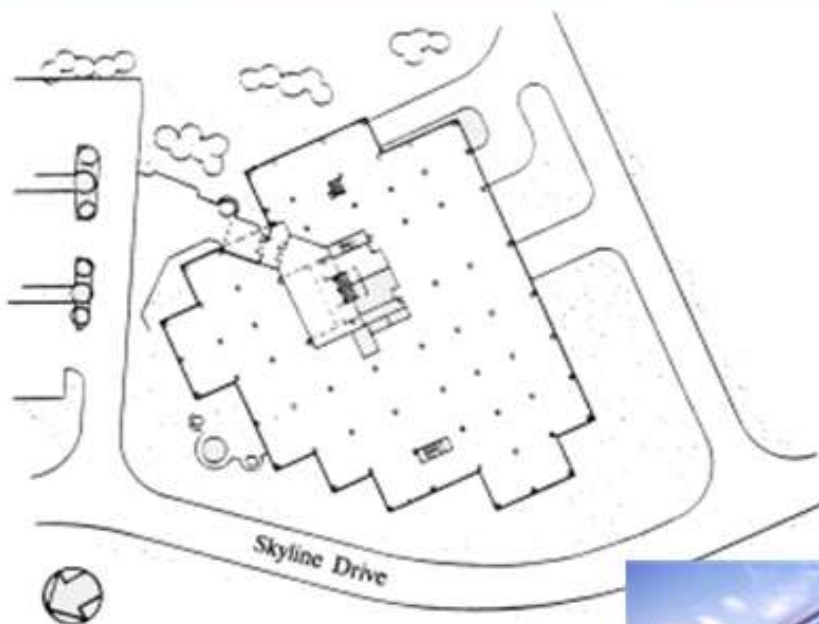
1 Skyline Drive



15 Skyline Drive

17 Skyline Drive

Hawthorne , New York
For Robert Martin
Company



This 85,000 sf building was designed for its tenant, IBM. The building consists of two floors of parking and two office floors. Unique “meeting” spaces incorporated into the plan makes this one of the most successful IBM research centers. The reflective glass and alucobond forms express the IBM image.



1 CIRCLE WEST
Stamford Executive Park
Stamford, Connecticut
For Robert Martin Company



This 70,000 sf two level building is stepped back at 50 foot intervals to give the building more frontage to meet the needs of a hi-tech user and to better accommodate present or future loading needs. A bridge connects the main building to a separate warehouse. This is one of six building in the Stamford Executive Park.



Westchester Broadway Theatre

Elmsford, New York
For Robert Martin Company



A live-performance custom designed dinner theatre of 450 seats in converted industrial space.

The Theatre is located in the Cross Westchester Executive Park, allowing the evening and weekend theatre operation to share parking with offices and commercial facilities which have a different activity schedule.



WMW ARCHITECTS

Westchester Broadway Theatre

Boys and Girls Club of Northern Westchester

Mount Kisco, New York



New Entrance



New Indoor Pool



Old Entrance

This project consists of adding a new indoor pool and locker facilities, conversion of the old pool space to a youth center, offices and meeting room, conversion of offices to a teen center and renovation of the existing day care center and gymnasium. The interior spaces have been designed for function, delight and for ease of maintenance. The architectural scale and massing and materials are in character with adjacent buildings and the community. The site was planned for clear separation of vehicular and pedestrian circulation and to accommodate the safe drop-off and pick-up of the children.

Gilda's Club White Plains, NY



The conversion of an existing building at 80 Maple Avenue, White Plains, to "Gilda's Club House". Founded in honor of Gilda Radner, by Gene Wilder and Joanna Bull.



"Gilda's Club, provides a special gathering place where people living with any type of Cancer, and their friends and families, can join with others for support and networking groups, work- shops and social events. All services are offered free of charge."



Workshop



Wellness Center



Community Room



Noogie

Gilda's Club

MASTER PLANNING



WMW has masterplanned residential communities, office parks, business parks and mixed-use projects, for urban and suburban sites. Representative projects include:

**Master Urban Plan
White Plains, NY**

As part of the urban renewal program in downtown White Plains, we planned, block by block in cooperation with the City and the Urban Renewal Agency over 25 years, 3 office buildings with 1,014,000 square feet, a university graduate school, 5 apartment buildings containing 1,136 units, and street level retail, restaurants and public open spaces.

**Cross Westchester
Executive Park
Elmsford, NY**

Over 1.1 million square feet in “flex” and purely office buildings on 100 acres. This was the first of the office-industrial parks in the area, and is where the “flex” building was developed.

**The Hillside
White Plains, NY**

The entire northern portion of the urban renewal area in White Plains. We master planned and designed a community containing 110 low-rise homes in clustered 2 story buildings built into sloping topography, two towers with 244 apartments, three office buildings containing 175,600 square feet, and an all-suite, 15 story, 140-key luxury hotel.

**Good Counsel
White Plains, NY**

Conversion of existing 4 and one half story, 61,000 square foot building to enterprise offices. New nursery and kindergarten, new elementary, school addition to middle school, new high school, new sisters residence, parking structure and 7-story, 100 rental apartment building.

**Mid-Westchester
Executive Park
Hawthorne, NY**

970,000 square feet on a hilly site. Office buildings and “flex” buildings are designed into the grades to take full advantage of the topography.

MASTER PLANNING



**South Westchester
Executive Park
Yonkers, NY**

740,000 square feet in “flex” and office buildings. A restaurant and a gas station are included.

**Stamford
Executive Park
Stamford, CT**

24-acre park in southwest Stamford. Four “flex” buildings provide 145,000 square feet.

**Tarrytown
Corporate Center
Tarrytown, NY**

9 office buildings ranging in size from 25,000 square feet to 245,000 square feet, and in height from two to six stories. The site is divided by an arterial highway.

**The Landmark
at Eastview
Eastview, NY**

47-acre former corporate headquarters of Union Carbide Corp. We planned over 500 housing units and 1,450,000 square feet of office buildings integrated with the former Union Carbide buildings.

**The Waterfront
at Fishkill
Fishkill, NY**

Over 1,000 residential units in single family homes and low-rise clusters and a 105,000 square foot retail center. The amenities include a marina on the Hudson River.

**The Harbor
at Port Chester
Port Chester, NY**

Redevelopment plan for portions of the waterfront of a formerly industrial community along a tributary of Long Island Sound.

LOW-RISE RESIDENTIAL

(One to two-and-a-half stories)



We have designed many low-rise residential developments, ranging in size from as few as 37 homes to more than 300, totaling more than 1,200 homes and apartments in this category. Representative projects include:

**Woodcrest at
Leonard Park
Mt. Kisco, NY**

34 semi-attached 2-story and basement homes set into dynamic topography around wetlands and pond. This development is on a 25-acre site, with an additional 90 units of affordable senior apartment buildings (see mid-rise page). They share a clubhouse and pool.

**Model Houses
Northport and
Port Charollette
Sarasota, FL**

Three model house designs, with variations, for developer planning to build 100 houses a year. These houses are designed to withstand hurricane force winds. They have a strong indoor, outdoor relationship to take advantage of the Florida climate and achieve the best in Florida living.

**Crystal Hill Club
Garnerville, NY**

168 rental apartments and 144 for-sale townhomes on 20 acres.

**Residences at
Tarryhill
Greenburgh, NY**

87 apartments in six two-and-a-half story buildings with community facilities on an eight-acre former school site. American Institute of Architects Honor Award for Recognition of Architectural Excellence "which enhances the physical environment of the community and consequently the quality of life of its inhabitants."

**Residential Community
Knollwood Road
Greenburgh, NY**

50 homes in twenty five 2 and 3-story buildings with a pool and clubhouse set in a sloping hillside.

**Old Yorktown Village
Yorktown, NY**

Two story buildings containing 110 apartments at Lake Mohegan. American Institute of Architects Westchester Chapter Honor Award for Excellence in Design. Builders Institute Award for Excellence in Design.

Hillside Village

Two and two-and-a-half story buildings on a steeply sloping site

Colony East

17 attached houses with private garages on a suburban street.

**Ramapo Cirque
Ramapo, NY**

Two and two and a half story luxury townhouses in a suburban setting.

LOW-RISE RESIDENTIAL

(One to two-and-a-half stories)



Jacob's Hill Town of Cortlandt, NY

161 apartment community with clubhouse and pool. 103 rental apartments in one 2-story building and three 2 and 3-story buildings. 58 condominium apartments in two 3-story buildings. All units are affordable senior housing.

Fox Hill Poughkeepsie, NY

167 units of townhouses and flats in two and two-and-a-half story buildings with clubhouse and pools.

North Carpenter Ave. Mt. Kisco, NY

76 units in four clusters set into sloping topography on 8 acres. Awarded Regional Planning Association Citation "Mt. Kisco Public Housing is among the handsomest residential building at any price anywhere in the region."

The Village Mt. Kisco, NY

72 two and two and a half story townhouses with recreational facilities. Set into a sloping site.

Scattered Site Housing Greenburgh, NY

115 apartments were developed in clusters at six locations. The American Institute of Architects Westchester Chapter First Honor Award for Excellence in Design.

Village on the Green Haverstraw, NY

200 townhouses set around a four acre open space.

Riverview Ossining, NY

A grouping of two-story buildings containing 60 apartments.

The Colony Hartsdale, NY

A grouping of two, three and four-story buildings on a hilly, rocky site containing 157 townhouses and flats.

Four Seasons Haverstraw, NY

100 townhouses in a suburban setting. This design was much publicized and became the prototype for this building category. It was featured in the Museum of Modern Art's Row House Revival Exhibit and "House and Home" Magazine's issue on the town house.

MID-RISE RESIDENTIAL

(Three to eight stories)



We have designed mid-rise residential buildings for sites on the fringes of central business districts, along major arterial streets and highways, and in other locations where a transitional density has been desirable. The following selected projects illustrate our experience in this scale of development.

**River Point at
Drum Hill
Peekskill, NY**

42 affordable senior apartments in a four and seven story building, set into an existing hillside. This project was planned in harmony with an existing nursing home on an adjacent site and was financed by DHCR.

**Woodcrest at
Leonard Park
Mt. Kisco, NY**

90 affordable senior condominium in three, 3 and 4-story buildings set into dynamic topography, for age 55 and older. (on the same 25 acre site as semi-attached market rate senior housing, see "low Rise Residential")

**Sutton Manor
Condominiums
Mt. Kisco, NY**

47 condominium apartments in 3-stories set into a sloping site with parking below. For age 55 and older.

**The Residences
at Jefferson Place
White Plains, NY**

Development of a superblock, facing a major commercial artery and a residential neighborhood, with an eight -story and a three-story building, containing 281 rental apartments and a 460 space parking garage.

**Kensico Terrace
White Plains, NY**

40 apartments in five stories for an infill-site in a neighborhood close to the business district. Affordable senior rental housing was funded by HFA and Westchester County.

**The Highpoint
of Hartsdale
Hartsdale, NY**

500 condominium apartments, in five 6-story buildings, with private gardens at first floor apartments and extensive community and recreational facilities.

**Minerva Place
White Plains, NY**

14 affordable condominium units in a three story "Modular" building, with parking below. This sustainable project includes a geothermal system and received funding from HFA, Westchester County and the City of White Plains.

**Hampshire House
White Plains, NY**

50 condominium apartments in a three and five story building, stepped with existing topography.

**68 E. Hartsdale Ave.
Hartsdale, NY**

Total modernization of a six story building containing 68 apartments.

HIGH-RISE RESIDENTIAL

(Above eight stories)



We have designed high rise apartment condominium and rental buildings for developers and the public sector.

**River Club
Yonkers, NY**

18-stories, 440 apartments split condominiums and rental, overlooking the Hudson River, are set into an 8-story slope. Amenities include clubroom, exercise facilities and pool. Apartments surround the parking Structure. This project is currently in design.

**Bank Street Commons
White Plains, NY
Urban/Mixed Use**

Two buildings, 21 and 22-stories include 500 apartments, street level retail, pool, health club and club rooms on a site adjacent to White Plains railroad station. The site has been planned for a future hotel.

**The Season
White Plains, NY
Urban / Mixed Use**

Seventeen stories containing 316 one and two-bedroom flats, a 10,000 square foot health club with indoor pool and street-level retail. Parking is in an attached garage.

**Windsor Terrace
White Plains, NY**

71 condominium apartments in a steeped 9-story building designed to blend into this neighborhood of pre WWII 6-story apartment buildings.

**Westage Towers
White Plains, NY**

244 luxury condominium apartments in two buildings of 12 and 13 stories, respectively, each unit with private balcony or garden. Parking is in structure below buildings. There is an outdoor pool and recreation area.

**Tower Club
White Plains, NY**

196 apartments in 15-stories designed for seniors independent living.

**Huguenot House
New Rochelle, NY**

A nine-story, 150 apartment building sponsored by the New York State Division of Housing and the DHCR program.

**Snowden House
Ossining, NY**

A ten story apartment building with 124 apartments sponsored by the New York State Division of Housing the DHCR program.

**Plaza 25
White Plains, NY**

A ten story rental apartment building with 128 apartments. Part of the Westchester Financial Center, Mixed Use Urban Complex.

STUDENT HOUSING



Working with college administration and student groups, we pioneered new concepts in student living.

**St. Vladimir's
Theological Seminary
Yonkers, NY**

Married student housing. 2- two and one half story on-campus apartment buildings, with 18 two and three bedroom apartments, all facing a small lake.

**Sarah Lawrence College
Bronxville, NY**

Living facilities for 21 college students in 2 story buildings similar to our earlier project for Sarah Lawrence.

**Sarah Lawrence College
Bronxville, NY**

Residences for 69 students completed in two phases. Each two-story attached unit contains six bedrooms, two baths, a kitchen, and living room. (Phase I)

A living facility for 48 college students in 2 story buildings. Eight attached houses each with 6 bedrooms, 2 baths, kitchen and living room. "Family Group" living - a new concept at this time. For Sarah Lawrence College. (Phase II)

RECREATION & COMMUNITY FACILITIES



We have designed Recreational and Community Facilities as independent projects and as amenities in residential projects.

**Boys & Girls Club
of Northern Westchester
Mount Kisco, NY**

New indoor olympic size pool, spectators area, locker rooms and all related facilities, together with conversion and renovation of existing club.

**Branton Woods
Clubhouse
Hopewell Junction,
NY**

A 9,200 square foot Golf Course Clubhouse.

**Gilda's Club
White Plains, NY**

Conversion of an existing house to a club for cancer patients and their families to build social and emotional support as a supplement to medical care.

**The Seasons
Health Club
White Plains, NY**

10,000 square foot indoor/outdoor pool and health club for a 316-unit urban condominium.

**Sports Center
U.S.A.
Fishkill, NY**

Planning a 200,000 square foot multi-use sports facility proto-type with hard court and synthetic surfaces to accommodate a broad array of activities.

**Westchester
Broadway
Theater
Elmsford, NY**

A live-performance dinner theater seating 450 in the Cross Westchester Executive Park, where it shares parking with daytime commercial operations.

HOTELS



We have designed several hotels and master planned hotel sites.

**Quality Plaza
Hawthorne, NY**

Three-story, 85 key Comfort Inn and Suites, part of a highway-oriented site which we master planned to include the hotel, an existing diner, a restaurant and a 20,000 square foot retail/ office building.

**Westchester
Residence Inn by
Marriott
White Plains, NY**

15-story, 140 key luxury all-suite hotel faces an urban plaza which it shares with a six-story office building and a 4,500 square foot upscale restaurant..

**Ramada Inn,
Elmsford, NY**

4-story, 99 key business hotel as part of Cross Westchester Executive Park. We added an enclosed pool and exercise facility to meet growing marketing needs.

**Business Center
Fishkill, NY**

Master plan including two hotel as part of development of this 100 acre retail / office building site.

**Bank Street
Commons White
Plains, NY**

Master planned 200 room hotel, as part of the development of this high urban rise residential site.

**Westchester
Marriott Tarrytown,
NY**

Master planned as part of Tarrytown Corporate Center, 660 White Plains Road in Tarrytown.

RETAIL & RESTAURANTS

Retail spaces appear frequently at the street level of many of our urban, office and residential buildings. In addition, we have done several purely retail projects, both individual stores and shopping centers.

**644 West Putnam Ave
Greenwich, Ct**

Development of property with a new 35,000 square foot retail building, plus additional storage and offices to maximize zoning potential and 200 parking spaces provided in structure adjacent to and below the building.

**The Spa
Sarasota, FL**

Two- story, 10,000 square foot beauty /health facility and offices on major highway.

**Fishkill Outlet
Center
Fishkill, NY**

An 80,000 square foot cluster of retail stores in a “village” configuration. The retail village is a component of a larger business park we master planned.

**Fishkill Village
Square Fishkill, NY**

Renovation and repositioning of a 120,000 square foot strip-type shopping center.

**Lafayette Plaza
Fishkill, NY**

Modernization and rehabilitation of a 70,000 square foot strip center.

**Phoenix Town
Center
New Rochelle, NY**

One-story, 44,000 square foot store near a Home Depot and a Costco. The store is occupied by Linens ‘n’ Things.

**Shoprite
Mt. Vernon, NY**

Adaptive re-use of a former industrial building into a 70,000 square foot supermarket.

**Pep’e Infiniti
White Plains,
NY**

Conversion and subsequent expansion of a former restaurant property into an up-scale auto dealer’s showroom and sales office.

**Premier National Bank
Mt. Kisco, NY**

3,000 square foot facility designed for all personal and business financial services with advanced function ATMs, express service counter and PC interactive stations for customers.

ADULT HOMES



We have designed several limited care living facilities for the frail elderly.

The Breakers At Seagate A waterfront, 150 apartment adult home.
Brooklyn, NY

Woodbury Green Three-story, 165 one and two bedroom
Woodbury, NY apartments on a naturally wooded suburban site
with an existing pond.

Tappan Zee Manor Conversion of existing 112-room motel and catering building to an
Nyack, NY assisted living facility.

The Country House 90 small apartments in one-story campus building grouped around
Yorktown, NY services and activities in a suburban setting.

St. Michaels Modernization of an existing congregate care facility and an
Home addition of 20 bedrooms, dining facility and chapel in an urban
for the Aged setting.
Yonkers, NY

BUSINESS PARKS

MASTER PLANNING & FLEX BUILDINGS



We have master planned a variety of business parks. Some, such as the Tarrytown Corporate Center, are purely office and supporting uses. Others, such as the pioneering Cross Westchester Executive Park, include office buildings, warehousing and distribution buildings both with and without offices, and other uses. This latter type often includes modular wall sections that allow for the exchange of components according to the needs of particular users, and usually provide greater ceiling heights. Buildings that exhibit such adaptability to multiple uses are referred to as “flex” buildings.

Tarrytown Corporate Center Tarrytown, NY

Nine office buildings ranging in size from 25,000 square feet to 245,000 square feet, and in height from two to six stories.

Cross Westchester Executive Park Elmsford, NY

1,128,600 square feet in “flex” and purely office buildings on 100 acres. This was the first of the “office-industrial” parks in the area, and is where the “flex” building was developed. 22 buildings were constructed in this development.

Mid-Westchester Executive Park Hawthorne, NY

970,000 square feet on an unusually hilly 80 acre parcel. Office buildings and “flex” buildings are designed into the grades to take full advantage of the topography. 17 buildings were constructed in this development and two building sites are still available.

South Westchester Executive Park Yonkers, NY

740,000 square feet in “flex” buildings and office buildings on a hilly 140 acre site. A restaurant and a gas station are included.

Northern Westchester Professional Park Mt. Kisco, NY

Two 2-story, 9,000 square foot buildings for medical offices.

BUSINESS PARKS

MASTER PLANNING & FLEX BUILDINGS



Stamford Executive Park Stamford, CT

A 24-acre park in southwest Stamford. Four “flex” buildings provide 145,000 square feet of space for offices, warehousing, distribution and other uses.

One Circle West Stamford, CT.

A two-story building on a sloping site, allowing direct access to both levels and an attached warehouse building.

500 West Avenue Stamford, CT

50,000 square feet in one-story of “flex” space.

OFFICE BUILDINGS



We have designed more than 50 office buildings in settings ranging from high-density urban to low- density suburban. They have produced some 4.6 million square feet of built and modernized class-A space. Clients include the major developers, international and national corporations and owner users.

Master Planning Westchester Financial Center. This 3.4 acre, downtown White Plains super block, includes 600,000 square feet of multi-tenant office space, 128 rental apartments and 10,000 square feet of retail. (50 Main Street, 1-11 Martine Ave. and 25 Martine Ave.)

**50 Main Street and
1-11 Martine Avenue
White Plains, NY**

520,000 square feet of office and 80,000 square feet of university graduate school space in two 15-story buildings, and 124 rental apartments in 10 stories. The roof of the 1,033 space parking structure provides tiered walking and sitting terraces for common and private open spaces. American Institute of Architects Westchester/ Mid-Hudson Chapter First Honor Award for Recognition of Architectural Excellence. Building Owners and Managers Association Building of the Year Award.

**Christiana Realty
Tarrytown, NY**

200,000 square foot six story building. Designed for The United States offices of multi national corporations. Penthouse offices with private terraces at the two upper levels. Parking garage set into the hillside below the building.

Pre-Stressed Concrete Institute National Award for Design Excellence. Concrete Industry Board, Inc., of New York National Award in Recognition of the Building which Represents the Best Application of Pre-Cast and Cast-In-Place Concrete to Achieve Extraordinary Exterior Expression.

**140 Grand Street
White Plains, NY**

125,000 square feet of office space on a small, steeply-sloping urban site. The building incorporates a 4-level parking garage.

**10 Main Street
White Plains, NY**

An 18-story, 445,000 square foot office tower designed to be connected to nearby buildings and the commuter railroad station by overhead bridges.

OFFICE BUILDINGS



17 Skyline Drive Hawthorne, NY

IBM research center. 85,000 square feet in two levels above a two-level parking garage. "Meeting spaces" are incorporated into the unusual plan to encourage casual exchange of information.

Contractors Register Yorktown Heights

30,000 square foot building for the Contractors Register to meet their growing needs.

90 Business Park Dr. Armonk, NY

Twin three story 45,000 square foot office buildings designed to fit on an existing foundation of a previously approved 110,000 square foot building.

One Eastridge Executive Park Danbury, CT.

Overlooking the Still River Valley and I-84, this three-story, 60,000 square foot building is designed to shade windows with over-hanging floors above to reduce heat load.

22 Saw Mill River Road Hawthorne, NY

Three-story, 45,000 square foot office building set into a hillside on a narrow site.

1 Barker Avenue White Plains, NY

Four story, 66,000 square foot office building.

3 Barker Avenue White Plains, NY

Six-story 66,000 square foot building designed and built with the La Reserve Hotel. (Which has become "The Westchester Residence Inn by Marriott"). Hotel and office building share a plaza, parking structure and unique energy saving cogeneration mechanical features.

Master Planning Westage Business Center, Fishkill, NY. This one-hundred acre park includes two hotels, 80,000 square feet of retail and six office buildings totaling 720,000 square feet of office space.

300 Westage Business Center Fishkill, NY

120,000 square foot four story office building.

1 Water Street White Plains, NY

Four-story, 43,600 square foot building.

OFFICE BUILDINGS



Master planning Tarrytown Corporate Center, Tarrytown, NY. This sixty-eight acre park includes 9 buildings totaling 1,303,000 square feet of rental office space. IBM was the major tenant.

660 White Plains Road The “flagship” building in the Tarrytown Corporate Center, this six-story, 245,000 square foot building is designed in a dual intersecting pyramid form offering private terraces at the upper levels.

580 White Plains Road Six-story 170,000 square foot building.
Six-story 130,000 square foot building. **560 White Plains Road 555**
White Plains Road Five-story 109,000 square foot building. **540**
White Plains Road Six-story 120,000 square foot building.

520 White Plains Road Six-story 170,000 square foot building.

505 White Plains Road Two-story 25,000 square foot building.

Master Planning Mid-Westchester Executive Park, Hawthorne, NY. This forty acre park includes 220,000 square feet of office space and flex buildings.

1 Skyline Drive 20,000 square foot, two story building.

3 Skyline Drive Three-story 100,000 square foot building.

7 Skyline Drive Three-story 100,000 square foot building. Our office is located in this building.

Master Planning Talleyrand Office Park, Tarrytown, NY. Ninety-three acre office, commercial and residential community park includes office buildings totaling 180,000 square feet.

1 Talleyrand Office Park 90,000 square feet, six-story office building.

3 Talleyrand Office Park 90,000 square feet, six-story office building.

7 Skyline Drive Three-story 100,000 square foot building. Our office is located in this building.

OFFICE BUILDINGS



Master Planning Empire Executive Plaza, Ramapo, NY: 3.89 acre park totaling 141,600 square feet of rentable office space.

Building #1 70,820 square feet, 4-story building.
Building #2 70,820 square feet, 4-story building.

Master Planning Merritt Seven Corporate Park, Norwalk, Connecticut: 6.1 acre park includes two buildings totaling 400,000 square feet of multi-tenant office space.

Building #1 Eight-story, 200,000 square foot building.
Building #2 Eight-story, 200,000 square foot building.

**2 Church Street
Ossining, NY** 24,000 square foot, two-story building.

**2777 Summer Street
Stamford, CT** Modernization of a seven-story 110,000 square foot building, entrance plaza, lobby and public places.

**570 Taxter Road
Greenburgh, NY** Modernization of a six-story 75,000 square foot building and site.

**100 East First Street
Mt. Vernon, NY** Modernization of a ten-story 120,000 square foot building for the Westchester County Department of Social Services.

**Spectra Office Building
Brewster, NY** 20,000 square foot, two-story wood frame building, set into a sloping suburban site.

**Bedford Professional Park
Mt. Kisco, NY** Two 9,000 square foot, one and two-story buildings, built into a hillside. Designed for medical offices.

**235-245 Main Street
White Plains, New York** A six-story, 148,000 square foot office building with retail on the street level, in conjunction with the modernization of the existing adjacent office building.

OFFICE BUILDINGS



**Savin Group
Pleasantville, NY**

Renovation of existing two and one half story office building for Engineering Company Headquarters.

Master Planning Southern Westchester Executive Park, Yonkers, NY: 140 acre park which includes two office buildings and flex buildings.

**3 Executive Boulevard
1 Executive Boulevard**

50,000 square feet.

18,800 square feet. **Master Planning Cross Westchester**

Executive Park, Elmsford, NY: 100 acre park, including

**100 Clearbrook Road
101 Executive Boulevard**

60,300 square feet , four-story office building.

45,500 square feet , four-story office building.

**Contractors Register
Elmsford, NY**

2-story, 5,000 square foot building. Our first office building.

15 January 2016
HAND DELIVER

Richard Franzetti, Town Engineer
Carmel Town Hall
60 McAlpin Avenue
Mahopac, New York 10541

Re: Relevant Qualifications
PROPOSAL R-2015-006
RFP Item 2



Dear Mr. Franzetti,

In response to the Relevant Qualifications portion of the above referenced RFP, we offer the following:

1. The firm's ability to perform the work;

In addition to Vincent Franze, who will be your prime contact for this work, there are twelve other members of our firm who will support Vincent as needed. The three principals of the firm all have extensive experience in the scope of services being requested by the Town and can fill in for Vincent if necessary.

2. Demonstrated experience with similar projects;

Our firm has extensive experience over the six decades we have practiced here in the Westchester-Mid Hudson region, as outlined in our attached brochure. The type of projects we have designed and the scope of services provided for our clients, together with our active involvement with Municipal Officials during the approvals process, demonstrates our ability to provide the services requested.

3. Demonstration that the individual assigned to this task is a licensed professional architect in the state of New York, and maintains other appropriate certifications relative to this assignment, such as LEED AP.

Vincent Franze, the architect who will be assigned to these services, is licensed to practice architecture in New York State. In addition, the three firm principles, also duly licensed to practice architecture in New York State, one of whom is LEED Certified, will support Vincent as needed.

4. Familiarity with, or the demonstrated ability to become rapidly familiar with the history, geography, land use, patterns of development, commercial hamlet areas, building stock and local architecture of the Town of Carmel;

Vincent Franze lived in Carmel's hamlet of Mahopac from 1971 to 1994. He graduated from Mahopac High School 1982. He currently resides in the Croton Falls vicinity, 5 minutes from Carmel Town Hall. His parents and wife's parents still live in Mahopac as does his brother-in-law. From 1988 to present he has been involved with many architectural projects in the town of



Carmel, both residential and commercial. He has appeared many times before the Planning Board, Zoning Board of Appeals, Architectural Review Board, the Environmental Conservation Board and the building department. Vincent is very familiar with the architecture, land use and development patterns for the commercial hamlet areas and overall Town of Carmel.

5. Demonstrated ability to communicate and work effectively with the Planning Board, Town staff and consultants, the public and the applicant;

Vincent has developed an excellent working relationship with Town Officials as a town resident and neighbor and when presenting the projects he has designed to Town reviewing boards. He will continue to bring this professionalism as the Planning Board's consultant.

6. Demonstrated ability to review projects constructively, and not utilize this position to hinder appropriate development, or slow down the Planning Board's review process.

We understand that the role of a Town Consultant is to support the Board with consistent and professional reviews. Our collective experience, having worked extensively as both Town Officials and applicants, demonstrates our ability to effectively communicate in a public forum and respond to the issues at hand in a timely and courteous manner.

7. Responsiveness to this Request for Proposals.

We are pleased to have the opportunity to respond to your RFP.

8. Availability to begin work immediately upon being selected.

We are prepared to commence work immediately upon your authorization.

15 January 2016
HAND DELIVER

Richard Franzetti, Town Engineer
Carmel Town Hall
60 McAlpin Avenue
Mahopac, New York 10541

Re: RFP Items 3 thru 8
PROPOSAL R-2015-006

Dear Mr. Franzetti,

In response to the remaining sections of the RFP, we offer the following:

3) Relevant Experience – List projects completed by the firm relevant to the scope of services listed above. Include the scope of the services provided and specify the role of the firm (identify if the work was performed exclusively by the firm or a joint venture).

- a) Town of Southeast. Vincent Franze was the architectural consultant to the Architectural Review Board of the Town of Southeast from 2009 thru 2012. He was a principal with Franz & Franze Architects at the time. His services included receiving application submittal packages, reviewing all documentation, making site visits, preparing memos to the board, and attending ARB meetings. Vincent handled this consultation almost exclusively. His partner Phil Franz contributed some critique and attended an occasional meeting in Vincent's stead but Vincent wrote all of the memos. Sample memos have been included in appendix
- b) Our firm has completed countless projects that were well received in the neighborhoods in which they were located. This is due to our ability to incorporate design elements and scale that meld well with adjacent buildings and natural features. We also work closely with municipal officials and community groups throughout the architectural process, maintaining consistent communication from design and approvals through post construction. We will offer this same degree of sensitivity as your consultant.

4) Key Team Member Summary – Identify key team members of the firm and summarize typical roles and responsibilities for each member on a project team. List experience relative to those typical roles (reference projects relevant to those described in the scope of services, if applicable).

- a) Vincent Franze, Project Architect, (vf@wmwarchitects.com, office phone 914-592-4466 extension 515, cell phone 914-420-1119) will be your main contact for all services provided to the Town of Carmel. He graduated New York Institute of Technology, cum laude, and has been a licensed architect in New York State since 1996. Vincent is the former director of the





Westchester-Mid Hudson chapter of the American Institute of Architects, former director of the Mt Kisco Rotary Club, former adjunct educator at Caramoor Center for the Art's Education Department. His Architectural experience includes single and multi-fam residential, commercial, retail, historic, religious, adaptive re-use and public/municipal projects. His clients have included the county of Westchester, Town of Eastchester, Village of Mount Kisco, Mount Kisco Housing Authority, Town of Lewisboro and the Town of Southeast.

- b) Vincent Mellusi, a principal of our firm, (vjm@wmwarchitects.com, office phone 914-592-4466 extension 103, cell phone 914-646-7456) has served his home town of Yorktown as chairman of their Architectural Review Board. In that role Vinny was responsible for the review of numerous applications brought before the town, similar to the scope of services outlined in this RFP.
- c) Gary Warshauer, a principal of our firm, (gdw@wmwarchitects.com, cell phone 914-582-9597) has served his home town of Pound Ridge as Planning Board Chairman, a Town Board Member, Deputy Town Supervisor and Town Supervisor over the 23 year period from 1990 to 2013. In those roles he has been involved in the review and processing of numerous applications submitted to the Town, with similar scope as outlined in this RFP. He was also involved in the preparation and adoption of the Town's Master Plan. In addition to his community service, Gary has been involved in the approvals process for all of the firm's projects over the past 30 years, the scope of which includes demonstrating that the proposed design is contextually compatible with adjacent architectural and other physical features.
- d) Edmund Vogel, a principal of our firm, (ev@wmwarchitects.com, office phone 914-592-4466 extension 106) is LEED certified and will provide support for environmental sustainable suggestions, when requested as part of any reviews. Ed has also been actively involved in processing approvals for the firm's projects over the past decade.

5) Current Clients/Projects – Provide a list of all clients doing business with the firm in the past 3 years and identify any projects within the Town of Carmel in the past 3 years.

- a) Our firm has not designed any projects within the Town of Carmel in the last 3 years. Our current clients include:
 - i. 880 Central Park Avenue Scarsdale LLC
 - ii. Conifer Development, LLC
 - iii. Exclusive Management, LLC
 - iv. Executive Associates North 9, LLC
 - v. Ginsburg Development Companies



- vi. Hastings on Hudson Affordable Housing Development
- vii. Keystone Property Group
- viii. Mack-Cali Realty
- ix. Marathon Development Group
- x. Mt. Hope A.M.E. Church
- xi. Mt. Hope Community Development Corporation
- xii. Ossining Land, LLC
- xiii. Peekskill Housing Authority
- xiv. Region Nine Housing Corp.
- xv. Rising Development Company
- xvi. Rosenberg Land Development, LLC
- xvii. S&R Development Estates
- xviii. The Fresnel Group LLC
- xix. Trinity Associates
- xx. VS Construction
- xxi. Weinberg-Q LLC
- xxii. Wilder Balter Partners, LLC
- xxiii. White Plains Housing Authority

b) Vincent Franze, prior to joining our firm, clients included:

- i. IBM
- ii. The Durst Organization
- iii. Arroway Chevrolet
- iv. Chazz Palminteri
- v. Chevy Chase
- vi. Bryant Gumble
- vii. Alan Menken
- viii. Westchester Country Club
- ix. Bedford Presbyterian Church
- x. Brewster Honda
- xi. Best Locking Systems
- xii. Hudson Valley Bank

6) Firm's Billing Structure – Provide an outline of the hourly fee structure for the key team members identified in #4 and associated administrative/technical support fee structure.

- a) Our standard hourly rates are attached as appendix II.

7) References – Provide 3 client references relevant to the scope of services listed above (names, titles, current mailing and email addresses, and phone numbers).



- a) Richard Lyman, Pound Ridge Town Supervisor, Pound Ridge Town House, 179 Westchester Avenue, Pound Ridge, NY 10576, rlyman@townofpoundridge.com, 914-764-5511.
- b) Town of Southeast A.R.B. (Vincent Franze reference) John Goudey, Chariman. 845-279-7736
- c) Michael Baione (Vincent Franze reference), residential Client, Mahopac Point, 917-317-3115

8) Appendix – (items to be included) Firm brochure with background information (if available); key team member resumes.

- a) Our Firm brochure is attached as appendix III.