

**RESOLUTION #1**

**WHEREAS**, the District's engineers Hunt Engineers and Architects, have examined the hydraulic bus lifts in the District's bus garage, and

**WHEREAS**, the engineers determined that the lifts are leaking hydraulic oil posing a safety threat to District employees and a possible danger to the environment, and

**WHEREAS**, the engineers have opined that the existing lifts cannot be repaired;

**NOW THEREFORE**, on motion of \_\_\_\_\_, seconded by \_\_\_\_\_, it is

**RESOLVED**, that the Board of Education, acting in accordance with the authority granted by New York General Municipal Law §103(4), hereby declares a public emergency requiring immediate action because the leaks in the hydraulic lifts affect public buildings, public property or the life, health, safety of District employees, and it is further

**RESOLVED**, that there shall be transferred from unappropriated funds the sum of \$650,000 for the acquisition and installation of new hydraulic lifts together with the associated costs of the project.

**RESOLUTION #2**

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_ it is

**RESOLVED** that the Horseheads Central School District Board of Education, hereby declares the Horseheads Central School District Board of Education as the lead agency for purposes of the State Environmental Quality Review Act and Regulations (SEQRA), associated with the capital project 1923-014.

Hunt Architects and Engineers selected by the Horseheads Central School District has recommended to the Board of Education that the Board determine that the installation of new hydraulic bus lifts, Hunt project number 1923-014, is a Type II action as that term is defined in the State Environmental Quality Review Act and will not have a significant impact on the environment. The project is therefore not subject to further review under SEQRA.

**RESOLUTION #3**

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_ it is

**RESOLVED** that the Horseheads Central School District Board of Education acting as lead agency for purposes of the State Environmental Quality Review Act and Regulations and upon the recommendation of the School District's architect and engineer hereby determines that the installation of new hydraulic bus lifts, Hunt project number 1923-014, is a Type II action which will not have a significant impact on the environment and is not subject to further review under the State Environmental Quality Review Act.



October 10, 2013

Mr. Ralph Marino Jr., ED. D.  
Horseheads Central School District  
One Raider Lane  
Horseheads, NY 14845

**Re: Proposal for Architectural & Engineering Services for Emergency Bus Lift Project  
Hunt Project: 1923-014**

Dear Mr. Marino,

Hunt Engineers, Architects & Land Surveyors, PC is pleased to present the following proposal to assist the Horseheads Central School District with the Emergency Bus Lift replacement project.

Our proposed scope of services for this project includes the following:

- Perform field investigation, take field measurements and document existing conditions.
- Prepare plans, details and schedules.
- Prepare technical specifications for all work included in the project.
- Prepare bidding documents and assist the Construction Manager (CM) with issuing drawings and specifications to contractors for submission of bids.
- Respond to bidders' questions and issue addendums as required to clarify bid documents.
- Assist the CM and the District with review of bids and award of contracts.
- Attend a preconstruction meeting and job meetings during construction.
- Respond to contractor's questions and requests for information.
- Review contractor's material submittals and shop drawings to confirm that they meet the intent of the construction drawings and specifications.
- Inspect work to insure that the construction meets the requirements of the drawings and specifications.
- Issue requests for proposal to contractors for any changes to the work and review contractor's proposals and change order requests.
- Review and approve contractor's payment applications.
- Prepare punch lists at completion of the work and perform a final inspection.
- Prepare and issue substantial completion forms.
- Review contractor's closeout submittals including as-built drawings, warranties and operations and maintenance manuals.
- Prepare all required SED paperwork and coordinate SED review and approval process.
- Prepare and issue SED substantial completion forms.
- Attendance at Board meetings and public meetings as requested.

Our A/E team for this project will include the following in-house disciplines and support staff:

Principal Architect  
Project Manager  
Structural Engineer  
Mechanical Engineer  
Electrical Engineer

The proposed project scope of work is as following:

- Complete removal of (4) existing in-ground vehicle lifts including existing concrete slab and lift foundations and soils excavation.
- Provide (3) new modular in-ground vehicle lifts including all required subgrade, reinforcing and concrete.
- Provide (1) new above-ground post vehicle lift including infilling existing lift pit and new concrete slab.
- Power and utility connections required for all new lifts.
- Removal and reconfiguration of existing floor drain system at new lifts.
- Temporary facilities required to complete phased removal and installation.

The estimated total construction budget is \$455,000. Our proposed fee for the above scope of services is a lump sum of \$31,850 plus reimbursable expenses for photocopies, printing of drawings and mileage to the site at current IRS rate. The total estimated project budget including contingencies and incidental expenses is \$633,500. Please see attached estimate for additional detail.

We propose to perform the above additional scope of work as additional services under the terms and conditions of our current contract agreement, AIA document B132 – 2009, dated November 29, 2012. If this proposal is acceptable, please sign this proposal letter below.

We look forward to the opportunity to work with you and the Board on this project. If you have any questions, or require additional information regarding our proposal, please do not hesitate to call me at (607) 769-9851 or via e-mail at [robbinsj@hunt-eas.com](mailto:robbinsj@hunt-eas.com).

Sincerely,

HUNT ENGINEERS, ARCHITECTS & LAND SURVEYORS, PC



Jeff Robbins, R.A.

**HORSEHEADS CENTRAL SCHOOL DISTRICT**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

cc: Mike Coghlan, HHCS  
Dan Bower, President/CEO - HUNT  
FILE: 1923-014 IB

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## Hilarie Dyer

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**Subject:** FW: Horseheads CSD - Bus Lift Replacement Estimate  
**Attachments:** Bus Lift Budget 131008.pdf

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**From:** Cyr, Scott [mailto:cyrsc@hunt-eas.com]  
**Sent:** Thursday, October 10, 2013 8:29 AM  
**To:** Michael Coghlan  
**Cc:** Robbins,Jeff  
**Subject:** Horseheads CSD - Bus Lift Replacement Estimate

Mike,

Please find attached a draft estimate for the bus lift replacement project. The scope reflected in this estimate includes:

- Complete removal of (4) existing in-ground vehicle lifts including existing concrete slab and lift foundations and soils excavation.
- Provide (3) new modular in-ground vehicle lifts including all required subgrade, reinforcing and concrete.
- Provide (1) new above-ground post vehicle lift including infilling existing lift pit and new concrete slab.
- Power and utility connections required for all new lifts
- Removal and reconfiguration of existing floor drain system at new lifts
- Temporary facilities required to complete phased removal and installation

Please review this estimate and let us know if you have any comments, questions or concerns.

Thanks,

**Scott Cyr, Leed AP BD+C**  
**Architectural Designer**  
Hunt Engineers, Architects & Land Surveyors, P.C.  
Airport Corporate Park  
100 Hunt Center  
Horseheads, NY 14845  
P: (607) 358-1000 Ext: 1067  
F: (607) 358-1800  
C: (607) 769-3885  
[www.hunt-eas.com](http://www.hunt-eas.com)



*Celebrating 40 years: 1973 – 2013*

**HORSEHEADS CSD**

HUNT 1923-013

Proposed Scope of Work &amp; Budget

**Bus Lift Replacement Project**

October 8, 2013

<b>Additions &amp; Alterations - Construction Cost</b>		<b>Quantity</b>	<b>Unit</b>	<b>Cost</b>	<b>Total</b>
1	<b>Scope Items</b>				
2	Replace existing lifts with new in-ground lift with optional pendant controls	3	EA	\$125,000	\$375,000
3	Replace existing lifts with new above-ground lift	1	EA	\$40,000	\$40,000
4	Provide power for lifts	1	LS	\$18,000	\$18,000
5	Reconfigure existing floor drainage	2	EA	\$5,000	\$10,000
6	Temporary Facilities	1	LS	\$8,000	\$8,000
7	Mobilization	4	EA	\$1,000	\$4,000
8	<b>Subtotal</b>				<b>\$455,000</b>
9					

**Total Construction Costs**

10	<b>Construction Cost</b>				<b>\$455,000</b>
11	<b>Design Contingency</b>	10%			<b>\$45,500</b>
13	<b>Construction Contingency</b>	10%			<b>\$50,000</b>
14	<b>Total Construction Cost</b>				<b>\$550,500</b>

**Incidental Costs**

15	<b>Incidental Costs</b>	15%			<b>\$83,000</b>
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**Total Project Costs**

16	<b>Total Project Cost</b>				<b>\$633,500</b>
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**Hilarie Dyer**

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**Subject:** FW: Horseheads Bus Lift Emergency Project

**From:** Robbins, Jeff [<mailto:robbinsj@hunt-eas.com>]

**Sent:** Tuesday, October 15, 2013 1:54 PM

**To:** Ralph Marino

**Cc:** Michael Coghlan; Cyr, Scott

**Subject:** Horseheads Bus Lift Emergency Project

Attached is some information that may be helpful as you navigate the process. The following is a quick summary of the steps:

1. Emergency identified by the district.
2. Call SED to discuss the emergency issue. (Completed September 25th)
3. Project must be a cash project (see web links below). State Aid will be provided the following year after closeout.
4. District attorney writes a resolution declaring the emergency project, Type II SEQRA action and the board votes to approve it (see attached example from Elmira).
5. Hunt puts together specs and drawings.
6. The district has the choice to just hire a company to do the construction due to it being an emergency or can either bid the project or the district can choose to purchase under state contract. I would suggest one of the later.
7. District awards a construction contract and begins the lift replacement.
8. Hunt submits a complete set documents and paperwork to SED for review and approval. This is normally done prior to construction but an emergency project allows it to be done later.
9. Complete construction.
10. District submits final cost reports and request for Aid.

Please call my Cell with any questions. Jeff

[http://www.p12.nysed.gov/facplan/policy/capital\\_construction-emergencies.html](http://www.p12.nysed.gov/facplan/policy/capital_construction-emergencies.html)

[https://stateaid.nysed.gov/build/html\\_docs/capexc\\_aid.htm](https://stateaid.nysed.gov/build/html_docs/capexc_aid.htm)

**Jeff Robbins**

**Architect**

Hunt Engineers, Architects & Land Surveyors, P.C.

Airport Corporate Park

100 Hunt Center

Horseheads, NY 14845

P: (607) 358-1000 Ext: 1048

P: (607) 358-1048 (direct)

C: (607) 769-9851

F: (607) 358-1848 (direct)

[www.hunt-eas.com](http://www.hunt-eas.com)

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