



architects + engineers

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November 24, 2025

Kathleen Gill
Village Manager
Village of Mamaroneck
123 Mamaroneck Avenue
Mamaroneck, NY 10543

Via Email: kgill@vomny.org

**Re: Construction Services
Sewer Pipe Lining
H2M Proposal No.: LP251479**

Dear Ms. Gill:

We thank you for inviting us to provide Construction Services for your proposed project. The services proposed in this letter proposal would be performed under our existing on-call agreement for services with the Village.

For your project, H2M is proposing to utilize Mr. Jim Moran, Vice President for the management of the project. Mr. Moran is a highly qualified with over 30 years of experience, who has excellent organizational and problem-solving skills.

The essential elements of managing construction include clear communications through daily reports, meetings, memos, shop drawing processing, construction schedule, and review of monthly requisitions for payment. It is with this understanding that Mr. Moran will approach the specific tasks described in the RFP and as outlined below.

CONSTRUCTION ADMINISTRATION & INSPECTION

Our Construction Administrator will take the lead to ensure that the project is executed to the full satisfaction of the Village, we will undertake the following as part of the management of the project:

- Communicate directly with the Village representative as required regarding the status of the project.
- Attend any progress meetings with the Contractor and Village representative, generate and distribute meeting notes.
- Our Construction Inspector will be on-site full-time to perform daily observation of the work.
- Our inspector will observe and monitor the daily progress and quality of the work being performed by the contractor. They will prepare an Inspectors daily report for each day on the project site. The daily report will include recording; weather conditions, the contractor's personnel & equipment on-site, the nature and location of work being performed, specific observations of work, material testing performed, progress photographs of work will be attached to each report and the measurement of pay items.
- Review any Request for Information (RFI's) submitted by the Contractors and maintain a log.
- Verify all project deliveries of materials have accurate tickets and are from approved suppliers.
- Record time and materials in cases of disputed work.
- Respond and assist in resolving community, individual homeowner's and/or elected official's concerns.
- Review applications for payment with the Project Manager and submit them to the Village for processing. Pursuant to this function, H2M will immediately notify the Village and/or the design

engineer if in our opinion the contractor's work, or any portion thereof, does not conform to the contract documents, and/or if the work requires special inspection or testing.

- Collect, review and maintain copies of the Contractors certified payroll records.
- Prepare a punch-list of items to be completed.

FEE PROPOSAL

H2M proposes providing the aforementioned scope of services on an hourly basis in accordance with our current annual hourly rate schedule. We have prepared the fee schedule, shown below, based upon an estimated construction duration of two weeks, if the project is not completed within that time frame, we shall provide the Village with a proposal for the additional services that may be required.

Village of Mamaroneck Sewer Pipe Lining

	Rate	Estimated Hours	Construction Administration	Construction Inspection
Construction Management				
Construction Administrator	\$301.00	20	\$6,020.00	
Construction Inspector	\$150.00	80		\$12,000.00
SUB-TOTALS:			\$6,020.00	\$12,000.00

TOTAL AMOUNT: \$18,020.00

For our mutual convenience, adjustments to our scope of services and budgets determined to be warranted may be authorized through email correspondence.

Outside expenses such as express mailings, photocopies, purchase of documents from agencies, etc. will be billed as reimbursable expenses at 1.1 times our direct cost. Each invoice will include a detailed description of services and a breakdown of reimbursable expenses. Payment is due on all invoices within thirty days of receipt. All checks should be made payable to **H2M architects + engineers**.

If you have questions or require additional information, please contact Jim Moran at 914-231-8654 or Bill Rockensies at 631-392-5350.

Very truly yours,
H2M architects + engineers



James J. Moran, P.E.
Vice President | Office Director



William H. Rockensies, P.E.
Sr. Vice President | Director of Construction