

OGDENSBURG CITY SCHOOL DISTRICT  
OGDENSBURG, NEW YORK

---

**SUBJECT:** Resolution Establishing the Ogdensburg City School District as a Lead Agency Under the State Environmental Quality Review Act For Ogdensburg City School District 2020 Capital Outlay Project at the Ogdensburg Free Academy/Edgar A. Newell II Memorial Golden Dome

**DATE:** March 2, 2020

**REASON FOR BOARD CONSIDERATION:**

The Ogdensburg City School District is required to act as Lead Agency for the Environmental Review of the School District construction projects under the New York State Environmental Quality Review Act (SEQRA).

**FACTS AND ANALYSIS:**

WHEREAS, the Ogdensburg City School District is required to act as Lead Agency for the Environmental Review of the School District construction projects under the New York State Environmental Quality Review Act (SEQRA); and  
WHEREAS, the District is planning a 2020 Capital Outlay Project at (SED Control No. 51-23-00-01-0-007-023) and

**RECOMMENDED ACTION:**

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that, having the approval of the Superintendent of Schools, Therefore be it Resolved, the Board of Education hereby approves the Ogdensburg City School District as the Lead Agency for this project and directs the Board of Education President to complete all required SEQR applications, forms, notices all related correspondences, and information requirements and the District Clerk to circulate and to mail all required notices to all involved agencies this 2<sup>nd</sup> day of March 2020. This resolution was duly seconded by \_\_\_\_\_ and adopted upon a \_\_\_\_\_ vote.

**APPROVED FOR PRESENTATION TO THE BOARD:**

  
\_\_\_\_\_  
Superintendent

KK/alf  
Attachment



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234  
 Tel. (518) 474-3906  
 www.p12.nysed.gov/facplan/

**\*\*\*EMAIL THIS FORM TO: letterofintent@nysed.gov\*\*\***

**RECONSTRUCTION -and/or- ADDITION**  
 New York State Education Department  
 Office of Facilities Planning, Room 1060 Education Building Annex  
 Albany, New York 12234  
**LETTER OF INTENT FORM**

|  |   |
|--|---|
| School District -or- BOCES:<br>Ogdensburg City School District   | Date:<br>2/18/2020  |
| BEDS Code:<br>5 1 - 2 3 - 0 0 - 0 1  | E-Mail Address:<br>kkendall@ogdensburgk12.org                     |
| School District -or- BOCES Contact Person & Title: (PLEASE PRINT)<br>Kevin K. Kendall<br>Superintendent of Schools | Signature of School District -or- BOCES<br><i>Kevin K Kendall</i> |
| Address:<br>1100 State Street<br>Ogdensburg, New York 13669  | Telephone Number<br>(315) 393-0900                                |

| Individual Project Information   |   |
|--|---|
| Name of Building: Ogdensburg Free Academy/Dome   | <b>For SED Use Only:</b><br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  |
| Building Code: 0 - 0 0 7   |   |
| Type of Project<br>(Place an X in all boxes that apply)<br>(See NYS Code for definitions of Level 1-2-3 Alterations)   | <input checked="" type="checkbox"/> Level 1 Alterations <input type="checkbox"/> Addition<br><input checked="" type="checkbox"/> Level 2 Alterations <input type="checkbox"/> Demolition of Existing Building<br><input type="checkbox"/> Level 3 Alterations <input type="checkbox"/> Involves Site Purchase |
| Nature of Work (Place an X in all boxes that apply):   |   |
| <input type="checkbox"/> Site Development (02) <input type="checkbox"/> Asbestos (02) <input type="checkbox"/> Toxic/Control (02)<br><input checked="" type="checkbox"/> Masonry (04) <input checked="" type="checkbox"/> Roofing (07) <input type="checkbox"/> Doors and/or Windows (08)<br><input checked="" type="checkbox"/> Finishes (floors, walls) (09)<br><input type="checkbox"/> Specialties (10) - _____<br><input type="checkbox"/> Special Construction (13) - _____<br><input type="checkbox"/> Conveying Systems (14) <input checked="" type="checkbox"/> Heating/Ventilating/Air Conditioning (155)<br><input checked="" type="checkbox"/> Plumbing (15) <input checked="" type="checkbox"/> Electrical (16)<br><input type="checkbox"/> K-Solar PPA <input type="checkbox"/> Non K-Solar PPA <input type="checkbox"/> Non PPA Solar |   |

**NOTE:** If you need more than one project established, please make additional copies of this form as needed for each building. **NOTE** - There are separate LOI Forms for New Construction, Leased Space/Discovered Buildings, Charter Schools, District-Wide Projects (i.e., several buildings in the same district having the same type of work done which connects the buildings in some way, such as a telephone system), and Manufactured Buildings (otherwise known as relocatables or portables). Please use the appropriate form.



**February 14, 2020**

**Mr. Kevin Kendall  
Superintendent of Schools  
Ogdensburg City School District  
1100 State Street  
Ogdensburg, NY 13669**

**Re: 2020 Capital Outlay Project  
OFA Pool Equipment Reconstruction  
BCA Project No. 2020-011**

**Dear Mr. Kendall:**

This correspondence will serve to confirm our understanding of the District's desire for Bernier, Carr Associates, Engineers, Architects and Land Surveyors, PC (dba BCA Architects & Engineers) to proceed with architectural and engineering services related to the 2020 Capital Outlay Project; as well as to establish our fee arrangement.

The Scope of Services shall be to provide detailed design documents for regulatory submission, public bidding, and construction administration for the 2020 Capital Outlay Project at Ogdensburg Free Academy; and include the following:

- Predesign Field Investigations
- Code Compliance Review
- Contract Drawings and Specifications
- Submission to the State Education Department
- Preparation of Bidding Documents
- Bidding and Contract Award
- Construction Phase Contract Administration (Inspection Services by Others)
- Compile Contractor's Items to be Completed Lists
- Execution of Certificate of Substantial Completion
- Assistance with Contract Closeout

|  |                                |                  |
|--|--------------------------------|------------------|
| The draft project budget summary as follows: | Construction Costs             | \$ 75,000        |
|  | Contingency                    | \$ 10,000        |
|  | Incidentals                    | <u>\$ 15,000</u> |
|  | <b>Estimated Project Costs</b> | <b>\$100,000</b> |

**The Architect's Basic Service Fee shall be 12 percent of the final construction cost plus expenses. Rates for any additional services & expenses shall be in accordance with the attached 2020 BCA Hourly Rates & Reimbursable Schedule.**

The following are not included in the Basic Service fee, but rather performed at an additional service as needed:

- Hazardous Materials Survey and Design
- Special Inspections & Materials Testing
- On-site Project Representation (Inspection)



# BCA ARCHITECTS & ENGINEERS

If the above summary satisfactorily sets forth the Agreement and mutual understanding between us, we simply ask that you sign and return one copy of this letter to my attention. We appreciate the opportunity to continue to serve the District and thank you for consideration on this project. Should you have any questions or comments regarding this letter, please feel free to contact me at your convenience.

**BCA Architects & Engineers**

Shawn M. Travers, RA  
Principal/Architect

Date 2.14.20

**Ogdensburg City School District**

Kevin K. Kendall  
Superintendent of Schools

Date 02/18/2020

**2020 BCA HOURLY RATES & REIMBURSABLE SCHEDULE**

| <b>PRINCIPALS</b>          | <b>Per Hour</b> |
|----------------------------|-----------------|
| Senior Principal           | \$200.00        |
| Principal                  | \$175.00        |
| Senior Associate Principal | \$150.00        |
| Associate Principal        | \$125.00        |

**ARCHITECTURE & ENGINEERING SERVICES**

|  |          |
|--|----------|
| Senior Project Manager Architect or Engineer | \$150.00 |
| Project Manager Architect or Engineer        | \$120.00 |
| Project Architect or Engineer                | \$115.00 |
| Senior Architectural Designer                | \$105.00 |
| Architectural or Engineering Associate       | \$90.00  |
| Senior BIM/CAD Technician                    | \$85.00  |
| BIM/CAD Technician                           | \$70.00  |
| Intern                                       | \$60.00  |
| Executive Administration                     | \$75.00  |
| Administration                               | \$60.00  |

**CONSTRUCTION SERVICES**

|                             |          |
|-----------------------------|----------|
| Senior Project Manager      | \$120.00 |
| Project Manager             | \$100.00 |
| Senior Field Representative | \$100.00 |
| Field Representative        | \$95.00  |
| Administration              | \$60.00  |

**SITE DATA COLLECTION SERVICES**

|  |          |
|--|----------|
| Field Crew 2 Man (NYS Prevailing Rate) | \$200.00 |
| Field Crew 2 Man (Regular Rate)        | \$120.00 |
| Geospatial Field Crew 2 Man            | \$120.00 |
| Senior Geospatial Technician           | \$110.00 |
| UAV Pilot                              | \$100.00 |
| Geospatial Technician                  | \$85.00  |
| Survey Technician                      | \$85.00  |
| GPS Equipment Technician               | \$75.00  |
| Administration                         | \$60.00  |

## 2020 BCA HOURLY RATES & REIMBURSABLE SCHEDULE

### SPECIALITY SERVICES

|                              |          |
|------------------------------|----------|
| Codes Compliance             | \$175.00 |
| Codes Analyst                | \$125.00 |
| Specification Writer         | \$125.00 |
| Graphic Designer             | \$75.00  |
| Security Specialist          | \$125.00 |
| Ed Planner                   | \$95.00  |
| Expert Witness               | \$175.00 |
| Technology Planner RCDD      | \$125.00 |
| Structural Engineer Expert   | \$175.00 |
| Director Design Technologies | \$125.00 |

### TRAVEL

|                                |                 |
|--------------------------------|-----------------|
| Travel by Auto Per Mile        | Per IRS<br>Rate |
| Travel by Field Truck Per Mile | Per<br>IRS+25%  |
| Travel by Air                  | Actual Cost     |
| Expenses                       | Direct+15%      |