

Paul S. McCreary, PE

Consulting Engineer

69 Grange Hall Road - Stephentown, NY 12168

518-248-0712

psmpece@gmail.com



May 28, 2026

Ms. Tistrya Houghtling, Supervisor
Town of New Lebanon Town Hall
14755 Route 22, PO Box 328
New Lebanon, NY 12125

sent via email to: supervisor@townofnewlebanon.com
cc: jamlaw@townofnewlebanon.com
spowers@townofnewlebanon.com

Subject: Proposal for Professional Services
Town Highway Garage Inspection & Construction Contract Bid Documents
for Repairs

Dear Supervisor Houghtling:

Per your request, this letter is my proposal to the Town of New Lebanon to perform a structural inspection of the Town Highway Garage (THG) and prepare the Construction Bid Documents for repairing the damage caused to the THG resulting from the unfortunate fire that occurred this past winter. As a prelude to developing this proposal, I had made a request for information pertaining to the existing THG with the Town's Building Department and the Town Clerk. Unfortunately, no existing records exist. Please note that Town Board Members Joanne Amlaw and Steven Powers are copied with this proposal/action as coordination on this matter is through/with them.

Please note that I met with Highway Superintendent, Peter McCagg, and Town Board Members Joanne Amlaw and Steven Powers at the THG May 12, 2026. That meeting was to gather more information about the fire location within the THG, the actions to-date, obtain documents the Town received from their insurer, and review the overall process.

Project Goal:

The goal of this endeavor is to get the THG repaired and useful. As this is part of an insurance claim and payment, this proposal is presented in two (2) parts. The first is a structural inspection of the building along with validation of the damage done. It is my understanding that the Town's insurance carrier will need to see not only this proposal but also the findings of this report. This is for an understanding on their part, and concurrence, should something be discovered that their findings did not "catch" so-to-speak. The second part is to prepare the Construction Bid Documents to repair the damage caused by the fire. This would exclude the area of the THG that has already been repaired as an emergency effort for providing effective usable space for current Highway Department daily actions, the replacement of the roof mounted solar panels, and

replacement of the heat pump units (the two later items will be addressed through NYSERDA).

Project Deliverables and Scope of Work:

1. A structural inspection report on damage. This includes:
 - a. The preparation of a floor plan and elevation of the THG, fully dimensioned with structural member sizes/dimensions. This will be used for identifying structural members and a legend/map of the building for identifying photographs taken during the inspection and will be a part of the base drawings for the Construction Bid Documents,
 - b. A hands-on visual inspection of the structural support members of the THG for damage or weakening resulting from the fire, and,
 - c. The report will show the areas inspected, give results of the inspection and make comparisons to the investigation performed by insurance company personnel.
2. Preparation of Construction Bid Documents for the repairs to the THG, Bid Evaluation, and, during construction (once awarded) construction administration, observation and project close-out. This will include:
 - a. Coordination with the Town (Highway Superintendent, Town Board, and Code Enforcement Officer),
 - b. Notice to Bidders,
 - c. Instructions to Bidders
 - d. Bid Form
 - e. Certificate of Non-Collusion
 - f. Owner – Contractor Agreement
 - g. Prevailing Wage Rates
 - h. Required Contractor Bonds and Insurances
 - i. Construction Specifications
 - j. Plans/Drawings/Details
 - k. The drawings/specification/details will be based upon the findings of the Structural Inspection performed and the committed to replacement and repairs identified by the insurance company.
 - l. Respond to Requests for Information from Bidders, pre-bidding, and issue clarifications and/or modifications to all perspective bidders,
 - m. Evaluate bids received and make a recommendation for award, or not,
 - n. Construction administration actions
 - review of submittals
 - respond to requests for information
 - resolve issues encountered
 - project documentation and close-out

- o. Construction Observation of the construction and project close-out when completed.

Proposed Fee:

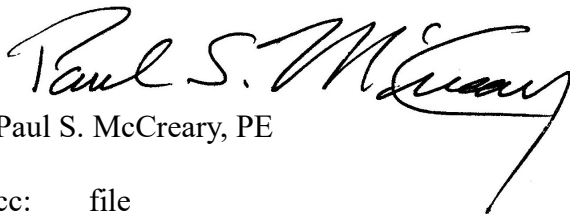
Structural Inspection and Report	\$6,000.00
Construction Bid Documents, Bid Review/Analysis, Construction Administration & Construction Inspection	\$32,000.00

Assumptions/Conditions for this Proposal:

- All overhead structural elements are reasonably easy to gain access to via ladder or lift.
- The expected structural damage is limited (this is based upon the findings of the Town's insurer and the May 12 meeting at the THG).
- The Construction Bid documents will be prepared to meet the expectations and regulations of the New York State Building Code (primarily the Existing Building Code of New York State and referenced materials in that code). Coordination of this will be done with the Town's Code Enforcement Officer.
- Schedule will be based upon acting quickly. No exact schedule has been developed as there needs to be coordination with the insurer resulting in an unknown time-frame. For clarity, I would expect the Structural Inspection report to be a three (3) week time-frame from start to report completion. Best estimate for the Construction Bid Documents is three (3) months from start to finish.
- There will be a diligent coordination effort with the Town Highway Superintendent.
- Construction Observation Services are assumed to be 1 visit per week of construction and is estimated at 20 visits to the site.
- Coordination with the separate work on new solar panels and heat pumps will be performed.

I thank the Town of New Lebanon for this opportunity and look forward to hearing of your decision. Should you have any questions, please feel free to call.

Sincerely,



Paul S. McCreary, PE

- cc: file
 Joanne Amlaw, Town Board Member
 Steven Powers, Town Board Member

Attachments
None