



# Lothrop



Request for Proposals  
Town of Bolton Facilities Study 2025  
January 21, 2025



**HAND DELIVER**

January 20, 2025

Kathy McCavanagh  
Executive Assistant to the Town Administrator /  
Emergency Management Director  
Town of Bolton  
Selectman's Office  
222 Bolton Center Road  
Bolton, Connecticut, 06043

**Re: Request For Proposals (RFP) for  
Town of Bolton Facilities Assessment Study 2025**

Dear Ms. McCavanagh:

Lothrop Associates Architects D.P.C. P.C. is pleased to present our Proposal Response to you and the Town of Bolton for the ***“Professional and Technical Services”*** associated with the facility assessment study of multiple Town properties. As required by the Request for Proposals (RFP), we are submitting two (2) copies of our Proposal Response for your review and consideration. This letter will also confirm our firm's receipt of Addendum #1.

As a brief introduction, our firm is a second generation architectural and interior design firm founded in 1967 with extensive experience in serving municipal and government clients on a variety of projects that range in size and scope including planning, programming, studies and assessments, building renovations, additions, interior alterations and new construction.

With a staff of fifty plus (50+) Professionals, fifteen (15) Registered Architects, two (2) Interior Designers and three (3) LEED Accredited Professionals, Lothrop Associates Architects D.P.C. P.C. has the staff and resources to dedicate to the Town of Bolton for the facility assessment study of multiple Town properties.

As a point of interest, our firm is currently working on the programming evaluation / assessment of six (6) sites for the State of Connecticut Department of Energy and Environmental Protection (CT DEEP) to determine the appropriate site for a new Eastern District Headquarters building and a condition assessment of six (6) sites for the Town of Corlandt, NY. In addition, our firm has recently completed a Condition Survey & Assessment which involved all firehouses for the Town of Westport Fire Department, CT as well as a condition assessment and master plan of all municipal facilities for the Village of Port Chester, NY and Mamaroneck, NY.

Our firm also just completed a Facilities Master Plan for Sullivan County, NY which includes an assessment / evaluation, programming of several of the County's municipal buildings including the Government Center, Courthouse / Jail Complex, Human Services Complex, County International Airport and Emergency Services Training Facility.

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Lothrop Associates Architects D.P.C. P.C. also prides itself on its Senior Management involvement on all projects; therefore, one of the firm's Principals and / or Associates will be directly involved with all phases of this important project. In addition, we have assembled a team of qualified professionals who have the experience required to deliver a successful and exceptional project and expeditiously serve the Town of Bolton.

Our firm's extensive experience with similar projects, coupled with our current and previous experience working with municipal clients, and our personalized Principal, Senior Associate and / or Associate involvement throughout all phases of the project makes Lothrop Associates Architects D.P.C. P.C. uniquely qualified to serve the Town of Bolton on this project.

I believe that our Proposal Response addresses each of the requirements of the Request for Proposals (RFP), and fully supports our belief that we have the experience, resources and successful track record with similar municipal projects to ensure that this project is completed on schedule and within budget.

If you have any questions while reviewing our Proposal Response, I can be reached at (860) 249-7251 or at [aseckler@lothropassociates.com](mailto:aseckler@lothropassociates.com).

I look forward to hearing from you.

Respectfully,



Arthur J. Seckler, III  
PRINCIPAL

Enc.

<b>TAB 1</b>	<b>FIRM PROFILE &amp; SERVICES</b> Firm Background   Executive Summary
<b>TAB 2</b>	<b>REPRESENTATIVE EXPERIENCE</b> a. Representative Relevant Projects <i>Town Halls   Recreation Facilities/Senior Centers   Libraries   Public Safety and Firehouses   D.P.W./Garage   Schools</i> Representative Municipal Buildings Assessments and Feasibility Studies Representative Municipal   Government Projects b. References
<b>TAB 3</b>	<b>PROJECT TEAM KEY STAFF QUALIFICATIONS AND RESUMES</b> Organization Chart Project Team Qualifications Summary and Resumes Professional Licensure Subconsultants' Qualifications
<b>TAB 4</b>	<b>PROPOSED SCOPE OF WORK   PROJECT APPROACH</b>
<b>TAB 5</b>	<b>PROPOSED COST PROPOSAL</b> Connecticut Business Registration

## FIRM BACKGROUND



Established in 1967, Lothrop Associates Architects is a full-service architectural and interior design firm. With our long history, we offer our clients highly personalized service backed by comprehensive technical resources and experience.

We pride ourselves on being considerate, flexible, “hands on” and listening to our clients, understanding their design goals, planning objectives, budget and time constraints. This is best illustrated through the number of repeat commissions we receive as we strive to find the correct balance of appropriate design with affordable solutions. Our long term client relationships demonstrate a history of successful projects.



Lothrop Associates Architects has extensive experience completing over 2,500 commissions, investigations/assessments, feasibility studies, master plans, space planning, interior design, traditional architectural services, program management and construction administration.

## STRUCTURE | MANAGEMENT | STAFFING

Lothrop Associates Architects is built on a solid foundation of Managing Principals and Associates who are involved in the firm’s projects from inception through completion.



Our team of professionals include Registered Architects with an average of more than thirty years experience, Certified Historic Architects, Interior Designers, LEED Accredited Professionals, Construction Administrators and Specifications Writers. Thus, our clients receive architectural services provided by architects who are experienced and have the training and skills essential to complete projects competently and with confidence.

## IN-HOUSE DISCIPLINES | SERVICES

### ARCHITECTURE BASIC SERVICES

- Predesign Evaluations
- Schematic Design
- Design Development
- Construction Documents
- Bidding and Negotiation
- Construction Administration

### APPROVALS PROCESS

- State and Local Approvals
- Building Code Review

### SUSTAINABLE DESIGN

- LEED Certification

### INTERIORS

- Interior Design
- Space Planning
- Programming
- Furniture, Fixtures & Equipment
- Custom Furniture Design

### EXTENDED SERVICES

- Construction Administration
- Program Management
- Computer Aided Renderings

### PLANNING

- Master Planning
- Programming
- Building Design
- Renovations
- Feasibility Studies
- Site Selection Studies
- Urban Planning and Design
- ADA and Life Safety Assessments
- Code Compliance Studies
- Equipment Planning



## DESIGN AWARDS



**ACCOMPSETT JUNIOR HIGH SCHOOL  
SMITHTOWN, NY**

Honor Award by the American Institute of Architects, Long Island Chapter Long Island Association of Commerce and Industry

**AMERICAN FITNESS INSTITUTE  
GREENWICH, CT**

Commercial Structure Annual Award by the Town of Greenwich

**BLYTHEDALE CHILDREN'S HOSPITAL  
WHITE PLAINS, NY**

Exhibition of School Architecture Award by the American Association of Schools



**COLUMBIA COUNTY COURTHOUSE  
HUDSON, NY**

Citation Award by the American Institute of Architects, Westchester/Mid-Hudson Chapter

**CROPSEY BARN RESTORATION  
NEW CITY, NY**

Citation Award by the American Institute of Architects, Westchester/Hudson Valley Chapter



Excellence in Historic Preservation Award by the Preservation League of New York State

Excellence Award in Historic Building Rehabilitation & Conservation by New York State for Historic Preservation

**DELOITTE, WELLNESS/FITNESS CENTER  
NEW YORK, NY**

First Place Award by the American Society of Interior Designers & New York Metro Chapter



**GREENVILLE FIRE DISTRICT, FIREHOUSE ADDITION  
SCARSDALE, NY**

Excellence in Design Award by the Builders Institute of Westchester

**HENDRICK HUDSON FREE LIBRARY  
MONTROSE, NY**

Honor Award for Recognition of Excellence in Design by the American Institute of Architects Westchester/Mid-Hudson Chapter

**HUDSON SPINE AND PAIN MANAGEMENT  
NEW YORK, NY**

Citation Award by the American Institute of Architects, Westchester/Mid-Hudson Chapter



**LARSEN MOTOR SERVICES, INC.  
WHITE PLAINS, NY**

Award for Architectural Distinction by the City of White Plains Civic Arts Commission

## DESIGN AWARDS



### **MOUNT PLEASANT TOWN POOL AND COMMUNITY CENTER MOUNT PLEASANT, NY**

Citation for Recognition of Architectural Excellence by the American Institute of Architects, Westchester/Mid-Hudson Chapter

### **NATIONAL MICRO-FINANCE BANK GENERATOR BUILDING TANZANIA, AFRICA**

Citation Award by the American Institute of Architects, Westchester/Mid-Hudson Chapter



### **NAYLOR DANA INSTITUTE FOR DISEASE PREVENTION VALHALLA, NY**

Honor Award for Excellence in Design by the American Institute of Architects, Westchester/Mid-Hudson Chapter

### **THE NEW YORK EYE & EAR INFIRMARY, RETINA CENTER NEW YORK, NY**

Honorable Mention from the American Society of Interior Designers, New York Metro Chapter



### **NORTH BERGEN HOUSING AUTHORITY FACADE RESTORATION NORTH BERGEN, NJ**

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

### **VILLAGE OF OSSINING JOSEPH G. CAPUTO COMMUNITY CENTER OSSINING, NY**

Special Award by the American Institute of Architects, Westchester/Mid-Hudson Chapter

### **PUBLISHED AWARD WINNING ARCHITECTURE/USA**

First Edition, Artists/USA, Inc., Philadelphia, Pennsylvania



### **RAMSEY PUBLIC LIBRARY RAMSEY, NJ**

Citation Award by the American Institute of Architects Westchester/Mid-Hudson Chapter

### **SMITHTOWN HIGH SCHOOL SMITHTOWN, NY**

Gold Award by the American Institute of Architects, Long Island Chapter, Long Island Association of Commerce and Industry

### **SMITHTOWN HIGH SCHOOL WEST SMITHTOWN, NY**

Honor Award for Excellence in Design by the American Institute of Architects Westchester/Mid-Hudson Chapter



### **STRAWTOWN ELEMENTARY SCHOOL NEW CITY, NY**

Honorable Mention for the Outstanding School Library Media Center of the Year by The School Library Media Section of the New York Library Association

## DESIGN AWARDS



### **WESTCHESTER COMMUNITY COLLEGE**

#### **HAROLD L. DRIMMER LIBRARY LEARNING RESOURCE CENTER, VALHALLA, NY**

Design Award by the American Institute of Architects Westchester/Mid-Hudson Chapter

### **WESTCHESTER COUNTY AIRPORT MAJOR MODERNIZATION AND ADDITION WHITE PLAINS, NY**

Citation for Recognition of Architectural Excellence by the American Institute of Architects Westchester/Mid-Hudson Chapter



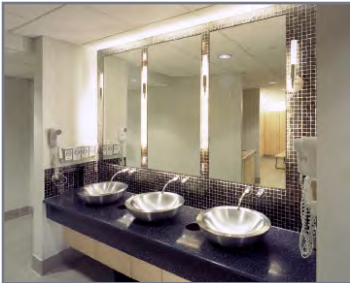
### **WESTCHESTER COUNTY AIRPORT PARKING STRUCTURE WHITE PLAINS, NY**

Special Recognition for the Creative Design Utilizing Precast and Prestressed Concrete by the Precast/Prestressed Concrete Institute

### **WESTCHESTER COUNTY AIRPORT TERMINAL**

#### **WHITE PLAINS, NY**

Project of the Year by the New York Society of Professional Engineers, Westchester County Chapter



### **WESTCHESTER COUNTY DISTRICT HEALTH & SOCIAL SERVICES CENTER WHITE PLAINS, NY**

Award for Architectural Distinction by the City of White Plains Civic Arts Commission

Certificate of Recognition and Achievement by the Builders Institute of Westchester and Putnam Counties

### **WESTCHESTER MUNICIPAL PLANNING FEDERATION**

#### **WHITE PLAINS, NY**

Commendation for Outstanding Planning Achievement Presented to the City of White Plains for White Plains Hospital's Flanzer Pavilion



### **WHITE PLAINS HOSPITAL CENTER, FLANZER PAVILION**

#### **WHITE PLAINS, NY**

Honor Award for Excellence in Design by the American Institute of Architects, Westchester/Mid-Hudson Chapter

### **YORKTOWN JUSTICE COURT**

#### **TOWN OF YORKTOWN, NY**

Citation for Recognition of Architectural Excellence by the American Institute of Architects, Westchester/Mid Hudson Chapter



### **Y.W.C.A. RESIDENCE FACILITY**

#### **WHITE PLAINS, NY**

First Honor Award by the American Institute of Architects Westchester/Mid-Hudson Chapter

Honorable Mention by the New York State American Institute of Architects



## EXECUTIVE SUMMARY



Lothrop Associates Architects, a full service architectural and interior design firm established in 1967 has the proven experience, capability and resources to serve the Town of Bolton.

- 58 Years, 2,700+ Commissions with the majority for **government, agency, and municipal clients.**
- **Rich history and Proven Relevant Experience of Municipal Facilities Needs Assessments and Master Planning.**
- **Representative Experience Including:**  
Town Halls, Municipal / Public and Community Buildings, Community Centers, Recreation Centers  
Libraries, New Construction, Renovations, Alterations, Additions  
ADA Compliance, Interior Design, Sustainable Design, Energy Efficiency, Solar Panels  
Interiors and Common Spaces, Offices, Dining Facilities, Kitchens, Food Pantries, Gymnasiums, Libraries, Computer Rooms / Facilities  
Department of Public Works Facilities, Garages and Operations Buildings  
Government Buildings, Libraries, Municipal Office Interiors
- Extensive **LEED/Sustainable Design Experience** including several LEED Gold, LEED Silver, sustainable design and energy efficiency projects.
- Extensive **Success of Unique Design Solutions** as exemplified in all of our projects, large and small, through major planning or minor details.
- Extensive knowledge of federal, state and local regulations, standards and building codes.
- We are **Readily Available and Committed** to dedicating the required management, staff and resources of more than 50 professionals including: 4 Managing Principals, Associates, Registered Architects, LEED Accredited Professionals, Interior Designers and Construction Administrators.

## EXECUTIVE SUMMARY

- **Satisfied clients** are proven by our firm's reputation and significant number of repeat commissions we receive.
- Our **Project Approach** centers around the following principles:
  - Personal hands-on Principal / Director Management** and Involvement throughout all phases of a project.

We believe listening to our clients is an indispensable way to make sure the project's goals are understood and then achieved.

For any project consisting of additions, alterations or renovations, we provide due diligence to understand the physical potentials and limitations inherent in the existing conditions a project must be designed within.

Working collaboratively with clients and consultants within an integrated design team is a sure way to ensure that all stakeholder requirements are considered before design solutions are investigated.

We maintain direct, clear lines of communication to ensure all stakeholders are continually informed about the project's status.
- Work Plan-Ability to **Provide Services Effectively and Efficiently**. We ensure that our overall project programming adheres to strict cost control measures, quality control compliance, and efficiency in project operating schedules. This allows for a streamlined organizational approach.
- Proven **fast tracking ability** to meet unusual time constraints and **respond quickly** to the needs of our clients.



## HIGHLIGHTS

- Addition
- Renovation
- Master Plan
- Historic
- Interior Design

## NEW MILFORD PUBLIC LIBRARY CONDITION NEEDS ASSESSMENT New Milford, Connecticut

The New Milford Public Library is a complex of three unique buildings from three different eras. The original portion of the library occupies an 8,500 square foot Richardsonian style structure (c.1897) of brick, sandstone and slate roofing with magnificent leaded glass windows and a commanding presence. Growth in the Town and a corresponding increasing demand for library services was followed by an expansion that incorporated a 2,900 square foot adjoining historic Goodman House (c. 1840) – and a 6,000 square foot interconnecting 70's modern one-story addition (c.1977). Totalling nearly 18,000 square feet, the library has again outgrown its premises and has commissioned Lothrop Associates to design a 21st century expansion that includes renovation of the two historic structures and a 10,000 square foot second story addition to the 1977 connecting building.

Critical improvements in public accessibility to the main entrance and throughout all floors of all three structures, much needed improvements to the adult and children's libraries and an expansion of the young adult area are central to the scope of work for the project. Sensitivity toward drawing one's attention to the main entrance in the center of the 1977 addition and paying homage to the aesthetic of the both the original library and the Goodman House while meeting the requirements of the local Historic Preservation Commission are the driving force behind Lothrop's design for the project.

NEW MILFORD LIBRARY  
MASTER PLAN | ADDITION | RENOVATION





## HIGHLIGHTS

- Master Plan
- Space Needs Assessment

## VILLAGE OF PORT CHESTER FACILITIES CONDITION AND NEEDS ASSESSMENT Port Chester, New York

Lothrop Associates was recently awarded by Village of Port Chester to prepare a survey and assessment of all Village Properties and the preparation of a Facilities Condition and Needs Assessment. The properties included are:

*Village Hall*

*Police/Court Complex*

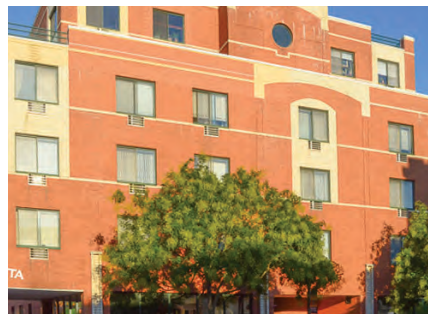
*Services/County Center*

*Fire Headquarters*

*Three (3) Fire Houses*

*Department of Public Works Facilities*

*Two (2) Pump Stations*



## HIGHLIGHTS

- Condition Assessment
- Space Needs Assessment

## VILLAGE OF MAMARONECK MUNICIPAL FACILITIES SPACE NEEDS ASSESSMENT Mamaroneck, New York

Lothrop Associates was retained to prepare a Municipal Facilities Space Needs Assessment of several municipal buildings including The Pavilion at Harbor Island; Police Building; Coast Guard Building and the Senior Building; 169 Mount Pleasant Avenue; Village Hall at 123 Mamaroneck Avenue and DPW Garage and Transfer Station at 313 Fayette Avenue. The objective of the study was to provide the Town with the following information:

*Document the current facility conditions and deficiencies*

*Perform a Code review of the facilities*

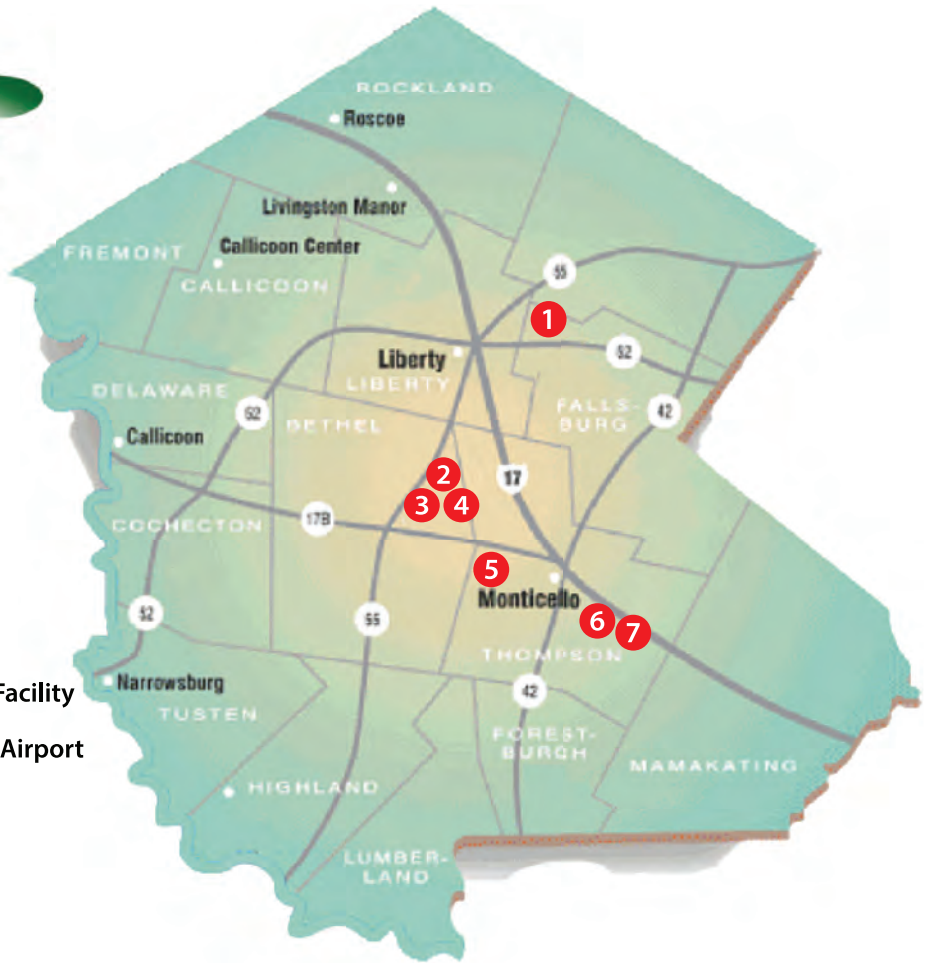
*Perform ADA Compliance review of the facilities*

*Determine potential improvements based on programmatic needs*

*Prepare an opinion of probable cost*

*Project future facility needs*

Our firm's report presented several options to the Town from \$31,400,000 to \$3,600,000. These options range from new construction to additions and renovations.



- 1 Human Services Complex
- 2 Transportation Facility
- 3 Emergency Services Training Facility
- 4 Sullivan County International Airport
- 5 Maplewood DPW Facility
- 6 Courthouse
- 7 Government Center

## HIGHLIGHTS

- Master Plan
- Space Needs Assessment

## SULLIVAN COUNTY FACILITIES MASTER PLAN Monticello, New York

Lothrop Associates was recently retained by Sullivan County to prepare a Municipal Facilities Master Plan for several County owned buildings encompassing approximately 310,000 square feet of floor area, including:

*Government Center*

*Courthouse Jail Complex*

*Human Services Complex*

*Sullivan County International Airport*

*Emergency Services Training Facility*

*Transportation Facility*

*Maplewood DPW Facility*

The goal of this master planning initiative is to assist the County in determining potential improvements based on the programmatic needs of the approximately thirty five County departments and prepare a space plan report incorporating any recommended changes, modifications or relocations.



Central Station



Coleytown Station No. 6



Green Farms Station No. 5



Saugatuck Station No. 4

## HIGHLIGHTS

- Needs/Condition Assessment
- Upgrade/Renovation Recommendations

## TOWN OF WESTPORT FIRE DEPARTMENT

### CONDITION NEEDS ASSESSMENT

#### Westport, Connecticut

Lothrop Associates Architects was retained by Matrix Consulting Group to assist in the building needs assessment of four existing fire house locations for the Town of Westport, Connecticut. Our team performed an in-depth field investigation and condition assessment of Central Station, Greens Farms Station No. 5, Saugatuck Station No. 4, and Coleytown Station No. 6. The report provided an overview of the buildings functions, conditions, code compliance, deficiencies as well as recommended upgrades.





## HIGHLIGHTS

- Historic Restoration
- Condition Assessment
- Building Envelope
- Interior & Exterior Finishes

## EASTERN CONNECTICUT CENTER FOR HISTORY, ART AND PERFORMANCE (EC-CHAP) CONDITION ASSESSMENT Willington, Connecticut

The Eastern Connecticut Center for History Art & Performance (EC-CHAP), on Route 32 in Willington Connecticut, is located at The Mill Works facility, home to the former Gardiner Hall Jr. Company. The Mill complex is the centerpiece of the South Willington Historic District and is listed on the National Register of Historic Places.

Lothrop Associates Architects was engaged to provide architectural and engineering services to restore and rehabilitate three structures at the Mill Works. They include:

Building #2: "Dye and Bleach House" being repurposed as an Artist Studio

Building #3: "Drug House" being repurposed as an Artisan Café

Building #7: "Oil and Paint House" currently occupied by Artist-in-Residence tenants

Work, currently in design, includes complete building envelope (foundations, columns, beams, walls, floors, roofs, doors & windows) and interior and exterior finishes including brick masonry, wood siding and trim, painted plaster and wood floors.



## HIGHLIGHTS

- 10,000 SF Renovation
- ADA Improvements
- Exterior Improvements
- Window Replacement

## CITY OF NORWALK BROAD RIVER FIRE STATION CONDITION NEEDS ASSESSMENT

### Norwalk, Connecticut

Extensive interior renovation of the existing 10,000 square foot facility. These improvements include:

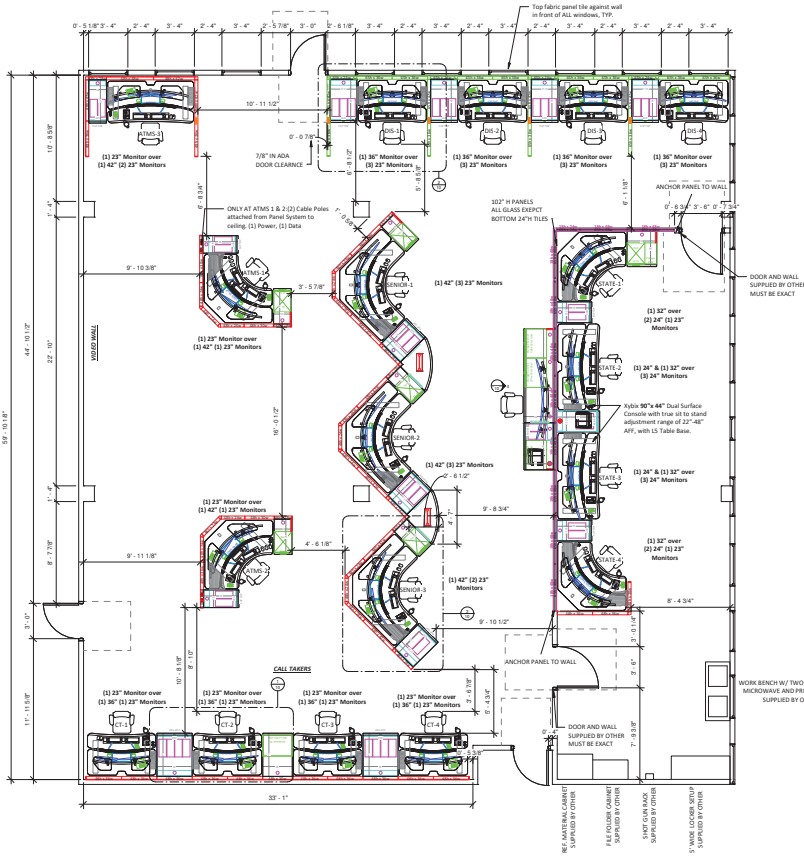
*Stairs, offices toilet rooms, locker rooms and staff kitchen*

*Upgrades to HVAC systems*

*Interior lighting upgrades*

*Replace/repair walls and ceilings of common spaces and offices*

*Exterior improvements including new windows*



**HIGHLIGHTS**

- Renovation
- HVAC Upgrades
- Audiovisual Upgrades

**NEW YORK STATE THRUWAY AUTHORITY  
THRUWAY STATEWIDE OPERATIONS CENTER  
RENOVATIONS (TSOC)  
Albany, New York**

Renovation and expansion of the NYS Thruway Authority’s Statewide Operations Center (TSOC), located at the Administrative Headquarters Building. The existing space is approximately 5,000 SF (including 2,200 SF for the existing TSOC and 2,800 SF for New York State Police) and is being expanded to approximately 5,500 SF. The new and expanded TSOC will include:

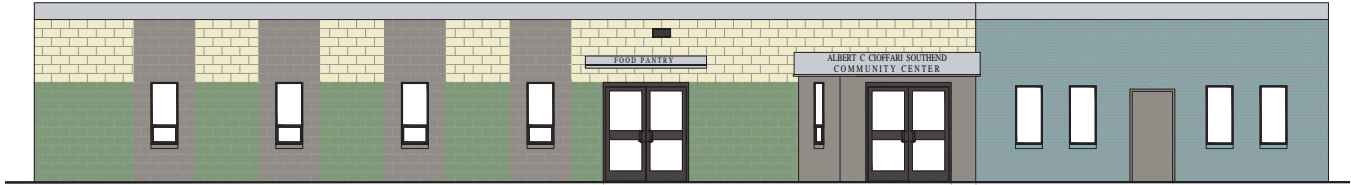
- New Dispatch Consoles*
- New Office Space*
- New York State Police Area*
- New Emergency Command Center (ECC)*
- New Break Room with Kitchen*

The existing TSOC will be temporarily relocated while being renovated and expanded.





Concept A



Concept B



Existing Facade

## HIGHLIGHTS

- 6,100 SF Addition
- 1,700 SF Renovation
- Feasibility Study
- Food Pantry

## TOWN OF STRATFORD SOUTH END COMMUNITY CENTER FEASIBILITY STUDY Stratford, Connecticut

Feasibility Study for renovations and additions to the Stratford South End Community Center. The Center would like to add a multi-purpose/ community room, additional classrooms for their after school and summer STEM programs, and expand the Food Pantry program. Our proposed concepts for the renovated community center include a 6,100 SF two story addition and 1,700 SF of renovations to the existing building.



## HIGHLIGHTS

- Feasibility Study
- Needs Assessment
- Spatial Analysis
- Site Evaluation

## TOWN OF GREENBURGH POLICE | COURT SPACE NEEDS ASSESSMENT

### Greenburgh, New York

#### 2018-2019

After completing an initial feasibility study and needs assessment more than five years ago, Lothrop Associates was retained by The Town of Greenburgh to reevaluate and update the needs assessment and feasibility study for the New Police Department and Court Facilities. The new findings included design options for a either new construction or an existing building renovation and addition totaling 50,000 - 60,000 Square Foot with costs between \$40 - \$50 Million.

#### 2005-2006

Lothrop Associates was hired by the Town of Greenburgh to study the existing Police and Court facilities in order to determine the needs and options to accommodate current and future needs. Lothrop's recommendations included the \$30-\$40 Million addition of 24,000 square feet of space or the construction of a new \$25 Million 50,000 square foot building with on grade parking.



## HIGHLIGHTS

- 12,000 SF Renovation
- Condition Assessment
- Interior Renovation

## DUTCHESS COUNTY MUNICIPAL OFFICE BUILDING CONDITION ASSESSMENT Poughkeepsie, New York

Lothrop Associates was selected to provide full architectural and engineering design services for a substantial 12,000 square foot renovation of three floors of an existing commercial building for use as one of the County's significant municipal buildings.

The first phase of this project involves a Building Condition Assessment to verify existing conditions and/or removals, replacements, upgrades and retrofits necessary to support existing and/or renovated spaces including:

*All existing mechanical systems and electrical systems*

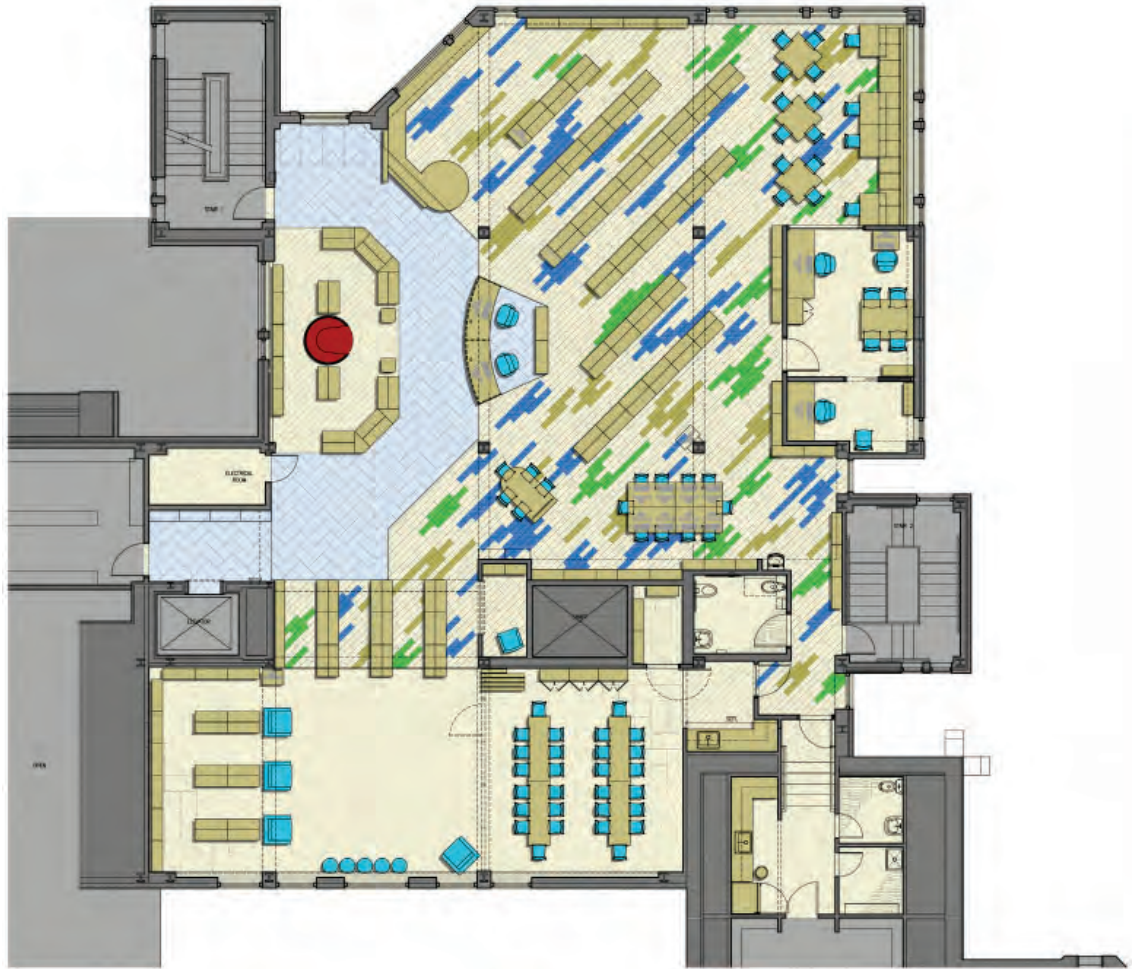
*Interior partitions*

*Floors*

*Exterior wall construction*

*Insulation*

*Roof systems*



## HIGHLIGHTS

- 4,660 S.F.
- Interior Renovation

## STRATFORD PUBLIC LIBRARY Stratford, Connecticut

Interior Renovation of the 4,660 square foot Children's Department including:

*ADA Restrooms*

*A larger and more flexible multipurpose storytime/craft space*

*Removal of walls and barriers to improve sightlines*

*Relocated and enlarged staff and Department Head offices*

*New modern functional staff workspace*

*Consolidated storage.*

# STRATFORD PUBLIC LIBRARY INTERIOR RENOVATION







## HIGHLIGHTS

- Award Winning
- 14,900 SF Building
- Aquatic Center
- 3,900 SF Branch Library
- Community Center
- Senior Center
- Gymnasium

## TOWN OF MOUNT PLEASANT TOWN POOL AND COMMUNITY CENTER Valhalla, New York

Lothrop Associates was hired by the Town to design a new family aquatic center accommodating people of all ages and branch library. Community support was gained through a campaign which ultimately led to approval of a bond referendum. The new complex includes:

### **11,000 SF Community Center and Branch Library with:**

*Large community room and a recreation room which provide a multi purpose space for various community events that also serves as a gymnasium*

*Game room for sports such as pool, ping pong and arcade*

*Administrative offices, kitchen and storage facilities*

### **Family Aquatic Center:**

*Family/adult pool with zero depth entry*

*Children's pool with several spray features*

*Teen pool with a two diving boards*

*Amenities and other features include a snack bar with an eating terrace, shade structures, picnic areas, lounging area, playground and sand volleyball court*

# TOWN OF MOUNT PLEASANT TOWN POOL AND COMMUNITY CENTER





## HIGHLIGHTS

- Historic
- Window Assessment
- Repair & Restoration

## CITY OF WATERBURY CHASE MUNICIPAL BUILDING WINDOW ASSESSMENT Waterbury, Connecticut

The Waterbury Development Corporation engaged Lothrop Associates Architects to develop a Window Conditions Assessment for the Chase Municipal Building, located in Waterbury, Connecticut. The Chase Municipal Building is an important architectural landmark in the City and is part of the Waterbury's Municipal Center Complex which was listed on the National Register of Historic Places. The building was designed by architect Cass Gilbert in the early twentieth century.



## HIGHLIGHTS

- Back-Up Emergency Communication Center
- Adaptive Reuse
- Condition Assessment
- Gymnasium
- Training Center
- Swimming Pool
- New Elevator

## CITY OF HARTFORD MUNICIPAL BUILDING Hartford, Connecticut

Adaptive re-use of the former Quirk West Middle School, a three story building containing 103,000 square feet. The initial task was to perform a survey and evaluation of the building to determine the feasibility of the proposed state of the art Police Academy (including a Tactical Training Facility) and Police Athletic League (PAL) facility and Back-Up E911 Emergency Center.

The next stage of the project included the design of a phased renovation of the existing building encompassing exterior and interior upgrades including the following:

*Selective demolition (including hazardous material abatement)*

*Façade improvements*

*Complete upgrade / renovation toilet and locker rooms (various locations)*

*Upgrade of interior finishes (i.e. flooring, ceilings, painting etc.)*

*Upgrade of two (2) gymnasiums and auditorium*

*Upgrade of mechanical/electrical systems*

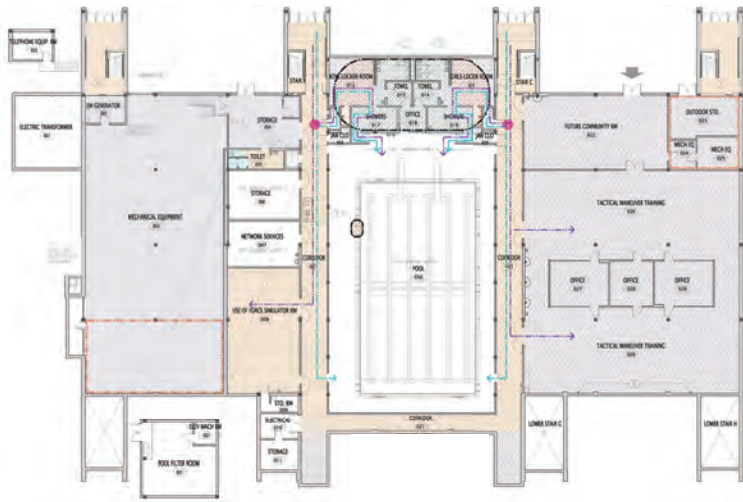
*Installation of new hydraulic elevator*

*Upgrade/modernization of existing of the existing six lane swimming pool*

Design work for the project was completed in July of 2016 and the project was "shelved" due to lack of funding. The Construction Documents were 100% complete for phase 1 and developed to a schematic level for a second phase for MEP work.

# CITY OF HARTFORD MUNICIPAL BUILDING

GROUND FLOOR



FIRST FLOOR



SECOND FLOOR





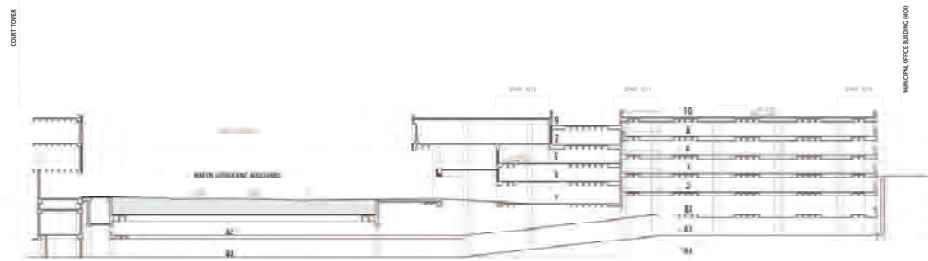
## HIGHLIGHTS

- Master Plan
- Feasibility Study
- Design Charrettes
- Extensive Site Planning

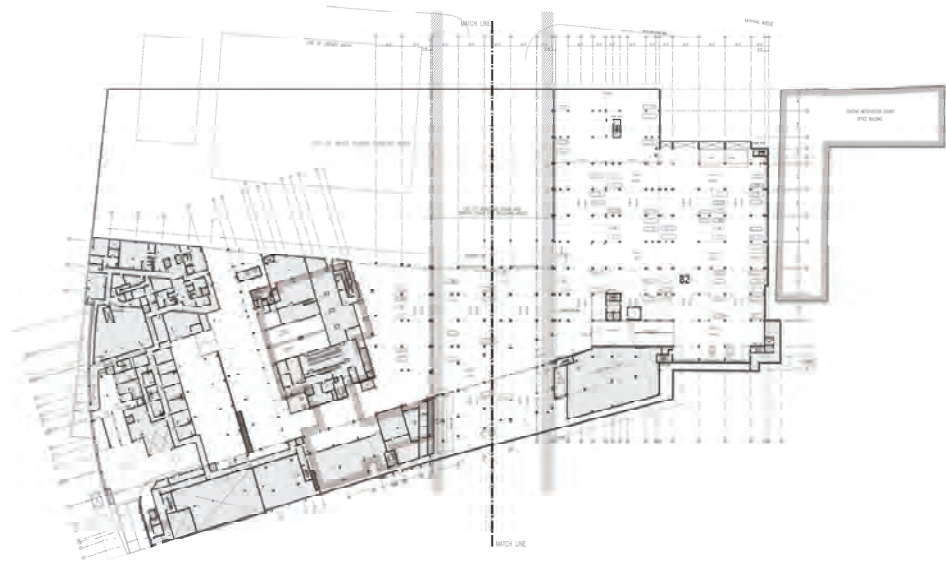
## TOWN OF WESTPORT COMPO BEACH MASTER PLAN Westport, Connecticut

Compo Beach is located in the historic Compo/Owenoke District and is on the National registry of Historic Places. The Town of Westport retained Lothrop Associates Architects and our planning consultant AKRF, to develop a Master Plan for the site and buildings that had been badly damaged by both Hurricane Irene and Super-Storm Sandy.

The 18 month collaborative process included a public charrette kickoff event and monthly public meetings all documented on a dedicated public access web-site that we established specifically for this project. Through this project, The Town of Westport selected preferred site features balancing vehicular, pedestrian and bicycle patterns, numerous existing and new on-site activities with concern for balancing containment of initial costs without penalizing future operating and maintenance costs. New construction and renovation options were all considered, balancing functionality and cost under FEMA regulations, for the bath house, restaurant, life guard facilities, marina clubhouse, harbor master police, camp buildings and remote restrooms.



SECTION



PLAN

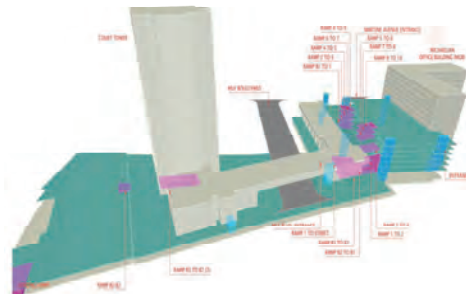
## HIGHLIGHTS

- Parking Garage
- Structural Renovations

## WESTCHESTER COUNTY MUNICIPAL OFFICE BUILDING GARAGE White Plains, New York

Structural repairs and renovations of the Westchester County parking garage originally built in 1969. As part of the courthouse complex, the garage consists of ten floors in total height with four floors being below grade.

Lothrop Associates Architects with our structural and Mechanical/Electrical/Plumbing engineers will be designing repairs for the existing concrete columns, support bearings and ramps. Additional repairs/upgrades will be to the ventilation systems, fire sprinklers and alarms, electrical and ADA upgrades.





## HIGHLIGHTS

- Renovation
- Historic

## CITY OF HARTFORD CITY HALL RENOVATIONS Hartford, Connecticut

Lothrop Associates has recently been awarded a renovation project by the City of Hartford for their City Hall. The scope of work involves interior renovations to incorporate two new egress stairs, essential for compliance with egress standards. Additionally, the project encompasses the installation of an exterior ramp to ensure an accessible entrance.





## HIGHLIGHTS

- 32,000 SF Addition
- \$14 Million
- LEED

## TOWN OF ORANGETOWN TOWN HALL ADDITION | RENOVATION Orangeburg, New York

32,000 square foot addition to an existing 28,000 square foot Town Hall. The addition will allow the Town to aggregate the Town Supervisor, Attorney, and Clerks offices into one facility. Additionally, the existing Town Hall building will contain the Police Department and Town Justice Department with expanded parking to accommodate all reconfigured departments.

# TOWN OF ORANGETOWN TOWN HALL ADDITION | RENOVATION





## HIGHLIGHTS

- 58,000 SF New Building
- Maintenance Garage
- Pre-Engineered

## CITY OF WHITE PLAINS DEPARTMENT OF PUBLIC WORKS White Plains, New York

The City's Department of Public Works was faced with the need for a replacement facility for the maintenance garage for their 400 vehicle fleet, combined with the sanitation truck parking garage. This, along with a very small construction budget, was met with a solution of a pre-engineered building and a design/build approach to its development. Although site limitations did not permit drive through bays, the new vehicle bays, with impressive clear spans of 150 feet, provide for maximum flexibility of the utilization of the space for current and future operations.

The final design of the approximately 58,000 square feet, \$4.8 million facility incorporated:

*Spray booth*

*Wash bay*

*Locker rooms*

*Lunch rooms*

*Offices*

*Toilets*

CITY OF WHITE PLAINS  
DEPARTMENT OF PUBLIC WORKS





Floor 1



Floor 2

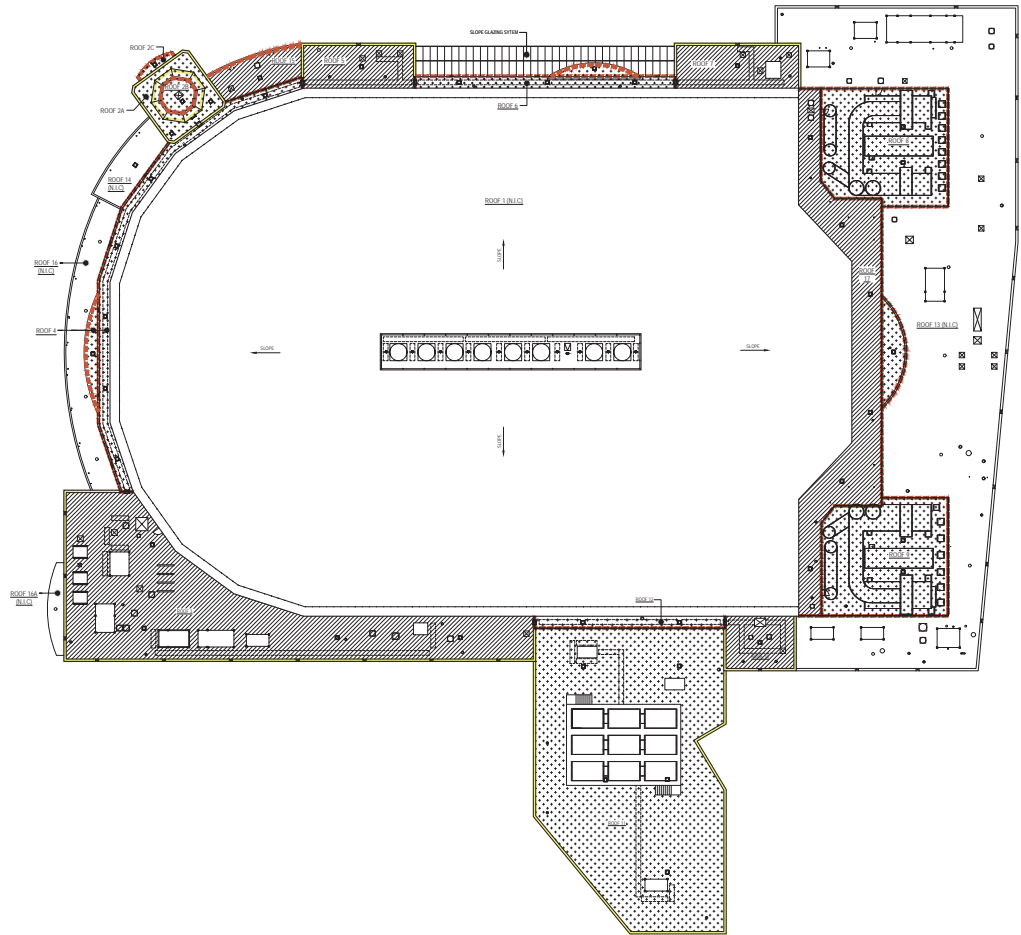
## HIGHLIGHTS

- Feasibility Study
- Relocation
- Interior Improvements

## TOWN OF GREENBURGH TOWN HALL FEASIBILITY STUDY | RELOCATION Greenburgh, New York

Feasibility study, for the Town of Greenburgh, of an existing 43,000 SF building previously occupied by an insurance company. The positive findings of the study led to our firm being commissioned to provide full architectural and interior design services for the Greenburgh Town Hall relocation including town offices and associated interior improvements.

Construction was administered by our firm, in accordance with prevailing wage laws and Wick's requirements, without the need or added cost of a Construction Manager. The project was brought in on budget, on-time, with minimal destruction of the interior premises.



## HIGHLIGHTS

- Roof Replacement
- 108,512 SF

## CITY OF BRIDGEPORT TOTAL MORTGAGE ARENA ROOF REPLACEMENTS Bridgeport, Connecticut

The project involves the survey and assessment of all roof areas on the arena and full design and construction administration for a partial roof replacement and required roof repairs.



## HIGHLIGHTS

- Conditions Assessment & Master Plan
- Restoration Recommendations
- Phased Implementation Plan

## JAMES MERRILL HOUSE CONDITIONS ASSESSMENT Stonington, Connecticut

James Merrill House, a National Historic Landmark designated in 2016, was the longtime home of Poet James Ingram Merrill. Located at 107 Water Street, in the Town of Stonington, CT, the Late Victorian building was originally built in 1901 as a mercantile building with a third floor residence for the store owner and second floor clubs.

The historic eclectic design includes a three story turret which doubles as the entry canopy for the corner store. Much of the building's original shingle facade, storefronts, and interior details remain. Managed by the Stonington Village Improvement Association / James Merrill House (SVIA/JMH), who inherited the building from Merrill in 1995, today the house is leased out for retail space on the first floor, tenant space on the second floor, and an artist-in-residence space on the third floor (where James Merrill lived).

Lothrop Associates Architects was commissioned to perform a conditions assessment & prepare a master plan for phased implementation of necessary restoration work.

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## REPRESENTATIVE MASTER PLANS | FEASIBILITY STUDIES | ASSESSMENTS

American Building Officials  
American Port Service  
Anita Louise Ehrman Rec. Center  
Apawamis Country Club  
Archcare  
Ardsley High School  
Bedford Golf and Tennis  
Blythedale Children's Hospital  
Town of Bedford  
Briarcliff Manor Public Library  
Burke Rehabilitation Center  
Butterfield Hospital  
Bridgeport Housing Authority  
Byram Hills School District  
Canterbury Public Library  
Chappaqua Library  
Chateau Rive  
Christ Episcopal Church  
City of New Rochelle  
Clarion Realty Corporation  
Clarkstown Central School District  
Columbia County Courthouse  
Columbia Memorial Hospital  
Community Unitarian Church  
Compo Beach of Westport  
Connecticut Department of Housing  
Connecticut Veterans Home  
Town of Cortland  
Town of Darien  
Deepdale Golf Club  
Department of Veterans Affairs  
Deloitte & Touche  
Dutchess County  
Village of Dobbs Ferry  
Eastchester Public Library  
Elmhurst Hospital  
Elmsford Public School District  
Town of Fairfield

Fordham University  
Freeport School District  
Garden City Country Club  
Glen Island Care Center  
Green Farms Academy  
Green Meadow Waldorf Institute  
Town of Greenburgh  
Greenwich Police Department  
H. Smith Richardson Golf Course  
Town of Harrison  
Hastings-on-Hudson Library  
City of Hartford  
Hendrick Hudson Free Library  
Huguenot Historic Society  
Hudson Valley Hospital Center  
Jericho Public Library  
John C. Hart Memorial Library  
Kingston Housing Authority  
Kirkland Hall College  
Kirquel Development, Ltd.  
Human-I-Tees  
Lake Isle Country Club  
Lakeland Central School District  
Larchmont Public Library  
Lawrence Hospital  
Lee Hospital  
Leewood Golf Club  
Lenox Hill Hospital  
Letchworth Village  
Longshore Golf Club  
Town of Mamaroneck  
Village of Mamaroneck  
Manhasset School District  
Town of Maybrook  
Mercy College  
Morris Bailey Management Co.  
Mount Kisco Public Library  
Town of Mount Pleasant



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## REPRESENTATIVE MASTER PLANS | FEASIBILITY STUDIES | ASSESSMENTS

Morristown Municipal Airport  
New Milford Public Library  
City of New Rochelle DPW  
New Paltz Huguenot Historic Society  
New Rochelle Hospital Center  
New York City Health & Hospitals Corp.  
New York City School Construction Authority  
New York Eye and Ear Infirmary  
Town of New Castle  
North Bergen Housing Authority  
Town of North Castle  
North Shore School District  
North Stonington  
City of North White Plains  
Northern Westchester Hospital  
Village of Ossining  
Ossining Public Library  
Ossining Union Free School District  
Patterson Public Library  
City of Peekskill  
Peekskill E.M.S.  
Pelham Central School District  
Pepe & Company  
PepsiCo  
Village of Pleasantville  
Port Chester Public Library  
Poughkeepsie Housing Authority  
Town of Pound Ridge  
Ramsey Public Library  
Rockland County Cropsey Barn  
Rye Country Day School  
Rye Presbyterian Church  
Saint Augustine Senior Housing  
Saint James Church  
Samuel Field YM&YWHA  
Saxon Woods  
Scarsdale Public Library  
Siwanoy Country Club  
Smithtown Central School District  
Solomon Schechter School  
Sullivan County  
SUNY Farmingdale  
SUNY Stony Brook  
Town of Somers  
Town of Strafford  
Town of Suffield  
Sunningdale Country Club  
Syska & Hennessy Group  
Village of Tarrytown  
Teterboro Airport  
Tuckahoe School District  
Ulster County  
United State Postal Service  
Village of Port Chester  
Vista Vocational and Life Skills Center  
Warner Public Library  
Weill Cornell Medical College  
Wentworth-Douglas Hospital  
Westchester County Airport  
Westchester County Courthouse  
Westchester County Labs & Research  
Westchester Community College  
Westchester Country Club  
Westchester Medical Center  
Town of Weston  
Town of Westport  
Westledge Nursing Home  
Westport Fire Departments  
Wethersfield Public Library  
Wheatley Junior and Senior High School  
City of White Plains  
White Plains Hospital Center  
YMCA Greenwich  
YMCA Mount Vernon  
YMCA Yonkers  
YWCA of Greenwich  
YWCA of Hartford

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## REPRESENTATIVE MUNICIPAL | GOVERNMENT PROJECTS

### TOWN OF BEDFORD

Bedford, NY

#### Bathhouse Renovations

Bedford Hills Memorial Park Bathhouse.

Katonah Memorial Park Bathhouse Renovation.

#### Municipal Building Reroofing

Bedford Hills Community House reroofing.

Reroofing of 425 Cherry Street municipal building.

#### Master Plan Municipal Buildings

54,000 SF Master plan study for the Town's highway department, water department, and department of parks and recreation.

Lothrop Associates master plan services comprised of inventory of current space and equipment, assessment of the buildings, and stakeholders interviews to determine their program requirements.

#### Highway Department

New study for the Town of Bedford Highway Department including extensive reconfigurations and renovation to the Adam Street and Crusher road sites and relocation of the Town's recycling center.

#### Water Filtration Plant

New 17,000 SF operations building includes, offices, control labs, conference room, toilets, locker room, two-truck garage bay and a treatment area for filtration equipment.

#### Police Department

4,500 SF renovation of the existing police department building including, lobby, offices, educational training classrooms, conference room, gym and fitness facilities along with new carport structure capable of supporting a roof mounted solar photo-voltaic panels.

### CITY OF BRIDGEPORT

Bridgeport, CT

#### On-Call Contract

On-Call architectural services.

#### Arena Reroofing

108,000 SF reroofing on several roofs of the Total Mortgage Arena.

### COLUMBIA COUNTY COURTHOUSE

#### HISTORIC BUILDING

Hudson, NY

12,000 SF addition to a historically significant building with interior alterations to the existing 24,000 SF building.

### TOWN OF CORTLANDT

Cortlandt, NY

#### Municipal Building Conversion

Programming and schematic design for the conversion of an existing elementary school into town offices.

#### Feasibility Study and Relocation

Feasibility study for the Department of Environmental Protection. Upon completion of the study, we were then hired for the relocation and addition of the Department of Environmental Protection.

### VILLAGE OF DOBBS FERRY

Dobbs Ferry, NY

#### Municipal Assessment

Assessments of municipal buildings and roof systems of three Village Park buildings.

#### Administrative Building Assessment

General assessment of the architectural, structural, mechanical, electrical, plumbing and roofing systems of the Village's fire and administrative buildings.

### DORMITORY AUTHORITY OF THE STATE OF NEW YORK

White Plains, NY

\$17 Million Westchester County Courthouse facade renovation including, facade investigations, plan for repair, window replacement and roofing replacement.

### DORMITORY AUTHORITY OF THE STATE OF NEW YORK

Orangeburgh, NY

New 27,900 SF services support building at Rockland Psychiatric Institute.

### DUTCHESS COUNTY

Poughkeepsie, NY

#### On-Call Contract

On-Call consultant for architectural services.

#### Transit Facility Renovations

Exterior and interior renovation at Dutchess County Transit Facility.

#### Restoration and Repairs

Exterior improvements at Dutchess County's Office for Central and Information Services including various repairs, replacements and restoration.

#### Municipal Building Assessment

Building assessment of the 1920's circa, 12,647 SF public building followed by design and renovations to create office space for various county departments.

#### Airport Reroofing

Reroofing at Dutchess County Airport.

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## REPRESENTATIVE MUNICIPAL | GOVERNMENT PROJECTS

### **CITY OF EAST HARTFORD**

#### **East Hartford, CT**

On-Call consultant for architectural services.

### **TOWN OF EASTCHESTER**

#### **Eastchester, NY**

Lake Isle renovations of new facilities includes maintenance building, vehicle storage and equipment storage bays, staff facility with locker rooms and showers, golfer's lounge, pro-shop starter house, cart barn and bag storage in addition to a new pool, bath house, snack bar, site work and parking.

### **TOWN OF ENFIELD**

#### **Enfield, CT**

On-Call consultant for architectural services.

### **TOWN OF GREENBURGH**

#### **Greenburgh, NY**

##### **Town Hall Renovation**

Town hall building evaluation, feasibility study and renovation.

Architectural and interior design services for the 43,000 SF relocation of town hall offices and associated interior improvements.

##### **Parks and Recreation**

New ADA compliant restrooms at Veterans Park.

##### **Court Ramp Study**

New ADA compliant ramp study and design.

##### **Needs Assessment**

Police headquarters and justice courts study of existing facilities to determine the needs and options to accommodate current and future needs.

Recommendations include the addition of 24,000 SF of space or the construction of a new 50,000 SF building and replacement of the police department's exterior windows.

### **GREENVILLE FIRE DISTRICT**

#### **Scarsdale, NY**

##### **(Award Recipient)**

19,000 SF renovations and addition consists of four apparatus and three antique apparatus bays, new dormitory, day room, meeting room and administration offices, all while fully operational.

### **CITY OF GROTON**

#### **Groton, CT**

##### **On-Call Contract**

On-Call consultant for architectural services.

##### **Municipal Renovation**

Architectural services for municipal building renovation including the building entrance and window replacement.

### **TOWN OF GROTON**

#### **Groton, CT**

##### **On-Call Contract**

On-Call consultant for architectural services.

##### **Design Services**

Design services for renovations of the Laboratory and Toilet Room at the Water Pollution Control Facility.

### **GRUMMAN ECOSYSTEMS CORPORATION**

#### **Valhalla, NY**

Resource recovery facility design.

### **TOWN/VILLAGE OF HARRISON**

#### **Harrison, NY**

##### **Police Station**

Conversion of an existing school to a 15,000 SF police station including a lobby, main desk with communications center, detective squad room, muster room, locker rooms, holding cells, booking facilities and administrative offices.

##### **Feasibility Study**

Site feasibility study for the Town Hall, design and construction of a new three-story, 34,000 SF building.

### **CITY OF HARTFORD**

#### **Hartford, CT**

##### **On-Call Contract**

On-Call consultant for architectural services.

##### **City Hall Renovations**

Historic City of Hartford City Hall renovations including compliance with egress and ADA compliance.

##### **Municipal Building Renovation**

Phased renovation and interior alterations, schematic design of an existing three-story, 103,000 SF municipal building including Police Academy, Police Athletic League, and Tactical Training. Facilities include gymnasium, recreation and game rooms, swimming pool, auditorium, classrooms, office, locker rooms and storage.

### **VILLAGE OF HASTINGS-ON-HUDSON**

#### **JAMES V. HARMON COMMUNITY CENTER**

##### **Hastings-On-Hudson, NY**

Design and construction of a new 14,500 SF village community center and offices for the Department of Parks and Recreation.

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## REPRESENTATIVE MUNICIPAL | GOVERNMENT PROJECTS

### JOSEPH G. CAPUTO COMMUNITY CENTER

Village of Ossining, Ossining, NY  
(Award Recipient)

#### Feasibility Study

Feasibility study for the addition of an indoor multi-pool facility, including a lap pool and children's pool, wellness center, spectator seating and renovation of locker rooms and existing gymnasium.

#### Pool Design

Design and construction of a new, six-lane competitive indoor swimming pool and pool enclosure with a translucent insulated roof and operable skylights.

#### Play Area Addition

Addition of a children's indoor aquatic play area with multiple water spray features.

#### Addition and Renovation

Addition of elevated spectator seating for gym and pool accommodating approximately 175 people. Renovation of existing locker rooms and gymnasium. New entrance lobby, offices, ADA compliant elevator and replacement of existing HVAC system.

### TOWN OF KENT

Carmel, NY

On-Call consultant for architectural services.

### TOWN OF TRUMBULL

Trumbull, CT

On-Call consultant for architectural services.

### LAKE MOHEGAN FIRE DISTRICT

Cortlandt, NY

8,800 SF new firehouse substation.

### LIVE OAK FIREHOUSE

Elmsford, NY

Ambulance bay addition and community room.

### VILLAGE OF MAMARONECK

Mamaroneck, NY

Municipal facilities space needs assessment of all municipal facilities for the Village of Mamaroneck.

### TOWN OF MAMARONECK

Mamaroneck, NY

Harbor Island development recreational facilities.

### MAPLE MOOR GOLF COURSE

White Plains, NY

#### Golf Facilities Renovation

Renovation of the maintenance facilities including the existing maintenance and golf cart storage building, and renovation of the existing equipment storage building.

#### Maintenance Building Construction

The project also included the construction of a new pre-engineered maintenance building, site work and parking.

### VILLAGE OF MARGARETVILLE

Margaretville, NY

Village hall roof replacement.

### THE VILLAGE OF MAYBROOK

Maybrook, NY

Investigation and feasibility study for a new Village Hall and municipal services building.

### TOWN OF MOUNT PLEASANT

Valhalla, NY

#### Community Center (Award Recipient)

New community center, library, gymnasium, multi-purpose space for senior and children's activities, community events and town meetings in addition to including four outdoor pools for adults and children, water slide and a snack bar.

#### Town Water Department Operations Facility

11,000 SF new construction of the Town's Water Department Operations Facility with: four drive through vehicle bays and maintenance bay; vehicle and truck garage and maintenance facilities; equipment storage and mechanical room; men's and women's locker rooms and showers; administrative offices and conference room; lounge and lunch room; archives and record storage, voice and data.

### NAVAL WEAPONS STATION EARLE

Colts Neck, NJ

Interior design and furniture selection for a 10,800 SF office space located on the naval base.

### CITY OF NEW BRITIAN

New Britain, CT

On-Call consultant for architectural services.

### TOWN OF NORTH CASTLE

North Castle, NY

#### Historic Renovation

Historic windmill restoration.

#### Municipal Buildings Evaluation, Renovation, Expansion

20,000 SF recreation and community center schematic design.

Feasibility study and evaluation for recreation department.

ADA building survey and evaluation of all town buildings.

Municipal parking redesign and ADA compliance.

Highway Department offices expansion.

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## REPRESENTATIVE MUNICIPAL | GOVERNMENT PROJECTS

### TOWN OF NEW CASTLE

New Castle, NY

#### Water Treatment Reroofing

29,000 SF reroofing on the Millwood Water Treatment Plant.

#### Police Department Study

Comprehensive space utilization study of the existing Police Department facilities and review of the Justice Court facilities in relationship to the Police Department and Town Hall facilities at large.

### NEW YORK STATE

#### DEPARTMENT OF GENERAL SERVICES

Term contract for architectural services for various locations statewide with completed projects involving roof replacements, interior renovations and exterior building improvements.

### TOWN OF NORTH SALEM

North Salem, NY

Court room building and new library design.

### CITY OF NEW ROCHELLE

New Rochelle, NY

#### On-Call Contract

On-Call consultant for design services for a period of two years.

#### Department of Public Works Buildings

Design of a new state of the art facility, and a test fit of the program onto several different sites within the city limits. The selection of sites included several options such as using city owned land and partnerships with private developers to construct the facility as part of a larger development, always keeping the department's needs as the first priority when evaluating the feasibility of the proposed option.

### NEW YORK STATE THRUWAY AUTHORITY

New York Statewide

#### Architectural Services

Term contract with the New York Thruway Authority (NYSTA) for architectural services for various locations statewide.

#### Renovations

Roof replacements, interior renovations and building additions.

### CITY OF NORWALK

Norwalk, CT

Reconfiguration of Broad River Fire Station's existing spaces, repair and replacement of various interior finishes and fenestration.

### ORANGE COUNTY

Goshen, NY

Renovations to the Orange County Emergency Housing of approximately 25,000 SF of occupied space over three floors.

### TOWN OF ORANGETOWN

Orangeburgh, NY

32,000 SF addition to an existing 28,000 SF town hall to consolidate town supervisor, attorney and clerks offices into one facility.

### PEEKSKILL EMERGENCY MEDICAL SERVICES

Peekskill, NY

Schematic design and design development for an addition and reconfiguration of existing interior space including, training facilities, bunk rooms, meeting rooms, lounge, storage and support facilities.

### VILLAGE OF PLEASANTVILLE

Pleasantville, NY

Feasibility study to determine program elements, building size, design, capital and operating costs and possible sites for a new recreation center. This included service area demographics, relevant recreation and lifestyle trends, complete site analysis and the development of a detailed course of action for each alternative.

### VILLAGE OF POCANTICO HILLS

Pocantico, NY

Community recreational facilities.

### VILLAGE OF PORT CHESTER

Port Chester, NY

#### Needs Assessment

Facilities condition and needs assessment for Village properties.

#### Roof Replacement

Partial roof replacement of the Village Hall annex.

#### Fire House Headquarters

Interior rehabilitation.

### TOWN OF POUND RIDGE

Pound Ridge, NY

#### Renovations

Golf course cart barn and restrooms.

Golf course clubhouse code review.

#### Town Park Master Plan

Master plan development including replacement of swimming pool and bathhouse, new community center and future gymnasium, reconfiguration of recreation activities, relocation of vehicular traffic and parking.

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## REPRESENTATIVE MUNICIPAL | GOVERNMENT PROJECTS

### **Town Hall Feasibility Study**

Extensive town hall feasibility study, report and recommendations for all municipal departments including assessor, building, finance, maintenance, planning, police, recreation, tax receiver, attorney, clerk and court facilities.

### **PUTNAM COUNTY**

#### **Carmel, NY**

17,000 SF transit facility building improvements.

### **ROCHESTER COMMUNITY CENTER**

#### **Accord, NY**

Rochester County Center additions and alterations for storm recovery.

### **CITY OF ROCHESTER**

#### **Rochester, NY**

26,000 SF reroofing on the department of environmental services parks operation center building.

### **ROCKLAND COUNTY**

#### **New City, NY**

#### **On-Call Contract**

On-Call consultant to provide design services for construction related projects.

#### **Municipal Building Renovation**

Highway building renovation.

Design, interior space planning, construction administration and commissioning for the renovation of the former Highway Building including:

New interior offices, bathrooms, meeting rooms, garage for special operation vehicles and equipment storage, common spaces and ADA compliance.

The exterior renovations include exterior refinishing, new roof, windows, doors, handicap entrance ramp, hazardous materials abatement and removal.

#### **Clerk's Office Renovation**

Concept design for the interior renovation of the County Clerk's office.

#### **Cropsey Barn Restoration**

Rehabilitation restoration of the 1796 Cropsey Barn complex and separate bunkhouse which includes complete restoration of the entire heavy timber frame, siding, wood trim, roof, barn doors and barn sash windows.

### **SCARSDALE VOLUNTEER AMBULANCE SERVICE**

#### **Scarsdale, NY**

9,950 SF new ambulance headquarters facility with a new garage for three ambulances, expanded offices, sleeping quarters, toilets, lockers and support spaces.

### **TOWN OF SOMERS**

#### **Somers, NY**

Adaptive reuse and restoration of existing barn to provide a storage building, maintenance garage and parking.

### **CITY OF STAMFORD**

#### **Stamford, CT**

Sterling Farms dressing room theater two-story addition listed on the State Historic Register. The 1,375 SF addition includes dressing rooms, restrooms, rehearsal space, workroom and offices.

### **STONE RIDGE FIREHOUSE**

#### **Marbletown, NY**

7,200 SF new construction including four apparatus bays, offices, meeting room and lounge, kitchen and related space.

### **TOWN OF STRATFORD, CT**

#### **Stratford, CT**

On-Call consultant for architectural design and construction management services.

### **TOWN OF STRATFORD, CT**

#### **Stratford, CT**

#### **Feasibility Study**

Feasibility study for a 6,100 SF addition and 1,700 SF renovation of the south end community center.

#### **Master Planning**

Master planning services for the development of a facilities master plan.

### **TOWN OF SUFFIELD**

#### **Suffield, CT**

New 60,000 SF community center feasibility study.

### **VILLAGE OF TARRYTOWN**

#### **Tarrytown, NY**

#### **Firehouse Repairs**

Firehouse investigation and structural repairs to stabilize the building.

#### **Engineering Services**

Complete architectural and engineering services from space programming to bidding for this 15,600 SF two-story Village Hall and courts facility.

Police station investigation and feasibility study for expansion of the existing building.

### **ULSTER COUNTY**

#### **Kingston, NY**

#### **Design Services Consultant**

Consultant for as-needed architectural projects for building and facility design.

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## REPRESENTATIVE MUNICIPAL | GOVERNMENT PROJECTS

### **Courthouse Renovation**

Courthouse renovation including, exterior upgrades and repairs, roof replacement and siding, masonry restoration and new entrance canopy.

### **Renovations**

5,000 SF renovation and exterior project to create the Ulster County Restorative Justice and Empowerment Center. This includes a new facade, ADA improvements, offices, conference and meeting rooms.

### **CITY OF WATERBURY**

#### **Waterbury, CT**

Chase Municipal Building window assessment and report.

### **WESTCHESTER COMMUNITY COLLEGE**

#### **Valhalla, NY**

#### **Library Feasibility Study and Space Needs**

Space needs assessment resulting in the College's need to double the size of the existing library facility.

#### **Harold L. Drimmer Library (Award Recipient)**

\$15 million, 52,000 SF renovation and 57,000 SF addition to the existing library. The addition and renovation included student skills assessment and academic support center on the ground level and the campus library and learning resource center, on the upper three levels, to accommodate 140,000 volumes and 1,100 seats.

### **WESTCHESTER COUNTY JAIL**

#### **Valhalla, NY**

Design of a new 9,000 SF replacement kitchen for the Westchester County Jail. The main kitchen and penitentiary kitchen both received new infrastructure and equipment.

### **WESTCHESTER COUNTY AIRPORT**

#### **White Plains, NY**

#### **Airport Renovations**

\$35 Million, Award-Winning Major Modernization.

Terminal 65,000 SF.

ARF Building 5,000 SF.

Maintenance building 10,000 SF.

Extensive site planning.

Rooftop parking security renovations.

Restoration and mounting of the gateway plane.

Vehicle maintenance facility.

Design of a solar wall for hanger C-1.

Terminal system upgrade.

\$3.9 million roofing and observation deck.

Renovation and alteration.

Restaurant and food service.

Master planning February 2011.

Master planning December 2009.

Master planning May 2008.

Term contract, On-Call, master planning.

Terminal garage evaluation 2022.

Comprehensive evaluation and review of the existing structure and mechanical systems.

#### **Terminal Ticket Counter Relocation**

Architectural services to relocate the ticket counters to the north wall of the terminal along the new baggage conveyor.

#### **Carousel Building**

Structural engineering services.

### **WESTCHESTER COUNTY**

#### **Hawthorne, NY**

Renovation of a 37,300 SF Department of Public Safety headquarters facility. The scope of work focuses primarily on the reorganization and upgrade of existing interior spaces.

### **WESTCHESTER COUNTY**

#### **Valhalla, NY**

#### **Correctional Center**

Gymnasium and program recreation building.

#### **Department Of Laboratories & Research**

Space needs analysis and facilities assessment.

Phase I additions to all departments inclusive of 23,000 SF of new space and 9,000 SF of altered space at this existing 60,000 SF facility.

New 2,200 foot steam line installation from the campus' main steam generating plant.

### **WESTCHESTER COUNTY**

#### **White Plains, NY**

#### **Public Safety and Armory Training Facility**

Physical, structural, mechanical and electrical assessment.

#### **District Health & Social Services Building (Award Recipient)**

New building construction including administrative offices and support spaces.

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## REPRESENTATIVE MUNICIPAL | GOVERNMENT PROJECTS

### Municipal Office Building Garage

Structural repairs and renovations of the Westchester County parking garage originally built in 1969. As part of the courthouse complex, the garage consists of ten floors.

### County Courts 360 Hamilton Avenue

Lothrop Associates conducted a feasibility study which included a cost analysis and floor plans of relocating the Westchester County Courts into a 400,000 SF office building.

### Offices

Administrative offices.

### Fire Investigation

Code compliance analysis at Stouffer's Inn.

### WESTCHESTER COUNTY

#### Yonkers, NY

4,500 SF roof removal and replacement on three buildings at the Yonkers Joint Waste Water Treatment Plant.

#### TOWN OF WESTON

##### Weston, CT

Town hall facilities and library feasibility study.

#### TOWN OF WESTPORT

##### Westport, CT

### Master Planning

Compo Beach master plan and bathhouse.

### School Alterations

Coleytown Central School District life safety and handicapped alterations.

### Firehouse Renovation

Firehouse assessment and in-depth field investigation and condition assessment of four fire stations.

### CITY OF WHITE PLAINS

#### White Plains, NY

### Parking Garage Feasibility Study

Waller-Maple 800 car parking structure feasibility study and 350 car parking structure through construction documents.

### Board of Education Building

8,500 SF Youth Bureau located in Board of Education Building for Eastview Schools.

### Department Of Public Works

New 58,000 SF pre-engineered building for their maintenance garage and 400 vehicle fleet, combined with the sanitation truck parking garage.

### Roof Replacement

Removal and replacement of an existing 8,000 SF clay tile Spanish style roof, on the landmark fire headquarters.

### TOWN OF YORKTOWN COURT FACILITY

#### Yorktown, NY

A new town court facility situated adjacent to the existing Police Department Building providing an equal presence in the resultant law enforcement complex, including two town justice courts, judge's office, court clerk and administrative functions.

### VARIOUS ON CALL | TERM | IDIQ CONTRACTS ARCHITECTURAL AND ENGINEERING SERVICES NEW YORK, NEW JERSEY, CONNECTICUT, AND PENNSYLVANIA

Bridgeport Housing Authority, Bridgeport, CT.

Camden Housing Authority, Camden, NJ.

Cape May County, NJ.

Chester Housing Authority, Chester, PA.

City of Hartford, CT.

City of Stamford, CT.

City of Yonkers, NY.

Connecticut Housing Finance Authority, CT.

Department of Veterans Affairs, NY and CT.

Dormitory Authority State of New York, NY.

Hoboken Housing Authority, Hoboken, NJ Jersey City

Housing Authority, Jersey City, NJ.

New Britain Housing Authority, New Britain, CT.

New York City Health And Hospitals Corporation, NY.

New York City School Construction Authority, NY.

New York State Office of General Services, NY.

New York State Thruway Authority, NY.

New York State University Construction Fund, NY.

Newark Housing Authority, Newark, NJ.

Orange County, NY.

Philadelphia Housing Authority, PA.

Pleasantville Housing Authority, Pleasantville, NY.

Putnam County, NY.

Rochester Housing Authority, Rochester, NY.

Rockland County, NY.

State of Connecticut Department of Housing, CT.



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## **REPRESENTATIVE MUNICIPAL | GOVERNMENT PROJECTS**

Stony Brook Medicine, Stony Brook, NY.

Town of Enfield, Enfield, CT.

Town of Groton, Groton, CT.

Town of Hamden, Hamden, CT.

Troy Housing Authority, Troy, NY.

United States Coast Guard.

United States Corps of Engineers.

United States Postal Service, New York Regions.

Westchester County Airport.

Westchester Medical Center.



## REFERENCES

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Michele Otero, Contract Compliance Officer  
The City of Bridgeport  
999 Broad Street  
Bridgeport, CT 06604  
Telephone: (203) 576-7984

Robert H. Gruffi, Director of Facilities Management  
Rockland County  
50 Sanatorium Road  
Pomona, NY 10970  
Telephone: (845) 364-2958

Julia Su Jack AIA NCARB NOMA PMP, Architect  
City of Hartford  
50 Jennings Road, Second Floor  
Hartford, CT 06120  
Telephone: (860) 757-9963

Hermine Delarie, Program Manager  
CDBG - Superstorm Sandy Recovery Program  
State of Connecticut Department of Housing  
505 Hudson Street  
Hartford, CT 06106  
Telephone: (860) 270-8149

Ryan Leggio  
Housing Authority of the Township of North Bergen  
6121 Grand Avenue  
North Bergen, NJ 07047  
Telephone: (201) 868-8605

Joyce Hermonat  
Building Committee Co-Chair  
New Milford Public Library  
24 Main Street  
New Milford, CT 06776  
Telephone: (203) 520-5253

Christopher Boston  
Design Administrator  
Dutchess County Department of Public Works  
626 Dutchess Turnpike  
Poughkeepsie, NY 12603  
Telephone: (845) 486-2121

# The Lothrop Team



John Cutsumpas



William Simmons



Robert Gabalski



Arthur J. Seckler



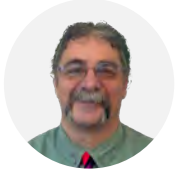
Jennifer Fernandez



Patrick Bates



Glenn Ferguson



Brett Huttman



Vincent Lisanti



Antonio Barros



Jackie Graziano



Laura Altesor



Vince Antonecchia



Christopher Bryan



Tyler Calabrese



Andrew Claar



Dragana Dragovich



Esther Escalante



Tiago Felizardo



Gordon Frites



Carlos Garcia



John Garcia



Oscar Garcia



Anthony Gayle



Martin Grooms



Marcia Hidalgo



Carlos Jacome



Aysia King



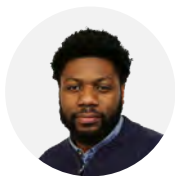
Rashmi Kinariwala



William Knox



Majid Mahmood



Thomas Matturi



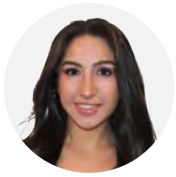
Loren Meyer



Jessica Mulholland



Hiasharu Murashima



Nikki Napolitani



Mark Porterfield



Marilyn Reid



Connor Rice



Jennifer Robbins



Andre Salgado



Daniel Savoca



Dara Sealy



Darius Sealy



Kathleen Sowle



John Sepples



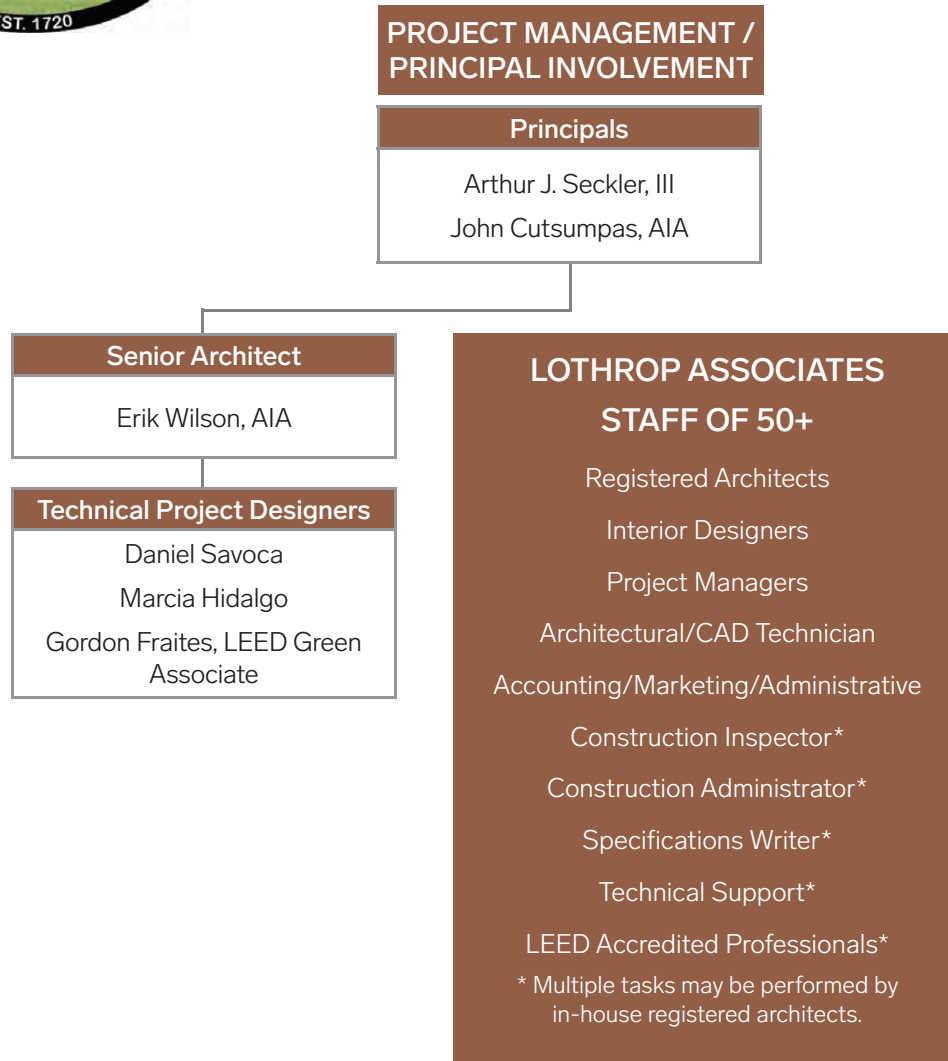
Devin Stover



Janet Tavolilla



## TOWN OF BOLTON FACILITIES STUDY RFP



### SUBCONSULTANTS

<b>Site/Civil Engineering</b> Martinez Couch & Associates, LLC	<b>Mechanical, Electrical, Plumbing Engineering &amp; Fire Protection</b> Landmark Facilities Group, Inc.	<b>Cost Estimating</b> Construction Cost Solutions, LLC
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### IN-HOUSE SERVICES PROVIDED

Master Planning	Additions Renovations New Construction	Programming	Site Selection Studies	ADA & Life Safety Assessments
Building Design	Feasibility Studies	Urban Planning & Design	LEED	Interior Design Furniture, Fixtures & Equipment



## TEAM QUALIFICATIONS SUMMARY

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Lothrop Associates Architects has the **professionals and resources readily available** to successfully serve the Town of Bolton. Our firm offers:

- Personal hands-on **Principal Management and Involvement throughout all phases** of projects
- Availability Staff and Resources include fifty plus (50) professionals with four (4) Managing Principals and associates (with an average experience of 35 years)
- Registered Architects (with an average experience of 33 years)
- LEED Accredited Professionals
- Interior Designers

### PROJECT TEAM RESPONSIBILITIES | COMMUNICATION

Lothrop Associates Architects prides itself on direct Principal involvement on all phases of a project. We believe that a high level of Principal involvement and our personal commitment to each client is of the utmost importance to develop clear lines of communication, thus resulting in the success of a project. Thus, we recommend the following team dedicated to the Town of Bolton.

#### Principal

Arthur J. Seckler, III  
John Cutsumpas, AIA

#### Technical Project Designers

Daniel Savoca  
Marcia Hidalgo  
Gordon Fraites, LEED Green Associate

#### Senior Architect

Erik Wilson, AIA, LEED AP

### TEAM OVERVIEW

**Arthur J. Seckler, III, Assoc. AIA will serve as Principal.** Arthur has been a vital member of Lothrop Associates Architects, bringing over 35 years of extensive expertise to the firm. As a principal, Arthur oversees project management and construction oversight across a diverse range of project types, including government, educational, recreation, healthcare, institutional, residential, correctional, commercial, and adaptive re-use commissions. His relevant project experience includes the Town of Westport, Fire Department Condition Needs Assessment, Westport, CT; Town of Stratford South End Community Center, Feasibility Study, Stratford, CT; Village of Port Chester, Facilities Condition and Needs Assessment, Port Chester, NY; Town of Mamaroneck, Building Conditions Assessment, Mamaroneck, NY; and Sullivan County, Facilities Master Plan, Monticello, NY.

**John Cutsumpas, AIA, will serve as Principal.** John brings over 30 years of experience as a registered architect, working with a diverse portfolio of national and international clients. For more than two decades, he has been at the forefront of highly complex and demanding projects. John's expertise encompasses programming, design, production, and construction management. John's extensive portfolio includes significant contributions to a wide array of projects in addition to several LEED Certified and Sustainable Design Projects, reflecting his versatile and innovative approach to architecture.

John's experience working with government and municipal clients includes the Village of Mamaroneck, Space Needs Assessment, Mamaroneck, NY; Village of Portchester, Facilities Condition Assessment, Portchester, NY; Westchester County, Maple Moor Golf Course, White Plains, NY; Award Winning, Joseph G Caputo Community Center and Pool, Ossining, NY; and various projects for Town of Greenburgh Police and New York State Office of General Services. Additionally, John has worked on several recent LEED/Sustainable Design projects including Mount Kisco Public Library that incorporated sustainable features such as geothermal systems, rain gardens and solar panels.

## TEAM QUALIFICATIONS SUMMARY

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**Erik J. Wilson, AIA, LEED AP will serve as Senior Architect.** A registered architect and LEED-accredited professional, Erik possesses more than twenty-five years of profound expertise in architectural design and project management. Specializing in high-end design and construction management, Erik has devoted a significant portion of his career to the development and enhancement of educational institutions. His extensive experience encompasses a broad spectrum of high-caliber projects, underscoring his commitment to excellence and his ability to navigate complex design and construction challenges with a strategic and innovative approach. Erik's project experience includes facilities master planning and building conditions surveys for numerous school districts throughout the region.

**Daniel Savoca, will serve as Technical Project Designer.** Daniel brings nearly a decade of expertise in architecture and construction to the table. His diverse project portfolio spans government, municipal, and sustainable design. In his multifaceted role, Daniel oversees a broad spectrum of responsibilities, including surveying existing conditions, conducting code reviews, architectural design, drafting coordination, client liaison, bidding, and construction administration. Daniel's proficiency extends to time management, budgeting, and team building, where he excels in identifying issues and devising effective solutions. Daniel's relevant project experience includes the Village of Port Chester, Facilities Condition Needs Assessment, Port Chester, NY; Sullivan County, Facilities Master Plan, Monticello, NY; NYS Thruway Authority, Headquarters Traffic Safety Operations Center, Albany, NY, and NYS Thruway Authority, Administration Headquarters Computer Room Upgrades, Albany, NY.

**Marcia Hidalgo will serve as Technical Project Designer.** With over 20 years of diverse experience, Marcia has excelled as a building inspector, building surveyor, and architectural designer, serving residential, commercial, retail, and healthcare clients. Marcia is known for her meticulous attention to detail and her ability to seamlessly integrate client needs with technical requirements. She is currently advancing her skills in sustainable design practices and actively pursuing her architectural license, reflecting her dedication to continuous professional development and excellence in the field. Her representative projects include Rockland County's Sheriff's Operations Building, renovation, New City, NY and Town of Mamaroneck, Tree Crew Garage rehabilitation, Larchmont, NY.

**Gordon Fraites, LEED Green Associate, will serve as Technical Project Designer.** Gordon is proficient in AutoCAD, Revit, and Adobe Suite and has contributed to a wide range of projects over his ten years at Lothrop Associates including municipal and government projects. Gordon frequently collaborates directly with clients, managing responsibilities such as product research, coordination of construction documents with consultants and vendors, field surveys, evaluations of existing buildings, design, and providing construction and administrative support. Gordon's relevant project experience includes Vista Vocational & Life Skill Center, Master Planning, Westbrook, CT; Dutchess County Public Defender's Office, Interior Renovation, Poughkeepsie, NY, Town of Greenburgh Parks and Recreation, ADA Improvements, Greenburgh, NY; and various projects for the New York State Office of General Services.

***Please note additional technical and support staff are readily available to work on the project as required.***



# Arthur J. Seckler, III, Assoc. AIA

## Principal

Arthur J. Seckler, III, Assoc. AIA joined Lothrop Associates Architects in 2006. Arthur has more than 35 years of experience and his responsibilities include Project Management and Construction Oversight on a wide variety of project types including education, government, healthcare, institutional, residential, correctional, commercial and adaptive re-use commissions.

Arthur manages projects and marketing client development, project management, construction administration and the overall operations of the firm.

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### EDUCATION

Associate of Science  
Mercy College 1983

### YEARS OF EXPERIENCE

35+ Years

### PROFESSIONAL REGISTRATION

Assoc. AIA

### SELECT EXPERIENCE

- Town of Westport, Fire Department Condition Needs Assessment, Westport, CT
- City of Norwalk, Broad River Fire Station, Renovation & Assessment, Norwalk, CT
- Town of Stratford, South End Community Center, Feasibility Study, Stratford, CT
- Village of Portchester, Facilities Condition & Needs Assessment, Port Chester, NY
- Village of Mamaroneck, Space Needs Assessment, Mamaroneck, NY
- Sullivan County, Facilities Master Plan, Monticello, NY
- City of Hartford, Quirk West Building Adaptive Reuse, Hartford, CT
- City of Hartford, City Hall Renovations, Hartford, CT
- Town of Rochester, Community Center Addition and Alterations, Accord, NY
- SUNY Cortland Service Group Building, Interior Renovation, Cortland, NY
- Historic Columbia County Courthouse, Addition and Renovation, Hudson, NY
- Town of Greenburgh Parks and Recreation, ADA Improvements, Greenburgh, NY
- Bridgeport Housing Authority, Term Agreement, Bridgeport, CT
- Ulster County Restorative Justice & Empowerment Center, Kingston, NY
- Ulster County Courthouse, Renovations, Kingston, NY
- Dutchess County Public Defender's Office, Interior Renovation, Poughkeepsie, NY
- Dutchess County Transit Facility, Exterior & Interior Renovation, Poughkeepsie, NY
- Orange County Emergency Housing Shelter, Interior Renovation, Middletown, NY
- New York State Office Of General Services, Term Agreement, State Wide  
Roof Replacements | Door Replacements | Exterior Canopies Repairs  
Office Renovations | Restroom Renovations | Interior Renovations
- New York State University Construction Fund, Term Agreement, State Wide  
Roof Replacements | Masonry Restorations | Window Replacements  
Building Infrastructure Repairs
- New York City School Construction Authority, Term Agreement, City Wide  
Exterior Masonry Repairs | Roof Replacements | Renovation of Existing Library  
Emergency Facade Repairs | Emergency Structural Repairs





# John Cutsumpas, AIA

## Principal

John Cutsumpas, AIA, has over 30 years of architectural experience as a registered architect with a diverse portfolio of national and international clients. For over two decades, he has been a leader in highly complex and demanding projects.

He covers a cross section of architectural design in the programming, design, production and construction management phases throughout government, municipal, healthcare, education, historic, corporate, commercial, residential, interior and data center projects.

### EDUCATION

Bachelor of Architecture  
Syracuse University 1985

### YEARS OF EXPERIENCE

40+ Years

### PROFESSIONAL REGISTRATION

Connecticut  
Massachusetts  
Rhode Island  
New York  
New Jersey  
Pennsylvania  
Maryland  
Texas

### SELECT EXPERIENCE

- Village of Mamaroneck, Space Needs Assessment, Mamaroneck, NY
- Village of Port Chester, Facilities Condition Assessment, Port Chester, NY
- Award Winning, Joseph G Caputo Community Center and Pool, Ossining, NY
- Dutchess County Public Defender's Office, ADA Improvements, Poughkeepsie, NY
- Ulster County Restorative Justice and Empowerment Center, Kingston, NY
- Historic Columbia County Courthouse, ADA Upgrades, Hudson, NY
- Westchester County, Public Safety Headquarters, ADA Compliance, Hawthorne, NY
- Westchester County Jail, Kitchen Infrastructure Rehabilitation, Valhalla, NY
- Westchester County, Maple Moor Golf Course, White Plains, NY
- Town of Greenburgh Court | Police, ADA Ramp Study and Design, Greenburgh, NY
- Town of Greenburgh Court | Police, Feasibility Study, Greenburgh, NY
- Town of Greenburgh Court | Police, Temporary Facilities, Greenburgh, NY
- Westchester County, MOB Garage Renovation, White Plains, NY
- Eastchester Volunteer Fire Department, Building Addition, Eastchester, NY
- Town of Bedford Police Station, Addition and Renovations, Bedford, NY
- New York State Office Of General Services, Term Agreement, State Wide  
Creedmoor Psychiatric Center, Roof Replacement, Queens, NY  
Creedmoor Psychiatric Center, Interior Renovation & Stairway Repairs, Queens, NY  
Jamaica Armory, Roof Replacement, Queens, NY  
Jamaica Armory, Restroom Renovations, Queens, NY  
Auburn Correctional Facility, Roof Replacement, Auburn, NY  
Manhattan Psychiatric Center, Exterior Entrance Canopies Repairs, New York, NY  
MacArthur Airport, Army Aviation Office Renovation Phase 1 & 2, Ronkonkoma, NY  
Downstate Correctional Facility, Roof & Door Replacement, Fishkill, NY  
Department of Labor, Roof Replacement, Hicksville, NY  
Fishkill Correctional Facility, Roof Replacement, Fishkill, NY





# Erik J. Wilson, AIA

## Associate | Senior Architect

A registered architect and LEED-accredited professional, Erik possesses more than twenty-five years of profound expertise in architectural design and project management. Specializing in high-end design and construction management, Erik has devoted a significant portion of his career to the development and enhancement of educational institutions. His extensive experience encompasses a broad spectrum of high-caliber projects, underscoring his commitment to excellence and his ability to navigate complex design and construction challenges with a strategic and innovative approach.

### EDUCATION

Massachusetts Institute  
of Technology,  
Bachelor of Science,  
Art and Design  
1995

### YEARS OF EXPERIENCE

25+ Years

### PROFESSIONAL REGISTRATION

New York  
Connecticut

### SELECT EXPERIENCE

- Greenwich Public Schools, Facilities Master Plan, Greenwich, CT
- Greenwich Public Schools, Building Conditions Survey, Greenwich, CT
- Bronxville UFSD, Building Conditions Survey, Bronxville, NY
  
- New York City School Construction Authority, New York, NY  
P.S. X362, Roof, Bronx, NY  
P.S. X807, Bronx District Office #7, Brick Wall, Bronx, NY  
P.S. X279, Playground Redevelopment, Bronx, NY
  
- Elmsford UFSD, Building Conditions Survey, Elmsford, NY
- Dobbs Ferry UFSD, Building Conditions Survey, Dobbs Ferry, NY
- Pleasantville UFSD, Building Conditions Survey, Pleasantville, NY
  
- Bronxville School, Five Year Capital Plan, Bronxville, NY
- Scarsdale Public Schools, Master Plan, Scarsdale, NY
- Orange-Ulster BOCES Arden Hill, Master Plan, Goshen, NY
  
- Scarsdale Public Schools, Building Conditions Survey, Scarsdale, NY
- Yonkers Public Schools, Building Conditions Survey, Yonkers, NY
- Yonkers Public Schools, Educational Facilities Plan, Yonkers, NY
  
- Fort Montgomery UFSD, Building Conditions Survey, Highland Falls, NY
- Greenwich Public Schools, Building Conditions Survey, Greenwich, CT
- Washingtonville UFSD, Building Conditions Survey, Washingtonville, NY
  
- Greenwood Lake UFSD, Building Conditions Survey, Greenwood Lake, NY
- Jewish Community Center, Maintenance Plan, Manhattan, NY
- Sephardic JCC, Maintenance Plan, Brooklyn, NY
  
- Suffolk JCC, Maintenance Plan, Commack, NY
- Bronx House JCC, Maintenance Plan, Bronx, NY



# Daniel Savoca

## Technical Project Designer

Daniel Savoca brings nearly a decade of expertise in architecture and construction to our firm. His diverse project portfolio spans across municipal, educational, government, housing, residential, institutional and commercial sectors.

In his multifaceted role, Daniel oversees a broad spectrum of responsibilities, including surveying existing conditions, conducting code reviews, architectural design, drafting coordination, client liaison, bidding, and construction administration. Daniel's proficiency extends to time management, budgeting, and team building, where he excels in identifying issues and devising effective solutions.

### EDUCATION

Bachelor of Science,  
Architecture, New York City  
College of Technology 2015

### YEARS OF EXPERIENCE

10+ Years

### SELECT EXPERIENCE

- Village of Port Chester, Facilities Condition Needs Assessment, Port Chester, NY
- Village of Mamaroneck, Space Needs Assessment, Mamaroneck, NY
- Sullivan County, Facilities Master Plan, Monticello, NY
- New York State Thruway Authority, Term Agreement, State Wide Headquarters Traffic Safety Operations Center, Albany, NY
- Administration Headquarters Computer Room Upgrades, Albany, NY
- NYC School Construction Authority, Exterior Masonry Repair & Facade, Bronx, NY
- New York State University Construction Fund, Term Agreement, State Wide SUNY Delhi, Masonry Restoration and Window Replacement, Delhi, NY
- SUNY Downstate, BSB Infrastructure Riser, Brooklyn, NY
- North Bergen Housing Authority, Terrace Apartments Elevator, North Bergen, NJ
- North Bergen Housing Authority, Cullum Apartments Elevator, North Bergen, NJ
- Rutgers University, Roof Replacements, Newark, NJ
- Schoolhouse Theater, Roof Repair, Croton Falls, NY
- 210 Lafayette The Liquidity Source, Roof and Façade Repair, New York, NY
- NYC Department of Buildings Local Law 11, Façade Repair, New York, NY
- The Carriage House, Façade Renovation, New York, NY
- Schenectady Housing Authority, Office Renovation, Schenectady, NY
- Philadelphia Housing Authority, Queen Lane Survey, Philadelphia, PA
- Syracuse Housing Authority, Exterior Building Improvements, Syracuse, NY
- Syracuse Housing Authority, Site Improvements, Syracuse, NY
- Syracuse Housing Authority, Bathroom Renovations, Syracuse, NY
- Schenectady Housing Authority, Balcony Repairs, Schenectady, NY
- Schenectady Housing Authority, Lead Based Paint Abatement, Schenectady, NY
- Schenectady Housing Authority, Kitchen Renovations, Schenectady, NY



# Marcia Hidalgo

## Technical Project Designer

With over 20 years of diverse experience in the field, Marcia has excelled as a technical project designer, building inspector and building surveyor serving institutional, residential, commercial, and retail clients. She is known for her meticulous attention to detail and ability to seamlessly integrate client needs with technical requirements. Marcia is dedicated to the profession and is currently pursuing her architectural license.

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### EDUCATION

Pratt Institute, Bachelor of  
Architecture 2002

### YEARS OF EXPERIENCE

20+ Years

### SELECT EXPERIENCE

- Rockland County Sheriffs Operations Building, Roof, New City, NY
- Town of Mamaroneck, Tree Crew Garage, Larchmont, NY
- The Emergency Housing Group, Middletown, NY
  
- New York City School Construction Authority, On Call Agreement, New York, NY
  - Roof Replacement, PS 117, Queens, NY
  - Roof Replacement, PS748, Brooklyn, NY
  - Emergency Facade, PS 107, Bronx, NY
  - Building Envelope Repairs, X807, District Office #7, Bronx, NY
  - Flood Elimination, PS42-R, Staten Island, NY
  - Pool Envelope & Full Program Accessibility, Harry Truman H.S., Bronx, NY
  
- 50 Main Bistro, White Plains, NY
- Poughkeepsie Housing Authority, Poughkeepsie, NY
- The Walton, 104 West 70th St, New York, NY
  
- Hawley Terrace, Yonkers, NY
- Kent Affordable Housing, Kent, CT
- Cresskill Public Library, Cresskill, NJ
  
- Harlem Hospital, New York, NY
- Veranda restaurant & Café, Queens NYC
- Gryphon Strategies, One North Broadway, White Plains, NY
  
- Create & Go, Restaurant, New York, NY
- Peter's Rotisserie, Restaurant, New York, NY
- Martine Center for Rehabilitation and Nursing, White Plains, NY
  
- 85 Horse Hill Road, MedLabs, Cedar Knolls, NJ
- Bronx Center for Rehabilitation and Healthcare, Bronx, NY
- 80 Douglas Street, Vaubel Residence, Brooklyn, NY
  
- 140 Beach 137th Street, Tomasseti Residence, Queens, NY
- 99 Potato Field Lane, Private Residence, Southampton, NY
- 18 East 93rd Street, Private Residence, New York, NY



# Gordon Fraites, LEED Green Associate

## Technical Project Designer

Gordon is a skilled technical project designer and manager with over fifteen years of experience and a keen understanding of sustainable design initiatives. He is proficient in AutoCAD, Revit, and Adobe Suite and has contributed to a wide range of diverse projects including residential, education, housing, hospitality, municipal and public and community. Gordon frequently collaborates directly with clients, managing responsibilities such as product research, coordination of construction documents with consultants and vendors, field surveys, evaluation of existing buildings and providing design and construction support.

### EDUCATION

Master of Architecture Savannah  
College of Art and Design 2013

Bachelors of Science in  
Architectural Engineering  
Technology University of Hartford  
2008

### YEARS OF EXPERIENCE

15+ Years

### SELECT EXPERIENCE

- Vista Vocational & Life Skill Center, Assessment, Westbrook, CT
- Town of Greenburgh Parks and Recreation, ADA Improvements, Greenburgh, NY
- Dutchess County Public Defender's Office, ADA Improvements, Poughkeepsie, NY
- Department of Veteran Affairs, Restroom Renovations, Montrose, NY
- New York State Office Of General Services, Term Agreement, State Wide MacArthur Airport, Army Aviation Office Renovation Phase 1, Ronkonkoma, NY
- New York City School Construction Authority, On Call Agreement, New York, NY  
PS 161, Upgrade and Repairs, Brooklyn, NY  
PS 161, Emergency Facade Repairs, Brooklyn, NY  
PS 748, Auditorium Upgrade (Reso A), Brooklyn, NY  
District Office #7, Emergency Structural Repairs, Bronx, NY  
PS 93, Roof Replacement, Bronx, NY
- North Bergen Housing Authority, Community Room Upgrades, North Bergen, NJ
- North Bergen Housing Authority, Site Improvements, North Bergen, NJ
- North Bergen Housing Authority, Renovation & Expansion, North Bergen, NJ
- Trevor Park Terrace, Lobby & Commons Spaces Improvements, Yonkers, NY
- Elm City Communities, New Haven Housing, Lead Based Paint, New Haven, CT
- Elm City Communities, New Haven Housing, Essex Townhouses, New Haven, CT
- Sheraton Tarrytown, Renovations, Tarrytown, NY
- Staybridge Suites, Renovations, MT. Laurel, NJ
- Staybridge Suites, Courtyard Upgrades & Renovations, MT. Laurel, NJ
- VA NYHHCS, Roof Replacement, New York, NY
- Yonkers Joint Wastewater Treatment Plant, Roof Replacement, Yonkers, NY
- Cornerstone Family Healthcare, Addition and Alterations, Newburgh, NY
- SUNY Cortland, Service Group Building Renovation, Cortland, NY
- SUNY Westchester Community College, Various Roof Replacements, Valhalla, NY
- YWCA Hartford, Toilet Renovation, Hartford, CT





## PRINCIPALS & SENIOR MANAGEMENT LICENSURE

### ARCHITECTURAL REGISTRATION:

Our firm's principals and senior management are Registered Architects in the tri-state area and listed below by state are their Architectural Registration Numbers.

John Cutsumpas, AIA

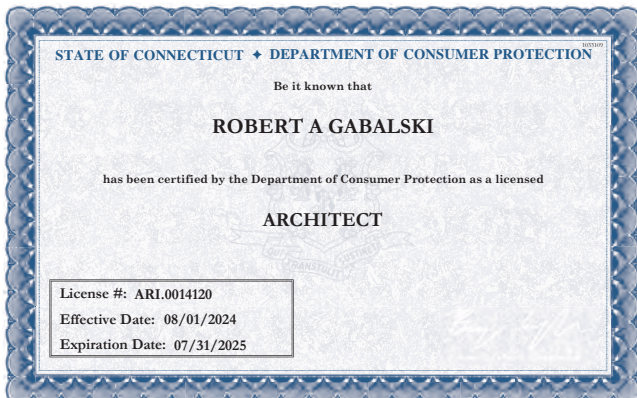
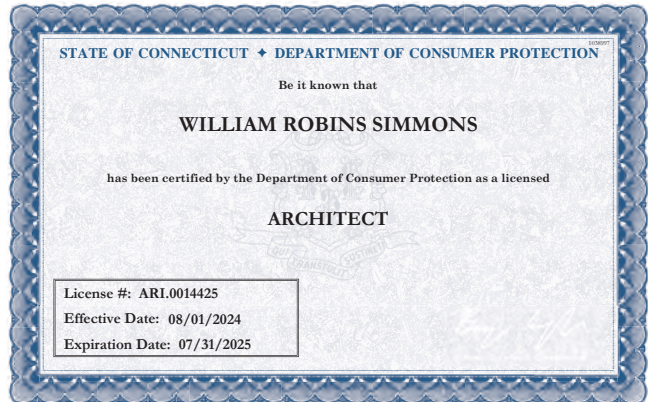
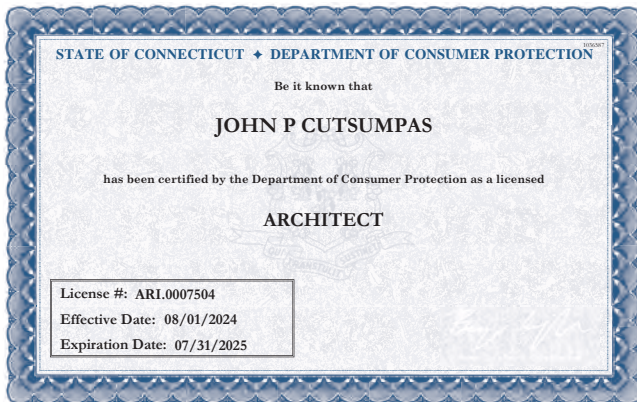
CT 07504  
NJ AI 17640  
NY 020283

Robert A. Gabalski, AIA

CT 14120  
NJ AI 21401  
NY 024235

William Simmons, AIA

CT 14425  
NJ AI 18816  
NY 022790





## **SUBCONSULTANTS' OVERVIEW**

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Since 1967, Lothrop Associates Architects has developed successful relationships with consultants. We have assembled a team of qualified professionals who have the experience required to deliver a successful and exceptional project. Together, Lothrop Associates Architects and our proposed consultants have the resources and experience to readily and expeditiously serve the Town of Bolton.

**Site & Civil Engineering:**

Martinez Couch & Associates, LLC  
1084 Cromwell Avenue, Suite A-2  
Rocky Hill, CT 06067

**Mechanical, Electrical, Plumbing  
Engineering & Fire Protection,**

Landmark Facilities Group, Inc.  
252 East Avenue  
Norwalk, CT 06855

**Cost Estimator:**

Construction Cost Solutions, LLC  
P.O. Box 544  
Portland, CT 06480



## **SUBCONSULTANTS' QUALIFICATIONS**



## **SITE / CIVIL ENGINEERING**

Martinez Couch & Associates,  
LLC





# MCA Firm Overview

## Site/Civil Specializations

Site Planning, Layout & Design

Site Grading and Drainage

Roadway Design

Parking Lot and Driveway Design

Land Use Planning & Permitting

Storm Drain and Sanitary Sewerage  
Design

Stormwater Management

Potable Water System Design

Sediment & Erosion Control Plans

ADA Compliance & Design

Construction Documents

## Office Address

1084 Cromwell Avenue Suite A-2

Rocky Hill, CT 06067

860-436-4364

[www.martinezcouch.com](http://www.martinezcouch.com)

## Business Type

Limited Liability Company

Martinez Couch & Associates, LLC (MCA) is a multi-disciplinary company that provides civil engineering, land surveying and related technical services to public and private sector clients. We partner with architectural firms, municipal, state and federal agencies and project owners on a multitude of land development and improvement projects ranging in size and complexity.

MCA's engineering division offers a wide range of services for changes in land use including master planning, conceptual layouts, preliminary designs, and detailed construction-level documents. Included with this are the services of land surveying, environmental investigation for hazardous building material and soil and groundwater contamination, subsurface investigations and hydrologic and hydraulic analysis and design.

Our expertise includes site layout and design, site grading and drainage, stormwater management, roadway, driveway and parking lot design, utility design, horizontal and vertical analysis and design, and landscape evaluation and design. Additionally, our team is skilled in the preparation of specifications and the completion of detailed cost estimating, assisting in the bidding process and performing construction administration services through project closeout.

To support projects, MCA completes full permitting services with local, municipal, state, and federal agencies. In many circumstances, the design of existing facilities and infrastructure requires the location and relocation of significant utilities. For these projects, MCA provides subsurface utility engineering (SUE) and location, and our engineers design the relocation of utilities to accommodate the design program.

MCA is proud of the success it has achieved in bringing these elements together to provide a comprehensive set of services to clients and stakeholders. Throughout the process, our team provides valuable guidance, assistance and support, helping clients make educated decisions that concludes with the certificate of occupancy and project closeout.





MCA prepared a narrative of conditions with annotated photographs for inclusion in a conditions assessment report for the following features: paved drives, stormwater management approach, parking lots, curbs, site utilities, including stormwater, electrical service, sewer/septic and curb cuts and sightlines.

In addition, MCA coordinated with the Fire Department for access, and traffic analysis.

MCA attended public meetings and outreach and assisted in generating the graphics and narratives as needed for presentations.

The design is ongoing and will include support for cost estimating, further site design, estimating, and responding to RFI's.

## Litchfield Town Facility Litchfield, CT

**MCA Role:** Site / Civil  
**Services Completed:** Ongoing  
**Construction:** TBD

**Project Owner:** Town of Litchfield

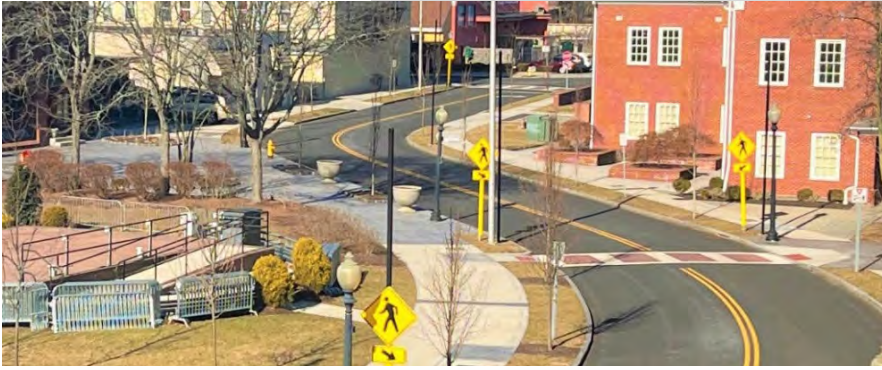
**Architect:** TLB Architecture

### Reference Contact

Mike Fortuna  
TLB Architecture, LLC  
MFortuna@tlbarchitecture.com

### Key Personnel Involved

- Richard
- Rima
- Sam
- Frank



The City of Danbury engaged MCA to design land improvements to revitalize the downtown area of the City by completing a design of a streetscape and associated infrastructure improvements. The project included 147,000 SF of sidewalks, 25,000 LF curb line adjustments, pavement restoration in varying lengths and widths, and pavement treatments at key intersections. The landscaping design included the removal and installation of street trees, identification of tree well options, ornamental lighting, street furniture, receptacles, and planter replacements. The design incorporated full ADA accessibility compliance improvements with PROWAG.

MCA completed the design with public outreach meetings and significant liaison with the city and stakeholders including CTDOT. The design incorporated feasible sustainable alternatives and BMPs considering the City MS4 permitting. The tasks included civil and landscape plan design drawings, specifications, full cost estimating, and bid documents for bidding and phased construction of the designated project. Portions of the streetscape are a Transport Oriented District (TOD) grant-funded municipal project. The grant-funded work is required to be reviewed and approved by CTDOT. MCA coordinated with CTDOT for review and approval of the design, including PROWAG compliance.

MCA coordinated with utility companies and properties directly impacted by the improvements. MCA prepared the bid documents, reviewed the bids, assisted in bid selection, provided construction inspection, and reviewed contractor RFIs and shop drawings through close-out. Phase I was completed in 2022. Phase 2 goes to bid in 2025.

# Downtown Danbury Streetscape Renaissance Project Danbury, CT

**MCA Role:** Prime Consultant and Designer

**Services Completed:** 2024

**Construction:** Ongoing

**Construction Costs:** \$12M

**Project Owner:**

City of Danbury, CT

**Reference Contact**

Mr. Thomas Hughes

Superintendent of Construction Services

City of Danbury, CT

t.hughes@danbury-ct.gov

**Key Personnel Involved**

- Richard Couch, PE
- Rima Laukaitis, PE
- Samuel Couch, EIT
- Frank Villar, EIT
- Ryan Curley

**Key Elements**

- Design of sidewalks, ramps, related drainage
- Design of ADA and PROWAG compliant features including accessible ramp, ADA accessibility compliance improvements with PROWAG.
- Landscape design, site lighting, access control.
- Administration of both “grant funded” and “non-grant” funded work.
- Inspection
- Construction Administration
- Project Close Out

MCA completed the survey for the site/civil design improvements and development of construction documents for the land improvements and replacement of 2 parking lots at the Tolland JD Courthouse and Rockville GA Courthouse in Rockville, CT. The project included a full-depth pavement replacement base and asphalt surface using reclaimed asphalt pavement, stabilized with calcium chloride. A new pre-cast staircase was installed along with sidewalk replacement, lighting replacement, and drainage structure replacement.

MCA completed the design including a demolition plan and a site layout plan that showed parking, striping, ADA accessibility route, and the requested site improvements with full details including a concrete dumpster pad, grading and drainage, and soil and erosion and sedimentation control. A photometric plan was developed to include site lighting. MCA also developed an underground electrical distribution plan and a landscaping plan for the areas around the parking lots. In the areas around the buildings, the sidewalks were re-graded for drainage improvements. The improvements extended to the high-security entrances and access controls for the prisoners.

A CT General Permit for Stormwater and Dewatering Waste Waters from Construction Activities was required and prepared by MCA. A storm drainage analysis was required for the construction general permit to demonstrate compliance with the terms of the general permit. Water quality measures requiring design included treatment of suspended solids and floatable to the permit target of 80%.

During the bid phase, MCA prepared bid drawings and specifications, and multiple sets of bid documents to separately advertise the bids for the parking lots and replacements. MCA prepared a pre-bid agenda and attended bid meetings, managed a pre-bid site walk, and responded to contractor RFIs and pre-bid questions. MCA also performed a reconciliation of bid comparison, reviewed bid submissions, and made recommendations of the apparent lowest qualified bidder. During the construction phase, an MCA performed weekly inspections. The construction phase services also included the review of material submittals identified in the specification, response to RFI's, preparation of construction change directives, change order review, and payment requisition review.

## Parking Lot Improvement Projects Rockville, CT

**MCA Role:** Prime Consultant

**Services Completed:** 2023

**Construction:** 2023

**Construction Costs:** \$500K Est.

**Project Owner:**

Connecticut Department of Construction Services (DCS)

**Reference Contact**

Ronald Wilfinger

Associate Project Manager

Office of Design and Construction

860-713-5648

[Ronald.Wilfinger@ct.gov](mailto:Ronald.Wilfinger@ct.gov)

**Key Personnel Involved**

- Richard Couch, PE
- Matt Ranando, PE
- Jason Berasi, LLS
- Gerardo Rivera-Roman
- Ryan Curley

**Key Elements**

- Survey and Design Services for Civil and Site Improvements
- Roadways, drainage Facilities, buildings, Fencing, landscape design, site lighting, access control



MCA was part of the team that designed and prepared construction documents for the land improvements and renovation of Windham High School. The project included the reconstruction as new of a 1400-student school with additional facilities for the board of education. The athletic fields were redesigned to be constructed for multiple sports. The design included a new artificial turf football field with a running track and bleachers.

MCA performed a comprehensive subsurface utility engineering assessment for pre-design utility conflict avoidance. In addition, all sanitary and stormwater pipes were included in a CCTV program to determine existing conditions and needs for replacement. During construction, MCA performed fast-track redesigns to address unforeseen conditions including ledge rock and a gas main.

MCA completed the development of a comprehensive site/civil design in an occupied school where the construction was scheduled over four years. MCA prepared the stormwater management plan, with stormwater quality and discharge controls and on-site subsurface. Design of relocated and additional sanitary sewer and water mains. The design and specifications of upgrades to playing and recreational fields and support structures, upgrades to parking and paved areas including changes in the bus and drop-off/entry areas, changes in impervious areas, the design of "site" elements, and landscape walls. MCA completed the permitting with Inland Wetlands Planning and Zoning, CT DOT, OSTA, CTDEEP, and the Town of Windham. MCA provided construction administration including shop drawing review, responses to RFI's, site visits, and meetings, and addressing owner programmatic redesign needs.

# Windham High School Renovate as New Windham, CT

**MCA Role:** Site/Civil Engineers  
**Services Completed:** Ongoing  
**Construction:** Ongoing  
**Construction Costs:** \$112M Est.

**Project Owner:**  
Town of Windham, CT

**Architect**  
Friar Associates

**Reference Contact**  
Robert Roach, AIA  
Friar Architecture  
860-678-1291  
rwr@friar.com

### Key Personnel Involved

- Richard Couch, PE
- Matt Ranando, PE
- George Pendleton, PE
- Samuel Couch, EIT
- Frank Villar, EIT
- Ryan Curley

### Key Elements

- Design of ADA features including Accessible Ramp
- Site Grading
- Permitting with IWWC, PZC, CTDOT, OSTA, CTDEEP
- Design Development and Construction Documents of recreational areas and site features.
- Assistance During Bidding



MCA provided design development, construction documents, bidding, and construction administration (CA) services for site/civil engineering, land surveying, and environmental services for Phase-1, and Phase-2 subsurface investigation for soil and groundwater contamination in the new CTDEEP Western District Headquarters Facilities.

MCA coordinated with utility providers and completed required permitting, including but not limited to FMC, a GP for Water Resource Construction Activities, a Construction Stormwater GP, a CTDOT OSTA MTG Administrative Decision, and a CTDOT Encroachment Permit. Assisted in preliminary and final cost estimating, prepared and provided construction-ready drawings and technical specifications, and participated in pre-bid consultation services.

MCA completed the design that included drainage plans, utility plans and profiles, erosion and sedimentation control plans, notes, and E&S and site details. As part of the design, MCA completed an assessment for sewage disposal facilities using a subsurface or connection to a remote sewer main. As the site presented challenges such as CT Protected species nearby, surrounded by wetlands, a FEMA-rated pond, Branch Brook running through it, and a 36-inch water main constructed in the 19th century owned by the City of Waterbury crossing the site, the client selected off-site disposal method. MCA assisted in designing the sewage pump station and prepared Horizontal Direction Drilling documentation and specifications to establish a sanitary sewer connection from the new pump station to the town of Thomaston sewer main and to bring the water main from the Thomaston into the Park without disturbing environmentally sensitive areas and site features.

During construction, MCA provided CA services, including reviewing shop drawings, responding to Requests for Information (RFIs), conducting periodic site inspections, and preparing reports.

## The New CTDEEP Western District HQ at Black Rock State Park Watertown, CT

**MCA Role:** Site/Civil Engineers

**Services Completed:** 2024

**Construction:** 2024

**Construction Costs:** \$12M Est.

**Project Owner:**

State of Connecticut Department of  
Construction Services

**Architect**

TLB Architecture

**Reference Contact**

Michael P. Fortuna, AIA

Project Manager

860-526-9448

MFortuna@tlbarchitecture.com

**Key Personnel Involved**

- Richard Couch, PE
- Rima Laukaitis, PE
- Samuel Couch, EIT
- Frank Villar, EIT
- Jason Berasi, LLS
- Ryan Curley

**Key Elements**

- Site Layout
- Grading
- Utility Plans
- Civil Details
- Construction Documents
- Construction Bidding
- Construction Phase Services

## Richard Couch, PE – Senior Project Manager

Mr. Couch is a Professional Engineer with forty (40) years of experience managing, designing, bidding, and providing construction administration for a variety of civil, land development, and infrastructure projects in the public and private sectors. Mr. Couch's career comprises time spent with consulting engineers, contractors, municipalities, and the government. This diversity of management, design, supervision of construction, administration of contracts, and coordination of the efforts of other professionals affords a comprehensive insight into the operations of effective consulting engineering. Mr. Couch is a skilled collaborator, guiding and consulting with clients and public and private stakeholders on challenging projects. He oversees engineering and environmental projects and manages the QA/QC process for MCA's work products. In addition, he acts as a consultant and liaison for clients, project teams, and sub-consultants.

### Representative Project Experience

**Downtown Danbury Streetscape Renaissance Project – Danbury, CT. Senior Project Manager.** Managed the design and development through construction documents, permitting, and construction administration for the reconstruction of the downtown Danbury streetscape. The project included 147,000 SF of sidewalks, 25,000 LF curb line adjustments, pavement restoration in varying lengths and widths, and pavement treatments at key intersections. The project included new sidewalks, pavement treatments at key intersections, ADA accessibility improvements, general landscaping, installation of street trees, ornamental lighting, street furniture, planter replacements, curb line adjustments, and pavement restoration in varying lengths and widths.

**Windham High School Renovate as New – Windham, CT. Senior Project Manager.** Managed and provided technical oversight for the land improvements, and development of construction documents for site improvements at Windham High School. The project included the redevelopment of existing internal driveways and parking lots with separate drop-off/pick-up loops, improved ADA accessibility, and a fire access road. Improvements to recreational areas include the running track, ball fields, and hardscape areas. Utilities include new sanitary sewer connections and fire service.

**Renovations to Black Rock State Park of the New West District HQ – Watertown, CT. Senior Project Manager.** Managed the land improvements and site/civil design

for improvements at the Black Rock State Park. Managed the planning, schematic design, and permitting for the site civil aspects of the project. The initial submission for the Connecticut DEEP NDDDB review revealed significant concerns and limitations on wetland disturbance and activities in a brook that runs through the site. Developed solution to use a pump station and horizontal direction drilling (HDD) to establish both the sanitary sewer from the newly proposed pump station to the existing manhole across the brook and to bring the water main into the park without the need to cross through or disturb the brook or utilize the existing bridge on Route 6. Utilized HDD to bring water from the Thomaston Water System under the brook and to the site, and thereby the entire park. This approach introduced significant savings in environmental impacts, permitting review time, and project time.

#### KEY RELEVANCY

Extensive experience planning, managing, designing, permitting, and assisting with the bid and Construction Admin process for municipal infrastructure projects.

Experience with public and community outreach and engagement for state and municipal infrastructure projects in CT.

#### REGISTRATIONS

Registered Professional Engineer in Connecticut

#### EDUCATION

MS Environmental Engineering, University of New Haven

BS Civil Engineering, University of Greenwich, London

## Rima Laukaitis, PE – Senior Project Engineer

Ms. Laukaitis is a Professional Engineer with thirty (30) years of experience designing, managing, permitting, and providing construction administration services for site/civil engineering, land development, and infrastructure projects. Her project experience includes school sites, streetscapes, residential and commercial subdivisions, municipal and public works facilities and sites, treatment plants, and public and private housing developments. In addition, Ms. Laukaitis completes permitting, specifications, and cost estimating and manages construction administration services for projects. As a technical lead for MCA, she works with a team of engineers and technicians to produce engineering designs and permit applications for infrastructure projects.

### Representative Project Experience

**Litchfield Town Facility – Litchfield, CT. Senior Project Engineer.** Prepared the Phase 1 review for site/ civil considerations with regard to paved drives, Stormwater management approach. parking lots, and curbs, site utilities, including stormwater, electrical service, sewer/septic and curb cuts and sightlines. In addition, coordinated with the Fire Department for access, and traffic analysis.

**Downtown Danbury Streetscape Renaissance Project – Danbury, CT. Senior Project Engineer.** Completed the design, development of construction documents, and permitting for improvements to nine (9) street segments with a total curb length of 25,000 LF and a total sidewalk area of 147,000 SF in the Downtown area. Coordinated with all street utilities including sanitary and water and completed test pits in areas of conflict. Developed specifications, documents for bidding, and phased construction documents of the designated phases. Coordinated with CTDOT for review and approval of the design, including PROWAG compliance.

**Black Rock State Park of the new West District HQ – Watertown, CT. Senior Project Engineer.** Completed the site/civil design for improvements at the Black Rock State Park in Watertown, CT. The site serves as the Western District Headquarters for CT DEEP. Involved in the planning, schematic design, and permitting for the site civil aspects of the project including drainage analysis and design. Prepared and coordinated initial submission for the Connecticut DEEP NDDDB review revealed significant concerns and limitations on wetland disturbance and activities in a brook that runs through the site. Assisted with the development of a solution to use a pump station and horizontal direction drilling (HDD) to establish both the sanitary sewer from the newly proposed pump station to the existing manhole across the brook, and to bring the water main into the park without the need to cross through or disturb the brook or utilize the existing bridge on Route 6. Utilized HDD to bring water from the Thomaston Water System under the brook and to the site, and thereby the entire park. This approach introduced significant savings in environmental impacts, permitting review time, and project time.

#### KEY RELEVANCY

Extensive experience with civil design, permitting, and assisting with the bid and Construction Admin process for municipal infrastructure projects.

Experience collaborating and working directly with Municipal Officials on Infrastructure Projects.

Experience working with regulatory agencies including CTDOT, CTDEEP, OSTA, SHPO, PZC, and Wetland Commission.

#### REGISTRATIONS

Registered Professional Engineer in Connecticut

#### EDUCATION

B.S. Civil Engineering- Kaunas University of Technology



## Matthew Ranando, PE – Senior Project Engineer

Mr. Ranando is a Senior Project Engineer with ten (10) years of professional experience. His experience includes performing site investigations, project planning, permitting, soil classification, report preparation, civil design, and construction administration services. Mr. Ranando has performed and managed projects for municipal, state, and federal projects including working and coordinating directly with the Naval Facilities Engineering Command (NAVFAC), the Connecticut Department of Housing (CTDOH), the Connecticut Department of Energy and Environmental Protection (CTDEEP) and the Metropolitan District Commission (MDC). Mr. Ranando has experience completing reviews of construction material submittal, field reports, and CCTV inspections of pipelines per PACP Guidelines.

### Representative Project Experience

**Renovate as New for Windham High School – Windham, CT. Senior Project Engineer.** Completed the design and development of construction documents for site improvements at Windham High School. The design included the redevelopment of existing internal driveways and parking lots with separate drop-off/pick-up loops, improved ADA accessibility, and a fire access road. Designed improvements to recreational areas including the running track, ball fields, and hardscape areas. Designed utilities including new sanitary sewer connections and fire service.

**Parking Lot Improvement Project – Vernon, CT – Connecticut Department of Construction Services. Senior Project Engineer.** Led the design effort to replace parking lots for the Tolland JD and Rockville GA courthouses. Performed drainage analysis, geotechnical investigations, a photometric lighting study, and developed construction documents. He also provided engineering services during construction to support the CTDCS.

**CREC Academy of Aerospace – Rocky Hill, CT. Project Engineer.** Completed the design, permitting, and CA for the sanitary sewer and water service mains on a new town road to service a new 101,000 SF school building. Permitting included IW, TPZC, and CTDEEP. The site/civil features included a 1,200 LF roadway to Town standards for access with separated bus drop-off and parent pick-up/drop-off areas, the layout of playing fields, internal site parking, landscaping berms, bio-retention swales, and hardscape surface layout. Performed shop drawing and submittal review, RFI review/response, site inspections, and change order review. Completed inspections/reports for the deep general permit for the discharge of stormwater/dewatering wastewater from construction activities.

**Site Improvements – Hartford, CT. Senior Project Engineer.** Completed the design of drainage improvements and the addition of parking spaces at the University of Hartford Magnet School. Completed initial site investigation and assessment. Performed storm drainage analysis to address drainage issues at the site. Developed specifications, cost estimates, and completed the permitting process.

#### KEY RELEVANCY

Experience with civil design, permitting, bid assistance, and Construction Admin for municipal infrastructure projects.

Experience collaborating and working directly with Municipal Officials on public infrastructure projects in Connecticut.

#### REGISTRATIONS

Registered Professional Engineer: Connecticut

#### EDUCATION

Master of Civil Engineering, North Carolina State University

BS Civil Engineering, University of

## Samuel Couch, PE – Design Engineer

Mr. Couch is a Design Engineer with eleven (11) years of experience. Throughout his career, Mr. Couch has provided planning, and design, on a wide range of projects including schools, residential and commercial subdivisions and lots, and public infrastructure projects. His project responsibilities include site design, utility location, roadway and streetscape modification, improved design, grading, drainage calculations, stormwater analysis, sediment and erosion control, and specifications.

### Representative Project Experience

**Litchfield Town Facility – Litchfield, CT. Staff Engineer.** Assisted in the Phase 1 review for site/ civil considerations with regard to stormwater management approach. parking lots, and curbs, site utilities, including stormwater, sewer/septic and curb cuts and sightlines. In addition, coordinated with the Fire Department for access, and traffic analysis

**Downtown Danbury Streetscape Renaissance Project. Senior Designer.** Assisted in the design and development of construction documents for streetscape infrastructure improvements for nine (9) street segments with a total curb length of 25,000 LF and a total sidewalk area of 147,000 SF in the Downtown area. Assisted with the development of demolition, and civil details including utilities, site layout, grading, sediment and erosion control plans, and cost estimates. The project includes new sidewalks, curb line adjustments, pavement restoration, ADA improvements, compliance, and enhanced landscape features.

**Renovations to Black Rock State Park of the new West District HQ – Watertown, CT. Engineer.** Assisted with the permitting for OSTA Administrative Decision Permit. Completed site inspection report and revised plans based on OSTA comments. Assisted with the USACE General Permit Self Verification. State Historic Preservation Office (SHPO). CTDEEP Flood Management Certification. CTDEEP Inland Water Resources Division. CTDOT Encroachment Permit. DEEP General Permit for Discharge of Stormwater and Dewatering Wastewater from Construction Activities and Coordination with the Natural Diversity Database (NDDDB).

**CREC Aerospace Academy – Rocky Hill, CT. Staff Engineer.** Assisted with the design and construction documents of the site/civil elements for a new educational facility. Assisted with the design of a dedicated roadway with parent pick-up and drop-off areas, interior circulation driveways, site grading, storm drainage design, and modeling, playing fields, hardscapes, and landscaped areas. Assisted with the design and development of on-site utilities including gas, electric, telecommunications, and sanitary.

**UConn Central Parking Lot – Storrs, CT. Staff Engineer.** Assisted with the design and development of construction documents for a new 175-space parking lot. Assisted with schematic to final design which included site design stormwater analysis, traffic circulation design, pedestrian flow, ADA features, site drainage, landscaping, lighting, and security features. Prepared cost estimates and developed. Assisted with OSTA and NDDB permitting.

#### KEY RELEVANCY

Staff engineer with over 8 years of experience assisting on design and construction administration projects including school renovation projects in CT.

#### REGISTRATIONS

Professional Engineer PEN: 0036935

#### CERTIFICATIONS

OSHA 40 CFR 1910.120 Certified & Trained  
OSHA 10-Hour Construction Safety Certified  
Amtrak Safety Certified & Trained

#### EDUCATION

B.S., Civil Engineering-  
University of Connecticut

## Frank Villar, PE – Design Engineer

Mr. Villar is a Design Engineer with twenty-five (25) years of experience. Throughout his career, he has been involved in the construction, design, and drafting of a variety of projects including municipal and commercial developments. These involved site design, utility location, roadway, and streetscape modification. Mr. Villar is an engineer and strong collaborator, working as part of the MCA team to conceptualize designs and produce final design and construction documents.

Mr. Villar is also experienced in land surveying and performs research of property records and land titles, field data collection using traditional methods and GPS, the use of robotic instruments and data collectors, and performing construction stakeout and as-builts. Mr. Villar is a skilled engineer and is proficient in the use of AutoCAD, Civil 3-D, and other related drafting software.

### REPRESENTATIVE PROJECT EXPERIENCE

#### **Downtown Danbury Streetscape Renaissance Project – Danbury, CT. Staff Engineer.**

Assisted with the design of a streetscape infrastructure improvement project for nine (9) street segments with a total curb length of 25,000 LF and a total sidewalk area of 147,000 SF in the Downtown area. The project includes new sidewalks and existing sidewalks, pavement treatments at key intersections, and general landscaping including removal and installation of street trees including the identification of tree well options, ornamental lighting, possible street furniture, receptacles, and planter replacements.

#### **Renovations to Black Rock State Park of the new West District HQ– Watertown, CT. Staff Engineer.**

Assisted with the site/civil design for improvements at the Black Rock State Park in Watertown, CT. The site serves as the Western District Headquarters for CT DEEP. Completed portions of the schematic and final design with permitting for the site/civil aspects of the project. This included the utilities plan and profile for Horizontal Directional Drilling (HDD), sanitary sewer design, and water main design. Assisted with the HDD to bring water from the Thomaston Water System under the brook and to the site and the entire park. This approach introduced significant savings in environmental impacts, permitting review time, and project time.

**CREC Aerospace Academy – Rocky Hill, CT. Staff Engineer.** Assisted with the design and drafting of the site/civil features of a new, state-of-the-art educational facility in Rocky Hill, CT. The 101,000-square-foot school will have thirteen (13) acres of raw land. Assisted in the design and drafting of a dedicated roadway, interior circulation driveways, isolated parent pick, and drop-off, playing fields and playscapes, hardscapes, and landscaped areas. In addition, he assisted with the location of the on-site utilities including gas, electric, telecommunications, and sanitary.

#### KEY RELEVANCY

Staff Engineer with 25 years of experience supporting the civil design and Construction Admin process for municipal infrastructure projects in Connecticut.

#### REGISTRATIONS

Professional Engineer:  
Connecticut

#### EDUCATION

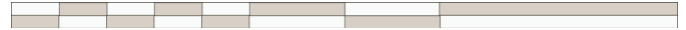
BS Civil Engineering - Pedro  
Henriquez Urena National  
University, Dominican Republic



**MECHANICAL, ELECTRICAL, PLUMBING  
ENGINEERING & FIRE PROTECTION**

Landmark Facilities Group, Inc.

**LANDMARK FACILITIES GROUP, INC.**  
*Statement of Engineering Qualifications*



- **Engineering Design Ability** - Landmark Facilities Group Inc. is a professional engineering design and consulting firm. The firm is licensed to perform design services in over twenty states. The company's staff is divided into two parts consisting of professional engineers specifically experienced in buildings design and the other part experienced in preparing contractor bid/working drawings and specifications for these sites. Services are offered in the disciplines of mechanical, electrical, plumbing and fire protection engineering including:
  - Central plant refrigeration and heating
  - Building automation systems
  - Comfort HVAC and HEPA air filtration
  - Electrical distribution and site utilities services
  - Emergency Power
  - Green building/Sustainability design
  - Fire protection including suppression, alarm and detection.
  - District utilities design.
  
- **Operations Engineering** – Long after a projects’ design and construction completion, Landmark Facilities Group, Inc. has provided engineering services to its clientele to ensure continued performance excellence of systems operation. We are well experienced in providing those continued services including:
  - Commissioning
  - Preventative maintenance programs
  - Tennant electric and HVAC billing
  - Operations staff training
  - Special automation systems for benchmarking
  - Energy conservation programs and utility rebates
  
- **Emerging Technologies** – The firm has been a proactive leader in the discipline of indoor air quality and mold prevention. The firm co-authored the 1999 ASHRAE handbook Chapter 20, which is a guide for designing libraries and archives. Key staff personnel are voting members of ASHRAE energy conservation Standard 90.1 and members of the National Archives and Records Administration Advisory Committee on Preservation. The firm also co-authored the NISO Guideline for Archival Storage criteria.
  
- **Project performance history** – We have continued to support the needs of systems designed in the past and as such, now have many long-term client relationships with owners of facilities including:

F.W. Woolworth Building  
National Academy of Design  
The Gap, Inc.

Cushman and Wakefield  
Alchemy Properties  
National Park Service  
Cammeby's International Group

- **Contract Documents excellence** – Being primarily an engineering design firm, Landmark Facilities Group produces AutoCAD drawings using the latest software available. Also, our specifications for projects are tailored to the design criteria established by the team and on larger projects the three-part format and CSI protocol is used. As an example of our thoroughness, we often receive an impressive letter from a contractor who appreciates the level of detail and completeness that our contract documents contain.
- **Client Satisfaction** - The future of Landmark Facilities Group Inc. is solely dependant on two things. They are our reputation as leaders in state of the art engineering technology and growth by word of mouth from satisfied clients. Since incorporated under the name of Landmark Facilities Group in 1988 we have served over 750 clients and their satisfaction has produced our growth.
- **Organization** – Landmark Facilities Group Inc. was incorporated as a type C Corporation in April 1988. It was founded by a group of professional engineers who had been long time colleagues and dedicated to preservation excellence. Landmark Facilities Group is a small sized firm currently employing 13 personnel with 11 of the employees working out of the Norwalk office. Many of the engineering staff are professionally licensed engineers.
- The firm is organized in a structure which consists of three owner employees that form the board of directors. Project teams are lead by principals of the firm, yielding a capability to perform multiple projects in parallel. No project is too big or too small.
- Landmark Facilities Group is located in Norwalk, Connecticut. The location has been specifically selected to be within walking distance to the Amtrak rail network and close to major airports. This allows efficient access to various modes of transportation to serve clients nationwide. Services have been provided all over the United States and in Canada. We are accustomed to design work for clients, which are at a distance from our offices.
- The firm is fully equipped with all the latest CAD workstation arrangements and is within instant contact with our clients and team members anywhere through fax and internet interfaces. Our capabilities include remote diagnostic access to most of the HVAC systems we have designed over the past years.

# Montgomery Village Museum

*MEP Assessment*

Montgomery, New York

Owner: Village of Montgomery, NY



Originally constructed as the First Methodist Episcopal Church in 1828, it was converted to the Village Senior Center then eventually the Montgomery Village Museum in 2008 and offers the opportunity to learn life with displays and exhibits showcasing artifacts from past businesses, schools and churches and other local history. The church also serves as a venue hosting community events.

## **Nature of Firm's Responsibilities:**

Landmark Facilities Group, Inc. (LFG) provided engineering services for a complete MEP analysis and assessment of the building's interior and exterior systems and provide short and long term recommendations for improvements.

## Chappaqua Public Library

Chappaqua, NY



*Chappaqua Library*

### **The Building:**

The Chappaqua Library building was built in 1977 with an east addition in 2008. The building is a 26,000 square foot single story building with a penthouse floor area of 1,000 sq. ft. The building has a steel “umbrella frame” structure with a split rib concrete block exterior façade with community spaces for events and special programs.

### **Nature of Firm’s Responsibilities:**

Landmark Facilities Group participated as a member of the team to prepare a comprehensive mechanical, electrical and plumbing assessment and recommendations for the long term preservation and reuse of the building. The study included identifying areas of deficiencies, documentation of existing equipment with approximate age and expected remaining service life along with corrective measures as well as cost analysis to implement these recommendations.



# Chincoteague Volunteer Fire Department

## Facility Upgrades

Chincoteague Island, VA

Client: Automation & Control  
Concepts  
Easton, MD

The Chincoteague Volunteer Fire Company was organized in May, 1924. Over the years, apparatus needs and sizes have grown causing them to outgrow their brick firehouse.



In 2015, a new 20,663 square foot fire station was built to serve their growth. The new firehouse includes a commercial kitchen, a dining area, community space, bunk rooms, administrative offices, training and conference rooms.

After several years of operation, the building was experiencing high relative humidity conditions.

### **Nature of Firm's Responsibilities:**

Landmark Facilities Group, Inc. (LFG) initially performed an analysis to investigate the cause of the high relative humidity condition in the building and determine the feasibility of adding a Dedicated Outside Air System to condition the outside air to a lower moisture content.

Subsequently, LFG designed modifications to the building outside air system that included a Dedicated Outside Air System, an Energy Recovery Ventilator, ductwork modifications, electrical modifications, and an additional air-source heat pump.

## East Hartford Public Schools *Classroom Indoor Air Quality Improvements*

East Hartford, CT



### **The Buildings:**

East Hartford Public Schools (EHPS) desired to improve Indoor Air Quality (IAQ) in eleven (11) school buildings through the addition of ventilation-capable cooling units intended to serve approximately 250 classrooms. LFG presented a cooling and ventilation scheme that uses Variable Refrigerant Flow (VRF) systems with Energy Recovery Ventilators (ERV). This scheme was selected by EHPS as the most practical approach and the contract was awarded to LFG.

### **Nature of Firm's Responsibilities:**

LFG designed cooling and ventilation systems for the eleven schools; preparing drawings and specifications for the VRF and ERV systems, and required electrical upgrades. Construction cost estimate were provided by LFG sub-consultant, Nasco Construction Services. Construction administration services will be provided during construction.

**Project Construction Cost:** Approximately \$7,000,000

**Reference:** James Rovezzi, Assistant Director of Facilities, 860-622-5952,  
[Rovezzi.jl@easthartford.org](mailto:Rovezzi.jl@easthartford.org)

**Date of Service:** 2021 - 2024

## George Washington Carver Community Center MEP/FP Upgrades

Norwalk, CT

### **The Building:**

The George Washington Carver Community Center is two-story multi-purpose facility constructed in 1975. On the north side is a large double-height gymnasium which comprises about 50% of the 11,250 square foot floor plate of the structure. On the south side is a combination of classrooms, administrative offices, and support spaces for food and preparation and program implementation.

As a non-profit organization, the GWCCC plays a vital role in the community by offering after school enrichment, health and wellness programs, a basketball league, and other activities.



*George Washington Carver Community Center*

### **Nature of Firm's Responsibilities:**

In 2014-2015, Landmark Facilities Group, Inc. (LFG) was retained to design upgrades to the existing cooling systems throughout the building. The design addressed important deficiencies including faulty duct distribution and a lack of zoning control in the administrative office space. In addition to replacement of (8) split cooling systems, LFG designed a 24/7 cooling system to serve the IT Room which contained sensitive server equipment.

Implementation of the LFG design provided the building operators with systems that featured higher operating efficiency, superior service access, and improved comfort and IAQ for all building occupants. Technical support was provided during construction with shop drawing reviews and field observations.

In 2021, LFG was retained to design a new fire suppression sprinkler system for the entire building and full MEP/FP designs for a new addition that includes a new elevator and electric service upgrade. Technical support will be provided during construction.

**Reference:** Ms. Amy Perry, Administrative Manager for the Carver Foundation of Norwalk, 203-838-4305, [amy@carvercenterct.org](mailto:amy@carvercenterct.org)

**Date of Service:** 2014 – 2015 and 2021

## Hodge Memorial Library

Roxbury, CT



*Hodge Memorial Library*

### **The Building:**

The Hodge Memorial Library building was completed in 1937 by Clayton B. Squire. The north wing addition was completed in 1967. The library continued to operate in its original location in the stone building in the center of Roxbury until 1995 when the town built a new, larger library. At present, the "Hodge" is a museum open to the public by appointment only.

### **Nature of Firm's Responsibilities:**

Landmark Facilities Group participated as a member of the team to prepare a comprehensive assessment and recommendations for the long term preservation and re-use of the building.

As part of the evaluation, we investigated the feasibility of:

- Replacing the antiquated heating furnace with energy efficient heating.
- Converting the 2<sup>nd</sup> floor and attic spaces to archival storage areas.
- Introducing a minimally invasive cooling system to increase the use of the building for public events.

## James Merrill House

### Condition Assessment/Master Plan

Stonington, CT



#### **The Building:**

The James Merrill House is located at 107 Water Street in Stonington Connecticut, a picturesque maritime village set on a narrow, 170-acre peninsula in the southeastern corner of Connecticut near the Rhode Island border.

The building was purchased by James Merrill in 1956. Merrill produced virtually all his major writing during his ownership of 107 Water Street.

The apartment was a magnet for leading intellectuals and cultural figures of the day. He and his partner occupied the upper floors until 1995 when Merrill died. The Stonington Village Improvement Association (SVIA) inherited the building from Merrill in 1995.

The SVIA leases out the ground-floor retail space and two one-bedroom apartments (north and south ends) that occupy the former club rooms on the second floor. The entire third floor and attic studio are reserved for use by visiting scholars as part of the James Merrill Writers-in-Residence program.

The property has undergone relatively few alterations since its construction

#### **LFG Approach:**

Landmark Facilities Group, Inc. was part of a team responsible for providing a Conditions Assessment and Master Plan for the building. LFG contributed the mechanical, electrical, plumbing and fire safety components of the study, done in accordance with National Park Service standards for Historic Structure Reports. Based on these findings, a phased plan of immediate climate control improvements was developed, as well as program for long-range upgrades.

# Nichols Volunteer Fire Department

## *Building Expansion*

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Trumbull, CT

Client: Nichols Fire Department  
Trumbull, CT

The Nichols Volunteer Fire Department was formed 1917 to protect the village of Nichols, CT. Nichols was later incorporated into the town of Trumbull and the fire department continued to serve the town residents. To keep pace with the demands of a growing community, in 1973, a second firehouse (Station 2) was built. Over the years, apparatus needs and sizes have grown causing the need for large apparatus bays



In 2012, Station 2 was expanded to include a new kitchen, meeting room, administrative offices and a maintenance bay. In 2018, the existing apparatus bays were extended to accommodate larger apparatus required for modern hazards in the community.

### **Nature of Firm's Responsibilities:**

Landmark Facilities Group, Inc. (LFG) was tasked with providing technical assistance to the chief and commissioners during planning and overseeing the MEP portions of the design-build construction contract.



**Thomas E. Newbold**  
P.E., LEED AP  
Principal

**Education**

Master of Business Administration  
Bachelor of Science in Mechanical Engineering  
University of Connecticut  
Washington University/St. Louis

**Registration**

Professional Engineer  
CT, OH, VA, SC, DC, KY, MD, FL, GA, IN, WI  
LEED Accredited Professional  
Certified Energy Manager  
Certified Green Building Engineer

**Professional Affiliations**

American Society of Heating, Refrigeration, and Air Conditioning Engineers  
Association of Preservation Technology – Recognized Professional  
National Fire Protection Association

Since joining Landmark Facilities Group, Inc. in 1988, Mr. Newbold has been responsible for the analysis and design of mechanical systems for commercial, retail, industrial, and educational facilities. He has a special expertise in evaluating historic structures and developing engineering solutions that are sympathetic to buildings historical and architectural features. Mr. Newbold is responsible for project engineering and coordination from conception to completion, including construction support and supervision. Mr. Newbold has a great deal of experience in developing innovative engineering solutions for the renovation, restoration and adaptive-reuse of historic buildings. These projects were successful because a team approach was employed that involved input from a variety of professionals including architects, architectural historians, curators and conservators.

Mr. Newbold will serve as project lead program consultant and mechanical consultant. His responsibilities include analysis of engineered systems and coordination with other design team members.

**RELEVANT EXPERIENCE**

**Westtown School** - Acted as project manager for the campus wide engineered systems master plan at this historic Quaker school campus in Westtown Pennsylvania. The planning project yielded an adaptive reuse design using geothermal energy for student residence housing and a central system for air conditioning the historic Main building at the campus.

**School of the Holy Child** - Conducted several planning studies for this Catholic School campus to analyze long term needs of air conditioning, electric power and student programs expansion.

**La Puerta Abierta, Brooklyn, NY**- Renovations for a Hurricane Sandy ravaged building. The building was constructed post WW2, and the occupancy was unchanged as a day care and early learning school. The NYC Agency for Child Development is involved with this project. Designed new HVAC system for entire building with specific needs for the various spaces.

**Congregation Shearith Israel Synagogue** – Acted as the mechanical systems project manager for the master planning of use at the site and its later renovations. Special systems included the design of a state-of-the-art water mist fire suppression system.

**Bluemont Community Center, Bluemont, VA** – Assessment and master plan followed by implementation of LEED Silver project utilizing geo-exchange heat pump systems, low and no-flow plumbing fixtures, high efficiency lighting with occupancy controls.

**Prudence Crandall House, Coventry CT** - Evaluation of existing building and systems to develop a master plan for MEP/FP upgrades to a historic landmark. Fire protection options evaluated included fire suppression and detection systems. Design of extensive improvements for the building including new climate control system, electrical safety upgrades, and a VESDA fire detection system. Provided Construction Assistance.



**Eleanor C. Lynn**

PE  
Principal

**Education**

Bachelor of Science in Electrical Engineering  
State University of New York at Stony Brook

**Registration**

Professional Engineer  
CT, MA, NY, NJ

**Professional Affiliations**

New York Fire Alarm Association

Since joining Landmark Facilities Group, Inc., in 1996, Ms. Yee-Lynn has been responsible for the design of electrical distribution systems for historic buildings, museums, commercial, institutional and light industrial buildings. She has over 30 years experience in the generation, transmission and distribution of electrical power. Her responsibilities include power distribution to support lighting, receptacle, special equipment and building systems, equipment layouts, lighting and grounding, conduit and cable tray layouts, emergency generator and lighting systems, equipment specification and submittal review, fire alarm systems, voltage drop calculations, short circuit analysis and utility coordination.

**RELEVANT EXPERIENCE**

**CT Department of Public Health Laboratory, Rocky Hill, CT** – Design of new full service 2500kW diesel emergency generator and N+1 UPS system for the DPH laboratory per an emergency order by the Governor of CT to allow the laboratory to run without power interruption during the peak of COVID.

**East Hartford Public Schools, East Hartford, CT** – Designed modifications to the electrical distribution systems to support new ventilation systems for twelve public schools. Tasks included load calculations to determine the capabilities of the electrical services, designed electric service upgrades, coordinated with Eversource for new utility transformers and rerouting of service laterals into the buildings.

**Elim Park Place, Cheshire, CT** – Designed electric service modifications and full service emergency backup generators for the seven residential halls for this senior living facility. Tasks included load calculations for generator sizing, coordination with Eversource on new exterior electrical service equipment and routing, reconfiguration and circuiting of electrical distribution for RTU's, interior and exterior equipment layout, new natural gas service and pipe routing, and construction administration.

**La Puerta Abierta, Brooklyn, NY** – Electrical upgrades for a Hurricane Sandy ravaged school building. Tasks included new electrical service, distribution and branch circuiting design for completely renovated building with new commercial kitchen, classrooms, multipurpose rooms, new fire alarm system and penthouse emergency generator for life safety loads.

**Brewster Central Schools, Brewster, NY** – Assessment of the existing conditions of the electrical systems for the central school district in Brewster including the elementary, middle and high school, district offices and transportation maintenance building. Scope included site inspections, evaluation, documentation and prioritized recommendations for the electrical systems for improved performances and longevity of the systems.

**Amazon Fresh Distribution Center, Westport, CT** – Designed new electrical service for the 34,000 sq. ft. food market. Tasks included new elevated electrical service to meet flood zone requirements, coordination with Eversource, electrical equipment layout and infrastructure for core and shell design, electrical support for HVAC system including rooftop units, condensing units, pumps and dehumidification equipment.





**Adam Dziejma**  
Senior Mechanical Engineer

**Education**

Master of Science in Engineering  
Bialystok University of Technology,  
Poland  
Bachelor of Science in Engineering  
Bialystok University of Technology,  
Poland

**Professional Affiliations**

American Society of Heating, Refrigeration and Air Conditioning Engineers, Member

Since joining Landmark Facilities Group, Inc. in 2008, Mr. Dziejma has been responsible for the design of climate control and comfort HVAC systems for historic buildings, museums, libraries, archives, commercial and residential buildings. He is familiar with the equipment that is available from many different manufacturers and can best match equipment to project goals.

Mr. Dziejma will serve as the senior mechanical engineer. His responsibilities include analysis of engineered systems and coordination with other design team members.

**RELEVANT EXPERIENCE**

**American Antiquarian Society, Worcester, MA** – Designed new climate control system in 65,000 square foot building housing the largest collection of printed materials from first contact through 1876 in what is now the United States, the West Indies and parts of Canada.

**420 West 45th Street, New York City, NY** – Design of new heating and cooling system for 40,000 Ft<sup>2</sup> seven story building with classrooms, computer lab, office space and 230 seat auditorium. Building ventilation was accomplished through a total energy reclaim units and a dedicated outside air unit with energy wheel for auditorium

**New York Hall of Science, Corona, NY** - Designed new HVAC system to replace outdated equipment including 45,000 CFM air handler with steam and chilled water coils, return fans and controls. Provided technical support through construction including review of shop drawings, conducting field inspections with field reports and issuing final punch list.

**George Washington Carver Community Center, Norwalk, CT** – Designed new comfort control HVAC system for 11,250 sq. ft. community center. Design included new split DX cooling systems integrated with existing HW heating system, and ductwork replacement design.

**Greenwich High School, Greenwich, CT** – Assisted in design of HVAC control system upgrades for 500,000 sq. ft. high school campus. Documented existing equipment and controls, and produced plan drawings and diagrams for new control system. Conducted functional testing of systems after construction for project closeout.

**North Street School, Greenwich, CT** – Designed modifications to 12,000 CFM return air duct for school gym to provide fresh air. Designed modifications to primary/secondary hot water pumping systems to provide redundant secondary pumps. Conducted field surveys to document existing conditions.

**Boyle Stadium, Stamford, CT** – Designed exhaust and heating systems for locker rooms and staff areas. Provided technical support during construction.

**Ramaz Upper School, NYC, NY** – Designed replacement cooling tower for 7-story high school. Design included cooling tower, pumps, piping, heat tracing, side stream condenser water filtration unit and controls. Provided technical support during construction.



## **Lucas Cleary**

Electrical Engineer

### **Education**

Bachelor of Science in Electrical Engineering - Grove City College, Grove City, PA

### **Registration**

E.I.T. - CT

### **Professional Affiliations**

NYFAA – New York Fire Alarm Association

Since joining Landmark Facilities Group, Inc., in 2016, Mr. Cleary has been responsible for the design of electrical distribution systems for historic buildings, museums, schools, sacred sites, residential buildings, and commercial buildings. He has 5 years of experience in the generation, transmission and distribution of electrical power. His responsibilities include power distribution to support lighting, receptacle, special equipment and building systems, equipment layouts, lighting and grounding, conduit and cable tray layouts, emergency generator and lighting systems, equipment specification and submittal review, fire alarm systems, voltage drop calculations, short circuit analysis and utility coordination.

### **RELEVANT EXPERIENCE**

**Warren Harding House, Columbus, OH** – Designed an upgraded the electrical service to the Harding House campus to accommodate the addition of cooling. In addition the upgraded service combined two existing services to the Harding house and Press house electrical services in to a single service.

**Nichols House Museum, Boston, MA** – Modified existing electrical distribution system to accommodate the replace met of the buildings heating and cooling systems in a townhouse museum.

**St. Luke in the Fields, NY, NY** – Designed electrical services and distribution systems for six historic townhouses containing eleven apartments, church community space, and church offices.

**Congregation Rodeph Sholom, NY, NY** – Modified the existing electrical distribution system to accommodate the renovation of the synagogue's first floor lobby, third floor office spaces and fifth floor school. Designed energy code compliant lighting control systems in coordination with the lighting designer and architect. Upgraded the building from a conventional zoned fire alarm system to and addressable system, using new addressable devices in renovated spaces and connecting existing zoned spaces that were outside of project scope.

**Sutton Place Synagogue, NY, NY** – Modified existing electrical distribution system to accommodate the renovation of the sanctuary. Developed a Master Plan in coordination with the architect for future renovations to the synagogue and school.

**Trinity Church, Boston, MA** – Assisted in the design of a fire alarm system upgrade to improve the protection of a historic church. The upgrades to the detection system consisted of aspirating smoke detection in the attics of the church, linear heat detection in the tower, and beam smoke detection in the sanctuary. The upgrades included additional occupant notification in the attics and tower.

**Timolat Farm Buildings, Middletown Township, NJ** – Designed new electrical distribution system and lighting for a farmhouse and barn renovated into a wedding venue.



## **COST ESTIMATING**

Construction Cost Solutions, LLC



Construction Cost  
Solutions, LLC  
**FIRM PROFILE**

**Preconstruction services that we provide (summary):**

1. Accurate, professional, timely and highly detailed construction cost estimating at any level of documentation for any size project (concept, schematic, design development, construction docs).
2. Organize and manage competitive bidding process as well as subcontractor/vendor purchasing.
3. Organize and manage reconciliation meetings with Owner and Contractor(s).
4. Develop cash flow/draw reports.
5. Provide variance reports throughout the process to track and analyze changes in costs.
6. In-house quantity-take off of all trades including detailed sitework, mass excavation, and FP/MEP.
7. Preparation and analyzation of site/project logistics and preliminary planning and scheduling.
8. Site visits, investigations, and photographs.
9. Construction document review and comments on means, methods, and constructability.
10. Research and involvement of appropriate subcontractors/vendors for establishing accurate costing.
11. Development of and cost analyzation of viable alternatives, value engineering, and cost reduction initiatives.
12. Development of comprehensive project narratives, trade scopes-of-work, and bid packages.
13. Review and comment on GC/CM cost estimates that are suspect.

**Estimating Approach**

- Provide very detailed and accurate construction cost estimates at any stage of design so that critical Owner/Design decisions can be made as early in the process as possible.
- Be a valuable member of the preconstruction team bringing years of experience not only to the estimating process, but to the owner and design team as well.

**Business Philosophy**

Our business philosophy is broken down into the following core values:

- Service: Serve the client, be the client, think like it is your own money that is being spent.
- Integrity: If we do not have integrity and the complete trust of our clients, we have nothing.
- Accountability: Challenge others, don't back down, ask another question.
- Positive attitude: Belief that everyone can bring value and allow them to do so.

**Experience:**

1. Preconstruction experience: over 20 years of preconstruction experience on a wide range of competitive projects up to \$500m.
2. Field experience: Over 10 years of physical field experience allows Construction Cost Solutions, LLC to have the expertise to understand and analyze better all facets of the construction industry including: construction means and methods, materials, equipment, soft costs, labor requirements, and project durations.
3. Sitework specialist and in-house Civil/Architectural/Structural/FP/MEP estimating: complete understanding of all aspects of every trade on a given project and the in-house ability to calculate quantities, associated costs, including in depth mass excavation quantification.
4. Market expertise: broad knowledge of industrial, academic, commercial, healthcare, municipal, waste & water treatment, retail, residential and mixed-use projects.
5. Nationally certified through the American Society of Professional Estimators (ASPE) from 2005-2017. Certification update in process and 30-hour OSHA certified.
6. Recipient of the Central Connecticut State University Stuart Bennett Alumni Award.





# CONSTRUCTION COST SOLUTIONS, LLC

## Ken Woodward, ASPE

**Experience: 35 Years**

### **Education**

**Central Connecticut State University**  
Bachelor of Science  
Construction Management

### **Team**

**Ken has a team of five professional backup consultants**

### **Certifications & Affiliations**

**American Society of Professional Estimators**  
CPE, Certified Professional Estimator (2006-2017)

**Stuart Bennett Alumni Award**  
Central Connecticut State University

**Associated Builders and Contractors of CT**

**The Association for the Advancement of Cost Engineering (AACE)**

**CT Real Estate Exchange Member (CREW CT)**

**American Society of Professional Estimators**  
Nutmeg Chapter - Former President, VP & Secretary

**Town of Portland Planning and Zoning Commission** - Former Commission Member

**OSHA 30 Safety Training**

### **Overview:**

Ken has a great reputation and is well known in the construction industry. His field and preconstruction experience gives him the complete understanding of every aspect of construction materials, methods, and associated costs. He can quickly generate comprehensive and accurate estimates at any design level. His involvement with the competitive bidding marketplace keeps him aware of current economic trends so he can better forecast potential escalation increases and decreases. Ken is team focused, committed to solving problems, and extremely organized. Ken is proud of his positive relationships with Owners, Architects, Engineers, Construction Managers, General Contractors, Subcontractors, Vendors, and Co-Workers. He has been a nationally certified from 2006 to 2017 and is working on his certification update.

### **Market Expertise:**

- Municipal/Civic/Community Projects
- Multi-family residential & mixed-use projects
- Country/Athletic/Sports Clubs (yacht clubs, golf clubs, and the like)
- Academic (academic/athletic/dorm/admin/natatorium/fields/arts)
- Healthcare/medical/dental
- Industrial/Manufacturing
- Historic Renovations
- Performing Art Projects
- Hotel / Boutique Hotel
- Food Service projects
- Commercial, Retail, and Financial
- Veterinary
- Waste & water treatment
- Data Center/Broadcast Centers
- Any size construction project at any level of design

### **Proficiencies:**

- Civil, Sitework, Abatement & Demolition, and Site Improvement Estimating.
- General Trade Estimating for CSI divisions 3 – 14, and structural.
- Fire Protection/Plumbing/HVAC/Electrical/IT/Security Estimating.

### **Estimating Systems:**

- MS Excel estimating spreadsheets for complete customization for each individual client's needs.
- Vast database of historical construction costs.
- Numerous cost estimating resources and 30+ years of construction management and cost estimating experience.
- "On-Screen Takeoff" software by OnCenter for digital quantity surveys.
- InSite sitework estimating software for mass excavation calculations.
- Bluebeam Extreme for document management and review.
- MS Project scheduling software.
- Various invitation to bid programs.
- Timberline Estimating.



### **Employment History:**

1. Construction Cost Solutions, LLC, Portland, CT
  - a. 2018 to Present
  - b. Owner, Senior Estimator, Construction Consultant
2. The Associated Construction Company, Hartford, CT (ASV-\$80m)
  - a. 2012 to 2018
  - b. Vice President of Preconstruction
3. Petra Construction, North Haven, CT (ASV-\$60m)
  - a. 2007 to 2012
  - b. Director of the Estimating Department
4. Enterprise Builders, Newington, CT (ASV-\$40m)
  - a. 1997-2007
  - b. Chief Estimator, Company Officer
5. LF Driscoll Company, Bala Cynwyd, PA (ASV-\$300m)
  - a. 1996-1997
  - b. Estimating/Purchasing
6. Simscroft-Echo Farms Sitework, Simsbury, CT
  - a. 1994-1996
  - b. Estimating & Operations
7. Carpenter (self-employed), Portland, CT
  - a. 1990-1994
8. McPherson Builders, Ithaca, NY (ASV-\$7.5m)
  - a. 1986-1990
  - b. Labor, Carpenter, Superintendent, Foreman



**Recent Relevant Projects:**

Building Demolition at Lord Cromwell (previous Marriott in Cromwell, CT)	\$2,200,000
a. Building Demolition – Demolish 4-story hotel, 80ksf parking garage, and hazardous material abatement	
Building Demolition at Winchester Green, New Haven, CT	\$2,000,000
a. Building Demolition – 4-story concrete frame mill building, 2-story mill building, overhead walkway, and loading docks	
87 Union Street, New Haven, CT	
a. Building Demolition – Demolish 4-story factory building	\$405,000
111 Founders Plaza Infrastructure Replacement, East Hartford, CT	\$confidential
111 Founders Plaza Complete Redevelopment, East Hartford, CT	\$confidential
a. Refurbish existing parking garage, (2ea) retail buildings, elevated pedestrian Bridge from garage to riverfront, Pitkin Street improvements, (2ea) new parking garages (570cars), 305 apartment units in four buildings	
Mary Shepard Place, Hartford, CT	\$500,000
a. Demolition of (9ea) 3-story buildings and (1ea) community center	
West River Development, New Haven, CT	\$975,000
a. Demolition of (11ea) buildings including foundations	
New Haven Correctional Center Roof Replacement & Façade Restoration	\$9,600,000
Norwalk Community College Roof Replacement	\$3,200,000
CT Science Center Plaza Deck Renovations, Hartford, CT	\$2,500,000
Kendal on Hudson Roof Replacement, Sleepy Hollow, NY	\$1,100,000
State Police Troop H Re-roof, Hartford, CT	\$1,100,000
SCSU Chase Hall Re-roof, New Haven, CT	\$560,000
Special Olympics Headquarters Re-roof, Bristol, CT	\$350,000
One Park Residential Reroof Existing Building, West Hartford, CT	\$275,000
Essex Yacht Club Roof Replacement, Essex, CT	\$120,000
The Borden Reroof 1160 Silas Deane, Wethersfield, CT	\$102,000
North Brookfield Fire Department, North Brookfield, MA	\$35,000





## PROJECT APPROACH

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Our mission for more than 50 years has been based on the foundation of developing a rich history as a “people-based” architecture, interior design and planning firm, fostering deep-rooted relationships with our clients, employees, and the communities we serve.

### **Our Approach Centers Around The Following Core Principles:**

- Personal hands-on Principal and Associate Involvement throughout all phases of our projects.
- Listening to our clients as an indispensable way to make sure the project's goals are understood and achieved.
- We prefer to work collaboratively with clients and consultants within an integrated design team to ensure that all stakeholder requirements are considered before design solutions are investigated. This comprehensive approach usually eliminates the need to make extensive changes later in a project.
- Maintaining direct, clear lines of communication is vital to make sure the integrated design team is continually informed about the project's status.

## PROJECT UNDERSTANDING

Lothrop Associates Architects is pleased to submit our firm's Project Approach and Understanding to the Town of Bolton. We understand this project is for the study of multiple Town properties, as listed below and the development of a plan that will help in optimizing the efficiency of Town assets, facilities and best use of public resources.

### Assessment of Town Properties Include:

- Town Hall
- Senior Center
- Meeting Rooms A and B
- Bolton Center School
- Bolton High School
- Bentley Memorial Library
- Fire Station

### Alternate Assessment of Town Properties Include:

- Town Garage
- Buildings and Grounds Garage
- Community Voice Channel
- Herrick Park
- Indian Notch Park
- Resident Trooper Office
- Heritage Farm
- Bolton Transfer Station (Included as an alternate as status was not stated in the Request for Proposals)

## SCOPE OF SERVICES

Our project team for the Town of Bolton is comprised of experienced professionals and Registered Architects, with decades of experience with similar assessments for municipalities.

As a part of our services, Lothrop Associates Architects will perform the following tasks including, but not limited to, the following:



## PROJECT APPROACH

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### Facility Condition Assessments

- Review available background information including original Construction Documents, if available, and all previously completed plans, surveys, reports, studies and graphics.
- Establish protocol for the assessment and schedule for completing the inspections, subsequent analysis, interviews/meetings and reporting.

### Project Initiation | Kick-Off

- Upon notice to proceed, our team will initiate a kick-off meeting with the Town and all stakeholders to solidify a clear understanding of the project requirements and constraints, and open the channels of communication.

### Facility Condition Inspections and Assessments

- Our team will tour, inspect and evaluate the buildings.
- Conduct interviews with Town and stakeholders to discuss project components, programming, current use, planned use and any concerns.

### Facility Condition Assessment Plan and Report

- Based on our findings from touring each site, the completion of thorough site and building assessments, review of all existing background information and interviews with all stakeholders, we will document our findings into a “Draft” Facility Condition Assessment Plan and Report.
- We will meet with and present the “Draft” plan and report to the Town stakeholders.
- Based on any comments, concerns and/or modifications from the “Draft” review meeting, we will revise, prepare and issue a “Final” Facility Condition Assessment Plan and Report.

## TASKS TO ACCOMPLISH SERVICES

### ORGANIZATIONAL STRUCTURE AND PROJECT MANAGEMENT

Since it was founded in 1967, the firm has flourished and continues to be highly respected both for the quality of its service and its ability to meet budgets and schedules, no matter how complex the program requirements of its clients may be. Every project is personally directed by one of the principals, from inception to occupancy, to ensure that it meets these goals and the high professional and aesthetic standards the firm sets for itself.

Project management means control over all aspects of the project. Some elements of our Project Management Approach include communication, project documentation, project scheduling analysis and revisions to meet the scheduled completion date, coordination of any subconsultants if deemed necessary by the scope of work and quality control. Client review periods will also foster a direct dialog with the Lothrop Team, and reiterate our team’s emphasis on communication.

### COMMUNICATION

Communication is perhaps the most important aspect of management throughout the duration of any project. Our awareness of its importance will be exemplified by our endeavor to maintain at all times open channels of communication, both amongst the consultant team members and between the consultant team and our client. From our constant presence, it will be clear that our team is devoted to this project, and will be accessible on a daily basis to discuss various aspects of the project and work together toward achieving the project objectives.

Our team is locally positioned and capable of providing you with knowledgeable professionals who are familiar with the region and its intricacies. Our team is readily accessible and it will not be uncommon to conduct various meetings on a regular basis amongst our team, as well as with you to deliberate at various milestones or critical paths of the project. Our primary focus is to work alongside you and demonstrate our team’s commitment at every phase.

### ADHERING TO PROJECT BUDGETS | COST CONTROL AND SCHEDULES

Our adherence to our clients’ budgets and time schedules and our commitment to provide quality design, within these budget and time constraints, has resulted in numerous repeat clients, and many design awards and referrals

## **PROJECT APPROACH**

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to new clients. Utilizing up-to-date scheduling software, the design and construction schedule can be easily monitored. Careful coordination of sub-consultants and their tasks is vital to the timely completion of each milestone.

Our controls will include screening to determine the most qualified candidate(s) with a proven track record in working with the various agencies, daily monitoring by the Project Manager of their work, internal reporting requirements, in house progress reviews to assure schedule adherence, and quality control checks throughout the process. The ultimate goal is to deliver the prescribed scope of services in a timely, cost-effective manner.

### **FAST TRACK / ABILITY TO MEET UNUSUAL TIME CONSTRAINTS**

We are accustomed to responding quickly to the needs of our clients. Based on the combined staff of the Lothrop Associates Team, and given our firm's commitment of Principals' involvement, and our client-oriented design philosophy, we are confident that our firm can meet any schedule presented to us.

### **CODES | STANDARDS**

Proper review and evaluation of applicable codes and standards at the local, state, and federal level will be conducted, evaluated and assimilated. Applicable codes, guidelines, and standards will be identified. A thorough review, analysis, and evaluation of all applicable codes, guidelines, and standards will be conducted to establish the baseline project requirements to be addressed. All of our firm's projects comply with federal, state, local and NFPA building codes as well as local zoning codes.

We have developed an extensive library of building codes and reference standards. Our Managerial and Technical staff is familiar with the codes and current updates. We consistently update and maintain our codes libraries and keep apprised of changes and new interpretations. When new code updates are issued, we have in-house seminars to inform and educate staff of new developments.

### **PROJECT DOCUMENTATION**

The proper identification and distribution of documents will be critical to ensuring that the project is well organized and assimilated. All communications will be recorded, whether they are meetings, e-mails, phone calls, or site visits.

Meeting minutes will be written and distributed, and will identify any action items that need to be completed by respective parties. Once per week, our team will collaborate and review the action item list, and ensure that those items on the critical path are being addressed in a timely manner.

### **COST ESTIMATING**

Cost estimates, design options and alternatives will be reviewed with the owner to assure that the project design proceeds in a manner that is consistent with capital budget constraints, construction phasing, sustainable design practices, value engineering and life cycle costs for all structures, systems and components that will comprise the project.

With approximately 95 percent of our work in the local area, we are well aware of local trends, labor/material availability, construction practices and regulatory / code requirements. Our cost estimating and budgeting are a continuous process throughout the course of the project. As the project design and scope develops, the budget becomes more definitive with increased information.

### **QUALITY CONTROL**

Quality control is an important function and its implementation will be integrated into the overall project in such a manner as to cause the least disruption to the schedule flow while ensuring that each element received thorough inspection for adherence to design criteria while meeting the objectives of our client. Senior-level personnel will be made available to review all work elements and to ensure a consistency and coordination of product along with the highest engineering quality to meet demands of the project.

## PROJECT APPROACH

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Our quality control procedures include the implementation of corrective action and a readily available paper trail to record and document all actions. The Lothrop Team is committed to strict adherence to quality control and will meet your requirements to ensure this project's successful outcome.

Our Quality Control Program is based on five primary elements, with general tasks including: Sound Judgment, Disciplined Management Techniques, Adherence to Professional Standards of Practice, Equitable Contract Agreements, and Commitment to Continued Improvement.

**Planning:** Quality in work is not an accident. Sound planning and decision making is the beginning of quality work. Each part of the project is scrutinized and examined for its costs and benefits to ensure the best product.

**Organizing:** We determine, specify and structure project tasks to accomplish the desired objective. Our staff are organized as project teams. Primary responsibilities are assigned to different team members, but the team is responsible for knowing the project and ensuring overall performance standards.

**Staffing:** Any project is only as good as the project team. Our firm is aided by our Registered Architects and experienced staff with long tenure. Their roles and abilities are well established and known, and supervised.

**Control:** Control is a responsibility of the team management. Controlling includes monitoring and measuring the project work as it is developed to ensure the results are consistent with the project goals. This happens continually throughout the project with special emphasis and milestone reports. Corrective actions are taken immediately when results are not consistent with program objectives.

**Coordination:** Quality control programs depend on coordination among many different parties. Professional associates, consultants, client representatives, building departments, contractors and the community at large, are often included in the decision making process. Good communication and coordination are essential to satisfying the needs and concerns of all. Frequent meetings, open lines of communication, ease of contacting project staff are all import factors to be maintained.

**Records and Retention:** Communication with clients, consultants, contractors and others are recorded in objective detail and those records retained in project file.



## FEE PROPOSAL / CONDITIONS & ASSUMPTIONS

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Lothrop Associates Architects D.P.C. P.C. is pleased to offer the Town of Bolton a “Lump Sum” Base Fee Proposal of One Hundred Forty-Nine Thousand Nine Hundred Dollars (\$149,900.00) for the **“Professional and Technical Services”** associated with the Facility Assessment Study of multiple Town properties in accordance with the Request for Proposals and Addendum #1.

Our “Lump Sum” Fee Proposal includes the following:

### **Base Buildings**

- Town Hall (9,459 square feet)
- Senior Center - Meeting Rooms A and B (4,430 square feet)
- Bolton Center School (96,542 square feet)
- Bolton High School (84,384 square feet)
- Bentley Memorial Library (5,524 square feet)
- Fire Station (8,968 square feet)

Our firm’s Base Lump Sum Fee Proposal for the requested **“Professional and Technical Services”** breaks down as follows:

### **DOCUMENT RESEARCH / FIELD SURVEY INVESTIGATION / MEETING & INTERVIEWS:**

*Thirty-Four Thousand Dollars (\$34,000.00)*

### **DRAFT FACILITY CONDITION ASSESSMENT REPORT:**

*Ninety Thousand Dollars (\$90,000.00)*

### **FINAL FACILITY CONDITION ASSESSMENT REPORT:**

*Twenty-Five Thousand Nine Hundred Dollars (\$25,900.00)*

In accordance with the request For Proposal (RFP) and Addendum #1 we are providing individual Alternates for the following buildings / sites:

**Town Garage** (10,400 square feet + 5,500 square feet)

*Fifteen Thousand Dollars (\$15,000.00)*

**Buildings and Grounds Garage** (1,500 square feet)

*Three Thousand Dollars (\$3,000.00)*

**Community Voice Channel** (4,016 square feet)

*Six Thousand Dollars (\$6,000.00)*

**Herrick Park** (1,952 square feet)

*Four Thousand Dollars (\$4,000.00)*

**Indian Notch Park** (No square footage or acreage provided)

*Ten Thousand Dollars (\$10,000.00)*

**Resident Trooper Office** (2,048 square feet)

*Four Thousand Dollars (\$4,000.00)*

## **COST PROPOSAL / CONDITION & ASSUMPTIONS**

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**Heritage Farm** (No square footage or acreage provided)

*Ten Thousand Dollars (\$10,000.00)*

**Bolton Transfer Station** (Included as an Alternate because it was not listed in the Request for Proposals or Addendum #1 / No square footage provided)

*Five Thousand Dollars (\$5,000.00)*

For the record this Fee Proposal is based on the following conditions / assumptions:

- a) This Fee Proposal assumes that drawings of the existing buildings / sites will be made available as reference material. This Fee Proposal does not include complete field measuring of existing buildings.
- b) This Fee Proposal does not include a Hazardous Material Survey.
- c) This Fee Proposal does not include any sub-surface investigation.
- d) This Fee Proposal does not include a topographical survey.
- e) This fee proposal does not include any destructive probes.
- f) This Fee Proposal does not include the rental of lifts, ladders, scaffolding to preform the inspection of the building exterior.
- g) This Fee Proposal includes a maximum of four (4) meetings / interviews with town staff.
- h) This Fee Proposal includes two (2) meetings / presentations to the Town. Additional meetings / presentations if required and / or requested will be billed on an hourly basis.
- i) This Fee Proposal does not include any design work.
- j) This Fee Proposal includes all travel expenses, incidental expenses and reproduction costs for two (2) copies of the Draft Report and two (2) copies of the Final Report for the project. However, if additional printing is requested and / or required it will be billed as a reimbursable expense at 10% over direct cost

For the record any and / or all of the above outlined services can be provided by Lothrop Associates Architects D.P.C. P.C. as an additional service.

**STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION**

This is your certificate of registration for your records. Such certificate shall be shown to any properly interested person on request. Do not attempt to make any changes or alter this certificate in any way. Questions regarding this certificate of registration can be emailed to the Occupational & Professional Licensing Division at [dcp.occupationalprofessional@ct.gov](mailto:dcp.occupationalprofessional@ct.gov).

In an effort to be more efficient and Go Green, the department asks that you keep your email information with our office current to receive correspondence. All renewal notifications and certificates will only be emailed to your last reported email on record. You can update your address and email address or print a duplicate certificate by logging into your account with your User ID and Password at [www.elicense.ct.gov](http://www.elicense.ct.gov). Visit our website at [www.ct.gov/dcp](http://www.ct.gov/dcp).

Mailing address:

**LOTHROP ASSOCIATES ARCHITECTS D.P.C. P.C.**  
Lothrop Associates Architects  
333 WESTCHESTER AVE  
WHITE PLAINS, NY 10604-2910

Email on file to be used for receiving all notices from this office:

[abarros@lothropassociates.com](mailto:abarros@lothropassociates.com)

STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION 1037753

Be it known that

**LOTHROP ASSOCIATES ARCHITECTS D.P.C. P.C.**

**333 WESTCHESTER AVE  
WHITE PLAINS, NY 10604-2910**

has been certified by the Department of Consumer Protection as an

**ARCHITECTURE FIRM**

**Registration #: ARC.0000837**

**Effective Date: 08/01/2024**

**Expiration Date: 07/31/2025**

verify online at [www.elicense.ct.gov](http://www.elicense.ct.gov)



Bryan T. Cafferelli, Commissioner