

November 5, 2020

Dr. Christine Ackerman, Superintendent  
Chappaqua Central School District  
66 Roaring Brook Road  
Chappaqua, NY 10514

Re: *Technical Services Change Order  
Town of New Castle -  
Form Based Code Draft Generic Environmental Impact Statement Review  
Chazen Project No.: 82047.00*

Dear Dr. Ackerman:

The Chazen Companies (Chazen) is pleased to continue to provide professional services related to the review of the Chappaqua Hamlet Form Based Code – Draft Generic Environmental Impact Statement (DGEIS). The Town of New Castle proposes rezoning a portion of the Chappaqua Hamlet (“Rezoning” or “Project”). Our initial review has been completed and the Chappaqua Central School District would like Chazen to continue this effort and coordinate a series of technical analyses as recommended in our October 28, 2020 comment letter. We are requesting a budget adjustment/increase to provide these services as follows:

#### **SCOPE OF SERVICES**

##### **Task 1 - Technical Review of Draft GEIS**

Consistent with our October 9, 2020 proposal, we will continue to provide technical review of the DGEIS and coordinate the completion of the work (by others) related to School Capacity Evaluation, Public School Aged Children estimates, School Enrollment Projections and the project’s Fiscal Impact on the School. This work will be performed and invoiced on a time and materials basis as outlined on our Fee Summary. We suggest an additional \$6,500 budget be allocated to this task.

##### **Task MT00 – Project Meetings**

We will coordinate, prepare for, attend, and participate in meetings and conferences relevant to the project. Anticipated meetings include those with the Client, the clients technical consultants, and client representatives. These services will be billed on an hourly basis in accordance with Chazen’s Schedule of Fees, attached. We suggested an additional \$3,500 be allocated to this task

#### **PROFESSIONAL SERVICES FEE SCHEDULE**

Chazen proposes to bill each task as indicated in the following Fee Schedule Summary. Invoices will be issued monthly for all services performed during that month and are payable upon receipt. Estimated Time and Materials tasks will be invoiced based on the actual hours incurred in accordance with the Rate Schedule in effect at the time of providing services.

Reimbursable expenses, which include our direct expenses, such as mileage, overnight mailings, extensive photocopying and map reproductions, will be tracked under Task RE00.

Chazen will make its best effort to complete all of the identified tasks within the overall estimated project budget. It is possible that it will be necessary to exceed these amounts in order to complete the scope of services for the project. We will not exceed the total estimated fee without obtaining written authorization from you.

**FEE SUMMARY TABLE**

Tasks		Professional Services Budget	
Task No.	Task Description	Initial Budget	Additional Fee
01	Technical Review of DGEIS	\$5,000	\$6,500
MT00	Meetings	\$1,296	\$3,500
RE00	Reimbursables	\$200	\$200
Previously Authorized		\$6,496	
Additional Fee Requested 11.20.20			\$10,200


**AGREEMENT**

You previously executed a copy of our Standard Agreement for the project dated October 9, 2020. All terms and conditions of the original Agreement apply. A copy of your standard means of work authorization (i.e., PO, Resolution) will be our authorization to proceed.

Please feel free to contact me at (518) 824-1938 or [cround@chazencompanies.com](mailto:cround@chazencompanies.com) if you have any questions. Chazen looks forward to working with you on this project.

Sincerely,

  
Chris Round, AICP Sr. Principal  
V.P. Planning Services

  
VICTORIA BARBARA TIPP, PRESIDENT  
BOARD OF EDUCATION  
11/9/2020  
DATE