

**REQUEST FOR PROPOSALS (RFP)**  
**PEEKSKILL FACILITES DEVELOPMENT CORPORATION**  
**and**  
**PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY**  
**(JOINTLY, "OWNER")**

**APPROVALS DOCUMENTS AND REPRESENTATION and  
MECHANICAL ENGINEERING CONSTRUCTION  
DOCUMENTS, BIDDING ASSISTANCE, AND  
CONSTRUCTION ADMINISTRATION SERVICES**

**PEEKSKILL FIREHOUSE KITCHEN INCUBATOR PROJECT  
701 WASHINGTON STREET, PEEKSKILL, NEW YORK 10566**

EDA Project #01-01-15338

**DUE: Friday, January 5, 2023 at 5:00 PM**

Responses must be submitted by email to:

Joseph G Thompson Architect, PLLC  
Attn: Joseph Thompson, RA  
[joe@jthompsonarch.com](mailto:joe@jthompsonarch.com)

Please submit any questions about this RFP by *Friday, December 22, 2023*, to Joseph Thompson at [joe@jthompsonarch.com](mailto:joe@jthompsonarch.com)

## 1. Project Description and Scope of Work

The Peekskill Facilities Development Corporation (“PFDC”) and the Peekskill Industrial Development Agency (PIDA) (together jointly the “Owner” s requesting proposals from qualified Mechanical Engineering consultants to prepare construction documents, provide approvals documents representation, bidding assistance, and perform construction administration services for a project to adaptively reuse a former City firehouse to be converted into a kitchen incubator. The Architect of Record shall manage the project design and approval process.

The existing facility is approximately 7,000 square feet in floor area with an adjacent 950-square foot out-building. The project involves the construction of five licensed fully complying commercial kitchens within the building footprint along with supporting washrooms, storage spaces, administration offices, and a food truck washroom.

Schematic Plans have been prepared by the Architect of Record depicting improvements planned to facilitate the change of use as well as an MEP Systems Analysis (see attached Exhibits). Mechanical, Electrical and Plumbing Engineering work shall include, but may not be limited to work needed to facilitate work depicted on the Schematic Plans, Described in the MEP Systems Analysis and as follows:

- Building Renovations & Alterations
- Building Additions
- New Commercial Kitchen Equipment
- Replacement of existing Commercial Kitchen Hood with five (5) new Type I Hoods with Fire Suppression and Make-up Air
- Replacement of Existing Grease Interceptor with New
- Replace Existing Water Heaters with New Higher Capacity Units
- New Building Lighting and Electrical Supply Work
- New Plumbing Work
- Replacement of Existing Oil Fired Boiler with New High-Efficiency Gas-Fired Boiler
- New HVAC Work:
  - Existing RTU (Rooftop Terminal Unit) Replacement
  - New ERV (Energy Recovery Ventilator)
  - Alterations and/ or replacement of existing ductwork.
- New Fire Alarm Work
- New Electrical Work:
  - New Kitchen Equipment Power Supplies and General Outlets
  - Replace Existing Light Fixtures with New LEF Fixtures
  - Specify New Automatic Lighting Controls
  - New Emergency & Egress Lighting
  - New Site Lighting
  - Provide New Sub-Panel in Kitchen from Existing 400 A 120/208 Volt Three-Phase Electrical Service to Remain

- Coordinate 1" Existing Gas Supply to 3" with Utility (Con Edison) from the existing 1" high pressure supply connecting to the street to remain:
  - Register Project MC Numbers with ConEd Project Center
  - Prepare and submit Load Letter.
  - Correspondence with Utility as needed to facilitate the upgrade.
  - Site Meeting with Utility Representative if needed.
- New 80 kW Standby Generator with Automatic Transfer Switch
- New Fire Alarm System: A new automatic fire alarm system is to be installed throughout the building. It shall consist of manual pull stations, smoke/heat detectors, carbon monoxide detectors, horn/strobe notification devices, kitchen hood interlocks, fan shutdowns, and a central monitored fire alarm panel. As a monitored system the fire alarm panel will automatically dial the monitoring company if there is a fire event, and it will shut down all fans and initiate all horn/strobe notification devices.

The consultant shall determine whether any additional work is needed to ensure a comprehensive scope, code compliance, and proper completion of the project planned.

The consultant shall provide proposed fees in the format requested on the Fee Schedule on Page 4 to provide the following services:

- Construction Documents:
  - Prepare Construction Drawings
  - Prepare 3-Part CSI Format Civil Work Specifications
- Approvals:
  - Architect of Record Shall Prepare and Submit Planning Commission Application
  - Engineer will prepare an FEA Part 1 (See attached Environmental Narrative to assist with that task)
  - Professional Representation of the Project at City of Peekskill Planning Commission (Include up to Two Meetings)
- Bidding & Contract Negotiation Services:
  - Attend One (1) Pre-Bid Walk-Thru with General Contractors
  - Respond to RFC's (Requests for Clarification) during Bidding Process
  - Issue Addenda as Needed in Response to Contractor RFC's.
- Construction Administration Services:
  - Attend one (1) pre-construction meeting and up to four (4) progress meetings, when requested or as needed to sufficiently determine, in general, if the work is proceeding in accordance with the construction contract (Anticipated once every other month for an estimated eight-month construction period)
  - Respond to Requests for Information submitted by the General Contractor.
  - Review change order requests as needed. Assume up to ten (10) change orders issued.
  - Perform periodic construction observations to verify conformance with plans (up to three site visits shall be included).
  - Review each General Contractor submittal (drawings, etc.) for conformance with plans as needed. Assume up to sixty (60) submittals)

- Review, as needed, contractor requests for payment. Assume up to six (6) applications for payment.
- Prepare periodic inspection reports and punch lists. Include up to two (2) punch list inspections.
- Construction closeout support.

The deliverables will include an electronic PDF and three (3) full-sized hard copies of the proposal response.

Plans must be signed and sealed by a NYS licensed engineer. You are encouraged to visit the site before submitting your proposal. No formal site visit is scheduled.

## **1. Submittal Requirements**

Each response must include the following information:

1. Provide a summary description of your intended approach to meet the scope of work outlined in this RFP.
2. Provide a brief description of the firm's similar project experience. If a sub-consultant will be used, provide the name and address of the firm, and a description of their area of responsibility and prior work experience.
3. Identify the Project Manager/project contact and his/her experience with similar projects in a project manager role.
4. Provide the name, phone number and email address of at least three (3) references for similar project work.
5. Propose a time schedule for completion of the construction documents, with a target completion date of construction documents for submission to the City of Peekskill Building Department by March 29, 2023
6. Complete the Project & Fee Schedule table shown below and include the billing rates for those working on construction inspection.
7. All reimbursable expenses for the services described in this Scope of Work should be included in the fixed fee.
8. Consultant will meet with Owner's representatives on an as-needed basis to complete the scope of work.
9. Indicate whether you or a sub-consultant is a NYS-certified Minority or Women-Owned Business Enterprise (M/WBE).
10. Indicate additional assistance expected from the Client, if any.
11. Identify any additional tasks or services anticipated to be required beyond those specifically identified in this RFP that are believed to be required to provide complete and comprehensive services needed to successfully complete this project.

## **2. Project Schedule:**

- Construction Documents:
  - Preliminary Plans and Cost Estimates: Consultant must be capable of completing this task within two (2) weeks of contract award.

- Final Plans, Specifications & Cost Estimates: Consultant must be capable of completing this task within two (2) weeks of contract award.
- Contract Documents Sufficient for Soliciting Bids: Consultant must be capable of completing this task within two (2) weeks of the project receiving approvals.
- Building Permit Review: Estimated One (1) Month
- Bidding & Contract Procurement: Estimated Six (6) Weeks
- Construction Administration: Estimated Eight (8) Months

### 3. Project & Fee Schedule

Work Item	Total Cost
<b>Construction Documents</b> (Lump Sum Fee)	\$
<b>Approvals</b> (Lump Sum Fee)	\$
<b>Bidding &amp; Contract Procurement</b> (Services to be invoiced hourly. Provide a Not to Exceed Fee)	\$
<b>Construction Administration</b> (Services to be invoiced hourly. Provide a Not to Exceed Fee)	\$
<b>Other</b> (if applicable)	\$
<b>Total</b>	\$

Note: Include Hourly Rate Schedule with Proposal.

### 4. RFP Submission Procedure

Applicants must submit their proposal via email by ***Friday, January 5, 2023 at 5:00 PM.*** submissions received after the deadline will be accepted.

Submissions should be addressed to:

Matthew Rudikoff, Executive Director  
Peekskill Facilities Development Corporation, and  
Peekskill Industrial Development Agency  
[mrudikoff@cityofpeekskill.com](mailto:mrudikoff@cityofpeekskill.com)

Any questions or requests for additional information regarding this RFP must be emailed to Joseph Thompson [joe@jthompsonarch.com](mailto:joe@jthompsonarch.com) received by ***Friday, December 22, 2023 at 5:00 PM.*** Inquiries must include the subject line “Peekskill Firehouse Kitchen Incubator RFP.” Please include your name, company address, phone number, and e-mail address. Responses will be issued

by ***Friday, December 13, 2023 at 5:00 PM.*** The “Owner” is not responsible for any failure in the delivery of an inquiry.

## **5. Review and Selection Process**

The Owner will review proposals, conduct interviews and award the contract to the consultant who is determined to be the lowest responsive bidder. The Owner reserves the right to authorize all or part of the work requested in this RFP, and to reject any or all proposals according to the best interests of the Owner.

## **6. Anticipated Contract Award Schedule**

Request for Proposals (RFP) issued:	<b><i>Tuesday, December 12, 2023</i></b>
All Questions due by email:	<b><i>Friday, December 22, 2023</i></b>
Responses Issued:	<b><i>Friday, December 29, 2023</i></b>
RFP Submissions due:	<b><i>Friday, January 5, 2024</i></b>
Interviews conducted:	<b><i>Week of January 8, 2024</i></b>
Recommendation to “Owner” Board:	<b><i>Friday, January 12, 2024</i></b>
Contract Award:	<b><i>Monday, January 15, 2024</i></b>

## **7. Additional Information**

- a. The selected consultant will be required to provide professional and liability insurance as required by the Owner, listing the PFDC and the PIDA as “additional insureds.”
- b. The Owner is not responsible for any expenses or costs incurred by any consultant in preparing and submitting a proposal or requesting supplemental information.
- c. Bidders shall be subject to compliance with all applicable provisions of Appendix II of 2CFR200.
- d. A/E shall be responsible for any damages arising from any defects in the design or negligence in the performance of the construction inspector to be furnished by the A/E.
- e. A/E shall supervise any subsurface explorations such as borings and soil tests that may be determined to be required to verify amount of rock excavation or foundation conditions anticipated to be performed by third party contract.
- f. A/E shall attend the contractor bid opening, prepare and submit tabulation of bids and make recommendations on contract award.

- g. A/E shall review proof of bidder's qualifications and recommend approval or disapproval.
- h. A/E shall be required to have and maintain an Active SAM (System for Award Management) Registration and must not appear on an excluded parties list or be subject to debt offset.
- i. A/E shall submit a report not less frequently than quarterly to the Recipient covering the general progress of the job and describing any problems or factors contributing to delay.
- j. A/E contract form shall be subject to review by Recipients Attorney. Should form of contract be determined to not be sufficient, an AIA C103-2015 Standard Form of Agreement between Owner and Consultant, or equal industry standard document, shall be utilized as determined by the Owner.
- k. A/E, by submission of a proposal, warrants to the Recipient that the fees submitted cover all services necessary for the successful execution of the project, including consultations, coordination and review of any surveys to be performed by others, coordination and review of any soil explorations to be performed by others, supervision, review of final "as-built" drawings to be performed by Contractors, review of arrow diagrams/ schedules to be prepared by Contractor, and any anticipated incidental costs.
- l. A/E shall include a completed Form CD-512 on the following page with the RFP response.



## CERTIFICATION REGARDING LOBBYING LOWER TIER COVERED TRANSACTIONS

Applicants should review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, "New Restrictions on Lobbying."

### LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.**

NAME OF APPLICANT

AWARD NUMBER AND/OR PROJECT NAME

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

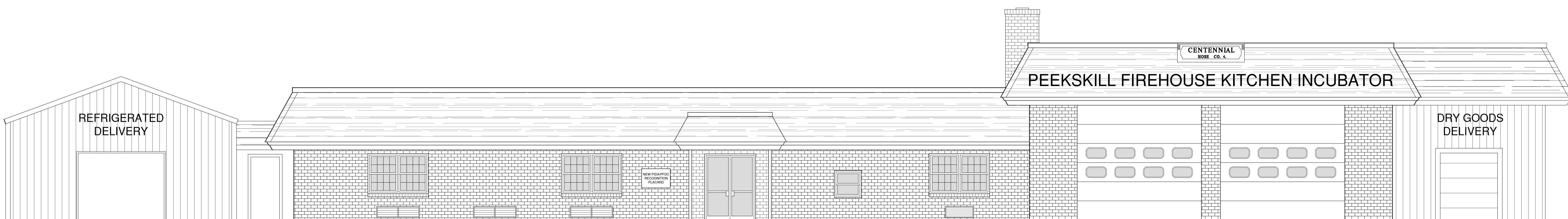
DATE

## **EXHIBIT A**

**SCHEMATIC PLANS (SEE FOLLOWING SHEETS)**

# PEEKSKILL FIREHOUSE KITCHEN INCUBATOR

CITY OF PEEKSKILL - WESTCHESTER COUNTY



## Building Construction Compliance - Certification

- Title 19 (NYCRR)
- Chapter XXXIII - State Fire Prevention and Building Code Counsel
- Subchapter A - Uniform Fire Prevention and Building Code

I do hereby certify that these drawings and specifications have been prepared under my supervision, and that to the best of my knowledge and professional judgment, the design has been made in conformance with all applicable requirements of Title 19 (NYCRR) - Chapter XXXIII, Subchapter A and the following referenced codes of New York State:

Existing Building Code of New York State- 2020 Edition

Signed  
Joseph G. Thompson, NYS Registered Architect (License # 036057)

## PROJECT DESCRIPTION

ADAPTIVE REUSE OF EXISTING TWO-STORY FIREHOUSE INTO A COMMERCIAL KITCHEN INCUBATOR:

- SELECT DEMOLITION
- ALTERATIONS AND RECONFIGURATION OF EXISTING SPACES:
  - FIVE NEW COMMERCIAL KITCHEN SPACES
  - TWO COMMON EQUIPMENT SPACES
  - DISHWASHING AREA
  - POT STORAGE AREA
  - ADMINISTRATIVE SUPPORT SPACES
  - COLD & DRY STORAGE
- NEW BREEZEWAY ADDITION CONNECTING EXISTING BUILDING TO ACCESSORY STORAGE STRUCTURE
- NEW DRY STORAGE ADDITION
- EXISTING TRUCK WASHING & SERVICE BAYS TO REMAIN

City of Peekskill, New York

Ground Snow Load	Wind Design				Seismic Category	Subject to Damage From			Ice Shield Underlayment	Flood Hazards	Air Freezing Index	Mean Annual Temp
	Wind Speed	Topo Effects	Special Wind Region	Wind-borne Debris Zone		Weathering	Frost Depth	Termite				
30	*120	No	Yes	No	C	Severe	42"	Moderate to Heavy	Yes	N/A	1,500 or Less	51.6

\*115 MPH to 120 MPH. The special wind region should serve as a warning to design professionals in evaluating wind loading conditions. Wind speeds higher than the derived values taken from Section 1609 of the IBC and Figure R301.2(4)A of the IRC are likely to occur and should be considered in the design.

## DRAWING LIST

### GENERAL:

G0.01 TITLE SHEET

### CIVIL:

CX1.01 EXISTING SITE DEMOLITION PLAN

C1.01 NEW SITE PLAN

### EXISTING:

AX1.01 EXISTING FIRST FLOOR PLAN

AX1.02 EXISTING SECOND FLOOR PLAN

AX1.03 EXISTING ROOF PLAN

AX2.01 EXISTING ELEVATIONS

AX3.01 EXISTING SECTIONS

### ARCHITECTURAL:

A1.01 NEW FIRST FLOOR ARCHITECTURAL PLAN

A1.02 NEW SECOND FLOOR ARCHITECTURAL PLAN

A2.01 NEW ELEVATIONS

A4.01 ENLARGED TRADE FIXTURE PLAN AND SCHEDULE

# RIDGE STREET

# LOOMIS AVENUE

## 1 Existing Site Plan

Scale: 1" = 20'

Scale: 1" = 20'

NOTE: THIS SITE PLAN HAS BEEN PREPARED  
REFERENCING A PROPERTY SURVEY PREPARED BY  
DONALD R STEDGE, PLS NYS LICENSE #491859 FOR CITY  
OF PEEKSKILL DATED JANUARY 12, 2022.

## BULK TABLE REQUIREMENTS

BULK TABLE REQUIREMENTS		
ZONING INFORMATION	ZONE:	C-3 (General Commercial)
	Existing Use:	Firehouse
MINIMUM REQUIRED		
	Required	Existing
Lot Area	10,000 SF	102,922 SF±
Minimum Frontage	100 FT	352.62 FT±
Minimum Depth	100 FT	300 FT±
YARD SETBACKS		
	Required	Existing
Front	10 FT	174.3 FT±
Rear	0 FT	52.6 FT±
Side	0 FT OR 6 FT	14.1 FT±
MAXIMUM PERMITTED		
	Permitted	Existing
Building Coverage	70% / 72,045 SF	7.9%± / 8,170 SF±
FAR	1.4 / 144,090 SF	0.08± / 8,570 SF±

# PEEKSKILL FIREHOUSE KITCHEN INCUBATOR

City of Peekskill, Owner  
701 Washington Street  
Peekskill, New York 10566  
S-B-L: 32.20-9-1  
City of Peekskill - Westchester County

January 20, 2023

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**PEEKSKILL FIREHOUSE KITCHEN INCUBATOR**

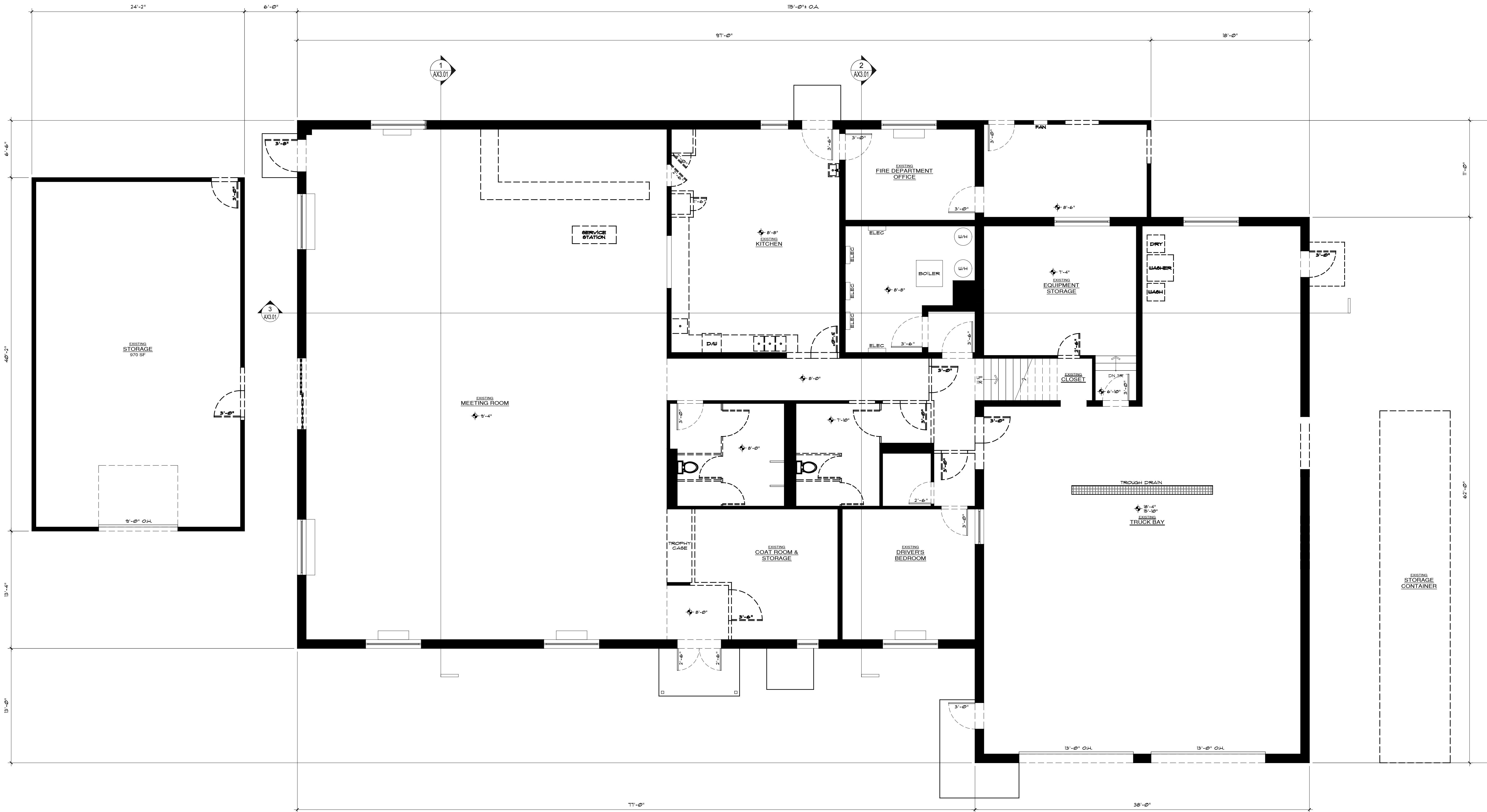
Design Review Document- NOT FOR PERMIT OR CONSTRUCTION  
City of Peekskill, Owner  
701 Washington Street  
Peekskill, New York 10566  
S.B.L-32-20-9-1  
City of Peekskill - Westchester County

Date: January 20, 2022

Revisions:

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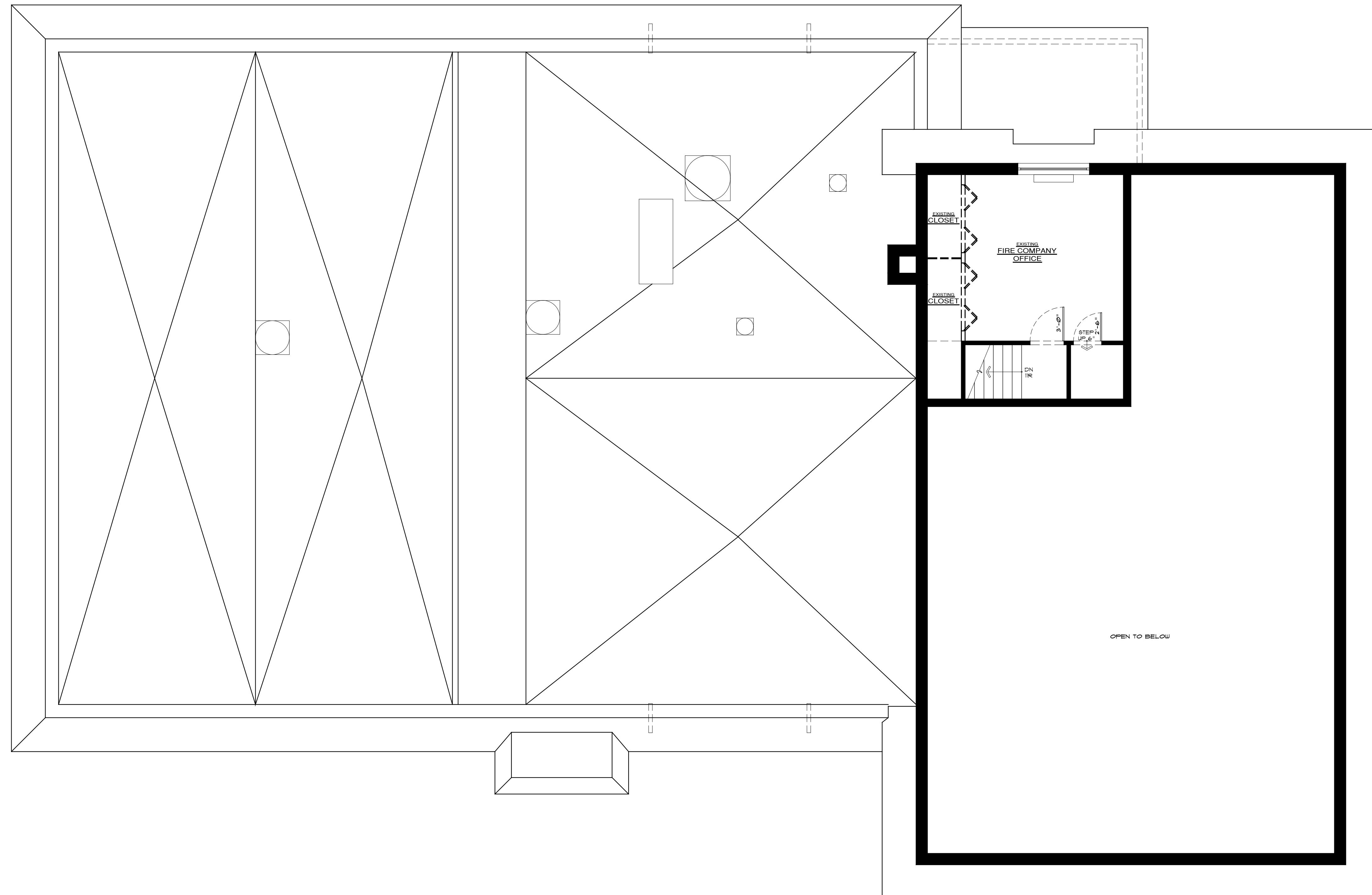
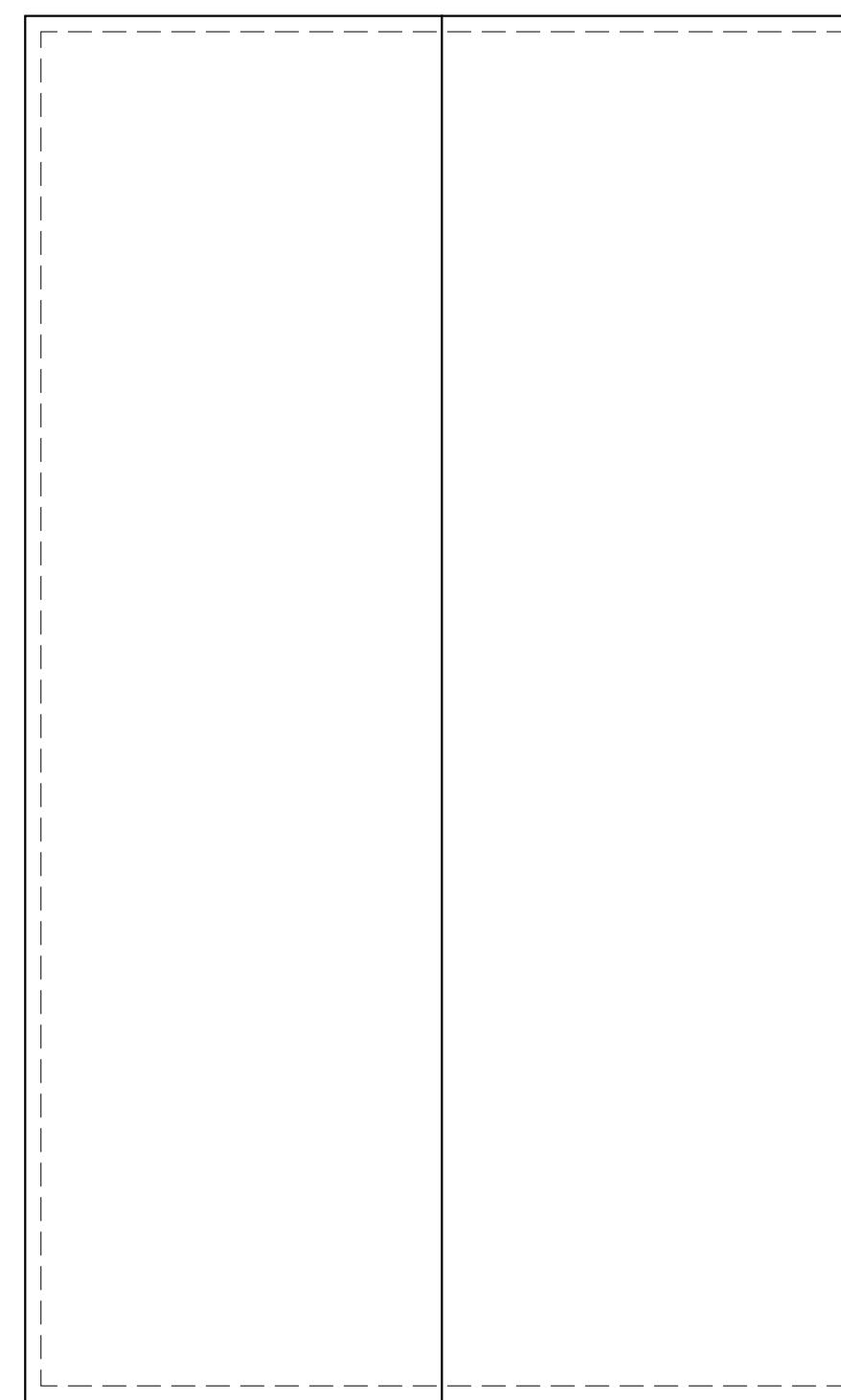
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**PEEKSKILL FIREHOUSE KITCHEN INCUBATOR**

City of Peekskill, Owner  
701 Washington Street  
S.B.L: 2022-09-1  
City of Peekskill - Westchester County

Design Review Document- NOT FOR PERMIT OR CONSTRUCTION



1 Existing Second Floor Plan (400 SF+/- Gross)  
AX1.02  
Scale: 3/16" = 1'-0"

AX1.02

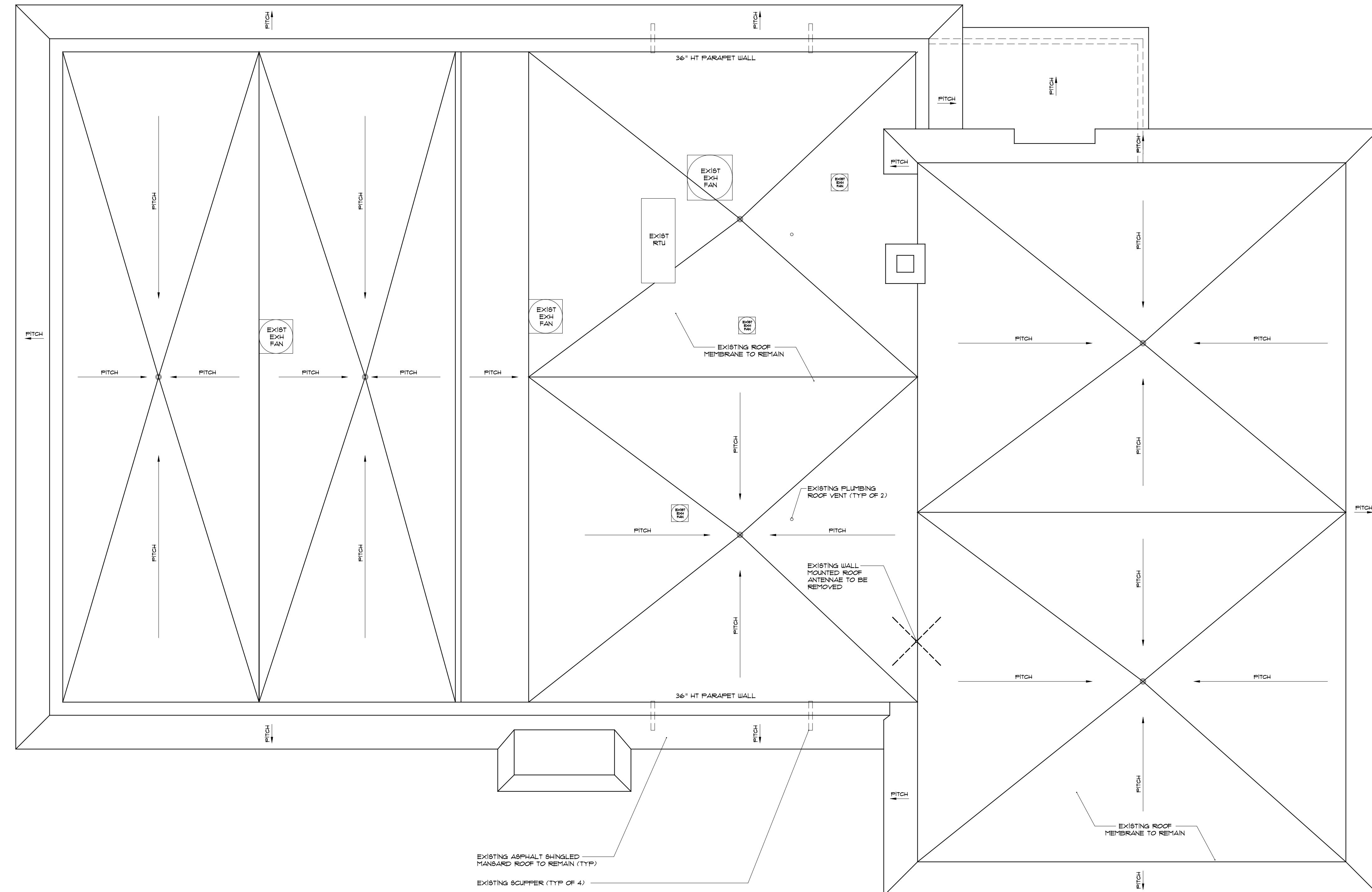
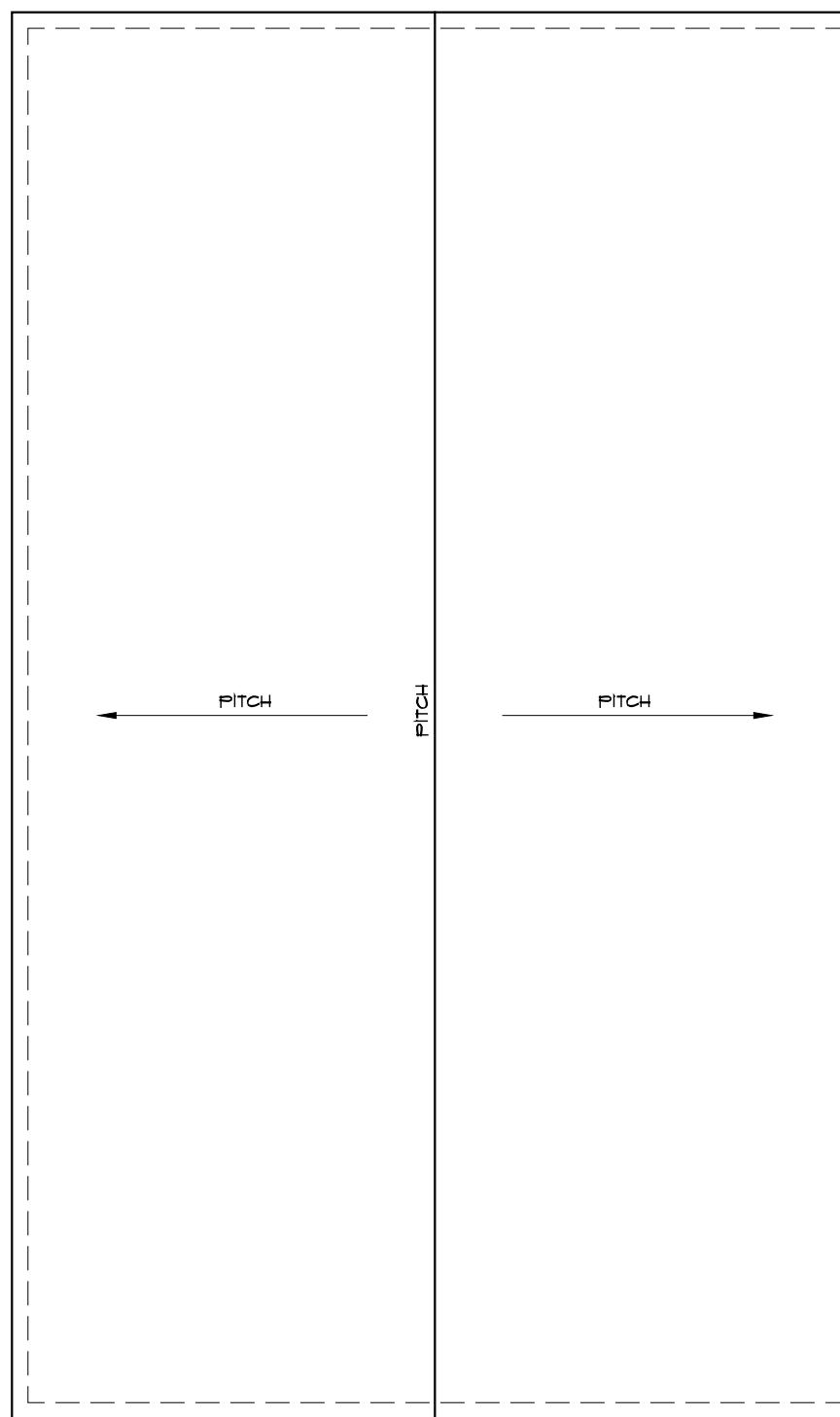
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**PEEKSKILL FIREHOUSE KITCHEN INCUBATOR**

Design Review Document- NOT FOR PERMIT OR CONSTRUCTION  
City of Peekskill, Owner  
701 Washington Street  
S.B.L: 32-209-1  
City of Peekskill - Westchester County

Date: January 20, 2022  
Revisions:  
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AX1.03



1 Existing Roof Plan  
AX1.03  
Scale: 1/4" = 1'-0"

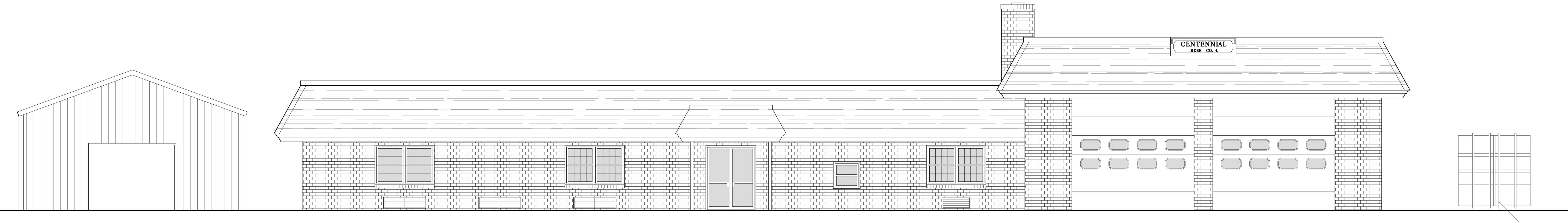
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**PEEKSKILL FIREHOUSE KITCHEN INCUBATOR**

Date: January 20, 2022

Revisions:  
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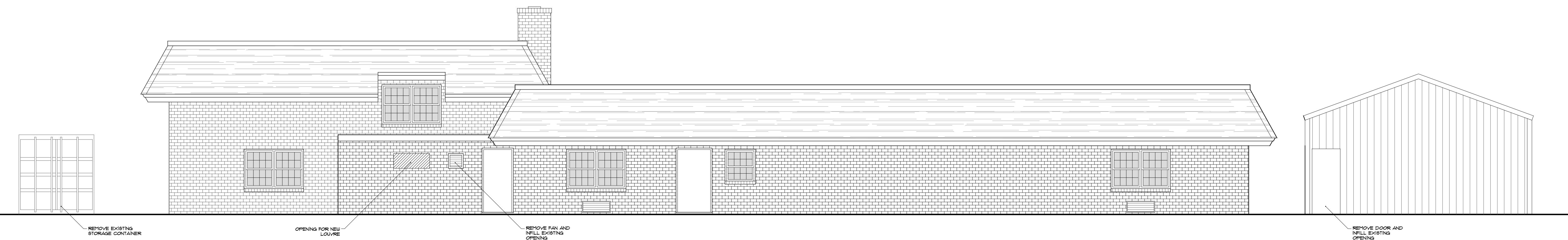
**AX2.01**



**1 Existing West Elevation**

AX2.01

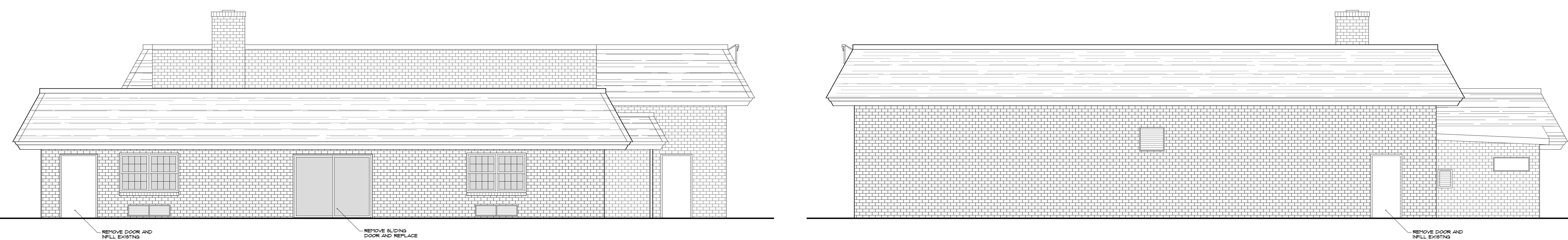
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**2 Existing East Elevation**

AX2.01

Scale: 3/16" = 1'-0"



**3 Existing North Elevation**

AX2.01

Scale: 3/16" = 1'-0"

**4 Existing South Elevation**

AX2.01

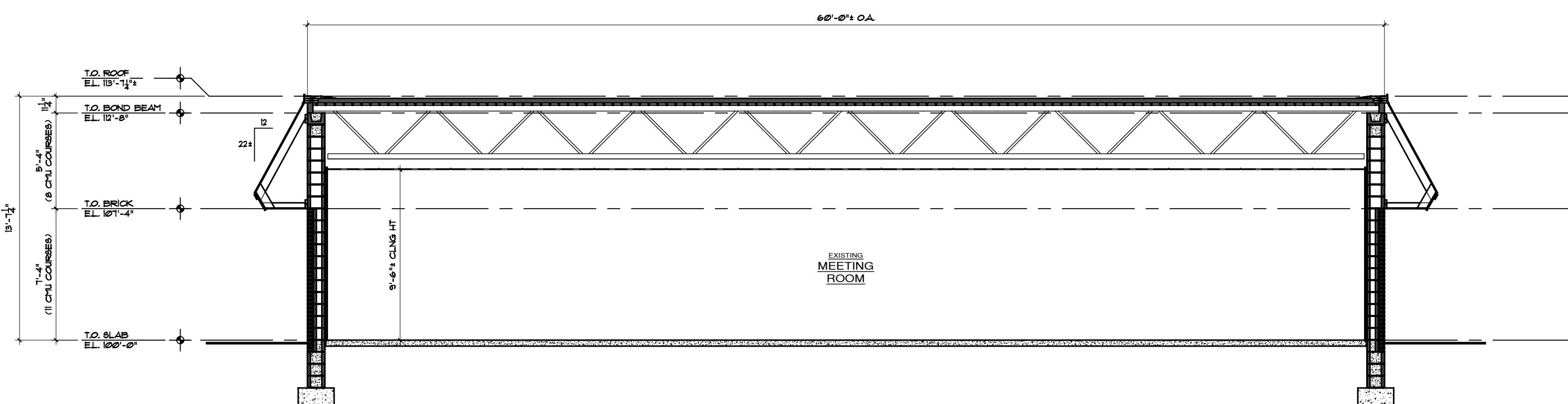
Scale: 3/16" = 1'-0"

**PEEKSKILL FIREHOUSE KITCHEN INCUBATOR**

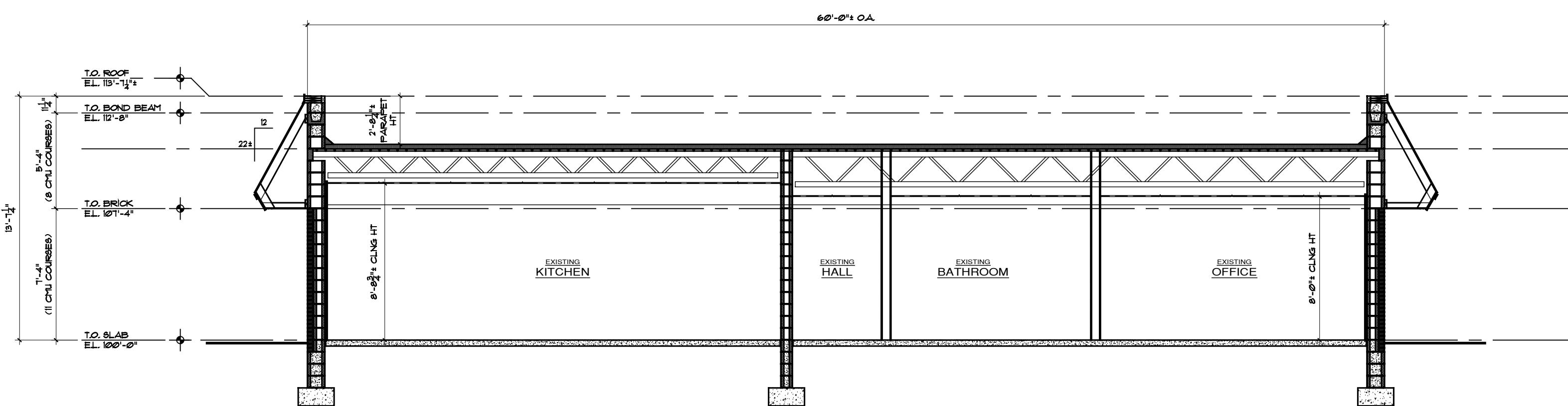
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Revisions:

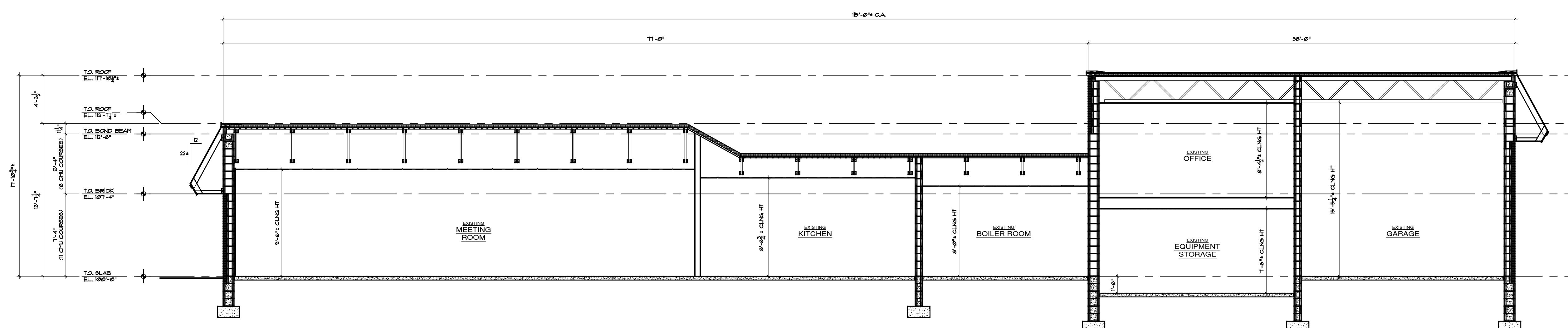
AX3.01



1 Existing Cross Section  
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Scale: 3/16" = 1'-0"



2 Existing Cross Section  
AX3.01  
Scale: 3/16" = 1'-0"



3 Existing Longitudinal Section  
AX3.01  
Scale: 3/16" = 1'-0"

## LEGEND

- COLD STORAGE
- DRY STORAGE
- UTILITY
- BATHROOMS & LOCKERS
- KITCHEN / DISHWASHING
- BREEZEWAY ADDITION
- STAFF / ADMIN

**JTA**  
JOSEPH THOMPSON  
ARCHITECT

Joseph G. Thompson Architect, PLLC  
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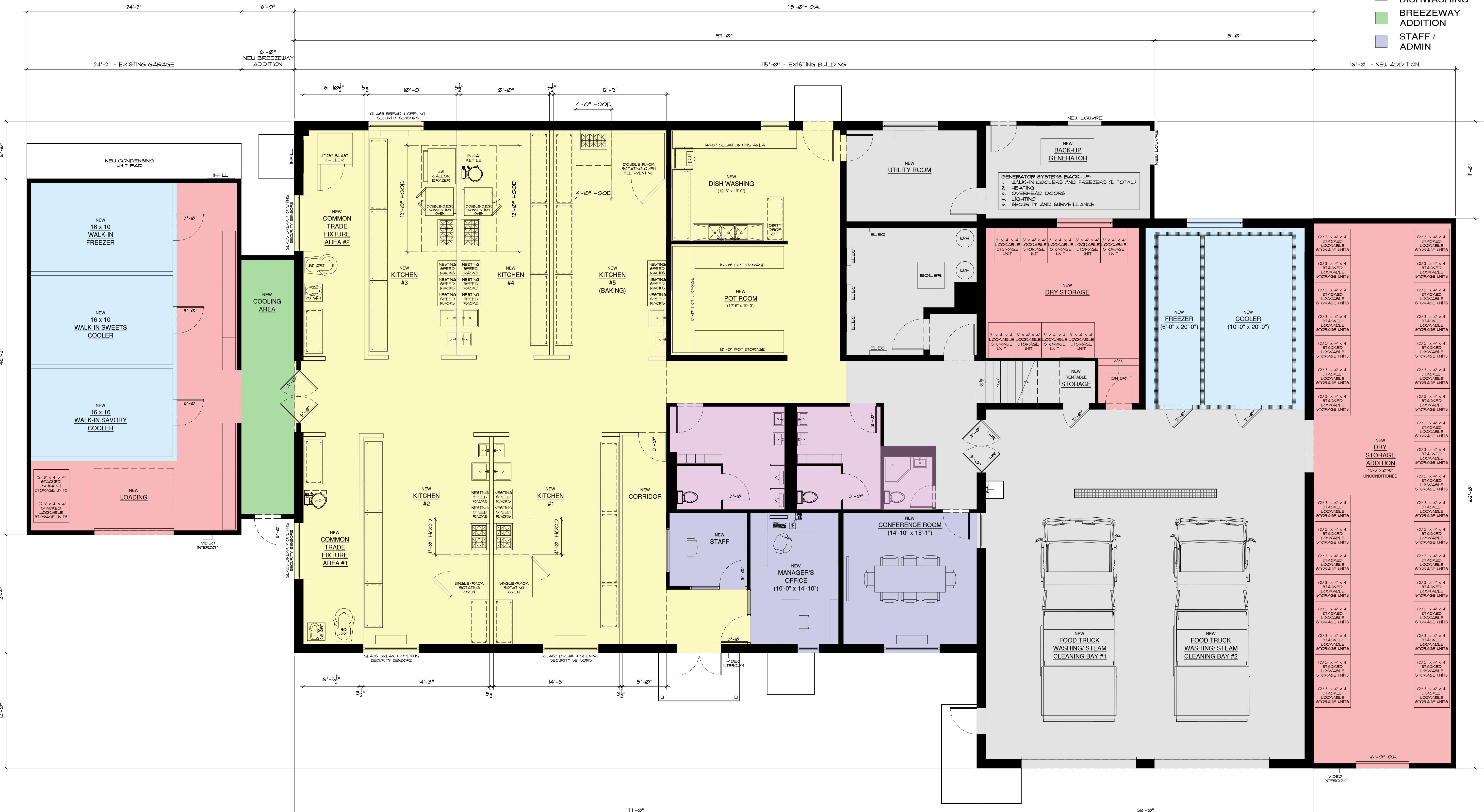
## PEEKSKILL FIREHOUSE KITCHEN INCUBATOR

Design Review Document- NOT FOR PERMIT OR CONSTRUCTION

Date: January 20, 2022

Revisions:

A1.01



1  
A1.01

Proposed New Schematic Plan Diagram (9,345 SF+/- Gross)

Scale: 3/16" = 1'-0"

A1.01

**PEEKSKILL FIREHOUSE KITCHEN INCUBATOR**

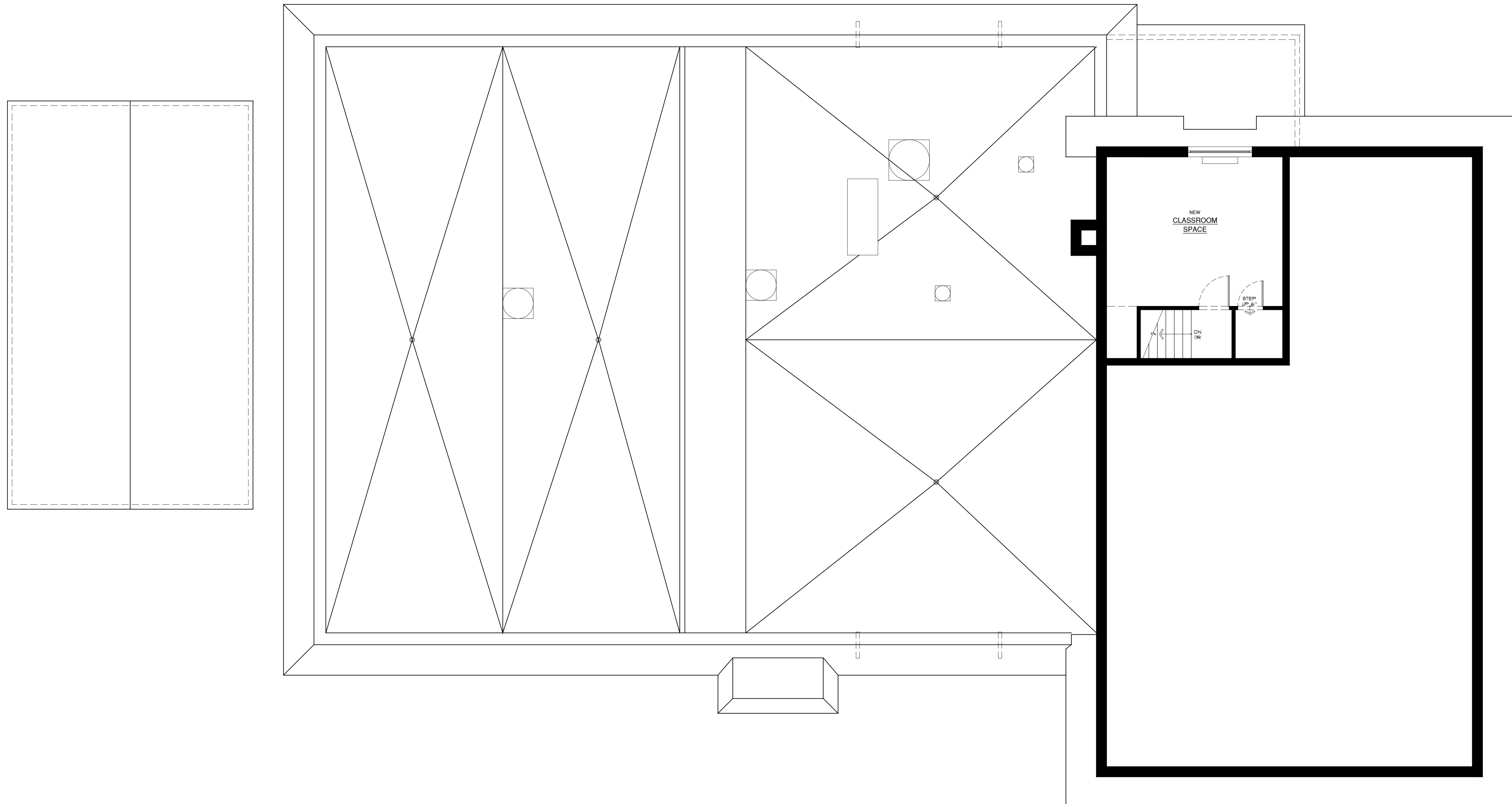
City of Peekskill, Owner  
701 Washington Street  
S.B.L: 2020-9-1  
City of Peekskill - Westchester County

Design Review Document- NOT FOR PERMIT OR CONSTRUCTION

Date: January 20, 2022

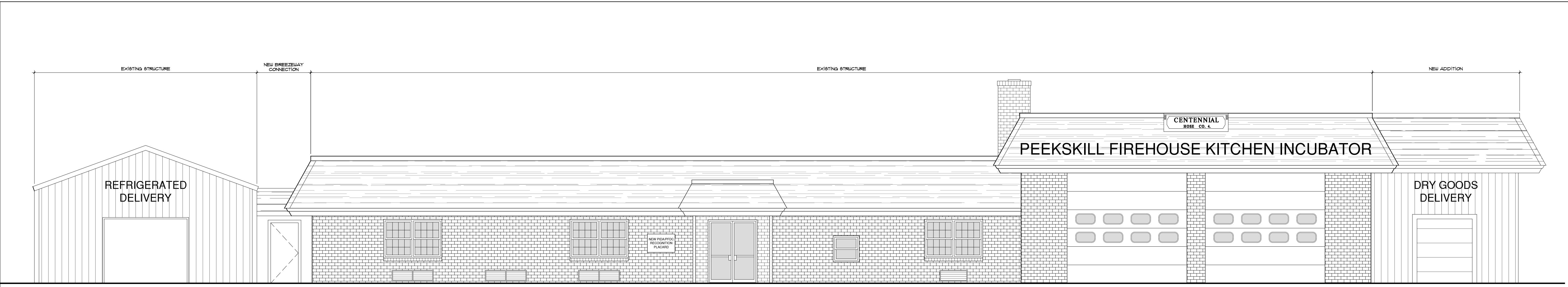
Revisions:  
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A1.02



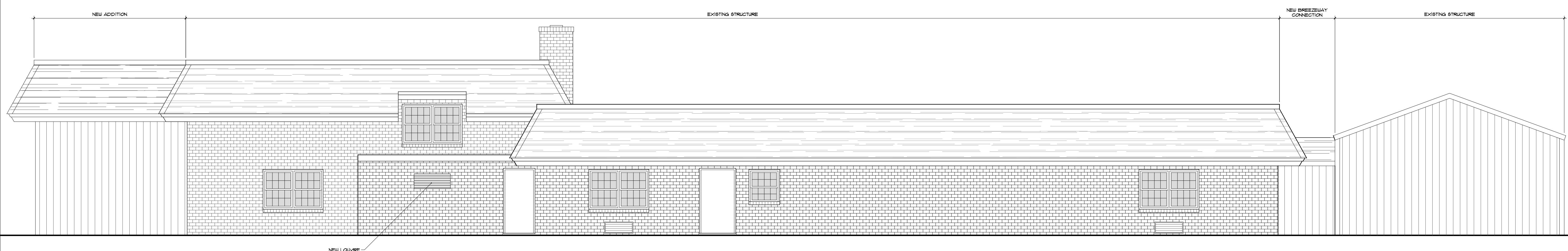
1  
A1.02  
New Second Floor Plan (400 SF+/- Gross)  
Scale: 3/16" = 1'-0"

1  
A1.02



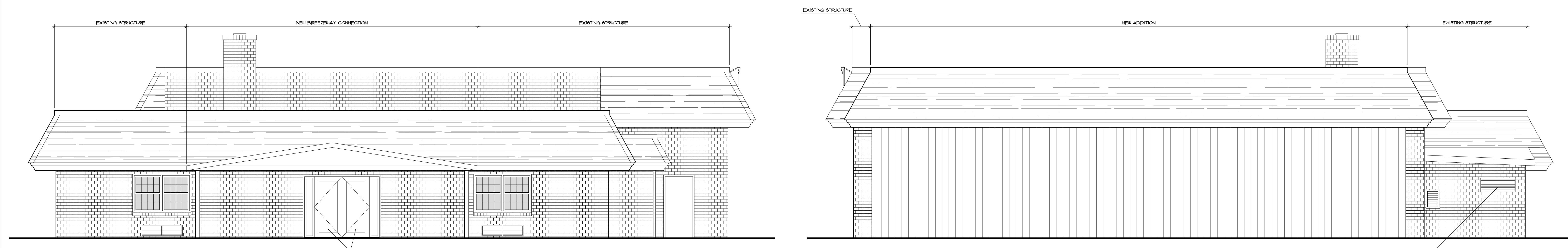
**1**  
New West Elevation

Scale: 3/16" = 1'-0"



**2**  
New East Elevation

Scale: 3/16" = 1'-0"



**3**  
New North Elevation

Scale: 3/16" = 1'-0"

**4**  
New South Elevation

Scale: 3/16" = 1'-0"



## **EXHIBIT B**

**MEP SYSTEMS ANALYSIS (SEE FOLLOWING SHEETS)**

## **MEP SYSTEMS ANALYSIS**

**701 WASHINGTON STREET  
PEEKSKILL, NEW YORK**

The City of Peekskill, New York is proposing to re-purpose the former Centennial Hose Fire Station located at 701 Washington Street into a commercial kitchen incubator. The existing facility is approximately 7,000 square feet in floor area with an adjacent 950-square foot out-building. The project involves the construction of five licensed fully complying commercial kitchens within the building footprint along with supporting washrooms, storage spaces, administration offices, and a food truck washroom. We have reviewed the existing mechanical, plumbing and electrical systems within the building to determine their condition, and to make recommendations for any modifications required to support the proposed project. Our findings and recommendations are as follows:

### **PLUMBING SYSTEMS**

#### **Drainage, Waste & Vent**

The existing sanitary drainage piping consists of cast iron and copper piping. The interior of the piping was not inspected; however, a visual inspection of the exterior of the observable piping did not show any areas of concern. The existing building sanitary main is a 4" line, and it leaves the building out the center of the front (western) side of the building. There is an existing sanitary house trap located in a concrete vault just outside the foundation wall. The Plumbing Code of New York State prohibits the installation of house traps; however, the City of Peekskill still requires them. A discussion should be had with the city to determine if it should remain in place or be removed.

There is an existing above grade grease interceptor located in the kitchen. It appears to be original to the building and is too small to be used for the proposed use. It should be removed, and the lines should be capped. A new 1,500-gallon grease interceptor should be installed below grade on the western side of the building, and a new 4" grease waste line should be installed from the proposed dish washing room to the new grease interceptor. All other waste can be piped to the existing sanitary below the slab.

There are roof drains located in the flat roof over the existing Meeting Room and Apparatus Room. They are piped to a 6" storm drain that leaves the building out the center of the front (western) side of the building. The roof drains could not be observed, but they should be cleaned, and the storm lines should be snaked to ensure proper drainage.

#### **Water Distribution**

The building is equipped with a 4" water service rising up in the boiler room. The calculated maximum required waterflow for the proposed use is approximately 28 gallons per minute (gpm). A 4" water service can supply over 200 gpm, so the existing water service is more than adequate for the proposed use. The water distribution piping consists of copper tubing and brass fittings. These materials are acceptable per the current code, and the observable portions of piping appeared to be in acceptable condition. New water distribution piping can be copper, CPVC or PEX tubing.

The existing water heater is a tank type electric water heater. Due to the high hot water demand of commercial kitchens, it is recommended that this unit be replaced with a higher capacity water heater. We recommend that an indirect water heater be installed and piped from the proposed new high-efficiency boiler system (see heating sections of this report). An indirect water heater can provide more hot water than will be required and is a very efficient means to provide domestic hot water.

## **Gas Distribution**

The existing gas service consists of a 1" high pressure line running below grade from Washington Street along the southern property line and entering rear of the building. It rises up in the Equipment Storage Room to a pressure regulator and meter. The regulator reduces the operating pressure to 7" water column (w.c.) and the service increases to 2" piping. The anticipated gas load for the building is approximately 3,703.0 MBh. A 2" gas line can only support 1,400.0 MBh, so it will have to be increased to a 3" gas line, and a larger gas meter will be required. The existing high pressure 1" gas line is more than adequate for this load; however, the service riser should be related to the rear exterior of the building. A new larger meter can be installed on the rear exterior along with a new pressure regulator, and a 3" gas line can be installed to provide gas into the building. All new gas piping should be threaded black steel or equal. New gas piping will need to be installed to all kitchen equipment and to the new high-efficiency boiler.

## **HVAC SYSTEMS**

### **Air-Conditioning and Ventilation Systems**

The existing Meeting Room, Fire Department Office and Driver's Bedroom have packaged terminal air-conditioning (PTAC) units installed along the exterior walls to provide heating and air-conditioning to those rooms. These PTAC units have integral compressors for A/C, and hot water coils for heating. Based on the proposed layout several of these units will have to be removed and/or relocated. Supplemental heating and air-conditioning may be required to maintain setpoint temperatures in those areas.

There is an existing packaged rooftop HVAC unit installed over the existing kitchen, and it is ducted into the kitchen and bathrooms to provide heating and air-conditioning to those areas. The unit does not appear to be functioning and should be replaced with a new unit. The new unit can either be a packaged rooftop unit, or a ducted mini-split type of system. The new staff office, manager's office and conference room should have mini-split systems installed as well to provide heating and cooling to these areas. Additionally, an energy recovery ventilator (ERV) should be installed to provide the code-required ventilation to those occupiable rooms.

The existing kitchen exhaust hood should be removed, and new kitchen hoods and make-up air systems will need to be installed for all new cooking lines. The new kitchen hoods will need to be sized based on the proposed cooking equipment under each hood. A new exhaust system will need to be installed in the proposed Food Truck Room to meet the code requirements for enclosed parking garages. The exhaust system will need to be able to exhaust at a continuous rate of 0.05 cfm per square foot of the floor area served but be able to increase the airflow rate to 0.75 cfm per square foot of floor area if increased levels of carbon monoxide and/or nitrogen dioxide levels are detected.

Carbon monoxide and nitrogen dioxide detectors must be installed and report back to a control panel that can operate the exhaust system. Make-up air must be installed as well to provide a make-up airflow rate equal to the exhaust rate.

## **Central Boiler Plant**

There is an existing hot water boiler which provide heating for the entire building. The boiler is a high-mass standard efficiency unit and has an estimated efficiency of approximately 75% AFUE. There is an existing 3,000-gallon oil tank buried on the western side (rear side) of the building. This tank should be tested for leakage, pumped out, filled, and abandoned in place. The existing boiler should be removed and a new high-efficiency 95% AFUE gas-fired boiler should be installed in its place. This will substantially reduce the annual fuel costs and is estimated to have a return on investment of about 7-years or less. Additionally, as mentioned above, a new indirect water heater should be installed and fed from the new boiler plant to take advantage of the high capacity and high efficiency for the domestic hot water heating as well.

## **ELECTRICAL SYSTEMS**

The existing lighting throughout is anticipated to be replace with new LED lighting. New occupancy sensor controls should be installed to meet the Energy Code requirements for automatic lighting control. New exit and emergency lighting must be installed to meet the requirements of the current code for egress lighting. Emergency batter backup can be included on several of the new light fixtures to act as emergency lighting. Emergency egress lighting is also required at the exterior egress doors, and new fixtures will need to be installed to meet this requirement.

The building has an existing 400-amp 120/208-volt 3-phase electric service installed in the boiler room. Based on the anticipated load calculations, the estimated maximum electric load is approximately 340.48-amps. Therefore, the existing electric service is adequate and can support the proposed loads. A new sub-panel should be installed in the proposed kitchen area with adequate breaker space to power all new kitchen equipment. The circuit breakers serving kitchen equipment must be of the GFCI type.

It is proposed that a new 80kW standby generator be installed with an automatic transfer switch to provide back-up power to all refrigeration equipment, the central heating system, overhead doors in the truck room, emergency lighting and the fire alarm and security systems. The generator is to be installed in the existing storage room on the rear of the building. New intake and exhaust louvers will need to be installed in the exterior walls on the generator room, and the generator exhaust will need to be piped to the exterior. The transfer switch will be automatic and will automatically start the generator and transfer the loads during a power outage.

A new automatic fire alarm system is to be installed throughout the building. It is to consist of manual pull stations, smoke/heat detectors, carbon monoxide detectors, horn/strobe notification devices, kitchen hood interlocks, fan shutdowns, and a central monitored fire alarm panel. As a monitored system the fire alarm panel will automatically dial the monitoring company if there is a fire event, and it will shut down all fans and initiate all horn/strobe notification devices.

**END OF REPORT**