

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: KSPE Contract for Lake Flower Ave Water Main

DATE: 1-22-2024

DEPT OF ORIGIN: Village Manager

BILL # 9-2024

DATE SUBMITTED: 1-17-2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED

AMOUNT
BUDGETED

APPROPRIATION
REQUIRED:

MOVED BY: Scollin SECONDED BY: Brunette

VOTE ON ROLL CALL

MAYOR WILLIAMS yes

TRUSTEE BRUNETTE yes

TRUSTEE CATILLAZ yes

TRUSTEE SCOLLIN yes

TRUSTEE SHAPIRO yes



KATHLEEN SUOZZO PE, PLLC

4607 LAKE SHORE DRIVE
PO BOX 653
BOLTON LANDING, NY 12814
contact@kspepllc.com // 518-240-6293

January 16, 2024

Bachana Tsiklauri
Village Manager
Village of Saranac Lake
39 Main St, suite 9
Saranac Lake NY, 12983 (email only to: manager@saranaclakeny.gov)

**Re: Proposal for Professional Services
Cover Letter**

Dear Manager Tsiklauri:

Over several meetings, KSPE has discussed the current status of evaluations and potential remedies for the Village’s water supply well and the Lake Flower Ave water main. Based upon preliminary meetings with regulatory agencies, additional work is required to best position the Village for the 2024 water grants cycle. The following proposal for services is intended to balance the need to advance projects, with available Village funds. Enclosed are two separate proposals for each of these tasks. While the work is related and ultimately will be funded as one project, we recommend separate proposals for water treatment evaluation and Lake Flower Ave to optimize potential funding from state grants and/or loans. The following tables provides a summary of the costs of the two proposals in a combined format.

Professional Services Fee Schedule

<u>Task</u>	<u>Lump Sum Fee</u>	<u>Time and Materials Estimate</u>	<u>Subcontractor Fee</u>
Task III – 30% Design Services – Lake Flower	\$112,200	---	\$48,800
Task IV – Engineering Report Wells	\$35,000	---	\$10,000
Task RE - Reimbursable	---	\$1,500	---
Subtotal	\$147,200	\$1,500	\$58,800
Total		\$207,500	

We thank you for this opportunity to work with the Village on this project! If you find the following proposals acceptable, please execute where indicated on the following page. If you have any questions or if you need additional information please feel free to call me directly at 518-240-6293. Thank you!

Sincerely,

Mark Suozzo, PE
Senior Engineer



Contract 1



KATHLEEN SUOZZO PE, PLLC

4607 LAKE SHORE DRIVE
PO BOX 653
BOLTON LANDING, NY 12814
contact@kspepllc.com // 518-240-6293

January 16, 2024

Bachana Tsiklauri
Village Manager
Village of Saranac Lake
39 Main St, suite 9
Saranac Lake NY, 12983

**Re: Proposal for Professional Services
#23-017 Village of Saranac Lake – Lake Flower Ave Watermain – Phase II Proposal**

Dear Manager Tsiklauri:

KSPE, PLLC (KSPE) thanks you for the opportunity to submit this professional engineering services proposal for your consideration. We are pleased to have the opportunity to provide professional engineering services to the Village of Saranac Lake with preliminary design of the Lake Flower Avenue water main to the Village.

As previously discussed at the January 9th meeting at the Village offices, the preliminary design phase of the Lake Flower water main is the next step of the project. Advancing the design will show project preparedness which will assist with grant applications. In addition, the water main is in extremely poor condition and could break at any time. A preliminary design would assist with an emergency repair work.

We have proposed that the scope of work for the preliminary design be limited to completion of a 30% design set along with accompanying project management tasks. This level of work balances the need to advance the project within a reasonable budget for 2024. It is our understanding that the Village will be utilizing ARPA funds for this work. Should the Village be awarded a Smart Growth grant, a portion of the work will be paid for by those grant funds. As there is limited planning money for water projects, this approach is a sound way to reduce the overall project costs. It is expected that the next phases of the design work will ultimately be set for reimbursement for the grants that may be awarded to the project and will be determined at a later date. To further this effort, we have prepared the following scope of services for your consideration.

SCOPE OF SERVICES

Task III – 30% Design Services - Lake Flower

The work proposed for this phase of the project is as follows:

Property Owner Communication/Public Involvement

This project has been initiated due to the age of the water main on Lake Flower Ave and the disruption caused by water main breaks, especially to the businesses in the area. However, due to the size and scope of the project, property owners in the area may experience impacts. It is prudent to start communicating with the property owners in the area and determine which of them are willing to provide easements and which may have concerns. To this end, KSPE will develop a letter, with a preliminary map to send to each property owner. The Village's attorney has agreed to provide draft easement language to be included in the mailing. KSPE staff will also host an informational meeting with the public, anticipated for March or April of 2024 to provide property owners with the initial project plan and hopefully obtain feedback.



A database to track information sent to and responses received by property owners will be developed to track responses and assist in obtaining easements.

Survey

The most important step is to secure a detailed survey of the project area to further design elements. AES Northeast has completed the first step of the process as part of the Village’s sewer project. KSPE has obtained a quote from AES to complete the next phases of the survey for Lake Flow Ave. The survey work includes the development of CAD files and field investigations required to verify visible utilities. As part of the work, DPW staff will mark out water and sewer mains, and KSPE will obtain manhole inverts for the project. The use of underground utility locating services is not anticipated at this point in the project. The work will also include the identification of NYSDOT Right-of-Way (ROW) setbacks. The cost of full boundary surveys and easement documents have been excluded at this time.

Water Line Preliminary Design

Utilizing the survey, KSPE will continue the design of the water main layout and refine the location of the main relative to the ROW, sewer mains, and property features. The additional detail will allow us to determine interconnections to existing water mains and initiate conversations with key permitting agencies. Refined maps can further the ability to communicate with property owners. This set will allow the working group to further review possible alternatives to the water main location and collect sufficient field data to establish existing conditions for permitting agencies and refine costs for the project.

Project Meetings

We have included time for project update and Board meetings through the life of this phase of the project.

Schedule

KSPE proposes to complete the work tasks above by September 30, 2024 in anticipation of a NYSEFC WIIA grant application.

PROFESSIONAL SERVICES FEE AND COMPENSATION

KSPE will perform the above listed professional services in accordance with the fees and schedule depicted below. Any direct expenses we incur (mileage, overnight mailings, document reproduction, etc.) will be charged to Task RE.

Compensation shall be as depicted in the “Professional Services Fee Schedule”. Compensation shall commence for services provided from the date of authorization by the Owner until completion of the work.

Invoices will be submitted to the Client on a monthly basis. Payment shall be made to KSPE, PLLC within 30 calendar days of the date of invoice. A 1.5% finance charge will be applied to any invoice unpaid within 30-days. Checks shall be forwarded to KSPE, P.E. PLLC, 4607 Lake Shore Drive, P.O. Box 653, Bolton Landing, NY 12814.



Professional Services Fee Schedule

<u>Task</u>	<u>Lump Sum Fee</u>	<u>Time and Materials Estimate</u>	<u>Subcontractor Fee</u>
Task III – 30% Design Services – Lake Flower	\$112,200	---	\$48,800
Subtotal	\$112,200	---	\$48,800
Total	\$161,000		

ASSUMPTIONS/LIMITATIONS

- The following items are not included in this proposal:
 - Easements and Boundary Surveys
 - Underground Utility Locating
 - Geotechnical Work.
 - Final Design, Bidding, and Construction Administration Services (to be provided at a later date)
- Funds for this effort will be provided through ARPA funds, and do not require NYS EFC terms and conditions for reimbursement; however, KSPE will maintain records and procure services in compliance with EFC terms and conditions for future reimbursement.

ADDITIONAL SERVICES

Additional services can be provided if deemed necessary and approved by the Village. Compensation for additional services can be negotiated as needed. Additional work will be approved by the Owner prior to the execution of the additional tasks.

Services not indicated or included in the above-listed scope of services or which are subsequently requested, either verbally or in writing, will be considered additional services. The fee will be based upon either a mutually agreed fixed fee or an hourly basis at rates in effect at the time the services are performed, plus subcontracts and reimbursable expenses as outlined in the Rate Schedule for the year in which the work is being performed.

BILLING RECORDS

KSPE shall maintain accounting records of its costs in accordance with generally accepted accounting practices. If any information other than a monthly invoice is required (additional breakdown), it can be provided at fee. The fee shall be based on time to prepare the documents as requested. Access to subconsultant records will be provided during normal hours within a reasonable notice (five business days) during the term of this agreement and for three (3) years after completion. All invoices shall indicate the subconsultant’s project number and/or project designation.

ATTACHMENTS

Endorsement Page



CLOSING

We thank you for this opportunity to work with the Village on this project! If you find this proposal acceptable, please execute where indicated on the following page. If you have any questions or if you need additional information please feel free to call me directly at 518-240-6293. Thank you!

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Suozzo'.

Mark Suozzo, PE
Senior Engineer



ENDORSEMENTS

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated below.

Kathleen Suozzo, P.E., PLLC (KSPE)

Client: Village of Saranac Lake

By: _____

By: _____

Print name: Kathleen A. Suozzo

Print name: _____

Title: Managing Principal

Title: _____

Date Signed: _____

Date Signed: _____

Address for KSPE's receipt of notices:

Address for Client's receipt of notices:

P.O. Box 653, 4607 Lake Shore Drive

Bolton Landing, NY 12814

Email for KSPE's receipt of notices:

Email for Client's receipt of notices:

ksuozzo@kspepllc.com

Contract 2



KATHLEEN SUOZZO PE, PLLC

4607 LAKE SHORE DRIVE
PO BOX 653
BOLTON LANDING, NY 12814
contact@kspepllc.com // 518-240-6293

January 16, 2024

Bachana Tsiklauri
Village Manager
Village of Saranac Lake
39 Main St, suite 9
Saranac Lake NY, 12983

**Re: Proposal for Professional Services
#23-017 Village of Saranac Lake – Engineering Report Wells – Proposal**

Dear Manager Tsiklauri:

KSPE, PLLC (KSPE) thanks you for the opportunity to submit this professional engineering services proposal for your consideration. We are pleased to have the opportunity to provide professional engineering services to the Village of Saranac Lake with regard to the water supply wells to the Village.

As previously discussed at the December 12th meeting at the Village offices, preliminary conversations with the New York State Department of Health (NYSDOH) have indicated the condition of the existing water supply wells warrants evaluation due to high levels of reported manganese and iron. This evaluation will be combined with the previously approved engineering report for Lake Flower Avenue to create a combined project, which is anticipated to score well for grant and zero interest loan applications. To further this effort we have prepared the following scope of services for your consideration.

SCOPE OF SERVICES

Task IV – Expanded Engineering Report

Work for this task would primarily consist of detailed review of the existing source water aquifer, design documents for the existing wells, review of previously completed testing for water quality, identification of deficiencies in the existing system, alternative analysis, and a standard project implementation plan. The report will be prepared in DWSRF format for anticipated Water Infrastructure Improvement Act (WIIA) grant funding, and Bipartisan Infrastructure Law (BIL) grant/loan funding. The report will include the same content as the previously approved engineering report for Lake Flower Ave, with the previously approved grant applications to include the revised scope.

KSPE proposes to complete the first draft of the report on or about April of 2024 (provided work is authorized in January 2024) to allow sufficient time for Village review, SEQRA, and Bonding in anticipation of June 2024 DWSRF IUP listing and September 2024 WIIA application.

PROFESSIONAL SERVICES FEE AND COMPENSATION

KSPE will perform the above listed professional services in accordance with the fees and schedule depicted below. Any direct expenses we incur (mileage, overnight mailings, document reproduction, etc.) will be charged to Task RE.





Compensation shall be as depicted in the “Professional Services Fee Schedule”. Compensation shall commence for services provided from the date of authorization by the Owner until completion of the work.

Invoices will be submitted to the Client on a monthly basis. Payment shall be made to KSPE, PLLC within 30 calendar days of the date of invoice. A 1.5% finance charge will be applied to any invoice unpaid within 30-days. Checks shall be forwarded to KSPE, P.E. PLLC, 4607 Lake Shore Drive, P.O. Box 653, Bolton Landing, NY 12814.

Professional Services Fee Schedule

<u>Task</u>	<u>Lump Sum Fee</u>	<u>Time and Materials Estimate</u>	<u>Subcontractor Fee</u>
Task 4 – Engineering Report Additional	\$35,000	---	\$10,000
Task RE - Reimbursable	---	\$1,500	---
Subtotal	\$35,000	\$1,500	\$10,000
Total		\$46,500	

ASSUMPTIONS/LIMITATIONS

The following items are not included in this proposal:

- KSPE will contract with the Village’s preferred well sampling company, subcontracted services are estimated at this time. KSPE reserves the right to reallocate authorized funds pending well service subcontract.
- Funds for this effort will be provided through ARPA funds, and do not require NYS EFC terms and conditions for reimbursement.

ADDITIONAL SERVICES

Additional services can be provided if deemed necessary and approved by the Village. Compensation for additional services can be negotiated as needed. Additional work will be approved by the Owner prior to the execution of the additional tasks.

Services not indicated or included in the above-listed scope of services or which are subsequently requested, either verbally or in writing, will be considered additional services. The fee will be based upon either a mutually agreed fixed fee or an hourly basis at rates in effect at the time the services are performed, plus subcontracts and reimbursable expenses as outlined in the Rate Schedule for the year in which the work is being performed.

BILLING RECORDS

KSPE shall maintain accounting records of its costs in accordance with generally accepted accounting practices. If any information other than a monthly invoice is required (additional breakdown), it can be provided at fee. The fee shall be based on time to prepare the documents as requested. Access to subconsultant records will be provided during normal hours within a reasonable notice (five business days) during the term of this agreement and for three (3) years after completion. All invoices shall indicate the subconsultant’s project number and/or project designation.



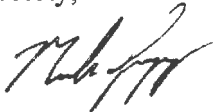
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Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Suozzo'.

Mark Suozzo, PE
Senior Engineer



ENDORSEMENTS

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated below.

Kathleen Suozzo, P.E., PLLC (KSPE)

By: _____

Print name: Kathleen A. Suozzo

Title: Managing Principal

Date Signed: _____

Address for KSPE’s receipt of notices:

P.O. Box 653, 4607 Lake Shore Drive

Bolton Landing, NY 12814

Email for KSPE’s receipt of notices:

ksuozzo@kspepllc.com

Client: Village of Saranac Lake

By: _____

Print name: _____

Title: _____

Date Signed: _____

Address for Client’s receipt of notices:

Email for Client’s receipt of notices:

