

**Agreement Addendum Two Between City of Saratoga Springs,  
NY and C.T. Male Associates  
Wastewater Pump Station Upgrade Project**

This Addendum Two, between **C.T. Male Associates** with offices at 5 West Main Street, Johnstown, NY 12095 (“Consultant”) and the **City of Saratoga Springs** (“City”), 474 Broadway, Saratoga Springs, NY 12866 entered into between the above referenced parties on the effective date of \_\_\_\_\_, 2015 is hereby added to the Original Agreement dated October 15, 2013 for \$6,200, and Addendum No.1 dated April 1, 2014 for an additional \$29,450. Total Contract Amount to date, prior to this addendum is \$35,650.

Additional Services provided under this Agreement Addendum No.2: Consultant shall provide **Design, Bid and Construction Phase Services for the Casino Drive and Boces Sanitary Wastewater Pump Station Upgrades** as described in the “Proposed Amendment for Engineering Services, Design, Bid and Construction Phase Services, Wastewater Pump Stations, dated February 6, 2015, for an additional total fee not to exceed Sixty Eight Thousand Four Hundred dollars (\$68,400) a copy of which is hereto attached. Invoicing for the additional services shall be on a lump sum basis for Design, and Time and Materials Basis for Construction Observation and Reimbursable Expenses. The Consultant represents that the company providing this service is qualified to perform the type and scope of work to be done.

Accordingly, this Agreement Addendum Number Two brings the **Total Authorized Contract Amount** to: One Hundred Four Thousand and fifty dollars (**\$104,050**).

The terms of the City’s Risk and Safety Agreement as provided in the Original Agreement shall also cover this Agreement Addendum Number Two. All other terms and conditions of the original Agreement remain the same. The parties, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein sign this Agreement.

CITY  
Signature: \_\_\_\_\_

CONSULTANT  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

City Council Approval Date: \_\_\_\_\_

# C.T. MALE ASSOCIATES

Engineering, Surveying, Architecture & Landscape Architecture, D.P.C.

5 West Main Street, Johnstown, NY 12095-2310  
518.848.3533 FAX 518.848.3534 ctmale@ctmale.com



February 6, 2015

Mr. Timothy Wales, P.E., City Engineer  
Department of Public Works  
City of Saratoga Springs  
474 Broadway  
Saratoga Springs, NY 12866

**Re: *Proposed Amendment for Engineering Services  
Design, Bid, and Construction Phase Services  
Wastewater Pump Stations***

Dear Mr. Wales:

C.T. Male Associates, Engineering, Surveying, Architecture & Landscape Architecture, D.P.C. (C.T. Male) is pleased to submit the proposed amendment for engineering services for design, bid, and construction phase services for the rehabilitation of two pump stations. Our proposed amendment to our existing engineering agreement dated November 4, 2013 and previously amended March 26, 2014 is based on our meeting on Thursday, January 29, 2015.

The project is generally defined as the rehabilitation of the following:

- BOCES Pump Station including conversion to a submersible wet well pump station and the replacement of the pumps, interior piping, electrical power and controls.
- Casino Drive Pump Station and Force Main including the replacement of the wet well, pumps, electrical power and controls, and force main.

It is our understanding the City will fund this project through a capital budget for pump station improvements. The following sections outline our technical approach and proposed scope of services:

## **Scope of Work**

### **Design and Construction Documents**

The design phase of this project generally includes permitting assistance, New York State Environmental Quality Review Act (SEQRA) assistance, geotechnical investigation, design development based on the preliminary engineering report,

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final design of civil and electrical portions of the scope of work, and the preparation of construction documents. Specifically, this scope of work includes:

1. Provide direction to City of Saratoga Springs Surveyor for boundary and topographic survey of areas needed for design of pump station and force main improvements. Obtain topographic and boundary survey information from City's surveyor.
2. Prepare base maps from surveyor's information.
3. Geotechnical investigation including 4 soil borings performed in a single day by a drilling subcontractor. C.T. Male personnel will monitor the work and classify the soil samples. Subsurface information will be provided to the potential Contractors during the bid phase to allow for the most competitive and responsive bids.
4. Provide SEQRA assistance including completion of Part 1 of the short form Environmental Assessment Form (EAF).
5. Meet with the Client during the development of the design to solicit input and discuss design intent and understanding.
6. Conduct site visits to perform investigative field work to verify the existing conditions of the sites and provide critical design information for the design team.
7. Develop designs and make selections, including incidental appurtenances, for the pump stations including:
  - a. Submersible pumps.
  - b. Electrical and Control Equipment associated with the above pumps and motors.
  - c. Electrical wiring and conduit.
  - d. Process piping modifications as required to complete design of above items.
  - e. Specification of the bypass pumping system, where required, during construction.
8. The project specifications and contract documents will be prepared using EJCDC front end templates with standard City of Saratoga Springs provisions and CSI format technical specifications.
9. Preparation of 100% plans and specifications for review by:
  - a. City of Saratoga Springs
  - b. NYS DEC
10. Preparation of construction documents for public bidding.
11. Preparation of updated estimates of probable construction cost based on 100% design plans and specifications.

**Lump Sum Fee      \$45,900.00**

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## **Bid Phase**

C.T. Male will assist the City in publicly bidding the project and will arrange for reproduction of plans and specifications (up to 20 sets included in this proposal), will send documents to construction service agencies, notify contractors of bidding, distribute contract documents and addenda, respond to contractors' questions, issue addenda if necessary, attend pre-bid meeting, attend bid opening, tabulate bids, investigate low bidders' qualifications, and provide letter of recommendation to the City on award of contracts.

**Lump Sum Fee      \$3,200.00**

## **Construction Administration**

C. T. Male will provide general project administration and coordination. Initially, we will facilitate getting construction contracts executed by all parties and obtaining necessary insurance certificates and authority to begin construction. During the construction period C.T. Male will provide the following services:

- Respond to Requests For Information (RFI) from Contractors.
- Review submittals and shop drawings for equipment and materials proposed by the contractors.
- Attend bi-weekly construction progress meetings.
- Assist in resolving construction problems and conflicts.
- Process monthly payment requisitions.
- Prepare change orders as necessary.
- Conduct a pre-final inspection with the City, Contractors, and construction observation personnel to review state of completion and develop punch list items.
- Conduct a final inspection with the City, Contractors, and construction observation personnel to review the state of final completion and determine readiness for final payment to Contractors.
- Prepare appropriate certifications for completion of the project and recommend final payment upon completion of project.
- Collect and review Operation and Maintenance Manuals from contractors and assemble for delivery to the City.
- Prepare project closeout documentation.

Note that the preparation of change orders is included in this scope of services above. However, additional design, preparation of drawings, and preparation of specifications for change orders is not included in this proposal. Should additional

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design be necessary, the scope of work and associated fees will be negotiated with the City prior to performing the work.

**Lump Sum Fee                      \$7,800.00**

### **Construction Observation**

C.T. Male will provide part time construction observation services as necessary throughout the construction period. During the on-site observations of the work in progress and field checks of materials and equipment by our personnel, we will endeavor to review the work for conformance with the contract documents, as well as address potential problems and provide clarification, as the need arises. Construction observation personnel will also record notes of the progress of the work.

In performing the above construction observation scope of work, we are including the following:

- Attendance at on-site progress meetings as necessary.
- On-site observation of the work of the contractor(s), on an intermittent/part time basis, to monitor the progress of the work in accordance with general compliance to the terms of the Contract Documents. Full time observation of force main installation is included in this proposal.
- Observe and note quantities of materials in place and/or work performed.
- Witness testing as required by the contract documents.
- Attend pre-final inspection and assist in developing punch list of outstanding construction work items.
- Attend final inspection to verify completion of construction work and punch list items.

The maximum total number of construction observation hours included in this proposal is 100 hours.

**Estimated Fee \* \$8,700.00**

\* Construction observation services will be billed at an hourly rate for the actual hours spent up to a maximum of 100 hours. Construction observation over and above the 100 hours will require prior authorization by the City.

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## Reimbursable Expenses

Expenses shall be reimbursed per our standard rates for travel, telephone, fax, UPS and postage, reproduction of reports, plans and specifications (up to 30 sets).

**Estimated Fee \*\* \$2,800.00**

\*\* Actual reimbursable expenses associated with this project will be billed at our standard rates as defined on the attached sheet. The fee indicated above is an estimate of the total cost for reimbursable expenses.

## Qualifications

The following assumptions have been made in the preparation of this proposal:

1. Access to the pump stations will be granted permission to C.T. Male staff by the city to perform the site visits, measurements, and data collection.
2. It is our understanding that the City will perform the surveying required for this project. Boundary, topographic, and right-of-way survey work will not be performed as a part of this design and is not included in this proposal.
3. Hazardous materials investigations have not been included with this proposal.
4. Preparation of a Stormwater Pollution Prevention Plan (SWPPP) is not included with this scope of work as the area of disturbance will be less than 1 acre. We can prepare a SWPPP should the need arise. The cost to prepare a SWPPP is included as a separate item in the Fee Section below.

## Fee

We propose to perform the above Scope of Work for the following amount:

Design, Bid, and Construction Phase	\$56,900.00	Lump Sum
Construction Observation	\$ 8,700.00	Estimated
Reimbursable Expenses	<u>\$ 2,800.00</u>	Estimated
<b>Total Contract</b>	<b>\$68,400.00</b>	
SWPPP Preparation (if necessary)	\$ 3,200.00	Lump Sum

With your authorization, C.T. Male will begin scheduling this work.

Thank you for the opportunity to present this proposal. Should you have any questions regarding any portions of our proposal please feel free to contact me at

C.T. MALE ASSOCIATES

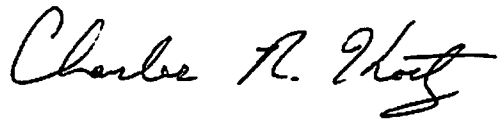
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848-3533 or [c.kortz@ctmale.com](mailto:c.kortz@ctmale.com); or Jim Edwards at 786-7542 or [j.edwards@ctmale.com](mailto:j.edwards@ctmale.com).

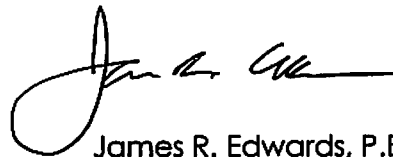
Respectfully submitted,

**C.T. MALE ASSOCIATES**

Engineering, Surveying, Architecture & Landscape Architecture, D.P.C.



Charles R. Kortz, P.E.  
Managing Engineer



James R. Edwards, P.E.  
Division Manager -  
Civil Engineering