



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

April 4, 2023

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, Senior Distribution Engineer

A handwritten signature in black ink, appearing to be "MJQ", is written over the name "Michael J. Quinn".

Subject: Contract CH-013 Amendment #2
Water System Improvements
Town of Amherst
ECWA Project No. 202000073

Attached are the following documents:

1. ECWA Authorization Form for processing Professional Service Contract Amendment #2 with CHA Consulting, Inc.
2. Three original copies of Professional Service Contract Amendment #2 for the above referenced project.
3. Budget Transfer Form

The Amendment is to adjust the Survey and Design Services for the above referenced project.

On February 13, 2020, the Authority and the Engineer entered into a professional services contract for engineering and consulting services relating to the replacement of an existing 30-inch diameter transmission main from the south side of Main Street to the south side of Wehrle Drive (approximate length 4,100 linear feet) in the Town of Amherst. Since the development of the original scope of work and subsequently Amendment No. 1, unforeseen field conditions have been identified as well as substantial comments on the traffic control concepts have resulted in the need for additional scope. This additional scope of work also led to multiple rounds of comments from the Engineering Department late in the design process.

The following unanticipated changes resulted in increase of the original design scope.

1. The Authority's request for additional 100 feet of 8-inch DIP on the Route 33 on-ramp, resulted in consultant's additional survey and design effort.
2. Work zone traffic control plans requested by NYSDOT for the Route 33 ramp portion of the project resulted in consultant's additional design effort.
3. Authority's additional comments on the specifications and drawings resulted in CHA submitting additional review packages, which increased the number of hours spent on design.

The following table provides the original contract cost, Amendment #1 cost, proposed Amendment #2 cost and total contract cost.

To: Terrence D. McCracken
Secretary to the Authority

April 4, 2023

| | Original Contract | Amendment #1 | Amendment #2 | Original Contract +All Amendments |
|-------------------------------|-------------------|--------------|--------------|-----------------------------------|
| Survey | \$15,320.00 | \$9,300.00 | \$2,378.00 | \$26,998.00 |
| Design | \$63,800.00 | -\$9,300.00 | \$22,823.00 | \$77,323.00 |
| General Services | \$44,480.00 | \$0.00 | | 44,480.00 |
| Estimated Resident Inspection | \$165,000.00 | \$0.00 | | \$165,000.00 |
| Record Drawings | \$10,800.00 | \$0.00 | | \$10,800.00 |
| Estimated Special Services | \$50,000.00 | \$0.00 | | \$50,000.00 |
| TOTALS | \$349,400.00 | \$0.00 | \$25,201.00 | \$374,601.00 |

This work is within the original scope of the Professional Services Contract dated February 13, 2020.

Budget Information:

Due to the fact that this project was placed on hold, funds were not included in the 2023 ECWA budget for this amendment and completion of the final design therefore the budget item must be reestablished and funds transferred to account for this expense. As shown on the attached Budget Transfer Form, funds for this budget item (Unit 2595, Item 101532) will be transferred from Contract W-030, Transmission Main Replacement (Unit 2595, Item 101362). Funds are available in this contract as the project has been delayed due to easement issues and coordination with National Grid and the University at Buffalo.

MJQ:jmf
Attachments
cc: R.Stoll
L.Kowalski
W.Wheeler
L.Lester
CONT-CH-013-2001-X-01

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

| | |
|--|--------------------------------------|
| Contract: <u>CH-013</u> | Project No.: <u>202000073</u> |
| Project Description: <u>Budget Transfer relative Contract No. CH-013.</u> | |

Item Description:


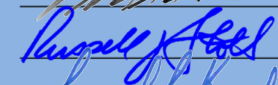

| | | | |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT Agreement | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum |
| <input type="checkbox"/> Recommendation for Award of Contract | <input type="checkbox"/> Recommendation to Reject Bids | | |
| <input type="checkbox"/> Request for Proposals | | | |
| <input checked="" type="checkbox"/> Other <u>Budget Transfer</u> | | | |

Action Requested:

| | |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute | <input checked="" type="checkbox"/> Legal Approval |
| <input type="checkbox"/> Board Authorization to Award | <input type="checkbox"/> Execution by the Chairman |
| <input type="checkbox"/> Board Authorization to Advertise for Bids | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals | |
| <input checked="" type="checkbox"/> Other <u>Budget Transfer</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

| | | |
|--|---|-------------------------|
| <input checked="" type="checkbox"/> Sr. Distribution Engineer |  | Date: <u>4/4/2023</u> |
| <input checked="" type="checkbox"/> Chief Operating Officer |  | Date: <u>4/5/2023</u> |
| <input checked="" type="checkbox"/> Executive Engineer |  | Date: <u>04/10/2023</u> |
| <input checked="" type="checkbox"/> Director of Administration |  | Date: <u>04/04/2023</u> |
| <input checked="" type="checkbox"/> Risk Manager |  | Date: <u>4/5/2023</u> |
| <input checked="" type="checkbox"/> Chief Financial Officer |  | Date: <u>04/04/2023</u> |
| <input checked="" type="checkbox"/> Legal |  | Date: <u>4/5/2023</u> |

APPROVED FOR BOARD RESOLUTION:

| | | |
|--|--|----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>4/10/23</u> |
|--|--|----------------------|

Remarks: _____

| | |
|-------------------------------|-----------------------|
| Resolution Date: _____ | Item No: _____ |
|-------------------------------|-----------------------|

Budget Transfer Authorization

Budget Transfer No: _____

Date: 4/3/2023

Transfer From:

| Unit | Dept | Capital / O&M Item No. | Description | Amount |
|------|------|---------------------------|-------------------------------------|----------|
| 2595 | 250 | 101362 | W-030 Transmission Main Replacement | \$30,000 |
| | | | | |

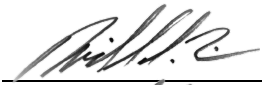
Transfer To:

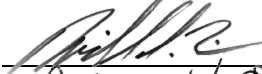
| Unit | Dept | Capital / O&M Item No. | Description | Amount |
|------|------|---------------------------|--|----------|
| 2595 | 250 | 101532 | CH-013 Transmission Main Replacement, Town of Amherst | \$30,000 |
| | | | | |
| | | | | |

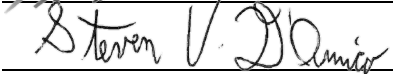
Statement as to Necessity of Budget Transfer:

Reactivation of budget item and transfer of funds required for additional design services and survey.

Required Approvals*

Unit Head:  4/4/2023

Dept. Head:  4/4/2023

Business Office Manager: 

Executive Engineer:  04/04/2023

Comptroller:  for J. Brown 04/04/2023

Chief Financial Officer:  04/04/2023

Chief Operating Officer:  4/4/2023

Board Resolution Date: _____

* See Back of Form for "Outline of Approvals Required for Budget Transfers", Schedule A and "Approvals Required for Creation of New Budget Items", Schedule B

ERIE COUNTY WATER AUTHORITY

Schedule "A"

Outline of Approvals Required for Budget Transfers

| <u>If the Budget Transfer is:</u> | <u>Necessary Approvals:</u> | | | | | | | |
|---|-----------------------------|------------------------|---------------------------------|---------------------------|--------------------|------------------------|---------------------------|-------------------|
| | <u>Unit Head</u> | <u>Department Head</u> | <u>Budget/Financial Analyst</u> | <u>Executive Engineer</u> | <u>Comptroller</u> | <u>Deputy Director</u> | <u>Executive Director</u> | <u>ECWA Board</u> |
| Transfer of up to \$75,000 (\$100,000 in Capital) Within the Same Unit | X | X | X | | | | | |
| Transfer of up to \$75,000 (\$100,000 in Capital) Between Units in Same Dept | | | | | | | | |
| Units in Production Department | X | X | X | X | | | | |
| Units in Distribution Department | X | X | X | X | | | | |
| Units In Engineering Department | X | X | X | X | | | | |
| Water Quality Unit | X | X | X | X | | | | |
| Transfer of up to \$75,000 (\$100,000 in Capital) Between Units in Same Dept: | | | | | | | | |
| Administrative Departments | X | X | X | | X | | | |
| Transfer of up to \$75,000 (\$100,000 in Capital) Between Depts | X | X | X | X | X | X | X | |
| Excess of \$75,000 (\$100,000 in Capital) | X | X | X | X | X | X | X | X |

Schedule "B"

Approvals Required for Creation of New Budget Items:

| <u>If the New Budget Item is:</u> | <u>Necessary Approvals:</u> | | | | | | | |
|-----------------------------------|-----------------------------|------------------------|---------------------------------|---------------------------|--------------------|------------------------|---------------------------|-------------------|
| | <u>Unit Head</u> | <u>Department Head</u> | <u>Budget/Financial Analyst</u> | <u>Executive Engineer</u> | <u>Comptroller</u> | <u>Deputy Director</u> | <u>Executive Director</u> | <u>ECWA Board</u> |
| Under \$10,000 | X | X | X | X | X | X | X | |
| \$10,000 and over | X | X | X | X | X | X | X | X |