



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

June 9, 2023

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J Quinn, Senior Distribution Engineer

A handwritten signature in dark ink, appearing to read "MJ Quinn", is written over the name "Michael J Quinn".

Subject: 2023 Capital Budget Transfer  
ECWA Project No. 202000315  
Contract EA-012 - Replacement of Undersized Distribution Mains  
Town of Cheektowaga and West Seneca, and Village of Depew

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The Engineering Department is requesting the transfer of funds to fund an amendment to the referenced agreement for engineering fees (construction administration and resident inspection) associated with the above referenced distribution system improvement project.

Additional funding is required to account for additional engineering services (construction administration and resident inspection). Additional services were required due to the fact that construction of the improvements took significantly longer than anticipated. During the RFP process for engineering services and the negotiation of the associated contract, Engineering Department staff estimated that construction would take approximately nine months and require 1,500 hours of resident inspection services. A number of factors encountered during the project resulted in a construction duration of more than 12 months including the COVID pandemic, identification of petroleum contaminated soils and multiple work locations. As with many other contracts, the pandemic slowed construction progress significantly due to supply chain delays and manpower shortages. In addition, during the installation of a section of main, an area of petroleum contaminated soils was identified, which delayed the construction while a determination was made as to how to properly identify the limits of the area, amount of material and the proper disposal methods. Finally, with regard to the scope of work, the fact that work was required on thirteen separate streets, the level of effort was underestimated in the first place and multiple inspectors were required to cover different areas of work at the same time. These factors not only resulted in the need for additional inspection efforts but also additional construction administration costs over and above what was anticipated.

A total of \$190,000.00 is being requested to be transferred to Contract EA-012 from 2023 Distribution Project C. Attached find a fully executed Budget Transfer Form.

MJQ:jmf

Attachments

cc: R.Stoll

J.Tomaka

L.Kowalski

L.Lester

S.Damico

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

**Contract:** \_\_\_\_\_ **Project No.:** 2020000315

**Project Description:** 2022 Capital Budget Amendment (see attached)  
EA-012.

**Item Description:**


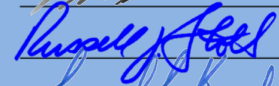


- |   |  |   |                                       |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement                            | <input type="checkbox"/> Professional Service Contract | <input checked="" type="checkbox"/> Amendment | <input type="checkbox"/> 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 type="checkbox"/> Other _____                          |  |   |                                       |

**Action Requested:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Board Authorization to Execute            | <input 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 type="checkbox"/> Other _____  |  |

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

- |   |   |                  |
|---|---|------------------|
| <input checked="" type="checkbox"/> Sr. Distribution Engineer |  | Date: 6/12/2023  |
| <input checked="" type="checkbox"/> Chief Operating Officer   |  | Date: 6/12/2023  |
| <input checked="" type="checkbox"/> Executive Engineer        |  | Date: 06/12/2023 |
| <input type="checkbox"/> Director of Administration           | _____   | Date: _____      |
| <input type="checkbox"/> Risk Manager                         | _____   | Date: _____      |
| <input checked="" type="checkbox"/> Chief Financial Officer   |  | Date: 06/12/2023 |
| <input type="checkbox"/> Legal                                | _____   | Date: _____      |

**APPROVED FOR BOARD RESOLUTION:**

- |  |  |                  |
|--|--|------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: 06/12/2023 |
|--|--|------------------|

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

**Resolution Date:** \_\_\_\_\_

**Item No:** \_\_\_\_\_

## Budget Transfer Authorization

Budget Transfer No: \_\_\_\_\_

Date: 6/8/2023

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101707	Distribution Project C	\$190,000

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101516	EA-012 Waterline Replacement	\$190,000

Statement as to Necessity of Budget Transfer:

Reactivation of budget item and transfer of funds required for Amendment No. 1. to the engineering services contract.

### Required Approvals\*

Unit Head:  6/8/2023

Dept. Head:  6/8/2023

Business Office Manager: 

Executive Engineer:  06/12/2023

Comptroller:  6/12/2023

Chief Financial Officer: \_\_\_\_\_

Chief Operating Officer: \_\_\_\_\_

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

Revised 9/17/2008