



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

March 9, 2026

To: Jennifer Hibit, Secretary to the Authority

From: Michael J. Quinn, PE, Director of Distribution

Subject: Professional Services Contract HS-005
Miscellaneous Electrical Engineering Services
ECWA Project No. 202400058

A handwritten signature in black ink, appearing to be "MJQ", is written over the "From:" line of the memorandum.

The following documents are attached:

- Authorization Form.
- Three (3) originals of Professional Services Agreement Amendment No. 1 for the above-referenced project.

This project provides electrical engineering services that may include field measurements and investigations, cost estimates, designs, drawings, specifications, field inspections, technical meetings, reports, and other related services as requested for routine electrical improvement projects at various sites throughout the Authority's service area; these sites include office type buildings like the Union Road Service Center, and production facilities including tank/pump stations and the Sturgeon Point WTP and Van de Water WTP.

The above-referenced contract to provide these services original term was two years from the effective date (April 18, 2024) with one potential 1-year extension at mutually agreed upon terms. The Authority and the Consultant, Hazen and Sawyer, agree that a one-year extension of the current contract would be mutually beneficial for both parties. The Contractor expressed interest in extending the current contract and has requested an adjusted fee schedule for services provided for the additional year. Below find a table showing the original and adjusted hourly rates and funds for Special Services and Contingency. The Engineering Department agrees that the fee increases are reasonable.

To: Jennifer Hibit
Secretary to the Authority

March 9, 2026

Title/Grade	Rate Year 1 (2024)	2024 Hours	Ext.	Rate Year 2 (2025)	2025 Hours	Ext.	Rate Year 3 (2026)	2026 Hours	Ext.	Subtotals
Principal	\$275	5	\$1,375	\$285	5	\$1,425	\$310	5	\$1,550	\$4,350
Project Manager	\$250	60	\$15,000	\$260	60	\$15,600	\$285	60	\$17,100	\$47,700
Sr. Electrical Engineer	\$220	80	\$17,600	\$230	80	\$18,400	\$255	80	\$20,400	\$56,400
Electrical Engineer	\$165	80	\$13,200	\$172	80	\$13,760	\$185	80	\$14,800	\$41,760
Jr. Electrical Engineer	\$140	80	\$11,200	\$145	80	\$11,600	\$150	80	\$12,000	\$34,800
Sr. Civil Engineer	\$220	10	\$2,200	\$230	10	\$2,300	\$255	10	\$2,550	\$7,050
Civil Engineer	\$165	10	\$1,650	\$172	10	\$1,720	\$185	10	\$1,850	\$5,220
Junior Civil Engineer	\$140	10	\$1,400	\$145	10	\$1,450	\$145	10	\$1,450	\$4,300
Structural Engineer	\$220	10	\$2,200	\$230	10	\$2,300	\$255	10	\$2,550	\$7,050
Mechanical Engineer	\$165	10	\$1,650	\$172	10	\$1,720	\$185	10	\$1,850	\$5,220
Architect	\$165	5	\$825	\$172	5	\$860	\$185	5	\$925	\$2,610
Landscape Architect	\$165	5	\$825	\$172	5	\$860	\$185	5	\$925	\$2,610
Licensed Surveyor	\$160	8	\$1,280	\$165	8	\$1,320	\$175	8	\$1,400	\$4,000
Survey Crew (2 person)	\$310	8	\$2,480	\$320	8	\$2,560	\$335	8	\$2,680	\$7,720
Construction Observer	\$140	20	\$2,800	\$145	20	\$2,900	\$160	20	\$3,200	\$8,900
CADD Drafter	\$140	20	\$2,800	\$145	20	\$2,900	\$145	20	\$2,900	\$8,600
Administration	\$85	10	\$850	\$88	10	\$880	\$92	10	\$920	\$2,650
Electrical Engineer (Sub)	\$180	10	\$1,800	\$185	10	\$1,850	\$195	10	\$1,950	\$5,600
Special Services			\$5,000			\$5,000			\$5,000	\$15,000
Contingency			\$10,000			\$10,000			\$10,000	\$30,000
Total										\$301,540
Original Contract Amount										\$195,540
Increase for 3 rd Year Services										\$106,000

Attached, for the Board’s consideration and, if approved, for execution by Chairman, is Professional Services Agreement Amendment No. 1, which will extend the contract completion date to April 17, 2027.

Budget Information:

Unit: 1010 Sturgeon Point Plant – Item 17 Payments to Contractors Elect.

Unit: 1015 Van De Water Plant – Item 17 Payments to Contractors Elect.

Unit: 1020 Control Operations – Item 17 Payments to Contractors Elect.

MJQ:jmf

Attachments

cc: L.Kowalski

S.Aiple

CONT-HS-005-2401-X-12

**ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Board Meeting Documents**

Document Name: _____ **Project No.:** _____

Description: _____

Item Description:

Choose one: _____

Other: _____

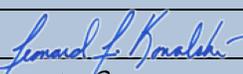
Action Requested:

Choose one _____

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer		Date: 3/10/26
Chief Operating Officer		Date: 03/09/2026
Claims Rep. – Risk Manager	_____	Date: _____
Comptroller	_____	Date: _____
Director of Administration		Date: 03/09/2026
Director of Distribution		Date: 3/9/2026
Director of Human Resources	_____	Date: _____
Director of IT	_____	Date: _____
Director of Operations	_____	Date: _____
Director of Planning & Water Supply	_____	Date: _____
Director of Production	_____	Date: _____
Director of Water Quality	_____	Date: _____
Executive Engineer		Date: 3/9/2026
General Counsel (Legal)		Date: 3/9/2026
Other: _____	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority  Date: 3/10/2026

Remarks: _____

Resolution Date: _____ Item No: _____

AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT

AMENDMENT, effective March 19, 2026, to the Professional Services Agreement, effective April 18, 2024, by and between:

ERIE COUNTY WATER AUTHORITY
295 Main Street, Room 350
Buffalo, New York 14203

hereinafter referred to as the “Authority,” and

HAZEN AND SAWYER
1 Seneca Street, Suite 2875
Buffalo, New York 14203

hereinafter referred to as “Consultant.”

WHEREAS, on April 18, 2024, the Authority awarded Hazen and Sawyer a professional services agreement for miscellaneous design and construction related services for electrical improvements at Authority facilities (the “Contract”) for a two-year term, beginning April 18, 2024; and

WHEREAS, the Contract provides for services to be provided to the Authority, as described in the Contract, from April 18, 2024 through April 17, 2026; and

WHEREAS, in accordance with Article 5, Paragraph 5.01 of the Contract, the parties may agree in writing to extend the term of the Contract for one additional one (1) year term, at the sole discretion of the Authority, upon mutually agreed on terms and conditions; and

WHEREAS, the Consultant has requested a one-year extension under terms and conditions agreeable to the Authority; and

WHEREAS, in accordance with Article 3, Paragraph 3.06 of the Contract, the Consultant agrees to provide Certificates of Insurance certifying required coverage; and

WHEREAS, in accordance with Article 3, Paragraph 3.02 of the Contract, any modification or variation from the terms of the Contract must be in writing, authorized by a resolution of the Board of Commissioners of the Authority (the “Board”), and signed by all parties; and

WHEREAS, the Authority’s Director of Distribution and Executive Engineer have reviewed the request to extend the contract and recommend extending the contract; and

WHEREAS, the parties wish to extend the Contract for a one-year period from April 18, 2026 through April 27, 2027.

NOW, THEREFORE, in consideration of mutual promises herein set forth, the parties agree to the following:

(1) The parties agree to amend § 2.05 paragraph (A)(2) to increase the total not to exceed for services by \$106,000.00, changing the current figure of \$195,540.00 to \$301,540.00; and

(2) The parties agree to amend Appendix B, Consultant Hourly Billing Rates by deleting the current table and replacing it with the table attached as Appendix A to this Amendment; and

(3) All remaining terms and conditions of the agreement shall continue in effect until April 17, 2027; and

(4) Proof of insurance as described in Paragraph 3.06 of the Contract will be provided within thirty (30) days of the execution of this Amendment; and

(5) This Amendment may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.

IN WITNESS WHERETO, the parties hereto have caused this Amendment No. 2 to be signed by their respective duly constituted officers, attested and sealed pursuant to proper authority.

ERIE COUNTY WATER AUTHORITY

By _____
Jerome D. Schad, Chair

HAZEN AND SAWYER

By _____
Mark Lenz, PE, Vice President

STATE OF NEW YORK)
COUNTY OF ERIE) ss:

On the ___ day of March, in the year 2026, before me personally came Jerome D. Schad, to me known, who, being by me duly sworn, did depose and say that he resides in the Amherst, New York, that he is the Chair of the Board of Commissioners for the Erie County Water Authority described in the above instrument, and he signed his name thereto by the authorization of the Board of Commissioners for the Erie County Water Authority.

Notary Public

STATE OF NEW YORK)
COUNTY OF ERIE) ss:

On the ___ day of _____, in the year 2026, before me personally came Mark Lenz, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed within the instrument and acknowledged to me that he resides in _____, New York, that he is a Vice President of the Corporation described in the above instrument; and that he signed his name thereto by order of the Board of Directors of said Corporation.

Notary Public

APPENDIX A

CONSULTANT FIXED HOURLY BILLING RATES



Hazen and Sawyer
 1 Seneca Street, Suite 1050
 Buffalo, NY 14203 • 212.539.7000

Table 1: Year 3 Adjusted Fee Schedule

Title/Grade	Rate Year 1 (2024)	2024 Hours	Ext.	Rate Year 2 (2025)	2025 Hours	Ext.	Rate Year 3 (2026)	2026 Hours	Ext.	Subtotals
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Job no 90506-000