




# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

August 31, 2023

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, PE, Senior Distribution Engineer 

Subject: NY Route 277 (Union Rd) Woodward Drive to Walden Avenue  
Pavement Rehabilitation with Signals, Signs, Curb Ramps,  
Drainage Repairs, Intersection Improvements,  
And large Culvert Rehabilitation  
Towns of Cheektowaga and West Seneca, Erie County  
PIN 5131.41 D265088  
ECWA Project No. 202300011

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The above-referenced project has been developed by the New York State Department of Transportation (NYSDOT) due to planned pavement rehabilitation work that will impact Authority's facilities. Authority's facilities are within the Right-of-Way of Union Road, where the work will be performed.

Attached are four (4) copies of the NYSDOT HC-140, Utility Work Agreement form for the above-referenced project. A Certified Board Resolution (4 copies) signed by the appropriate Authority's official is required. All four copies of the HC-140 form and Certified Board Resolution are to be returned with original signatures and seals affixed to the NYSDOT per requirements stated in the cover letter.

**Granting the State of New York authority to perform the adjustment for the owner" and "agreeing to maintain facilities adjusted via State-let contract."** (The specific reference is identified in Section VI of the HC140, page 4 of 4.)

Please contact me if there are any questions.

MJQ:jmf  
Attachment  
cc: HWNY-900-2301

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

**Contract:** \_\_\_\_\_ **Project No.:** 202300011  
**Project Description:** NY Route 277 (Union Rd) Woodward Dr to Walden Ave, Pavement Rehabilitation with Signals, Signs, Curb Ramps, Drainage Repairs, Intersection Improvements, & Large Culvert Rehabilitation Towns of Cheektowaga & West Seneca, PIN 5131.41, D265088.

**Item Description:**

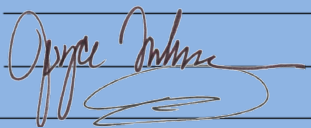
Agreement     Professional Service Contract     Amendment     Change Order  
 BCD     NYSDOT Agreement HC-140     Contract Documents     Addendum  
 Recommendation for Award of Contract     Recommendation to Reject Bids  
 Request for Proposals  
 Other \_\_\_\_\_

**Action Requested:**

Board Authorization to Execute     Legal Approval  
 Board Authorization to Award     Execution by the Chairman  
 Board Authorization to Advertise for Bids     Execution by the Secretary to the Authority  
 Board Authorization to Solicit Request for Proposals  
 Other \_\_\_\_\_

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

Sr. Distribution Engineer  Date: 9/1/2023  
 Chief Operating Officer \_\_\_\_\_ Date: \_\_\_\_\_  
 Executive Engineer  Date: 09/08/2023  
 Director of Administration \_\_\_\_\_ Date: \_\_\_\_\_  
 Risk Manager \_\_\_\_\_ Date: \_\_\_\_\_  
 Chief Financial Officer  Date: 09/05/2023  
 Legal  Date: 9/1/2023

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority  Date: 9/8/2023

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

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_



Department of  
Transportation

KATHY HOCHUL  
Governor

MARIE THERESE DOMINGUEZ  
Commissioner

FRANK P. CIRILLO, SR/WA  
Regional Director

August 17, 2023

Leonard F. Kowalski, P.E., Executive Engineer  
Erie County Water Authority  
3030 Union Road  
Cheektowaga, New York 14227

**RE: NY ROUTE 277 (UNION RD) WOODWARD DRIVE TO WALDEN AVENUE,  
PAVEMENT REHABILITATION WITH SIGNALS, SIGNS, CURB RAMPS,  
DRAINAGE REPAIRS, INTERSECTION IMPROVEMENTS,  
AND LARGE CULVERT REHABILITATION  
TOWNS OF CHEEKTOWAGA & WEST SENECA,  
ERIE COUNTY  
PIN 5131.41, D265088**

Dear Mr. Kowalski:

Enclosed is an electronic copy of the proposed contract plans for the above-referenced project. Erie County Water Authority has existing facilities within the project limits. Erie County Water Authority's involvement in this project consists of adjustment of valve box elevations. The details of the required adjustments are shown in the project plans included with this letter.

Also enclosed are the Utility Work Agreement (HC-140) and the Coordination with the Utility Schedule Note for your approval. The Utility Work Agreement identifies Erie County Water Authority's required adjustments for the subject project. **The required adjustments are included in the State's contract and will performed by the State contractor at no expense to Erie County Water Authority.**

Please do the following: Provide certified resolutions. The HC-140 agreement requires four (4) copies of a Standard Certified Resolution by your governing body. The certified resolution must be in force **before** the agreement can be approved by Erie County Water Authority's authorized representative. Each copy of the resolution must be signed and have a seal affixed to it. Enclosed is a sample of the Standard Certified Resolution for this agreement.

Please return the four (4) original (hard-copy) sets of the HC-140 agreement signed by an authorized representative of Erie County Water Authority **no later than September 14, 2023** to:

Regional Utility Unit  
NYSDOT – Region 5  
100 Seneca Street  
Buffalo, New York 14203.

*HWN4-900-2301, PN202300011*  
50 Wolf Road, Albany, NY 12232 | [www.dot.ny.gov](http://www.dot.ny.gov)

Leonard F. Kowalski, P.E., Executive Engineer  
PIN 5131.41, D265088  
August 17, 2023  
Page 2 of 2

Include in each agreement set the following: **the HC-140 agreement, Coordination with the Utility Schedule Note, and Standard Certified Resolution.** One (1) copy of the executed agreement will be returned to you for your records.

Any questions regarding the work to be done can be directed to Mohammad Haque, Design Job Manager (DJM), at (716) 847-7953 or via e-mail at [Mohammad.Haque3@dot.ny.gov](mailto:Mohammad.Haque3@dot.ny.gov). Questions regarding these forms can be directed to Ms. Ellen Carl, Assistant Regional Utility Engineer, at (716) 847-3572 or via e-mail at [Ellen.Carl@dot.ny.gov](mailto:Ellen.Carl@dot.ny.gov).

Sincerely,



Scott C. McKay, P.E.  
Assistant Regional Design Engineer

SCM/EJSC/AJP

Enclosures: Project Plans, Utility Work Agreement (HC-140), Coordination with the Utility Schedule Note, and Standard Certified Resolution Sample

**NEW YORK STATE DEPARTMENT OF TRANSPORTATION  
UTILITY WORK AGREEMENT**

Since the construction, reconstruction, or maintenance of the transportation project described below, identified as:

Project Identification No.: 5131.41	F.A. Project No.:
ROW Declaration No.:	Map Nos.:
Parcel Nos.:	County of Erie
Contract No.: D265088	

Project Description: NY ROUTE 277 (UNION RD) WOODWARD DRIVE TO WALDEN AVENUE, PAVEMENT REHABILITATION WITH SIGNALS, SIGNS, CURB RAMPS, DRAINAGE REPAIRS, INTERSECTION IMPROVEMENTS AND LARGE CULVERT REHABILITATION TOWNS OF CHEEKTOWAGA & WEST SENECA, ERIE COUNTY

State – Municipality, Reimbursable by Items and Labor Exchange (ILE)

necessitates the adjustment of utility facilities as hereinafter described, the owner, **Erie County Water Authority**, of said facilities herewith agrees with the State of New York acting through the Commissioner of Transportation that this agreement shall apply to the accommodation of these utility facilities. Any adjustment of said facilities will be accomplished under the terms of this agreement, in accordance with the Rules and Regulations Governing the Accommodation of Utilities within the State Highway Right-of-Way, in compliance with the attached Special Note, "Coordination with the Utility Schedule", and in accordance with the contract plans, specifications, proposal, amendment(s) or change order(s).

**I. Existing Facilities** (describe type, size, capacity, location, etc.)

Erie County Water Authority has existing waterlines within highway boundary of Union Rd.

presently located on **NY State Right-of-Way** as shown on the plans for the proposed transportation project are to be adjusted as follows: (describe type, size, capacity, location, etc.)

Adjustment of valve box elevations.

per contract documents

for an estimated \$ N/A

**NEW YORK STATE DEPARTMENT OF TRANSPORTATION  
UTILITY WORK AGREEMENT**

**II. Financial Responsibility** (check appropriate boxes):

- The facilities to be adjusted under the terms of this agreement are subject to Section 52 of the State Highway Law, and the cost of this adjustment is the sole responsibility of the owner.
- Subdivision 24 of Section 10 of the State Highway Law enables the Commissioner of Transportation to provide, at the expense of the State, for adjustment to a municipally owned utility when such work is necessary as a result of State highway work. (Municipal Agreement if required.)
- Subdivision 24-b of Section 10 of the State Highway Law enables the Commissioner of Transportation to participate in the necessary expenses incurred for adjustment of privately, publicly, or cooperatively owned facilities, municipal utility facilities, or facilities of a corporation organized pursuant to the State Transportation Corporations Law. (Privately Owned Property Agreement or Reimbursement Agreement required.)
- Subdivision 27 of Section 10 of the State Highway Law enables the Commissioner of Transportation, upon the request of a municipality, to perform for and at the expense of such municipality specified work to be included within a State-let contract. (Betterment Resolution required.)
- Subdivision 33 of Section 10 of the State Highway Law enables the Commissioner of Transportation, upon the request of a public utility corporation, to perform for and at the expense of such public utility corporation specified work to be included within a State-let contract.
- Subdivision 13 of Section 30 of the State Highway Law enables the Commissioner of Transportation to enter into an agreement to reimburse with public funds the owner for necessary expenses incurred as a result of this adjustment, or to replace the facilities in kind.
- The owner will develop and keep a record of costs in accordance with the New York State Department of Transportation (NYSDOT) Reimbursement Procedures, and when federal funds participate in the cost, the Federal Highway Administration (FHWA) Federal-Aid Policy Guide Part 645, or as indicated below:

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**NEW YORK STATE DEPARTMENT OF TRANSPORTATION  
UTILITY WORK AGREEMENT**

**III. Physical Adjustment Method** (check appropriate boxes):

The actual adjustment or design engineering will be performed by the following method (s):

- Contract let by the Commissioner.
- Contract let by the Owner. (check applicable statement, i.e., a or b)
  - a. Best Interests of State.
  - b. Utility not sufficiently staffed or equipped.
- By the Owner's forces.

**IV. Betterment, Salvage, and Depreciation Credits Due the Project** (check appropriate boxes):

There will be no extension of service life, improved capacity, nor any other betterment of the facility (as defined by the NYSDOT Utility Reimbursement Procedures and by FHWA Federal-Aid Policy Guide Part 645) as a result of the adjustments made pursuant to this agreement.

There is betterment described as follows:

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- The owner will not claim reimbursement for that betterment portion of the work, but will duly account for it as required by applicable NYSDOT and FHWA procedures.
- The owner hereby agrees to deposit with the Comptroller of the State of New York the amount of \$\_\_\_\_\_ to cover the cost of the betterment as described above.
- The owner agrees to comply with the requirements of the NYSDOT Utility Reimbursement Procedure and FHWA Federal-Aid Policy Guide Part 645 with the respect to salvage and depreciation credits when applicable.

**V. General Covenants**

The owner hereby agrees to accept full title and responsibility for the adjusted facility in writing upon satisfactory completion of the work. Such acceptance will acknowledge the owner's responsibility to maintain the facility in accordance with all applicable codes, standards and regulations, including his obligation, where applicable, to remove any or all of the facility from the highway at the order of the Commissioner of Transportation, all in accordance with the Rules and Regulations Governing the Accommodation of Utilities within the State Highway Right-of-Way. All compensable claims covered by this agreement will be included in one of the following:

- A. Privately Owned Property Agreement executed prior to the performance of the work.
- B. Municipal Agreement executed prior to performance of the work.
- C. Reimbursement Agreement executed prior to performance of the work.
- D. Such other agreement as approved by NYSDOT Office of Legal Affairs.

**NEW YORK STATE DEPARTMENT OF TRANSPORTATION  
UTILITY WORK AGREEMENT**

**VI. References**

The following documents are herewith incorporated in this agreement by reference (check appropriate boxes)

- Federal Highway Administration's Federal-Aid Policy Guide Part 645.
- Contract documents: Contract Number: D265088  
PIN: 5131.41  
Plan Sheets No.: Electronic copy of the proposed contract plans
- Owner's Plan Sheets \_\_\_\_\_
- Owner's Estimate Sheets Form No. FIN 223c
- Resolution dated \_\_\_\_\_, by \_\_\_\_\_
  - Granting the State of New York authority to perform the adjustment for the owner.
  - Agreeing to maintain facilities adjusted via State-let contract.
  - Authorizing deposit of funds by the owner.
- Certification by the owner or his agent that he has the legal authority to enter into this agreement.

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(Print/Type Name) Owner or Agent	(Signature)	Title	Date
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Sherman Lane For the NYSDOT Commissioner of Transportation	Statewide Utility Engineer	Title	Date
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**SPECIAL NOTE****COORDINATION WITH THE UTILITY SCHEDULE**

The contractor must coordinate their schedule of operations with the various utility owners involved with the project and shall verify utility information found in the contract documents. Utility revisions required by the various utility owners in connection with this project include:

**Erie County Water Authority****Utility Owner's Field Contact:**

Leonard F. Kowalski, P.E., Executive Engineer  
Erie County Water Authority  
3030 Union Road  
Cheektowaga, New York 14227  
D: (716) 685-8220  
O: (716) 684-1510  
C: (716) 341-1137  
F: (716) 684-8397  
[lkowalski@ecwa.org](mailto:lkowalski@ecwa.org)

Erie County Water Authority has existing waterlines within highway boundary of Union Rd.

**Reimbursable work to be done by the State's contractor:**

The project requires the following work to be done at this location, per details in the contract documents:

Adjustment of valve boxes elevations. (During Construction by the State's Contractor.)

The work is to be done by the State's contractor and paid by contract items.

The State's Engineer-In-Charge, in coordination with the State's contractor, shall notify the Erie County Water Authority in writing **2 weeks** before commencing work on their facilities at each location and for each occurrence of work.

The State's Engineer-In-Charge will provide record plans to the Erie County Water Authority.

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**Additional Notes**

1. The Contractor is governed by and must adhere to the provisions of 16 NYCRR Part 753 (Protection of Underground Facilities).
2. The Standard Specifications shall apply to all utility facility adjustments.
3. The State's contractor shall refer to the "User's Guide to Safe Excavation Practices in New York State" found at <https://udigny.org/resources/>

4. The State's contractor shall verify the stakeholder's facility information found in the details in the contract documents and provide any additional information as requested in the contract documents. The State's contractor shall notify the State's Engineer-In-Charge (EIC) of any discrepancies that are found.
5. If there will be incursion into a stakeholder's facilities' tolerance zone, notify the stakeholder's field contact at least three (3) business days prior to beginning work near the stakeholder's facilities.
6. Any unintentional contact with a stakeholder's facility must be immediately reported to the State's Engineer-In-Charge. The stakeholder's field contact must give approval before work can continue.
7. If additional adjustments become necessary beyond those detailed in the contract documents, then additional adjustments and time frames shall be coordinated by the State's Engineer-in-Charge. Such timeframes shall not be included within previously established time frames.

**END OF COMBINED COORDINATION WITH THE UTILITY SCHEDULE**

Revised 2023 February 23 – EJSC, AJP

Resolution Granting the State of New York Authority to Perform the Adjustment for the Owner and Agreeing to Maintain Facilities Adjusted Via State-let Contract

RESOLUTION

Resolution # \_\_\_\_\_

WHEREAS, the New York State Department of Transportation proposes the construction, reconstruction, or improvement of state project name from cover letter in the name of municipality located in county name county, PIN enter PIN, and

WHEREAS, the State will include as part of the construction, reconstruction, or improvement of the above mentioned project the work to be done pursuant to Section 10, Subdivision 24, of the State Highway Law, as shown on the contract plans relating to the project and meeting the requirements of the owner, and

WHEREAS, the service life of the relocated and or replaced utilities has not been extended, and

WHEREAS, the State will provide for the reconstruction of the above mentioned work, as shown on the contract plans relating to the above mentioned project.

NOW, THEREFORE,

BE IT RESOLVED: That the name of municipality approves of the work to be done and the above mentioned work performed on the project and shown on the contract plans relating to the project and that the name of municipality will maintain or cause to be maintained the adjusted facilities performed as above stated and as shown on the contract plans.

BE IT FURTHER RESOLVED: that name has the authority to sign, with the concurrence of the board, any and all documentation that may become necessary as a result of this project as it relates to the name of municipality, and

BE IT FURTHER RESOLVED: That the clerk of the name of municipality is hereby directed to transmit five (5) certified copies of the foregoing resolution to the New York State Department of Transportation.

Moved By:  
Seconded By:  
Vote:

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I, \_\_\_\_\_, duly appointed and qualified \_\_\_\_\_, do hereby CERTIFY that the foregoing resolution was adopted at a meeting duly called and held in the office of \_\_\_\_\_, a quorum being present on the \_\_\_\_\_ day of \_\_\_\_\_, and that said copy is a true, correct and compared copy of the original resolution so adopted and that the same has not been revoked or rescinded.

WITNESSETH, my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Name, title

Instructions: fill in the red prompts with information from the cover letter.