



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

July 6, 2026

To: Jennifer Hibit, Secretary to the Authority

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

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

Subject: Contract MP-084 – Professional Services Contract Amendment No. 2  
Water system Improvements  
Transmission Main Installation, Town of Tonawanda  
ECWA Project No. 202000084

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Attached is Amendment No. 2 for the Professional Services Contract dated February 13, 2020 with Arcadis of New York, Inc. (Arcadis for the above-referenced project. The amendment is intended to increase the engineering fees for General Services and Resident Inspection.

During installation of the transmission main, hazardous environmental conditions were discovered. This resulted in delays in construction of the project. The delays in construction of the project also necessitated professional Service Agreement Amendment No. 1, dated November 20, 2025, which increased the Engineer's fee by \$15,850.00.

Following the original delays, the anticipated date to complete construction was on or around November 12, 2025; however, due to unforeseen conditions including the identification of additional contamination as well as additional restoration requirements established by National Grid and other adjacent property owners, additional effort was required for construction administration and resident inspection.

The delays in the project will result in additional General Services fees and Resident Inspection cost for Arcadis. Subsequently, Arcadis requested an additional \$27,740.00 in additional fees. In order to offset a portion of the additional fees, \$5,000.00 will be reallocated from unused funds for Special Services. As outlined below, the total increase in engineering fees for Amendment No. 2, taking into account the reallocation, is \$22,740.00.

Phase	Original Amount	Amendment #1	Amendment #2	Total
Survey	\$12,500.00	\$0.00	\$0.00	\$12,500.00
Design	\$145,000.00	\$0.00	\$0.00	\$145,000.00
General Services	\$40,000.00	\$4,530.00	\$12,600.00	\$57,130.00
Record Drawings	\$23,500.00	\$0.00	\$0.00	\$23,500.00
Resident Inspection (not to exceed)	\$198,000.00	\$11,320.00	\$15,140.00	\$224,460.00
Special Services	\$50,000.00	\$0.00	-\$5,000.00	\$45,000.00
TOTALS	\$469,000.00	\$15,850.00	\$22,740.00	\$507,590.00

To: Jennifer Hibit  
Secretary to the Authority

July 6, 2026

Attached please find the following documents:

1. ECWA Authorization Form.
2. Three (3) copies of Professional Services Contract Amendment No. 2.

**Budget** Information:

Funds for this amendment are available as follows:

Unit 2595 - Eng/Const Transmission Mains

Item – 101521 MP-084 Transmission Main Replacement

MJQ:jmf

Attachments

cc: L.Kowalski

M.Jarmuz

CONT-MP-0084-2001-X-01

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

**Document Name:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Item Description:**

Choose one: \_\_\_\_\_

Other: \_\_\_\_\_




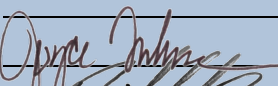
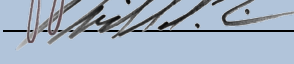

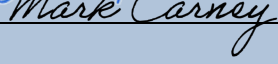
**Action Requested:**

Choose one \_\_\_\_\_

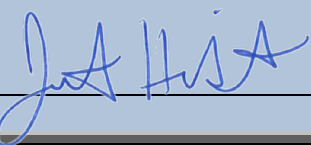
Other: \_\_\_\_\_

**Approvals Required:**

**APPROVED AS TO CONTENT:**

Chief Financial Officer		Date: 07/06/2026
Chief Operating Officer		Date: 07/06/2026
Claims Rep. – Risk Manager		Date: 7/6/2026
Comptroller	_____	Date: _____
Director of Administration	 For L. Lester	Date: 07/06/2026
Director of Distribution		Date: 7/6/2026
Director of Human Resources	_____	Date: _____
Director of IT	_____	Date: _____
Sr. Director of Operations & Infra	_____	Date: _____
Director of Planning & Water Supply	_____	Date: _____
Director of Production	_____	Date: _____
Director of Water Quality	_____	Date: _____
Executive Engineer		Date: 7/6/2026
General Counsel (Legal)		Date: 7/6/2026
Other: _____	_____	Date: _____

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority  Date: 07/06/2026

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

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

**AMENDMENT No. 2  
PROFESSIONAL SERVICES CONTRACT**

AMENDMENT, effective July 16, 2026 (“Amendment No. 2”) to the Professional Services Contract (Contract No. MP-084), entered on February 13, 2020, by and between:

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

hereinafter referred to as the “Authority,” and

**ARCADIS OF NEW YORK, INC.**  
Key Center at Fountain Plaza  
50 Fountain Plaza, Suite 360  
Buffalo, New York 14202

hereinafter referred to as the “Engineer.”

**WHEREAS**, on February 13, 2020, the Authority and the Engineer entered into a professional services contract for engineering and consulting services relating to the design and construction of a new 48-inch diameter transmission main in the Town of Tonawanda (the “Contract”); and

**WHEREAS**, on November 20, 2025, the Authority and the Engineer entered into Amendment No. 1 to the Contract which increased the Engineer’s fee by \$15,850.00; and

**WHEREAS**, project delays and additional restoration requirements have resulted in a need for additional services from the Engineer; and

**WHEREAS**, the Authority’s Chief Operating Officer, Executive Engineer and Director of Distribution recommend that the Authority amend the Contract to increase the Engineer’s fee by \$22,740.00; and

**WHEREAS**, in accordance with paragraph 5 of the Contract, no modification or variation from the terms of the Contract shall be effective unless it is in writing and authorized by a resolution of the Board of Commissioners of the Authority (the “Board”) and signed by all parties;

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

- (1) The parties agree to amend paragraph 3(D)(1) to increase the lump sum for General Services by \$12,600.00, changing the current figure of \$44,530.00 to \$57,130.00; such amendment will also increase the Total Engineering Cost by \$12,600.00, changing the current figure of \$210,530.00 to \$223,130.00; and
- (2) The parties agree to amend paragraph 3(D)(2) to increase the not to exceed total for Resident Inspection by \$15,140.00, changing the current figure of \$209,320.00 to \$224,460.00; and
- (3) The parties agree to amend paragraph 3(B) to decrease the not to exceed total for Special Services by \$5,000.00, changing the current figure of \$50,000.00 to \$45,000.00; and
- (4) The parties agree all other terms and conditions of the Contract shall remain without change or amendment; and
- (5) This Amendment may by 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 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

**ARCADIS OF NEW YORK, INC.**

By \_\_\_\_\_  
Jason J. Williams, Associate Vice President

**STATE OF NEW YORK    )**  
**COUNTY OF ERIE        ) ss:**

On the \_\_\_\_\_ day of July, 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 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 that he signed his name thereto by order of the Board of Commissioners.

\_\_\_\_\_  
Notary Public

**STATE OF NEW YORK    )**  
**COUNTY OF ERIE        ) ss:**

On the \_\_\_\_\_ day of \_\_\_\_\_, in the year 2026, before me personally came Jason J. Williams, to me known, who, being by me duly sworn, did depose and say that he resides in West Seneca, New York, that he is the Associate Vice President of the Corporation described in the above instrument; and that he/she signed his/her name thereto by order of the Board of Directors of said Corporation.

\_\_\_\_\_  
Notary Public