



CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

JANUARY 10, 2017

Those present at the Clifton Park Water Authority board meeting were: Mr. Helmut Gerstenberger, Chairman; Mr. John Ryan, Vice Chairman; Mr. George Peterson, Treasurer; Mr. Peter Taubkin, Secretary; and Mr. William Butler, Board Member. Also present: Mr. Donald Austin, Jr., Administrator; Mr. Edwin Vopelak, CT Male Associates; Mr. Neil Weiner, Authority Attorney; and Mr. James Romano, Town Liaison.

PRIVILEGE OF THE FLOOR

No members of the public present.

OLD BUSINESS

PRESERVE TEST WELL

The well was pumped for five days. Mr. Austin reported the well pumped approximately 1,000 gallons per minute but the water would require an immense amount of treatment. The water had a strong sulfur odor and had very high amounts of iron and manganese. No further investigative work is planned.

BERRY FARM WELL ISSUES

A **motion** was made by Mr. Ryan to amend the Capital Budget for Berry Farm well engineering; seconded by Mr. Gerstenberger.

RESOLUTION #1, 2017 - AMENDING CAPITAL BUDGET FOR BERRY FARM WELL ENGINEERING

WHEREAS, the Clifton Park Water Authority (hereinafter referred to as CPWA) wishes to replace the production well at the location known as Berry Farm as a result of fine sand migration through the well screen of the existing well; and

WHEREAS, CPWA has received a project overview proposal from C.T. Male Associates (hereinafter referred to as "Engineers") for professional services relating to the replacement of the production well at Berry Farm; and

WHEREAS, the Engineering Service Agreement dated March 8, 2016 between CPWA and the Engineers remains in full effect; and

NOW, therefore be it

RESOLVED, that in accordance with terms and provisions of the Engineering Service Agreement, the Engineers shall be and hereby are retained to provide the services on the terms set forth in the attached project overview; and it is further

RESOLVED, that CPWA hereby by amends Resolution #31, 2016 to add a \$6,180.00 line item for Engineers' professional services related to the design and bidding for the installation of a new well at the Berry Farm to the 2017 CPWA capital budget; and it is further

RESOLVED, that Engineers shall also be reimbursed for actual reimbursable expenses in accordance with the 2017 reimbursable expense rate schedule provided to CPWA by Engineers; and it is further

RESOLVED, that payment for Engineers' services shall be made within thirty (30) days of receipt of the bill in the amounts set forth in the project overview annexed hereto.

Roll Call Vote:

Mr. Gerstenberger	- Aye
Mr. Ryan	- Aye
Mr. Peterson	- Aye
Mr. Taubkin	- Aye
Mr. Butler	- Aye

TANK MIXERS – KNOLLTOP, BLUE SPRUCE AND MILLER RD. WATER TANKS

A **motion** was made by Mr. Ryan to amend the Capital Budget for water storage tank mixer engineering; seconded by Mr. Taubkin.

**RESOLUTION #2, 2017 - AMENDING CAPITAL BUDGET FOR BERRY FARM WELL
ENGINEERING**

WHEREAS, the Clifton Park Water Authority (hereinafter referred to as CPWA) requires to add tank mixers to its water storage tanks at Knoll Top, Miller and Blue Spruce to minimize ice formation in the winter months; and

WHEREAS, CPWA has received from C.T. Male Associates (hereinafter referred to as "Engineers") a proposed project overview including scope of work and proposed fees for engineering services, a copy of which is annexed hereto; and

WHEREAS, the Engineering Service Agreement dated March 8, 2016 between CPWA and the Engineers remains in full effect; and

NOW, therefore be it

RESOLVED, that in accordance with terms and provisions of the Engineering Service Agreement, the Engineers shall be and hereby are retained to provide the services on the terms set forth in the attached project overview; and it is further

RESOLVED, that the Engineers shall be retained for services as set forth in the attached project overview; and it is further

RESOLVED, that CPWA hereby by amends Resolution #31, 2016 to add a \$7,110.00 line item for Engineers' professional services related to the design and bidding for the addition of tank mixers to Knoll Top, Miller and Blue Spruce water storage tanks to the 2017 CPWA capital budget; and it is further

RESOLVED, that Engineers shall also be reimbursed for actual reimbursable expenses in accordance with the 2017 reimbursable expense rate schedule provided to CPWA by Engineers; and it is further

RESOLVED, that payment for Engineers' services shall be made within thirty (30) days of receipt of the bill in the amounts set forth in the project overview annexed hereto.

Roll Call Vote:

Mr. Gerstenberger	- Aye
Mr. Ryan	- Aye
Mr. Peterson	- Aye
Mr. Taubkin	- Aye
Mr. Butler	- Aye

SCWA INTERCONNECT IMPROVEMENTS

Since the Preserve test well results were not favorable, Mr. Austin recommended revisiting C.T. Male Associates modeling to assess the potential for increasing the capacity of the SCWA interconnect at Eastline Road in the Town of Ballston. Mr. Vopelak stated in order to increase the capacity to provide 4.5 mgd to Eastline Road, two additional pumps would have to be added to feed the high demands to Eastline Road and the CPWA. The existing pump station would have to be expanded. He estimated the cost to be \$1,000,000.00.

Mr. Ryan asked if any analytical had been done to see how much water could be purchased for \$1,000,000.00 from another supplier. Mr. Austin explained that the Town of Glenville would be the only option and the CPWA can only get approximately one million gallons of water per day from them. He said they would be a great secondary supply, but up until now we haven't been able to negotiate a very fair rate with them. Mr. Gerstenberger said he will call the Town of Glenville and have a conversation with them.

The board also discussed having a conversation with the Saratoga County Water Authority about contributing towards the costs of the additional infrastructure to increase the capacity.

UNION NEGOTIATIONS

Mr. Gerstenberger stated that the management negotiating committee held a strategic planning meeting. They will meet with the CSEA negotiating committee tomorrow to present a proposal. He is optimistic that they can come to a mutual agreement tomorrow.

Mr. Gerstenberger made a **motion** to move into executive session at 8:07pm to discuss union negotiations; seconded by Mr. Peterson. The **motion** carried 5-0.

Mr. Gerstenberger made a **motion** to move out of executive session at 8:22pm; seconded by Mr. Peterson. The **motion** carried 5-0.

NEW BUSINESS

ORGANIZATIONAL RESOLUTIONS

A **motion** was made by Mr. Gerstenberger authorizing Resolution #3, 2017; an Organizational Resolution; seconded by Mr. Taubkin.

RESOLUTION #3, 2017 – AN ORGANIZATIONAL RESOLUTION

Pursuant to Section 1120-c (3) the following persons are appointed as Vice Chairman, Treasurer, and Secretary of the Clifton Park Water Authority.

Vice Chairman:	John Ryan
Treasurer:	George Peterson
Secretary:	Peter Taubkin

Roll Call Vote:

Mr. Gerstenberger	- Aye
Mr. Ryan	- Aye
Mr. Peterson	- Aye
Mr. Taubkin	- Aye
Mr. Butler	- Aye

A **motion** was made by Mr. Butler authorizing Resolution #4, 2017; an Organizational Resolution; seconded by Mr. Ryan.

RESOLUTION #4, 2017 – APPOINTING WATER AUTHORITY ATTORNEY

NOW THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority hereby appoints Neil S. Weiner to the position of Authority Attorney.

Roll Call Vote:

Mr. Gerstenberger	- Aye
Mr. Ryan	- Aye
Mr. Peterson	- Aye
Mr. Taubkin	- Aye
Mr. Butler	- Aye

A **motion** was made by Mr. Peterson authorizing Resolution #5, 2017; an Organizational Resolution; seconded by Mr. Gerstenberger.

RESOLUTION #5, 2017 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, the Daily Gazette, be and hereby is made the official newspaper of the Clifton Park Water Authority, and

RESOLVED, that including but not limited to M&T Bank and KeyBank (conditional on acceptable account terms and services) hereby are designated as the official bank depositories of the Clifton Park Water Authority.

Roll Call Vote:

Mr. Gerstenberger	- Aye
Mr. Ryan	- Aye
Mr. Peterson	- Aye
Mr. Taubkin	- Aye
Mr. Butler	- Aye

A **motion** was made by Mr. Peterson authorizing Resolution #6, 2017; an Organizational Resolution; seconded by Mr. Ryan.

RESOLUTION #6, 2017 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that the firm of C.T. Male Associates, be designated and appointed as the professional engineers for the Clifton Park Water Authority.

Roll Call Vote:

Mr. Gerstenberger	- Aye
Mr. Ryan	- Aye
Mr. Peterson	- Aye
Mr. Taubkin	- Aye
Mr. Butler	- Aye

A **motion** was made by Mr. Gerstenberger authorizing Resolution #7, 2017; an Organizational Resolution; seconded by Mr. Ryan.

RESOLUTION # 7, 2017 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that the firm of Marvin & Co. P.C., CPAs be designated and appointed the professional accountants and auditors for the Clifton Park Water Authority.

Roll Call Vote:

Mr. Gerstenberger	- Aye
Mr. Ryan	- Aye
Mr. Peterson	- Aye
Mr. Taubkin	- Aye

Mr. Butler - Aye

A **motion** was made by Mr. Gerstenberger authorizing Resolution #8, 2017; an Organizational Resolution; seconded by Mr. Butler.

RESOLUTION #8, 2017 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that an Audit Committee has been formed and members of the Audit Committee are: Peter Taubkin, Helmut Gerstenberger, and William Butler.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Peterson - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye

A **motion** was made by Mr. Gerstenberger authorizing Resolution #9, 2017; an Organizational Resolution; seconded by Mr. Ryan.

RESOLUTION #9, 2017 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that a Governance Committee has been formed and the members of the Governance Committee are: John Ryan, Helmut Gerstenberger, and William Butler.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Peterson - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye

A **motion** was made by Mr. Peterson authorizing Resolution #10, 2017; an Organizational Resolution; seconded by Mr. Ryan.

RESOLUTION #10, 2017 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that a Grievance Committee has been formed and the members of the Grievance Committee are: Peter Taubkin, John Ryan, and Helmut Gerstenberger.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Peterson - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye

A **motion** was made by Mr. Taubkin authorizing Resolution #11, 2017; an Organizational Resolution; seconded by Mr. Butler.

RESOLUTION #11, 2017 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that a Finance Committee has been formed and the members of the Finance Committee are: John Ryan, George Peterson, and Helmut Gerstenberger.

Roll Call Vote:

Mr. Gerstenberger	- Aye
Mr. Ryan	- Aye
Mr. Peterson	- Aye
Mr. Taubkin	- Aye
Mr. Butler	- Aye

ADOPT RECORD RETENTION AND DISPOSITION SCHEDULE

A **motion** was made by Mr. Ryan adopting a record retention and disposition schedule MI-1; seconded by Mr. Gerstenberger.

**RESOLUTION # 12, 2017 – ADOPTING RECORDS RETENTION AND DISPOSITION
SCHEDULE MI-1**

WHEREAS, the Clifton Park Water Authority is a body corporate and politic constituting a public benefit corporation, created by and having the powers and functions set forth in Title 6-B of Article 5 of the Public Authorities Law, as amended from time to time; and be it

RESOLVED, by the Clifton Park Water Authority with offices within the Town of Clifton Park, Saratoga County, New York that *Records Retention and Disposition Schedule mi-1*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein;

FURTHER RESOLVED, that Donald Austin be appointed as Records Management Officer (RMO) in compliance with Article 57-A of the Arts and Cultural Affairs Law.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in *Records Retention and Disposition Schedule MI-1* after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Roll Call Vote:

Mr. Gerstenberger	- Aye
Mr. Ryan	- Aye

Mr. Peterson - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye

AUTHORIZE REIMBURSEMENT FOR WATER MAIN INSTALL ON VISCHER FERRY ROAD

A **motion** was made by Mr. Ryan authorizing reimbursement for water main upsize – 254 Vischer Ferry Road; seconded by Mr. Gerstenberger.

RESOLUTION # 13, 2017 – AUTHORIZING REIMBURSEMENT FOR WATER MAIN UPSIZING – 254 VISCHER FERRY ROAD

WHEREAS, the Clifton Park Water Authority required the developer, Ms. Roslyn Weiss, installing water main to serve the property at 254 Vischer Ferry Road, to upsize the water main from 8-inch to 12-inch, and

WHEREAS, the CPWA Board of Directors passed Resolution #14, 2005, establishing a policy to reimburse developers meeting certain criteria for the upsizing of water main, and

WHEREAS, the project in question has met the necessary eligibility requirements for reimbursement under the CPWA's policy, and

WHEREAS, the Authority Administrator has calculated the reimbursement amount in accordance with the policy established under Resolution #14, 2005 to be \$12,807.17,

NOW, therefore be it

RESOLVED, that the Clifton Park Water Authority hereby authorizes the payment of \$12,807.17 to Ms. Roslyn Weiss as reimbursement for the upsizing of water main to the property at 254 Vischer Ferry Road, in accordance with the reimbursement policy set forth in Resolution #14, 2005.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Peterson - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye

OTHER BUSINESS

- Mr. Weiner reported that the driver that hit the fire hydrant hit on Lapp Road was issued four traffic tickets, which are being determined in the Town of Halfmoon town court. He stated he should know more next week.

APPROVE MINUTES OF DECEMBER 13, 2016

A **motion** was made by Mr. Butler to approve the minutes of December 13, 2016; seconded by Mr. Peterson. The **motion** carried 5-0.

The Authority's next meeting is Monday, February 13, 2017 at 7pm.

A **motion** was made by Mr. Gerstenberger to adjourn the meeting at 8:23pm; seconded by Mr. Ryan. The **motion** carried 5-0.

Respectfully submitted,

Sheri Collins

Recording Secretary

cc: CPWA Board of Directors
Neil Weiner

C.T. MALE ASSOCIATES

New Well at Berry Farm

Project Overview

The CPWA plans to install a new well at Berry Farm to replace the existing well. The new well is to be a gravel-packed twelve-inch diameter well located adjacent to the soil boring advanced in 2016. The work to be publicly bid includes: installation of the new well and screen, well development, 72 hour pump test, reuse/installation of existing pitless adaptor on the new well and abandonment of the existing well per NYSDEC standards. The CPWA will make the utility connections to the new well (water main and power). The CPWA will collect well water samples and procure all laboratory analysis required for NYSDOH approval and will provide personnel and level recorders for the 72 hour pump test which will be coordinated by the Engineer.

Scope of Work

1. Overall Project Management of the design and construction efforts.
2. Prepare plans, specifications and bid documents for publicly bidding the proposed work. The plans will include a site plan and a detail for the proposed well and utility connections.
3. Preparation of an application of approval of plans and the processing of the application to the NYSDOH for review. Respond to any comments issued by NYSDOH.
4. Assist the CPWA with advertising a public bid for construction, respond to bidder questions, attend the bid opening, review the bids received, and make an award recommendation to the Owner.
5. Construction contract administration including: attendance at preconstruction conference; review of submittals; respond to RFI's and review/process applications for payment.
6. Provide part time construction observation during critical phases of the work; coordinate well sampling by CPWA; coordinate 72-hour pump test with CPWA staff; assist CPWA staff, as required, with utility connections to new well.
7. Prepare a hydrogeological report of the new well and submit it to the NYSDOH for review and acceptance. The report will include the results of water sampling and analysis, and the 72 hour pump test. Certify construction of new well to NYSDOH.

Fee

Engineering and hydrogeological services

- Tasks 1 to 4 (Design and Bidding)	\$6,180.00	Lump Sum
- Task 5 (Construction Administration)	\$ 780.00	Lump Sum
- Task 6 (Construction Observation)	\$1,940.00	Lump Sum
- Task 7 (Hydrogeological Report)	\$7,600.00	Lump Sum

Reimbursable expenses	\$ 500.00	Estimated
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Rate Table List

Wednesday, December 28, 2016

9:16:08 AM

C. T. Male Associates

Table	Employee	Employee Name	Rate
250	2017 Charge Rate 1	Available for Project Planning	
Profit Center:			
Principal:			
Project Manager:			
Supervisor:			
Code:			
	0050	ACHTYL, DANIEL	90.0000
	0072	GAWLAK, SHIRLEY	83.0000
	0302	BEAUREGARD, ZACHARY	58.0000
	0315	BENAMATI, ALICE	71.0000
	0329	BERRY, RYAN	115.0000
	0330	BERNARD, MICHAEL	86.0000
	0332	BIEBER, STEPHEN	115.0000
	0363	BOUDREAU, JOSEPH	78.0000
	0382	BRIZZEE, TODD	83.0000
	0390	BRIZZEE, GARY	96.0000
	0530	CAMERON, LARENE	70.0000
	0540	CARRINGTON, SASHA	45.0000
	0562	CLAYDON, CHRISTIAN	70.0000
	0563	CASTAGNIER, NICOLE	62.0000
	0570	CLARK, MATTHEW	140.0000
	0589	CRAMPTON, ERIC	101.0000
	0609	CANNIZZO, JILL	98.0000
	0610	CAMPBELL, JUSTIN	84.0000
	0612	CARROLAN, PETER	110.0000
	0623	SERRA, KATHRYN	118.0000
	1053	DASKALAKIS, MICHAEL	155.0000
	1055	DAUNT, PATRICK	76.0000
	1075	DEMPSEY, EAMON	64.0000
	1161	DIBELLA, ROBERT	114.0000
	1195	DICKERSON, DOUGLAS	88.0000
	1218	DIPPERT, JONATHAN	90.0000
	1222	GILL, MICHELLE	121.0000
	1348	DOSS, DONALD	96.0000
	1354	DRIVAS-SMITH, MICHELE	82.0000
	1356	DUCKETT, JEFFREY	69.0000
	1357	DUKAT, ALICE	66.0000
	1376	EDICK, GAROLD	82.0000
	1382	EDWARDS, JAMES	175.0000
	1392	ERNST, JOHN	73.0000
	1702	FARRON, JOSEPH	132.0000
	1762	FLORES, ROBERTO	158.0000
	2075	GARRIGAN, EDWARD	250.0000
	2082	GAVIGAN, JAMES	67.0000
	2175	GOODWILL, SCOTT	210.0000
	2178	GORDON, JACOB	90.0000
	2180	GROFF, MICHAEL	121.0000
	2182	GUILLET, PAUL	140.0000
	2341	HICKS, CODY	65.0000
	2361	HOHMAN, JOHN	105.0000
	2374	HOUSTON, THOMAS	168.0000
	2375	HOWARD, FRANCIS	47.0000
	2377	HUBBARD, RYAN	55.0000
	2393	HYLAND, JOSEPH	130.0000
	2500	JAKUBIAK, ERIC	99.0000
	2558	KOLLAR, NICHOLAS	112.0000

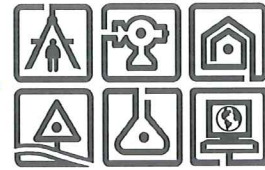
Table	Employee	Employee Name	Rate
250	2017 Charge Rate 1	Available for Project Planning	
Profit Center:			
Principal:			
Project Manager:			
Supervisor:			
Code:			
	2570	KORTZ, CHARLES	150.0000
	2577	SHERMAN, LAUREN	108.0000
	2685	LEWANDOWSKI, PAUL	82.0000
	2695	LIBERTA, MATTHEW	63.0000
	2701	LIUZZO, RAYMOND	167.0000
	2750	LOBOSCO, NICHOLAS	110.0000
	3040	LUKASZEWSKI, SUZANNE	130.0000
	3061	CURRIER, MELISSA	115.0000
	3743	MARQUARD, JESSICA	145.0000
	3850	MEACHAM, STEVEN	90.0000
	4033	MILLER, JOSHUA	70.0000
	4075	MCIVER, JAMES	172.0000
	4081	GATES, AIMEE	105.0000
	4084	MOLINE, KIRK	180.0000
	4085	MUNSEY, JOHN	180.0000
	4093	MAILLE, JOHN	92.0000
	4094	MESERVEY, BRIAN	88.0000
	4109	MARX, JEFFREY	138.0000
	4116	MOEHRINGER, PHILIP	160.0000
	4117	MORGAN, THOMAS	120.0000
	4127	MOSHER, MICHAEL	75.0000
	4131	MOSHER, RICHARD	53.0000
	4170	NETTLETON, WILLIAM	113.0000
	4174	NETTLETON, MICHAEL	77.0000
	4182	MORROW, JOHN	200.0000
	4195	OLEHOWSKI, LUKE	80.0000
	4196	MOLINE, ROBIN	65.0000
	4198	ORMSBY, CHRISTOPHER	70.0000
	4255	PALUMBO, FRANCIS	143.0000
	4270	PASTOR, DAVID	118.0000
	4435	PIERCE, NANCY	57.0000
	4467	PREVO-WHITE, OLYA	117.0000
	4477	RACITI, DAWN	95.0000
	4481	REILLY, DANIEL	190.0000
	4492	RIGDON, CARL	106.0000
	4494	RIORDAN, CRYSTAL	49.5000
	4546	TWISS, CHARLES	84.0000
	4553	ROONEY, PATRICK	81.7900
	4565	ROECKER, DAVID	250.0000
	4576	SECOR, CHRISTOPHER	88.0000
	4639	SHACKELTON, BRIAN	74.0000
	4800	STEWART, ROBERT	84.0000
	4811	SZYMANSKI, CHESTER	128.0000
	4841	UHRINEC, DAVID	130.0000
	4850	THATCHER, JAMES	142.0000
	4862	TULLY, LAWRENCE	150.0000
	4874	LEACH, DIANE	77.0000
	4879	SAWYER, MICHAEL	160.0000
	4886	SLISKI, DAVID	111.0000
	4889	SMAKA JR., RONALD	98.0000
	4901	VOPELAK, EDWIN	235.0000
	4907	CAMPAGNOLA, RICHARD	190.0000
	4910	SKELLY, RAYMOND	100.0000

Table	Employee	Employee Name	Rate
250	2017 Charge Rate 1	Available for Project Planning	
Profit Center:			
Principal:			
Project Manager:			
Supervisor:			
Code:			
	4979	WAHRLICH, DAVID	230.0000
	4981	WAKEMAN, RICHARD	235.0000
	5202	WINSLOW, BRITTANY	68.0000
	5207	SHAVER, CHRISTOPHER	165.0000
	5211	WIDAY, CHRISTINE	145.0000
	5219	WUNSCH, STEPHEN	82.0000
	5255	YOURDON, FERRIS	65.0000

When required by NYS Municipal Law, field survey work shall be performed at charge rates that reflect NYS prevailing wage rates in effect at the time of service.

REIMBURSABLE EXPENSES

January - December 2017



1. **Travel:**
 - * mileage and tolls (\$.535 per mile)
 - * train
 - * taxi, subway, bus
 - * travel time
 - * car rental, gas
 - * airplane (coach fare)
 - * parking
 - * tips
2. **Meals and Lodging:** At cost.
3. **Photocopies:**
 - \$ 0.14 each
 - * color copies/photos
 - 8 1/2x11 \$.75 each
 - 11x17 \$1.50 each
4. **Report Printing:** 10 copies or more (\$.07 per page), less than 10 copies (\$.14 per page)
 - * specifications
 - * 3-Ring binders for reports – at cost
 - * bindings
5. **Printing:**
 - * B&W: \$.35/per square foot
 - * Color: \$.39/per square foot
 - * Mylars: \$2.00/per square foot
6. **Scanning:**
 - * \$0.14/per 8 1/2 x 11
 - * \$0.35/per square foot
7. **CD Burning:**
 - * \$2.00/per CD
8. **Rental or purchased equipment:** Tools (e.g. scaffolding, special lighting, etc. for measuring and photographing existing building), at cost.
9. **Telephone charges:**
 - * Long distance charges: At cost
 - * Cellular telephone charges: \$.25 per minute
10. **Fax charges:**
 - * One page \$1.00 (minimum charge)
 - * Two or more pages \$.50 (per page up to \$10.00)
11. **Mail Deliveries:**
 - * Certified mail \$3.30, not including first class postage
 - * Return receipt \$2.70, not including first class postage
 - * Insurance \$1.95/\$50 per piece mailed
 - * Bulk mailings Large reports, etc., Client cost to mail, typically UPS ground
 - * Courier service Client cost to courier/deliver
 - * Overnight service Federal Express, UPS, etc., at cost to Client
12. **Consultant's Expenses:** With 10% mark-up

C.T. MALE ASSOCIATES

Mixer Installation at Blue Spruce, Knolltop and Miller Road Tanks

Project Overview

The CPWA plans to install mixing equipment in three (3) of its water storage tanks. The mixers would be purchased and installed by CPWA forces. The electrical work required to provide power to the mixers would be publicly bid. C.T. Male will provide engineering services needed to purchase and install the mixer along with preparing a bid package for procuring an electrical contractor to extend power to each mixer.

Scope of Work

1. Project Management.
2. Preparation of specifications for CPWA purchase of three mixers, each sized for a specific tank.
3. Preparation of construction documents for bidding the electrical work required to install mixers at each of the specific tanks. The work would include project manual with technical specifications along with site plans and details for the electrical work at each tank.
4. Assist the CPWA with advertising a public bid for construction, respond to bidder questions, attend the bid opening, review the bids received and make award recommendations.
5. Construction contract administration including attendance at pre-construction conference, review of submittals, respond to RFI's, site visits to verify construction is in accordance with the contract documents, and review/process applications for payment.

Fee

Engineering services

- | | | |
|--|------------|----------|
| - Tasks 1 to 4 (Design and Bidding) | \$7,110.00 | Lump Sum |
| - Task 5 (Construction Administration) | \$1,790.00 | Lump Sum |

Reimbursable expenses	\$ 500.00	Estimated
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