

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

**Contract:** EA-011 **Project No.:** 201700087  
**Project Description:** Water System Improvements  
City of Tonawanda  
Town of Amherst

**Item Description:**

Agreement  Professional Service Contract  Amendment  Change Order  
 BCD  NYSDOT Agreement  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:**

Department Head *James F. Konable* Date: 9/11/18  
 Risk Manager *[Signature]* Date: 09/12/2018  
 Director of Administration \_\_\_\_\_ Date: \_\_\_\_\_  
 Executive Engineer *Russell Stoll* Date: 9/11/18

**APPROVED AS TO FORM:**

Legal *Margaret D. Murphy* Date: 9/12/18

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority *[Signature]* Date: 9/13/18

**Remarks:** Amendment #1

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

*[Handwritten initials]*



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

September 11, 2018

To: Terrence D. McCracken, Secretary to the Authority

From: Leonard F. Kowalski, Senior Distribution Engineer

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

Subject: Contract EA-011 Amendment No.1  
Water System Improvements  
City of Tonawanda  
Town of Amherst  
ECWA Project No. 201700087

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Attached are the following documents:

1. ECWA Authorization Form for processing Professional Service Contract Amendment #1 with Erdman Anthony & Associates, Inc.
2. Three originals of Professional Service Contract Amendment #1 for the above referenced project.

The Amendment is to increase the Resident Inspection and Resident Inspection Fixed Fee for the above referenced project.

The Authority estimated the inspection hours in the original request for proposal (RFP), which was responded to by the Consultant. There is no accurate means to calculate these costs prior to construction.

Consulting engineering must inspect the work site daily, accounting for material, supplies and equipment on the work site, as well as counting the number and type of laborers being employed on the site. These inspections must take place daily, even when no work is taking place on site. These inspections ensure and verify the accuracy of prevailing wage reports and invoices being submitted for payment and reimbursement. Delays in construction due to unexpected or unforeseen problems or weather-related delays will increase the hours for resident inspections. The Authority estimates these costs based on the size of the construction project and past experience with projects of similar size.

In this case, the hours estimated by the Authority were inadequate to properly provide inspection services for the duration of the construction project and therefore need to be increased to compensate the consultant for the services that were provided.

Construction work cannot continue without daily inspections. If we would have halted inspection services and told the contractor to stop working, the Authority would most likely be subjected to demobilization and remobilization costs associated with the contractor pulling off the job until the inspection services were reestablished. Having the contractor stop work would adversely affect their schedule and the project would most likely not get done this construction season.

Additional General Services are also being requested by the consultant. In reviewing proposals sent by other engineering firms, the consultant was determined to be highly qualified, with the best price proposal. However, due to the complexity of the project and the unfamiliarity of the contractor with ECWA policies and procedures, additional coordination effort from its office staff was required to help assist the inspectors in the field. Engineering is recommending this increase for general services because, even with this increase, the total for general services is still well-below the figure given by other qualified, responsive firms who submitted proposals.

The increased amount reflects the actual construction schedule and site conditions encountered during construction. The following table provides the original contract cost, proposed amendment cost and total contract cost.

	Original Contract	Amendment No.1	Original Contract + All Amendments
Survey	\$25,000.00	\$0.00	\$25,000.00
Design	\$61,000.00	\$0.00	\$61,000.00
General Services	\$17,590.00	\$8,500.00	\$26,090.00
Estimated Resident Inspection	\$54,092.00	\$48,600.00	\$102,692.00
Estimated Resident Inspection Fixed Fee	\$6,010.00	\$5,400.00	\$11,410.00
Record Drawings	\$11,700.00	\$0.00	\$11,700.00
Estimated Special Services	\$7,000.00	0.00	\$7,000.00
TOTALS	\$182,392.00	\$62,500.00	\$244,892.00

This work is within the original scope of the Professional Services Contract dated April 28, 2017 and the project is adequately funded.

The cost for the contractor to perform the work associated with this project is \$3,315,312.00.

LFK: jmf

Attachments

cc: R.Stoll

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