



January 22, 2026

Honorable Mayor Marsh and Trustees
Village Hall
280 Broadway
Menands, New York 12204

VIA EMAIL: bmarsh@menandsny.gov

**Re: Village of Menands Municipal Water Storage Reservoir Replacement
and Intermunicipal Source Evaluation
LaBella Project No. P2504845**

Dear Mayor Marsh:

LaBella Associates D.P.C. (LaBella) is pleased to submit this proposal to the Village of Menands (Village) to evaluate the municipal water storage reservoir for replacement and evaluate alternate intermunicipal water supply connections.

Project Understanding

The Village of Menands currently purchases its water from the City of Troy with storage in two Village owned and operated concrete reservoirs. The upper reservoir located on Van Rensselaer Blvd. has undergone extensive repair efforts over the years to address significant concrete deterioration and water loss. Most recently, a 2024 improvement project involved drawdown of the reservoir and targeted concrete patching and leak repairs. While these efforts were partially successful in reducing leaks, field findings revealed that the existing concrete is too deteriorated for localized repairs to be effective. Further repairs are anticipated to redistribution hydrostatic pressure, causing leakage to concentrate at new failure points on the structure.

Consequently, the 2024 project concluded without achieving the anticipated level rehabilitation and the asset has been formally deemed to have reached the end of its useful life. To mitigate the risk of further deterioration and prevent continued water loss, full replacement of the reservoir is recommended as soon as possible.

In conjunction with the reservoir replacement, the project will include a comprehensive evaluation of existing intermunicipal interconnects and investigate the feasibility of establishing new connections with neighboring providers, such as the Albany Water Board. These sources will be analyzed for their capacity to support the Village under both ordinary and emergency demand scenarios, ensuring the final design supports long term resilience of the Village water system.



Project Approach

This proposal outlines the professional engineering services necessary to develop a Preliminary Engineering Report (PER) in NYS Environmental Facilities Corporation (EFC) format. The PER is a critical technical requirement for listing the project on the Drinking Water State Revolving Fund (DWSRF) Intended Use Plan (IUP). LaBella will assist the Village in securing a position on the IUP, providing the scoring and prioritization necessary to compete for state-wide grant funding and financing.

Scope of Services

Considering the approach outlined above, LaBella offers the following scope of services:

Task 0100 – Preliminary Engineering Report (PER) Development

Scope

LaBella will develop a PER in accordance with NYS EFC standards to serve as the technical foundation for the reservoir replacement and supply evaluation. Please refer to the attached Project Timeline: PER Development & Grant Submission document for details. Our integrated approach generally includes:

1. **System Hydraulics & Interconnect Evaluation:** LaBella will conduct a conceptual-level hydraulic analysis of both the existing and potential intermunicipal interconnects serving the Village to assess anticipated supply pressures and flow characteristics. This evaluation involves review of existing infrastructure including the 20-inch Troy feed and the Colonie connection while investigating the technical feasibility of new connections with the City of Watervliet and the Albany Water Board (AWB) for both regular and emergency service. The analysis will consider how these external supply sources relate to the Village's internal distribution network and storage infrastructure.
2. **Infrastructure & Storage Replacement:** To address the immediate need to replace the existing concrete reservoir LaBella proposed preliminary phase engineering design of new storage infrastructure including sizing, location, and site requirements to meet current and future demands. This includes evaluating pumping improvements, system pressure management, and conceptual level water modeling.
3. **Economic Analysis & Alternative Selection:** LaBella will develop and compare improvement scenarios, weighing capital construction costs against Operations and Maintenance (O&M) expenses. This analysis will prioritize supply reliability and the feasibility of required Intermunicipal Agreements (IMAs).
4. **Funding Strategy & Grant Readiness:** A primary goal of PER development is to position the Village for potential state and federal funding. LaBella will provide a strategic roadmap for applying to NYS WIIA grants, DWSRF financing, and Intermunicipal Grant (IMG) programs.
5. **SEQR Documentation and Processing:** As part of the PER phase, we will develop the necessary State Environmental Quality Review (SEQR) documents, including the Environmental Assessment Form (EAF). We will actively assist the Village throughout the SEQR review and approval process. This includes establishing Lead Agency



status, coordinating with involved agencies, and preparing the documentation required for a Determination of Significance (Negative Declaration or otherwise) to ensure the project remains on schedule and in legal compliance.

6. **SHPO Coordination and Cultural Resource Review:** As a requirement of the grant, we will develop a formal submission to the State Historic Preservation Office (SHPO) via the Cultural Resource Information System (CRIS) on behalf of the Village. Our team will coordinate directly with SHPO staff to review the project's potential impacts on archeological or historic structures within the project area, managing the consultation process until a determination letter is received to ensure all grant-mandated environmental review milestones are met.

Deliverables

- Preliminary Engineering Report
- IUP Submission (May 2026)
- WIIA Grant Submission (September 2026)

Task 0200 – Project Management

LaBella will provide planning, coordination, and oversight of technical design work, ensuring that engineering design comply with NYSDOH requirements and Recommended Standards for Wastewater Facilities ("10 States Standards").

Task 0300 – Project Meetings

LaBella will support and represent the Village in coordination meetings with stakeholders as needed and requested. Our proposed fee assumes design level meetings with the Village, regulatory agencies, and neighboring community leaders to coordinate the regional aspects of the project.

Task 0400 – Reimbursable Expenses

This task will include Reimbursable expenses, to include mileage, overnight mailings, and extensive photocopying and map reproductions.

Professional Services Fee and Schedule

Task Number	Task Description	Hourly T&M¹	Projected Durations
0100	Preliminary Engineering Report (PER) Development	\$58,500	See Attached Timeline
0200	Project Management	\$7,500	Ongoing
0300	Project Meetings	\$5,500	Ongoing
0400	Reimbursable Expenses	\$500	N/A
	Total Fee Requested	\$72,000	



⁽¹⁾ Fees listed for Time and Materials tasks and Reimbursable Expenses are estimates only. LaBella will bill for actual hours and reimbursable expenses incurred and will make its best effort to complete each of these tasks within the estimated amounts, although it is possible that it will be necessary to exceed these amounts in order to complete the scope of services for each task.

LaBella proposes to bill each task as indicated in the following Fee and Time Schedule Summary. Invoices will be issued monthly for all services performed during that month and are payable upon receipt. Tasks will be billed hourly (time and materials).

Limitations and Assumptions

- Negotiation efforts with neighboring water systems will be coordinated by Village Counsel.

Schedule

We are available to start work immediately upon notice to proceed. We propose submission of the PER for NYSEFC Intended Use Plan (IUP) listing May 30, 2026, which is anticipated to be submitted on behalf of the Village for the 2026 grant cycle. Please refer to the attached Project Timeline: PER Development & Grant Submission document for details.

Agreement

If you find this proposal acceptable, and as our authorization to proceed, please countersign below. Work will be conducted in accordance with our Master Agreement with the Village. We greatly appreciate and look forward to the opportunity to continue working with you and your staff on this project. If you have any questions or require additional information, please contact me at (518) 390-3416.

Respectfully submitted,

LaBella Associates, DPC

Reuben Hull, PE, PMP
Associate Vice President, Civil Regional Business Leader

cc: John Szarowski, PE, LaBella Associates
Ted Donner, PE, LaBella Associates
file

Authorized

Village of Menands
Brian A. Marsh, Mayor

Date

Project Timeline: PER Development & Grant Submission

Phase 1: Initiation & Initial Data Gathering

February 3, 2026 – Late February 2026

- **Notice to Proceed:** Official project kickoff (week of February 3rd).
- **Project Kickoff Meeting:** Meet with Village staff to define project goals, confirm storage needs, and discuss intermunicipal priorities.
- **Data Collection:** Gather record documents for existing reservoirs and distribution systems.
- **Contract Review:** Audit existing intermunicipal water supply contracts (e.g., City of Troy, Latham Water).
- **Site Visits:** Physical inspection of the Van Rensselaer Blvd. reservoir, potential sites for new intermunicipal connections, and other infrastructure (pump houses, DPW).
- **Stakeholder Coordination:** Initial meeting with Albany County Department of Health (ACDOH) to:
 - Discuss current reservoir deterioration and project urgency.
 - Identify immediate mitigation measures or required interim testing.
 - Strategize support for NYS DOH and EFC scoring.

Phase 2: Preliminary Engineering & Alternative Analysis

March 2026 – April 2026

- **Existing Conditions Summary:** Detail the current state of infrastructure, water loss data from the 2024 Water Quality Report, estimate leaking from reservoir, and build argument for formal "end of useful life" determination.
- **Problem Statement Development:** Develop technical basis for the necessity of reservoir replacement and supply diversification, including current issues and goals.
- **Hydraulic Analysis:** Conduct conceptual level modeling of supply pressures and flow for existing and new connections (Albany Water Board vs. Troy vs. Latham Water).
- **Development of Alternatives:**
 - Evaluate various storage reservoir sizes, locations, and materials.



- Assess new intermunicipal interconnect configurations including pumping modifications.
- **Alternative Evaluation:** Evaluate alternatives based on capital costs, O&M expenses, and supply reliability (tangible vs intangible factors).
- **Selection of Preferred Alternative:** Finalize the proposed project scope (reservoir replacement plus selected source connections) This will be the project focus for the grant submission.

Phase 3: Finalization & IUP Listing

May 2026

- **Cost Estimating:** Develop detailed capital construction and opinions of probable construction cost for the preferred alternative.
- **SHPO Coordination:** We will develop the SHPO submission documents and assist the Village through the SHPO review and approval process.
- **SEQR Initiation:** Begin State Environmental Quality Review (SEQR) process. EFC requires project to be treated as a Type 1 action and coordinated review conducted.
- **PER Completion:** Finalize the Preliminary Engineering Report in NYS EFC format.
- **IUP Submission:** Labella to submit the PER and IUP listing form on behalf of the Village to the NYS EFC for listing on the Drinking Water State Revolving Fund (DWSRF) Intended Use Plan by the **May 30, 2026** deadline.

Phase 4: Grant Readiness & Formal Submission

June 2026 – August 2026

- **Finalize SEQR:** Complete the environmental review and pass the SEQR Resolution.
- **Bond Resolution:** Village Board to pass the necessary bond resolution to demonstrate local financial commitment.
- **Refine Project Scope:** Finalize any preliminary layouts and/or Opinions of Probable Construction Cost for the full design phase.
- **Grant Strategy:** Finalize applications for NYS WIIA and Intermunicipal Grant (IMG) programs.
- **Coordination with Stakeholders and Letters of Support:** We will engage with elected officials and local business owners to gather letters of support, ensuring the project has the necessary political and community backing.



Phase 5: Final Grant Submission

September 2026

- **Submission:** Preparation and formal submission of grant applications (WIIA/IMG) by the anticipated early September deadline.