



May 2, 2025

Brian Marsh, Mayor
Village of Menands
280 Broadway
Menands, New York 12204

**Re: South End Water & Sanitary Sewer Improvements
Village of Menands
Proposal for Bidding, Contract Award, & Construction Phase Services
Proposal for Professional Services
DWSRF #18333 (Water)
CWSRF 5648-01-00 (Sewer)
LaBella Project #2220974.06**

Dear Mayor Marsh:

LaBella Associates (LaBella) is pleased to provide this proposal for bidding, contract award, and construction phase professional services associated with the water and sanitary sewer improvements in the South End Neighborhood in the Village of Menands. Please find our current project understanding, scope of services and associated fee schedule below.

Project Understanding/Executive Summary

The proposed infrastructure improvement project is currently in the bid review phase for construction work involving replacement of water and sewer infrastructure throughout the Village's South End Neighborhood. LaBella presently has a Professional Services Agreement (PSA) with the Village for this project for design phases of Contract 1 and for design and construction phases of Contract 2.

Total Work Completed to Date.....\$1,303,205.02.

Bid documents for Contract 1 have been prepared, the project was advertised for bids, and bids received on April 3, 2025. This proposal reflects budget revisions to account for bidding, contract award, and construction services for the final project scope.

LaBella proposes to provide bidding, contract award, and construction phase services as described in greater detail herein, as an amendment to our PSA for additional services in the amount of **\$1,849,000.** The new PSA total amount for design, bidding, award, and construction phase services will be \$3,152,205.02

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Scope of Additional Services

Based on our understanding of the project, LaBella will provide Bidding, Contract Award, Construction Administration, and Construction Observation services for the proposed water and sanitary sewer improvements.

LaBella offers the following scope of services:

Tasks 24, 25 – Bidding and Contract Award Phase Services Contract 1 (Water & Sewer)

LaBella will provide the following bidding and contract award phase services for Contract 1:

- Coordinate bid dates and resolution to call for bid with Village Board.
- Coordinate advertisement for bid.
- Issue bid documents to bidders, gather bidder contact information, coordinate with the Village.
- Organize Pre-bid meeting and attend.
- Respond to RFIs from Bidders.
- Prepare Addendum(s).
- Attend Bid Opening.
- Review bids and prepare recommendation to award to Lowest Responsible Bidder.
- Coordinate Board resolution to award contract to Lowest Responsible Bidder.
- Prepare and send Notice of Award with contract documents to Lowest Responsible Bidder (Contractor) for Execution.
- Coordinate Execution of Agreements with Village and Contractor.

Tasks 26, 27 – Construction Administration Services Contract 1 (Water & Sewer)

LaBella will provide the following construction administration services:

- Set up, coordinate, and attend Preconstruction Meeting with all involved parties.
- Prepare and send Notice to Proceed.
- Review Contractor's shop drawings and submittals for the material and equipment to be incorporated into the project for conformance with contract documents.
- Provide one full time resident engineer on-site during non-winter construction period and part time during winter construction period(s) to coordinate field and office personnel.
- Review and monitor the contractor's construction schedule for compliance with the stipulated contract times.
- Review all submittals and shop drawings for the proposed work as provided by the Contractor.
- Review and certify contractor's monthly and final payment applications and submit to the Village of Menands for processing.
- Review and process change orders and provide the Village of Menands with recommendations on the validity of the change orders.
- Issue the substantial completion certificate, provide construction certification for work completed to NYSDOH, and provide a final document package including reports and other pertinent information.
- Issue a set of final record drawings based on contractor provided As-Builts, which reflect any construction phase modifications to the Contract Drawings in an electronic format agreeable to the Village.

- Assist the Village in coordinating with the NYSEFC and supporting the project financing requirements.

LaBella assumes that construction will occur between Summer 2025 through Summer 2027. We estimate the actual construction activities, assuming work proceeds through the winter, to be one-hundred-three (103) weeks. If construction continues beyond this period, LaBella will provide the Village with a revised scope and fee for the additional Construction Administration services.

To assist the Village in providing and processing required funding agency documentation, LaBella will also engage the services of a NYS certified MWBE subconsultant specializing in grant administration of publicly funded projects.

Tasks 28, 29 – Construction Observation Services Contract 1 (Water & Sewer)

LaBella will provide the following construction observation services to observe the quality of work and verify general conformance with the Contract Documents. Reports will be prepared for each site visit and the Village, and the contractor will be notified of any observed deficiencies. We are limiting our construction observation services to include only the following:

- Full-time observation of all work above and below grade, including work on existing mains, bypassing flows, subsurface work or work which will be obscured following final completion, backfilling, testing, disinfection, grading, and site restoration.
- Based on an estimated one-hundred-three (103) week construction schedule, working through winter(s). Our estimated construction duration assumes contractors will utilize a 40-hour work week. If construction continues beyond this period, LaBella will provide the Village with a revised scope and fee for the additional Construction Observation services.
- We anticipate that the project's large magnitude of diverse construction work spread over a relatively large area, along with the phasing of work, will warrant two full-time qualified inspectors @ 40-hr/wk each and part time senior field staff support @ 5-hr/wk, being on-site throughout the construction period. Field staff will coordinate with office staff via resident engineer described Construction Administration Services.

This is the minimum amount of observation our office can provide in support of a completed construction certification to the Regulatory Agencies regarding the proposed improvements. It is noted that our certification will state that it is only based on what is actually observed. It is noted that LaBella does not monitor the construction site for overall safety and LaBella's presence on the site does not alter the contractor's obligation of being solely responsible for construction site safety, means and methods of construction.

For the purposes of this proposal, we have developed the budget for this task assuming a regular inspector billing rate of \$135/hour per Inspector for observation, \$170/hr for Construction Manager, and \$135/hour per M/WBE inspector for observation. At times, other qualified staff may be needed.

As a good faith effort to meet M/WBE participation goals, LaBella will engage a NYS certified M/WBE subconsultant to provide a portion of the field observation services. For the purposes of this proposal, the M/WBE Inspector will be utilized on a part time basis for the specialized monitoring of the proposed gas line installation project by National Grid that is scheduled to progress simultaneous to the water/sewer project.

Tasks RE03, RE04 – Reimbursable Expenses (Water & Sewer)

Reimbursable expenses include our direct expenses, such as mileage, overnight mailings, and extensive photocopying and map reproductions. These fees will be tracked under Tasks RE03 & RE04.

Professional Services Fee and Time Schedule

LaBella proposes to bill each task as indicated in the following Fee and Time Schedule Summaries. Invoices will be issued monthly for all services performed during that month and are payable upon receipt. Lump Sum tasks will be billed commensurately with the percentage of the task which has been completed. Time and Materials tasks will be billed based on the actual hours and reimbursable expenses incurred. Fees listed for Time and Materials tasks are estimates only. LaBella will make its best effort to complete each of these tasks within the estimated amounts; however, it is possible that it will be necessary to exceed these amounts in order to complete the scope of services for each task. We will not exceed any estimated fee amounts without first notifying you.

If additional construction observation services are required above that identified in this proposal, we will advise the Town and prepare a professional services change order for your review before exceeding the budget.

The project is funded through NYS Environmental Facilities Corporation through two separate funding sources; CWSRF #5648-01-00 (Sewer) and DWSRF #18333 (Water). As a result, our fee and subsequent billings are required to be split as follows:

CWSRF #5648-01-00 Sewer (S): 58%.

DWSRF #18333 Water (W): 42%.

Fee Schedule Summary

Tasks		Fee Estimates		
Task No.	Task Description	Lump Sum Fee	Bill Time and Materials Estimate ⁽¹⁾	Sub-Consultant Fee (M/WBE)**
24	Bid & Contract Award Contract C1 (W)	\$33,500	--	--
25	Bid & Contract Award Contract C1 (S)	\$46,500	--	--
26	Construction Administration C1 (W)	\$147,500	--	\$21,530
27	Construction Administration C1 (S)	\$199,500	--	\$33,470
28	Construction Observation C1 (W)	\$501,500	--	\$61,000
29	Construction Observation C1 (S)	\$695,500	--	\$84,000
RE03	Reimbursable Expenses (W)	--	\$10,500	--
RE04	Reimbursable Expenses (S)	--	\$14,500	--
Subtotals		\$1,624,000	\$25,000	\$200,000
Total Bid, Award, & Construction Phase Services Professional Fee		\$1,849,000		

¹ Fees listed for Time and Materials tasks and Sub-Consultants 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. We will not exceed any estimated fee amounts without written authorization from you.

****M/WBE Participation Goal:** M/WBE participation goal for all professional services, combined for project is 20%. The total professional services fees, including the completed work and additional services as described herein will be \$1,303,205 + \$1,849,000 = \$3,152,205. The M/WBE participation previously completed for tasks 1-23 totaled \$121,148. The M/WBE participation for the additional services described herein is \$200,000 for a total M/WBE participation of \$311,148, which is a participation rate of \$311,148/\$3,152,205 = 10.2%. LaBella will make good faith efforts to engage NYS certified M/WBE subconsultants to meet the participation goal as shown on the fee schedule.

Time Schedule Summary

Tasks		Estimated Schedule ²
Task No.	Task Description	Projected Start/End Dates
26, 27	Construction Administration C1	Start: Immediately after Notice to Proceed (NTP) Anticipated Construction Activities: 103-weeks.
28, 29	Construction Observation C1	Start: Immediately after Notice to Proceed (NTP) Anticipated Construction Activities: 103-weeks.

² Projected start and end dates are subject to change and are based on issuance date for Construction Notice to Proceed. Because certain aspects of the project are outside of LaBella's control (e.g., Contractor schedules, agency approvals, etc.), LaBella cannot guarantee completion of the project within these proposed schedules.

Limitations

This proposal includes the cost for only those services specifically outlined above. Additional items not addressed as part of this proposal include but are not limited to:

- Design phase services, as contained under previous tasks indicated in the PSA and described herein.
- Construction survey or stakeout.

The client will arrange for all necessary permissions, to allow LaBella and their employees to enter upon the lands of others as necessary to complete this proposed project, and to save and hold harmless LaBella its agents, servants, and employees from any claims for damages for trespass on the subject premises and adjoining lands.

If this proposal is acceptable, and as our authorization to proceed, please send us a copy of the approved Village Board Resolution for LaBella's bid, contract award, and construction phase services contract as described in this proposal in amount of **\$1,849,000** as an amendment to our existing Professional Services Agreement for this project.

As an amendment to the existing PSA for Design Phase Services, all NYS Mandatory Terms and Conditions would apply to the professional services described herein.

We would be glad to meet with you or the Village Board to further discuss our approach if deemed appropriate. Please feel free to contact me at 518-390-3416 if you have any questions or require clarification of the proposed scope of services offered. LaBella looks forward to the opportunity to continue working with the Village on this most important project.

Sincerely,

A handwritten signature in black ink, appearing to read "Reuben Hull". The signature is fluid and cursive, with the first name "Reuben" and last name "Hull" clearly distinguishable.

Reuben Hull, PE, PMP, M. ASCE

Municipal Discipline Leader, Sr. Civil Engineer

cc: Joseph Lanaro, PE, LaBella (via email)
Michael Connors, LaBella (via email)