



January 19, 2016

Cicero Town Board
Town of Cicero
8236 Brewerton Road
Cicero, NY 13039

RE: Highway Engineering Services
FILE: 101/60245

Dear **Board Members**,

We are pleased to submit this proposal to provide highway engineering services to assist and advise the Town Board and the Town Highway Department. The specific scope, which will be provided through December 2016, is set forth in the attached Exhibit A.

The services will be provided on an hourly basis in accordance with our Master Professional Services Agreement between the Town of Cicero and O'Brien & Gere. The estimated fee for the services is approximately \$10,000.

If you wish to proceed with the services herein, please sign and return a copy of this agreement to the undersigned at your convenience. We appreciate the opportunity to provide the requested services for this project and look forward to working with you.

Very truly yours,

O'BRIEN & GERE ENGINEERS, INC.

Mark C. Parrish, PE
Managing Engineer

cc: Stephen R. Snell, PE, CPESC - O'Brien & Gere

Accepted by:

TOWN OF CICERO

Mark Venesky, Supervisor

Date: 1-28-2016

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EXHIBIT A
SCOPE OF SERVICES
HIGHWAY ENGINEERING SERVICES

OWNER: Town of Cicero Town Board

ENGINEER: O'Brien & Gere Engineers, Inc.

ENGINEER shall perform the following services after acceptance of this proposal by OWNER:

1. Assist with planning of highway maintenance, repair, and reconstruction efforts reasonably consistent with the Cornell Local Roads Program. This is assumed to consist of one review of the Program prior to the start of the construction season and one review to consider changes based upon on conditions observed during the construction season and potential impact on the Program schedule.
2. Provide assistance with the following as may be requested by the Highway Department:
 - a. Layouts for various highway related maintenance and improvement projects.
 - b. Implementation of authorized repair and reconstruction efforts.
 - c. Highway drainage projects including layout and materials selections, implementation, and progress reports.
 - d. Communication and coordination with adjacent property owners.

It is assumed that up to 15 requests for assistance will be given during the contract period. The assistance for these tasks includes provision of field support and engineering advice using available information. If provision of design calculations, surveys, design drawings or similar products are required a project specific proposal will be provided for authorization.

