January 8, 2016

Cicero Town Board
Town of Cicero, Town Hall
8236 South Main Street
Cicero, NY 13039

RE: Maintenance and Improvement of Drainage Facilities Engineering Services
FILE: 101/60246

Dear **Board Members,**

We are pleased to submit this proposal to provide engineering services in connection with maintenance and improvement of drainage facilities in the Town of Cicero (hereinafter called the "Project"). 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 $40,000.

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

Accepted by:

TOWN OF CICERO

Mark Venesky, Supervisor

Date: 1-14-2016

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

TOWN OF CICERO
JAN 14 2016
TOWN CLERK
website file

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OBG
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EXHIBIT A

SCOPE OF SERVICES

MAINTENANCE & IMPROVEMENT OF DRAINAGE FACILITIES

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. Attend drainage meetings once or twice a month from March through mid November.
2. Conduct site visits between drainage meetings as needed.
3. Prepare brief recommendations relative to each site visited, to be discussed during drainage meetings regularly through the contract period.
4. Assist with efforts to decide on maintenance work required at each location and assist with acquiring drainage easements as necessary.
5. Prepare brief letters to residents but no more than ten such letters.
6. Assess the standard procedures established relative to drainage maintenance by the Town and offer suggestions for improvement, if appropriate.
7. Assist with tracking the status of efforts relative to each complaint throughout the contract period.
8. If required, prepare a contract for maintenance of drainage facilities in the Town of Cicero, assist owner with advertising for bids, answer questions of prospective bidders, assist with receipt of bids, review bids received and make a recommendation of award.
9. Provide construction related engineering services relative to facilities maintenance and improvement. These services will include:
    a. Schedule each maintenance project.
    b. Provide part-time construction inspection services sufficient to observe that the intent of the project is being met.
    c. Assist in obtaining from the Owner additional materials or information, when required for proper execution of the work.
    d. Report to the Owner when it does not appear that the intent of the project will be met.
    e. Furnish brief periodic memorandums on progress of the work.
    f. Review Contractor applications for payment and determine if labor, equipment and materials used is reasonable considering observation of the work and in accordance with Contract requirements.
    g. Assist with coordination, as needed, between property owners, codes office, and the Contractor.
10. Prepare a brief final report summary during December 2016 summarizing drainage related efforts of the Town, accomplishments, and suggestions for the future.

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