



January 8, 2016

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

RE: Sanitary Sewer Maintenance, Improvement and Repair Engineering Services  
FILE: 101/60174

Dear **Board Members**,

We are pleased to submit this proposal to provide engineering services in connection with the Sanitary Sewer Maintenance, Improvement and Emergency Repair Contract for the Town of Cicero. 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 total fee is estimated to be \$8,000 based upon an assumption of 6 repairs of typical complexity. It should be noted the actual cost for the services will be dependent upon the number and complexity of the repairs that are required to be overseen. If it is determined that costs will exceed \$8,000 due to the number or complexity of the repairs this information will be provided to the Town Board for their approval of additional expenditures prior to performing the work.

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: 1-14-2016





**EXHIBIT A**

**SCOPE OF SERVICES**

**SANITARY SEWER MAINTENANCE, IMPROVEMENT AND REPAIR**

**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, but only when requested on a case by case basis:

1. Coordinate work with the Town's contractor and obtain available background information from the Onondaga County Department of Water Environment Protection (OCDWEP).
2. Review the nature of the problem with OCDWEP and the property owner and plan a course of action.
3. During the repair we will be present in the field to determine the likely cause of the problem and confirm the extent of the repair advisable. If a utility company has caused the damage, we will contact the company involved so that they can observe the conditions.
4. Thereafter, we will provide spot checks of the work progress, assist with any changing conditions, review Contractor applications for payment and determine if labor, equipment, and materials used is reasonable considering observations of the work and in accordance with Contract requirements.

