



January 8, 2016

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

RE: Town Board Engineering Services
FILE: 101/60119

Dear **Board Members**,

We are pleased to submit this proposal to provide engineering services to assist and advise the Town of Cicero. Our scope of services is broken down into two categories. The first category, Exhibit A, identifies the services which will be applied against our proposed retainer. The proposed annual fee for retainer services is \$24,960, which will be invoiced on a monthly basis at \$2,080 for the period of January through December 2016 to compensate us in exchange for the services identified in Exhibit A.

The second category, Exhibit B, is comprised of non-retainer services. The non-retainer 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 upon authorization for the services from the Town Board.

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

TOWN OF CICERO

JAN 14 2016

TOWN CLERK

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EXHIBIT A
SCOPE OF SERVICES
TOWN BOARD RETAINER FEE SERVICES

OWNER: Town of Cicero Town Board

ENGINEER: O'Brien & Gere Engineers, Inc.

ENGINEER shall perform the following Basic Services after acceptance of this proposal by OWNER.

1. ENGINEER shall attend up to two regularly scheduled monthly meetings of the Town Board. Attend miscellaneous meetings for non-project specific items.
2. ENGINEER shall attend special meetings of the Town Board as may be requested.
3. ENGINEER shall attend other meetings including but not limited to meetings with the Supervisor, Code Enforcement Officer, Highway Superintendent, and other Town officials as may be periodically requested.
4. ENGINEER shall provide telephone consultation to all Town representatives and residents relating to Town Engineering matters.
5. ENGINEER shall provide access to all in house sanitary sewer and drainage record drawings, flood plain maps, wetland maps and other data available to all Town representatives, residents, developers and contractors including providing copies as requested and as practicable.
6. ENGINEER proposes to provide the OWNER with the services identified within Items 1 through 5 for the retainer fee as mutually agreed upon annually with the Town Board.



EXHIBIT B

SCOPE OF SERVICES

TOWN BOARD NON-RETAINER SERVICES

OWNER: Town of Cicero Town Board

ENGINEER: O'Brien & Gere Engineers, Inc.

ENGINEER shall perform the following Basic Services after acceptance of ENGINEER's proposal by OWNER.

1. ENGINEER shall provide services to the OWNER on specific developer related projects. The Scope of Services would include the review of: drainage reports, and miscellaneous materials submitted relative to Zone Changes; SEQR reviews; Petition Plan reviews; Contract Document reviews; and all other miscellaneous documents which may be submitted by developers and reviews requested by the OWNER. This item will also include the preparation of all review letters and reports to the OWNER.
2. ENGINEER shall provide construction review and inspection observation for sanitary sewers, storm drainage facilities, and roads for residential and commercial subdivisions. These services also include the preparation of record drawings, certification of completions, and estimates for security deposits as required by the OWNER.
3. ENGINEER shall provide periodic field inspection of commercial projects and site plan construction as well as the review of record drawing information completed by the developer's agents when directed by OWNER.
4. ENGINEER shall provide other Engineering Services for miscellaneous projects which may be requested by the OWNER periodically during the course of the year (i.e., new water or sewer district formation for existing residents, road reconstruction projects, landfill monitoring efforts, sanitary sewer and drainage related services or new facility installation, brush and garbage contracts, etc.)
5. ENGINEER shall provide miscellaneous drainage analysis and studies and field work including surveys, preliminary designs, written reports and recommendations, etc., to the OWNER when so directed by the OWNER.

The costs for non-retainer services identified in Item Nos. 1 through 3 would generally be paid for by funds posted by developers upon provision of a proposal for the services by the ENGINEER. Item Nos. 4 and 5 would be for OWNER requested projects and the funds provided by the OWNER upon provision of a proposal for the services by the ENGINEER.