

Town of Cicero

Proposal for Safety Management Consulting

Proposal No. 2016-01-13

January 13, 2016



Prepared for:
Town of Cicero
8236 Brewerton Road
Cicero, New York 13039

Prepared by:
Haylor, Freyer & Coon, Inc.
231 Salina Meadows Parkway
Syracuse, New York 13212

Introduction

Haylor, Freyer & Coon, Inc. (HF&C) is pleased to provide the Town of Cicero (Town) with this proposal to conduct risk management and safety related consulting services for the Town's operations. It is our understanding that the Town would like to develop and implement a comprehensive safety management system in order to reduce the potential of injury to Town employees. HF&C has prepared this proposal based on our recent planning discussions and our experience with providing safety management support to industry, construction, and municipal clients.

Scope of Work

HF&C will provide the resources necessary to conduct specific tasks, assignments, and activities that will allow the Town to manage safety functions within all Town departments (i.e.: Highway, Parks/Recreation, Fire, Administration, and Police), assist the Town in complying with OSHA and PESH/DOL regulatory requirements, and implement internal policies and procedures. The tasks associated with this assignment will be identified and directed by the Town's leadership team including the Town Supervisor, Town Council members, safety committee members, as well as other employees designated by the leadership team.

Based on our knowledge of Town operations and recent planning discussions, HF&C will conduct the following tasks, assignments, and activities:

- Periodically meet with Town leadership and Department Supervisors to establish a strategy for ensuring regulatory compliance and reducing the potential for injuries and illnesses.
- Coordinate and facilitate the existing Town safety committee.
- Conduct new employee orientation.
- Inspect Town facilities and operations to identify hazardous and potentially hazardous conditions, determine corrective actions, and assist with implementing corrective actions.
- Assist the Town with maintaining safety related documentation required by PESH/DOL.
- Develop an incident reporting and investigation process and create a comprehensive form.
- Conduct and participate in incident (i.e.: injuries and near misses) investigations.
- Conduct a monthly review of accidents and incidents and identify strategies for improvement.
- Prepare one page safety talks and conduct and coordinate program specific training.
- Review and update procedures and policies as necessary to align with operating conditions.
- Provide technical support associated with employee concerns and regulatory compliance requirements (i.e.: PESH).
- Coordinate a defensive driver training program.
- Prepare documents to ensure program sustainability including a safety compliance calendar.



Project Team

HF&C proposes to utilize Patrick Salvador, P.E. for this assignment. Pat will function as the Town's "safety coordinator", provide technical assistance, and participate on the safety committee.

Patrick D. Salvador, P.E.

Pat is a registered professional engineer and six-sigma greenbelt trained professional, with over 28 years of experience developing and implementing environment, health and safety (EHS) programs. Pat has a Bachelor's Degree in Civil Engineering from Union College in Schenectady and a Master's Degree in Engineering Management from Syracuse University in Syracuse. Pat's technical expertise includes EHS regulatory compliance and auditing, development and implementation of EHS management systems, environmental due diligence, strategic planning, and EHS risk management. Pat has direct "hands-on" experience working as an EHS Manager and Risk Manager in a wide variety of industries, including hydroelectric power plants, ethanol production facilities, and manufacturing.

Project Schedule

HF&C will assign Mr. Salvador to this project beginning in January 2016. The Town of Cicero and HF&C will work jointly to determine the specific tasks and activities assigned to Pat.

Cost Estimate

HF&C will perform the work described above on a Time and Materials basis. In the spirit of continuing to establish a strong partnership with the Town, HF&C will offer the services of Pat Salvador at a discounted rate. The billing rate for Mr. Salvador will be **\$125.00 per hour**. The total estimated budgetary cost estimate to conduct anticipated tasks, assignments, and activities for a 6-month period is **\$24,000.00**, which will include approximately 192 hours of Pat's time (i.e.: 6 months at 32 hours/month or 1 day/week). The work will be conducted in accordance with the Terms and Conditions of a purchase order issued by the Town of Cicero. Payment for services rendered will be invoiced on a monthly basis. Payment is due within 30 days following receipt of the invoice.

If this proposal is acceptable, please authorize HF&C to proceed with the work by signing and returning the proposal authorization page provided at the end of this proposal to Pat Salvador.

Sincerely,

A handwritten signature in cursive script that reads 'Patrick Salvador'.

Patrick D. Salvador, P.E.
Safety Management Consultant
psalvador@haylor.com

PROPOSAL AUTHORIZATION PAGE

*Safety Management Consulting
Proposal Number 2016-01-13*

Town of Cicero

The scope of work and cost estimate is acceptable and our signature below is authorization to proceed.

Town of Cicero

Mark Venesky

Printed Name

1-28-2016

Date

Mark Venesky

Signature