

**CITY OF JOHNSTOWN  
WATER BOARD MEETING**

**AGENDA**

August 10, 2015

6:00 P.M

**EXPECTED ATTENDEES:**

Nicholas Cannizzo  
George DiMarco  
Scott Jeffers  
Brett Preston  
Kathi Iannotti  
Mike Hlozansky  
Cinda Spraker

**EXCUSED**

John Pradelski  
Anthony Caruso

**PLEDGE OF ALLEGIANCE**

**SPEAKERS**

**FINANCIAL**

Audit Approval by Finance Committee.  
Approval of Minutes of July 2015 meeting  
Financial Report  
Industrial Water Consumption Report

**CORRESPONDENCE**

**MOTIONS & RESOLUTIONS**

Resolution # 17 C.T. Male Contract  
Resolution #18 Appointing Clerk of the Water Board

**FILTRATION & DISTRIBUTION**

Reports from Mike and Wade  
Vehicle log reports

**OLD BUSINESS**

West Fulton Street Extension Water tank cleaning and inspection  
6 year plan review  
Cheney water tap

**NEW BUSINESS**

**DISCUSSIONS**

**ADJOURNMENT**

8/10/2015

**RESOLUTION NO. 17 2015**

Board Member \_\_\_\_\_ presented the following Resolution and moved its adoption:

**WHEREAS**, The Water Board approved in 2014 the preparation of a water supply study, and

**WHEREAS**, the Water Board continually assesses the overall efficiency of the water system, and

**WHEREAS**, the area around Bloomingdale Avenue has historically had low pressure, and

**WHEREAS**, said area has seen an increase in commercial activity. And

**WHEREAS**, the Water Board desires to improve the fire protection and water pressure for this area of the City, and

**WHEREAS**, C.T. Male has provided a proposal for Engineering services to be performed as stated in the water supply study, at a cost not to exceed \$51,700.00, and

**NOW, THEREFORE BE IT,**

**RESOLVED** , That the President of the Water Board be and he is hereby authorized and directed to execute an agreement with C.T. Male.

Seconded by :

Ayes:

Noes:

Absent:

# C.T. MALE ASSOCIATES

Engineering, Surveying, Architecture & Landscape Architecture, D.P.C.

5 West Main Street, Johnstown, NY 12095-2310  
518.848.3533 FAX 518.848.3534 ctmale@ctmale.com



July 9, 2015

Mr. Nicholas Cannizzo, President  
Johnstown Water Board  
27-31 E. Main Street  
Johnstown, NY 12095

**Re: Engineering Design and Bid Phase Services  
Bloomingdale Avenue – City of Gloversville Connection  
Johnstown Water Board, City of Johnstown, NY**

Dear Mr. Cannizzo:

It is our understanding that the City of Johnstown Water Board (Water Board) would like to enter into an agreement for professional engineering services with C.T. Male Associates Engineering, Surveying, Architecture, and Landscape Architecture, D.P.C. (C.T. Male) for engineering services to design a new pipeline, inter-connection vault, and pressure reducing valve vault from the City of Gloversville water system to the City of Johnstown's water main on Bloomingdale Avenue.

Our scope of services defined below is based on the project planned and conceptualized in C.T. Male's May 2015 report entitled "Water Supply Study."

For the purposes of this proposal we have separated the tasks for the scope of work into design and bid phase services. Construction phase services will be proposed at a later date when the construction project is ready for public bidding. We propose the following scope of work:

## Scope of Work

### **A. Design Phase**

1. Field investigation to delineate wetlands. Wetland delineation results shall be delivered by memorandum to aid in design. Wetland flags will be picked up by Survey for inclusion on base mapping.
2. Submit new correspondence to the New York State Office of Parks, Recreation, and Historic Preservation (OPRHP) to request clearance for the site.
3. Prepare a threatened and endangered species memorandum for the area of potential effect (APE) of the project.
4. Perform topographic survey and provide base mapping.
  - a. For the purposes of this proposal, we have assumed strip topography approximately 1,800 feet long and 100 feet wide based upon the width of NYS Route 30A, Bloomingdale Avenue, and the areas where the vaults will be placed.

## C.T. MALE ASSOCIATES

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- b. The base mapping will include contours in 1 foot intervals and shall be tied to New York State Plane Coordinate System and USGS elevation datum.
    - c. Wetland delineation flags shall also be surveyed and included on the base mapping.
  5. Perform geotechnical evaluation.
    - a. Advance five test borings or geoprobes at proposed vault locations and along water main route.
    - b. Test borings will be advanced to a depth of 10 feet.
    - c. Monitor test borings and classify recovered soil samples.
    - d. Prepare memorandum summarizing subsurface conditions encountered and presenting recommendations for earthwork requirements.
  6. Prepare design plans and specifications for the new water main from Harrison Street along NYS Route 30A to the existing water main on Bloomingdale Avenue. Prepare design plans and specifications for meter and pressure reducing valve vaults.
    - i. Plans and specifications will be designed to meet DOH requirements and the Recommended Standards for Water Works, 2012 Edition.
    - ii. Plans and specifications for the work will be submitted to the Gloversville Water Department for review and approval of the connection.
  7. Prepare contract documents from the design plans and specifications.
    - i. Contract documents shall include C.T. Male's standard boiler plate front end and technical specifications in CSI format.

### **B. Bid Phase**

1. C.T. Male will assist the Water Board in publicly bidding the project and will arrange for reproduction of plans and specifications (at our standard reimbursable rates), will send documents to construction service agencies, notify contractors of bidding, distribute contract documents and addenda, respond to contractors' questions, issue addenda if necessary, attend pre-bid meeting, attend bid opening, tabulate bids, investigate low bidders' qualifications, and provide letter of recommendation to the Water Board on award of contracts.

### **Qualifications**

1. Construction Phase Services are not included as a part of this proposal. Upon nearing the time for publicly bidding the construction contract a proposal for construction phase services will be provided.
2. The Water Board will be lead agency in meeting all requirements of New York State Environmental Quality Review Act. C.T. Male will prepare a short Environmental Assessment Form and provide engineering design information as needed for SEQRA related support. An Environmental Assessment Report or Environmental Impact Statement is not a part of this scope of work.

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3. For the purposes of this proposal, it is assumed that the total soil disturbance activities for this project will be less than 1 acre and a Stormwater Pollution Prevention Plan (SWPPP) will not be required. Erosion and Sediment controls will be designed into the project, but preparation of a SWPPP is not included in this scope of work.

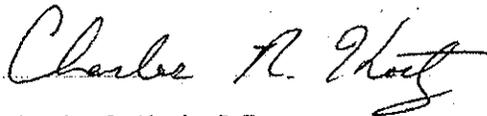
### Fee

We propose to perform the above services for a Lump Sum Fee of \$47,200.00 plus reimbursable expenses. The estimate for reimbursement of out-of-pocket expenses is \$4,500.00. Reimbursement for out-of-pocket expenses such as mileage, printing, copies, phone, fax, etc. will be billed at our standard rates. Invoices for services provided will be issued on a monthly basis as a percentage of completion of work.

Thank you for the opportunity to submit this proposal. Should you have any questions, or need additional information, please don't hesitate to call me at 518.848.3533.

Respectfully submitted,

C.T. MALE ASSOCIATES  
Engineering, Surveying, Architecture, and Landscape Architecture, D.P.C.



Charles R. Kortz, P.E.  
Managing Engineer

# C.T. MALE ASSOCIATES

## STANDARD TERMS AND CONDITIONS OF AGREEMENT

1. **EXTRA WORK:** Extra work shall include, but not be limited to, additional office or field work caused by policy or procedural changes or governmental agencies, changes in the project, and work necessitated by any of the causes described in Paragraph 5 hereof. All extra work to be authorized by CLIENT in writing prior to commencement by C.T. MALE ASSOCIATES.
2. **OWNERSHIP OF DOCUMENTS AND/OR ELECTRONIC MEDIA FILES:** All tracings, specifications, computations, survey notes and media files and other original documents as instruments of service are and shall remain the property of C.T. MALE ASSOCIATES unless otherwise provided by law. CLIENT shall not use such items on other projects without C.T. MALE ASSOCIATES' prior written consent. C.T. MALE ASSOCIATES shall not release CLIENT's data without authorization.
3. **LIMITATIONS OF PROBABLE COST ESTIMATES:** Any estimate of the probable construction cost of the project or any part thereof is not to be construed, nor is it intended, as a guarantee of the total cost.
4. **APPROVAL OF WORK:** The work performed by C.T. MALE ASSOCIATES shall be deemed approved and accepted by CLIENT as and when invoiced unless CLIENT objects within 30 days of the invoice date by written notice specifically stating the details in which CLIENT believes such work is incomplete or defective.
5. **DELAY:** Any delay, default, or termination in or of the performance of any obligation of C.T. MALE ASSOCIATES under this Agreement caused directly or indirectly by strikes, accidents, acts of God, shortage or unavailability of labor, materials, power or transportation through normal commercial channels, failure of CLIENT or CLIENT's agents to furnish information or to approve or disapprove C.T. MALE ASSOCIATES' work promptly, late, slow or faulty performance by CLIENT, other contractors or governmental agencies, the performance of whose work is precedent to or concurrent with the performance of C.T. MALE ASSOCIATES' work, or any other acts of the CLIENT or any other Federal, State, or local government agency, or any other cause beyond C.T. MALE ASSOCIATES' reasonable control, shall not be deemed a breach of this Agreement. The occurrence of any such event shall suspend the obligations of C.T. MALE ASSOCIATES as long as performance is delayed or prevented thereby, and the fees due hereunder shall be equitably adjusted.
6. **TERMINATION:** The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, C.T. MALE ASSOCIATES shall be paid for all services rendered to the date of termination, as well as for all reimbursable expenses and termination expenses. For purposes of this section, the failure of the CLIENT to pay C.T. MALE ASSOCIATES within thirty (30) days of receipt of an invoice shall be considered such a substantial failure. In the event of a substantial failure on the part of the CLIENT, C.T. MALE ASSOCIATES, in addition to the right to terminate set forth in this paragraph, may also elect to suspend work until the default in question has been cured. No delay or omission on the part of C.T. MALE ASSOCIATES in exercising any right or remedy hereunder shall constitute a waiver of any such right or remedy on any future occasion.
7. **INDEMNIFICATION:** CLIENT shall indemnify, defend and hold C.T. MALE ASSOCIATES harmless for any and all loss, cost, expense, claim, damage, or liability of any nature arising from: (a) soil conditions; (b) changes in plans or specifications made by CLIENT or others; (c) use by CLIENT or others of plans, surveys, or drawings unsigned by C.T. MALE ASSOCIATES or for any purpose other than the specific purpose for which they were designed; (d) job site conditions and performance of work on the project by others; (e) inaccuracy of data or information supplied by CLIENT; and (f) work performed on material or data supplied by others, unless said loss was solely caused by C.T. MALE ASSOCIATES' own negligence.
8. **LITIGATION:** Should litigation be necessary to collect any portion of the amounts payable hereunder, then all costs and expenses of litigation and collection, including without limitation, fees, court costs, and attorney's fees (including such costs and fees on appeal), shall be the obligation of the CLIENT. Should C.T. MALE ASSOCIATES enter into litigation without completing its requirements covered in this agreement CLIENT shall not be responsible for the all costs and expenses of litigation and collection, only the portion applied to work completed satisfactorily by C.T. MALE ASSOCIATES.
9. **REPLACEMENT OF SURVEY STAKES:** C.T. MALE ASSOCIATES, if included in Paragraph A of the Agreement, will provide necessary construction stakes. In instances where it is determined that negligence on the part of the CLIENT or others results in the need for restaking, the cost of such restaking will be billed as an extra to the CLIENT on a time basis. It will be the CLIENT's responsibility to provide adequate protection of the stakes against his own negligence or the negligence of those working for or with him and against vandalism by others. If staking is ordered by the CLIENT or others prematurely and construction does not take place, it will also be the CLIENT's responsibility to protect said stakes until such time as construction takes place.
10. **MAPPING:** Areas obscured by dense vegetation or shadow will be labeled as "DENSE WOODS", "SHADOW", or "OBSCURED AREA". C.T. MALE ASSOCIATES cannot certify as to the accuracies within these areas. Field verification of such area(s) must be undertaken and is not included within the scope of this Agreement unless explicitly stated.
11. **OBSERVATION AND TESTING OF CONSTRUCTION, SAFETY:** The observation and testing of construction is not included herein unless specifically agreed upon in the Scope of Services as set forth in Paragraph A of this Agreement. It should be understood that the presence of C.T. MALE ASSOCIATES' field representative will be for the purpose of providing observation and field testing. Under no circumstances is it C.T. MALE ASSOCIATES' intent to directly control or supervise the physical activities of the contractor's workmen to accomplish the work on this project. The presence of C.T. MALE ASSOCIATES' field representative at the site is to provide the CLIENT with a continuing source of information based upon the field representative's observations of the contractor's work, but does not include any superintending, supervision, or direction of the actual work of the contractor or the contractor's workmen. The contractor should be informed that neither the presence of C.T. MALE ASSOCIATES' field representative nor observation and testing personnel shall excuse the contractor in any way for defects discovered in his work. It is understood that C.T. MALE ASSOCIATES will not be responsible for job or site safety on the project.
12. **RESTRICTIONS ON USE OF REPORTS:** It should be understood that any reports rendered under this Agreement will be prepared in accordance with the agreed Scope of Services and pertain only to the subject project and are prepared for the exclusive use of the CLIENT. Use of the reports and data contained therein for other purposes is at the CLIENT's sole risk and responsibility.
13. **RISK ALLOCATION:** The CLIENT agrees that C.T. MALE ASSOCIATES' liability for damages to the CLIENT for any cause whatsoever in connection with this project, and regardless of the form of action, whether in contract or in tort, including negligence, shall be limited to C.T. MALE ASSOCIATES' total fee for services rendered on the project.
14. **CLIENT RESPONSIBILITIES:** Client shall be responsible for providing all reasonable assistance required by C.T. MALE ASSOCIATES in connection with Services, including, without limitation, any assistance specified in the Proposal. In particular, Client will provide the following:
  - Reasonable ingress to and egress from the Site by C.T. MALE ASSOCIATES and/or its subcontractors and their respective personnel and equipment.
  - Clean, secure, and unobstructed space and areas at the Site for C.T. MALE ASSOCIATES equipment and vehicles or those of C.T. MALE ASSOCIATES' subcontractors.
  - Information in the possession of Client (including, without limitation, facility and/or Site schematics, engineering drawings and plot plans) detailing the construction of facilities located underground or above ground at the Site that pertain to the stated scope of work or are necessary to assist C.T. MALE ASSOCIATES in performing Services and/or to successfully carry out the project.Prior to any boring, drilling, and/or excavation work being commenced by C.T. MALE ASSOCIATES, the specific location(s) of such work will be provided to Client. Prior to any boring, drilling, excavation or other intrusive subsurface activities on the Site, Client or Client's representative shall identify any private and public subsurface obstruction or utility that Client or its representative knows or believes to exist at the Site. C.T. MALE ASSOCIATES, at its discretion, may contact the local public utility locator and, if agreed by Client, a private utility locator to determine the existence and location of subsurface obstruction or utilities. Client or Client's representative will provide C.T. MALE ASSOCIATES with prior approval of each location where C.T. MALE ASSOCIATES will carry-out any intrusive activity on the Site. Client agrees that if C.T. MALE ASSOCIATES or its subcontractor causes damage to a subsurface obstruction or utility that was not properly identified by Client, or marked by the public utility locator or private utility locator, if any, the Client shall indemnify, defend and hold harmless C.T. MALE ASSOCIATES, its officers, directors, employees and independent contractors from and against any and all claims, costs, fines, or other liability arising out of, or in connection with any damage to any such subsurface obstruction or utilities, except to the extent such claims, costs, fines, or other liability are caused by C.T. MALE ASSOCIATES' negligence or willful misconduct.
15. **CONTROLLING LAWS:** This Agreement is to be governed by the laws of the State of New York.
16. **INSURANCE:** C.T. MALE ASSOCIATES shall procure and maintain throughout the period of this Agreement, at C.T. MALE ASSOCIATES' own cost, insurance for protection from claims under worker's compensation, temporary disability and other similar insurance required by applicable State and Federal laws. Certificates for all such policies of insurance shall be provided to the CLIENT upon written request. C.T. MALE ASSOCIATES shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance.
17. **SUCCESSORS AND ASSIGNS:** Neither CLIENT nor C.T. MALE ASSOCIATES shall assign, sublet, or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law.

## C.T. MALE ASSOCIATES

18. **MEDIATION:** CLIENT and C.T. MALE ASSOCIATES agree to make every effort to resolve all claims, disputes or controversies arising out of, or in relation to the interpretation, application or enforcement of this agreement through mediation. The parties further agree that the CLIENT will require, as a condition for participation in the project and their agreement to perform labor or services, that all contractors, subcontractors, subcontractors and material-persons, whose portion of the work amounts to five thousand dollars (\$5,000) or more, and their insurers and sureties shall agree to this procedure.

19. **EQUAL EMPLOYMENT OPPORTUNITY:** C.T. MALE ASSOCIATES is committed to equal employment opportunity for all persons regardless of race, color, sex, age, national origin, marital status, handicap, or veteran's status. In striving to eliminate discrimination in the workplace, it is our policy to deal only with sub-contractors, vendors, suppliers, and other affiliates who recognize and support equal employment opportunity and comply with all applicable State and Federal Equal Employment Opportunity laws and regulations including the annual filing of Standard Form EEO-1.

20. **NOTICES:** All notices called for by this Contract shall be in writing and shall be deemed to have been sufficiently given or served when presented personally and when deposited in the mail, postage prepaid, certified and return receipt requested.

# C.T. MALE ASSOCIATES

## CONTRACT AGREEMENT

Project No.: \_\_\_\_\_

Agreement made this 9th day of July 2015, by and between C.T. MALE ASSOCIATES ENGINEERING, SURVEYING, ARCHITECTURE & LANDSCAPE ARCHITECTURE, D.P.C., a Design-Professional Corporation registered in New York State and authorized to do business in the State of New York, (hereinafter called C.T. MALE ASSOCIATES); and JOHNSTOWN WATER BOARD (hereinafter called the CLIENT).

CLIENT and C.T. MALE ASSOCIATES agree as follows:

A. CLIENT and C.T. MALE ASSOCIATES, for the mutual consideration hereinafter set forth, agree as follows:

C.T. MALE ASSOCIATES will provide professional engineering services for the design and bid phases of a new inter-connection and waterline connecting the City of Gloversville's water system from Harrison Street, Gloversville, NY to Bloomingdale Avenue, Johnstown, NY. The detailed scope of services is attached to this contract.

B. CLIENT agrees to pay C. T. MALE ASSOCIATES as compensation for services as follows:

Lump sum fee of ~~\$47,200.00~~ plus reimbursement for out-of-pocket expenses estimated to be \$4,500.00 as described in the attached scope of services and fee proposal.

CLIENT shall reimburse C. T. MALE ASSOCIATES for the actual cost of all travel-related expenses (including but not limited to meals, lodging, transportation) for project related work performed away from C.T. MALE ASSOCIATES' office. CLIENT shall reimburse C.T. MALE ASSOCIATES for other project related expenses, including but not limited to, blueprints and reproduction costs, shipping, survey monuments, computer charges, at charged rates. Telephone toll charges shall be invoiced at fixed rates. Other expenses, including but not limited to, outside consultants, materials testing, bond premiums, title company charges, application fees, permits, shall be invoiced at cost plus a 10% service fee for handling and administration.

Fees and other charges will be invoiced monthly. The amount of each invoice shall be due at the time of billing. When bills are not paid within 45 days, a late payment service charge will be charged on any unpaid balance at the rate of 1.25% compounded monthly (annual rate of 15%) or the highest rate allowable under applicable State law, whichever is higher.

C. CLIENT shall furnish the following:

D. This Agreement, as signed by the CLIENT and/or his/her representative, includes the following Standard Terms and Conditions incorporated herein by this reference.

E. The person signing this Agreement warrants he/she has authority to sign as, or on behalf of, the CLIENT. If such person does not have such authority, it is agreed that he/she will be personally liable for all breaches of this Agreement, and that in any action against them for breach of such warranty, a reasonable attorney's fee shall be included in any judgment rendered.

F. CLIENT shall provide C.T. MALE ASSOCIATES personnel with any information regarding potential hazards or whether personal protective measures are required when working on project site(s) associated with this contract and that C.T. MALE ASSOCIATES personnel be afforded the opportunity to review any health and safety plan available for site(s) that they will be working on.

### AGREED TO:

JOHNSTOWN WATER BOARD

27-31 E. Main Street  
Johnstown, NY 12095  
Phone: (518) 736-4027  
Fax: (518) 762-0193

By: \_\_\_\_\_  
(Authorized Signature/Date)

Title: President

### AGREED TO:

C.T. MALE ASSOCIATES ENGINEERING, SURVEYING,  
ARCHITECTURE & LANDSCAPE ARCHITECTURE, D.P.C.

50 Century Hill Drive  
Latham, NY 12110  
Phone: (518) 786-7400  
Fax: (518) 786-7299

By: Charles R. Hoyt 7/9/2015  
(Date)

Title: Managing Engineer