



July 7, 2022

Neil Bettez, Town Supervisor
Town of New Paltz
52 Clearwater Road
PO Box 550
New Paltz, New York 12561

***Re: Professional Services Proposal
Preparation and Development of a Combined Water System Source Balancing
Standard Operational Procedures (SOP) Manual and Commissioning Protocol
LaBella Proposal P2203541***

Dear Supervisor Bettez:

LaBella Associates, DPC (LaBella) is pleased to submit this proposal for professional services related to the Preparation and Development of a Combined Water System Source Balancing Standard Operational Procedures (SOP) Manual and Commissioning Protocol to be utilized by the Town and the Village of New Paltz to provide uninterrupted water service to their respective constituents. This proposal conveys our understanding of the project and proposes the scope of work we believe is necessary to achieve your goals, along with our schedule and fee.

PROJECT UNDERSTANDING

LaBella appreciated being part of a conference call with you, the Village of New Paltz, and NYCDEP and understands there are two substantive questions of concern.

The first relates to preparing a commissioning protocol as new wells are placed in service at Moriello Park, 101 Plains Road, and the Mountain View reservoir site. Each wellfield will contribute new flows that may modify distribution system patterns and water system pressures. The Mountain View wells will simply supplement water currently sourced from reservoirs at that property. The new wells at 101 Plains Road and Moriello Park will be adding flow from within and near the Village. The objective of a commissioning protocol is to estimate the known condition of the receiving distribution system at the point of source feed-in, and consider whether hydrant flushing, pressure testing, or hydraulic modelling are warranted before then recommending a commissioning protocol likely to consist of phased and monitored source startup. As part of this protocol, the Village sources will need to briefly support the Plains Road Water District 5 residences during a pumping test required for backup well PW-1A, which is being installed but will not be tested until adjoining residences are provided with municipal water.

The second relates to developing a combined water system use and balancing procedure. The Village has already proposed a use sequence for its reservoirs and the new Mountain View and Moriello Park wells. During future routine operations, the water withdrawal permit for 101 Plains Road limits its use solely to supplying residents within Water District 5 so requires no further modification of the Village's proposed balancing protocol. However, during shutdown periods of the Catskill Aqueduct, the wells at 101 Plains Road are permitted for temporary 10 week flows of up to 400 gpm. The Village's balancing



procedure for these aqueduct shutdown periods warrant modification to outline source prioritization during such shutdown periods.

Our proposal assumes integrating communications between multiple parties to ensure development and implementation of a suitable commissioning plan, and preparation of a water use balancing program. Involved parties must include Town and Village leadership, participation by the Village's water contract operator, Village DPW, and the Village's long-term water system engineer's Brinnier & Larios, PC., as well as the Town's Water District 5 design firm Barton & Loguidice, DPC, and our firm LaBella Associates, DPC.

SCOPE OF SERVICES

Based on our conversation with you, your staff, the Mayor of the Village and the other consultants present in the meeting, we offer the following Phase scopes which we believe are needed to accomplish your desired objectives. The work schedule and fees associated with these Phases are included in the Fee & Time Schedule Summary Table which follows the Scope of Services.

Phase 0100 – Data Collection

Scope – LaBella will collect and compile all existing and known future data for both the Village and Town water distribution systems. Collected data may include:

- Geographical Information System (GIS) data,
- AutoCad files,
- Existing hydraulic models,
- Engineering Design Reports,
- Valve and “Truck” books,
- Supervisory Control and Data Acquisition (SCADA) information,
- Emergency Response Plans (ERPs),
- Past five (5) years Monthly Operating Reports (MORs),
- Past five (5) years transmission / distribution line break data.

LaBella will further develop the data collection by meeting with:

- Village and Town Operations staff to review transmission/distribution mains, treatment and distribution challenges and concerns of the current operation(s).
- Brinnier & Larios to review transmission/distribution mains, verify dimensions, discuss repair histories, the new interconnection and review system hydraulic models (if available).
- Barton & Loguidice to review the new interconnection and review system hydraulic models (if available).
- Other Village and Town personnel as warranted.

Meetings – LaBella anticipates the following meetings and hours per person associated with this Phase:

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| • Kick-Off Meeting | 1.5 hours |
| • Village Operators (2 minimum) | 6.0 hours |
| • Town Operators (2 minimum) | 6.0 hours |
| • Village and Town Consultants | 6.0 hours |
| • Presentation to Town and Village Stakeholders | 2.5 hours |



- NYCDEP 4.0 hours

Phase 0200 – Data Review

Scope – LaBella will review all data collected in Phase 100 to determine if any additional data is required to prepare the Source Balancing SOP and Commissioning Protocol. Data collected in Phase 100 will be input into a tabular format to be presented to the Town and Village and ranked from adequate to requires additional.

Meetings – LaBella anticipates the following meetings and hours per person associated with this Phase:

- Presentation to Town and Village Stakeholders 2.0 hours
- NYCDEP 2.0 hours

Deliverables – Tabular Data Report

Phase 0300 – Water Model (if required)

Scope – LaBella will prepare a Water Model of the Town and Village water distribution systems in an industry standard modeling software package such as WaterCADD, WaterGEMS, InfoWater, etc. The purpose of the water model is to determine the correct flow directions and availability of water in each of the distribution systems which, in turn, can provide realistic data for an interconnected system during an emergent condition.

Deliverables

- Existing Conditions Water Model Report

Phase 0400 – Source Balancing SOP and Commissioning Protocol

Scope – Based upon the data collected, reviewed and modeled, LaBella will prepare a “Draft” Source Balancing SOP and “Draft” Commissioning Protocol. The Source Balancing SOP will provide operations staff from both the Town and Village water departments the operational hierarchy to provide the most efficient usage of each distribution system as a combined system. The Commissioning Protocol will provide a detailed plan for testing and bringing each water source on line while confirming the operational flow changes being distributed into the Village distribution system from the town and vice versa.

During the preparation of the SOP and Protocol, LaBella will identify any deficiencies or unknowns that may need an additional separate scope to resolve. At the completion of the preparation of the “draft” items, LaBella will provide hard copies to the stakeholders for review and comment followed by a Review Meeting. Any comments, questions and/or concerns developed during the “draft” Review Meeting will be addressed and included in the “Final” Source Balancing SOP and “Final” Commissioning Protocol.

Meetings – LaBella anticipates the following meetings and hours per person associated with this Phase:



- Draft Source Balancing SOP and Commissioning Protocol Review Meeting 2.0 hours
- Final Source Balancing SOP and Commissioning Protocol Review Meeting 2.0 hours

Deliverables

- “Draft” Source Balancing SOP
- “Draft” Commissioning Protocol
- “Final” Source Balancing SOP
- “Final” Commissioning Protocol

Phase 0500 – Commissioning Engineer

Scope – LaBella will serve as Commissioning Engineer to implement the Commissioning Protocols as Moriello Park, Mountain Rest and Water District (WD) 5 come online.

Phase RE00 – Reimbursable Expenses

Scope – This scope of services includes only the cost for the preparation of the work as outlined above and does not include our direct expenses, such as mileage, overnight mailings, photocopying, map reproductions, etc. An initial budget has been included in the fee schedule for Reimbursable Expenses. Reimbursables will be billed in accordance with the Billing Rate Schedule in effect at the time of incurring the expense. We have also anticipated that data collection and meeting time with outside consultants will be billed under this task. The following breakdown has been used:

- Brinnier & Larios, PC 24 hrs @ \$200/hr = \$4,800
- Barton & Loguidice, D.P.C. 16 hrs @ \$200/hr = \$3,200
- Environmental Consultants 16 hrs @ \$150/hr = \$2,400

SUBSTANTIVE REVISIONS

The Scope of Services provided in this proposal was developed based on information available at the time it was prepared, including the known conditions of the site. In the event of project changes (e.g., additional information becomes available, regulatory agencies require additional studies, the extent of the project or its design, etc..) a Contract Modification will be provided to you. Additionally, Client requested changes to the documents after the originals are submitted to regulatory agencies will constitute a change in services and will also require a Contract Modification.

PROFESSIONAL SERVICES FEE & TIME SCHEDULE

LaBella proposes to bill each task as indicated in the following Fee & Time Schedule Summary. Invoices will be issued monthly for all services performed during that month and are payable upon receipt.

Lump Sum tasks will be billed commensurately with the percentage of the task that has been completed. Estimated Time and Materials tasks will be invoiced based on the actual hours incurred in



accordance with the Rate Schedule in effect at the time of providing services. A copy of our current Billing Rate Schedule is attached to this proposal.

Reimbursable expenses, which include our direct expenses, such as mileage, overnight mailings, extensive photocopying and map reproductions, will be tracked under Task RE00.

LaBella will make its best effort to complete all of the identified tasks within the overall estimated project budget. It is possible that it will be necessary to exceed these amounts in order to complete the scope of services for the project. We will not exceed the total estimated fee without obtaining written authorization from you.

Fee & Time Schedule Summary Table

Tasks		Fee Estimates	Anticipated Schedule
Task No.	Task Description	Time & Materials Estimate ⁽¹⁾	Projected Task Duration
0100	Data Collection	\$14,500	8 weeks
0200	Data Review	\$26,000	6 weeks
0400	Source Balancing SOP and Commissioning Protocol	\$39,000	Draft – 8 weeks Final – 3 weeks
0500	Commissioning	\$3,600	1 week
RE00	Reimbursables	\$12,500	—
Total Estimated Fee Budget		\$95,600	—
0300	Water Model (if required)	\$116,000	14 weeks

- 1 Fees listed for Time and Materials tasks, Sub-Consultants, and Reimbursable Expenses are estimates only. LaBella will bill for actual hours and reimbursable expenses incurred. While LaBella will make its best effort to complete each of these tasks within the estimated amounts, it is possible that it will be necessary to exceed these amounts in order to complete the scope of services for each task.
- 2 Projected start and end dates are subject to change and are based on the date from authorization to proceed. Because certain aspects of the project are outside of our control, we cannot guarantee completion of this project within these schedules.

SCHEDULE

The work for this project can be scheduled to begin in late July 2022. It is anticipated that all work associated with this project could be completed by June 2023, depending on timely review, availability of personnel for meetings and regulatory reviews. Because certain aspects of the project are outside of our control, we cannot guarantee completion of this project within this schedule.



AGREEMENT

Attached please find a copy of our Standard Agreement. Receipt of an executed copy of this Agreement will be our authorization to schedule the performance of this work. Please be aware that the projected task start and completion dates are based upon timely receipt of the signed Agreement by July 7, 2022. A delay in returning the necessary documents may require modification of the proposed task start and completion dates as described herein. This proposal is valid for 30 days from the date hereof.

Please note that while we have furnished what we believe is a comprehensive and complete scope of services in response to our telephone conversation, we are open to dialogue as to how we may modify our proposal to ensure that our services may better meet your needs, and/or how alternate approaches may be implemented.

Please feel free to contact me at (330) 518-6639 or jfusillo@LaBellaPC.com if you have any questions whatsoever. LaBella looks forward to working with you on this project.

Respectfully submitted,

LaBella Associates

Joseph M. Fusillo, PE, ENV SP
Senior Civil Engineer / Regional Civil Leader