

MEETING AGENDA
City of Glens Falls, NY
Water & Sewer Commission Meeting
MONDAY, October 5, 2020, 2:00PM
WWTP Conference Room
2 Shermantown Road, Glens Falls

1. Public Participation
2. Billing Issues
3. Resolutions
 - a. Approval of WSB Meeting Minutes September 8,2020
 - b. Approval of the Warrant.
 - c. Approval of the sewer fund share of the Dix Ave Construction Inspection and Support
 - d. Approval of the water fund share of the Dix Ave Construction Inspection and Support
 - e. Award of Bid CGF 20-11, Off-Site Grit and Screening Hauling Services
 - f. Approval of Technical Change Order #1 for the Henry Street Pump Station Improvements Project
4. Discussion
 - a. Current projects
 - b. Chester Street easements
5. Personnel
6. Executive Session (If Required)
7. Next Proposed Meeting Dates:
 - a. Water & Sewer Workshop Memo: October 19th, 2020.
 - b. Regular Water & Sewer Board Meeting: November 2nd, 2020 at 2:00PM at the Wastewater Treatment Plant, 2 Shermantown Road, Glens Falls, NY

At a regular Water and Sewer Commission meeting held on October 5, 2020 at the Wastewater Treatment Plant, 2 Shermantown Road, Glens Falls, New York, 12801, the following resolution was passed.

On the Motion of Commissioner _____, seconded by Commissioner _____, all voting affirmatively

RESOLUTION RECOMMENDING COMMON COUNCIL APPROVE THE SUPPLEMENTAL CONSULTANT AGREEMENT FOR CONSTRUCTION INSPECTION AND SUPPORT WITH CREIGHTON MANNING FOR THE SEWER BETTERMENT SHARE OF THE DIX AVENUE PRESERVATION PROJECT:

WHEREAS, the sewer betterment project has been approved and awarded; and,

WHEREAS, Creighton Manning is the design engineer working on the project; and,

WHEREAS, their original proposal did not include construction inspection and support; and,

WHEREAS, Creighton Manning has provided SA #1 for construction inspection and support at \$250,000; and,

WHEREAS, the sewer share of this proposal is \$57,000 and will be paid out of the sewer fund; and

WHEREAS, the Water and Sewer Superintendent recommends accepting this proposal; now

THEREFORE, BE IT RESOLVED that the Water and Sewer Board recommends the Common Council accept the sewer share of the Dix Avenue Pavement Preservation Supplemental Consultant Agreement for Construction Inspection and Support at \$57,000 and authorize the Mayor to enter into an agreement in a form approved by the City Attorney.

At a regular Water and Sewer Commission meeting held on October 5, 2020 at the Wastewater Treatment Plant, 2 Shermantown Road, Glens Falls, New York, 12801, the following resolution was passed.

On the Motion of Commissioner _____, seconded by Commissioner _____, all voting affirmatively

RESOLUTION RECOMMENDING COMMON COUNCIL APPROVE THE SUPPLEMENTAL CONSULTANT AGREEMENT FOR CONSTRUCTION INSPECTION AND SUPPORT WITH CREIGHTON MANNING FOR THE WATER BETTERMENT SHARE OF THE DIX AVENUE PRESERVATION PROJECT:

WHEREAS, the water betterment project has been approved and awarded; and,

WHEREAS, Creighton Manning is the design engineer working on the project; and,

WHEREAS, their original proposal did not include construction inspection and support; and,

WHEREAS, Creighton Manning has provided SA #1 for construction inspection and support at \$250,000; and,

WHEREAS, the water share of this proposal is \$57,000 and will be paid out of the water fund; and

WHEREAS, the Water and Sewer Superintendent recommends accepting this proposal; now

THEREFORE, BE IT RESOLVED that the Water and Sewer Board recommends the Common Council accept the water share of the Dix Avenue Pavement Preservation Supplemental Consultant Agreement for Construction Inspection and Support at \$57,000 and authorize the Mayor to enter into an agreement in a form approved by the City Attorney.

RESOLUTION THAT THE WATER AND SEWER BOARD RECOMMEND THE COMMON COUNCIL AWARD BID CGF 20-11 TO MC ENVIRONMENTAL SERVICES INC FOR THE AMOUNT OF \$124.80 PER TON:

WHEREAS, the City advertised for competitive quotes for Off Site Grit and Screening Hauling Services and,

WHEREAS, one bid was received on September 29th, 2020; and,

WHEREAS, MC Environmental was the sole bidder at a cost of \$124.80 per ton for 15 tons and over and \$297.00 plus the actual tons times \$105 for less than 15 tons per haul; and,

WHEREAS, the Water and Sewer Superintendent recommends awarding this bid to the sole bidder; now,

THEREFORE, BE IT RESOLVED that the Water and Sewer Board recommends the Common Council award bid CGF 20-11, Off-Site Grit and Screening Hauling Services to MC Environmental Services Inc in the amount of \$124.80 per ton for 15 tons and over and \$297 plus \$105 per ton for amounts less than 15 tons per haul and authorize the Mayor to enter into an agreement approved by the City Attorney.

RESOLUTION RECOMMENDING COMMON COUNCIL APPROVE CHANGE ORDER 01 FOR THE HENRY STREET PUMP STATION IMPROVEMENTS PROJECT IN THE AMOUNT OF \$10,500:

WHEREAS, there is a need to replace sanitary sewer in the Hovey Street area; and,

WHEREAS, survey, deed research and permanent easement preparation is required to accomplish this replacement; and

WHEREAS, there is a need to change the discharge point for the Finch force main due to the condition of existing sewer main; and,

WHEREAS, additional topographic and utility survey work is required to design the new discharge point; and,

WHEREAS, Resolution 2019 – 359 created a capital project for the Henry Street Pump Station Improvements; and

WHEREAS, CT Male has submitted change order 01 in the amount of \$10,500 to complete the afore mentioned required work; and

WHEREAS, the Water and Sewer Superintendent recommends accepting this change order; now

THEREFORE, BE IT RESOLVED that the Water and Sewer Board recommends the Common Council approve Change Order 01 in the amount of \$10,500 and authorize the Mayor to enter into an agreement with CT Male in a form approved by the City Attorney.

C.T. MALE ASSOCIATES

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

MEMORANDUM

DATE: September 30, 2020
TO: Steve Gurzler, P.E., City Engineer
FROM: James R. Edwards, P.E.
RE: Henry Street Pumping Station Sewer Improvements TSCO #1

The following provides additional information related to our technical services amendment request for the Henry St Sewer Project:

Task 1 – Survey, deed research and permanent easement preparation.

The existing sanitary sewer that serves the Hovey Street area connects to an existing sewer on Murray Street cross lot via a series of parcels. It was determined that the City does not have an easement between Hovey and Murray to legally use these parcels for this purpose. The project will replace the existing sewer with new piping and three manholes in generally the same alignment. Therefore, prior to construction, a permanent easement will need to be obtained by the City from the parcel owners. This task will first consist of deed research to determine current parcel ownership and status. Next a field survey will be completed to locate property evidence within the lots identified in the TSCO. The proposed location of the sewer and manholes will then be staked and a permanent easement document prepared for legal occupation of the sewer facilities. The permanent easement will be submitted to the City Attorney for review. The City will then seek to secure the easement.

Let me know if any additional information is needed.

C.T. MALE ASSOCIATES



**TECHNICAL SERVICES
CHANGE ORDER**

ENGINEERING, SURVEYING, ARCHITECTURE,
LANDSCAPE ARCHITECTURE & GEOLOGY,
D.P.C.

50 Century Hill Drive
Latham, NY 12110
Tel. 518.786.7400
Fax 518.786.7299

NUMBER: **01**

DATE OF ISSUE: 09/28/2020

PROJECT NAME: Henry Street Pump Station Improvements
PROJECT NO. 20.0238

CLIENT'S NAME: CITY OF GLENS FALLS

CLIENT'S ADDRESS: City Hall
42 Ridge Street
Glens Falls, NY 12801

CLIENT CONTACT: STEVE GURZLER, P.E., CITY ENGINEER

This Change Order incorporates changes and/or additions to the original Scope of Services for Contract Agreement dated March 12, 2020. All Provisions of Agreement in the original signed Contract Agreement apply to this Change Order, unless otherwise specified herein.

A. DESCRIPTION OF CHANGE:

TASK 1: Survey, deed research and permanent easement preparation for Hovey St area Sanitary Sewer replacement:

- Research at Warren County Clerk's Office online to obtain deeds and reference to any filed maps for Tax Map Parcels 309.12 Block 11 Parcels 2, 9, 11, 15-17 & 23-28.
- Plot deeds and prepare coordinates for the field crew.
- Filed maps will have to be acquired by ordering from a title company working at the Clerk's office.
- Survey crew to locate boundary evidence and occupation along South Street, Woodlawn St, Murray St and Hovey Street along with the 3 sewer manholes.
- Reduce Field Notes and determine the boundary of the parcels adequately to prepare individual easements through the properties within the path of the sewer line to Murray Street.
- Preparation of easement descriptions as needed to include new sanitary sewer. Coordinate with City attorney as to easement format and content.
- Preparation of 8.5 x 11 easement exhibits suitable for recording with the easement description.

The fee for Task 1 is \$5400.00. This includes reimbursable expenses.

TASK 2: Additional topographic survey at intersections of Church St/Warren St and Fredella/Warren St and Oakland Ave:

- Complete topographic and utility survey at the above locations to collect additional information required for design document preparation. The original discharge point for the Finch forcemain was to be on Church St near intersection with Cool Insuring driveway. This was extended north to Warren since the existing sewer main was found to be in poor condition. At Fredella/Warren St., additional information will be collected to identify existing forcemain discharge location at a manhole in the intersection. Sewer mains will also be

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located and confirmed in terms of size and inverts at Fredella/Warren. Finally, along Oakland, since several manholes were inaccessible at the time of original survey due to pavement patching over the structures, they will be re-surveyed along with the water line locations to confirm size and inverts required for design of new Finch forcemain.

- Prepare base mapping of each of the locations and add/edit existing mapping.
- Survey will include R.O.W. limits and property line evidence.

The fee for Task 2 is \$5100.00. This includes reimbursable expenses.

B. CHANGE IN CONTRACT PRICE:

Original Contract Price	\$138,800.00
Contract Price after previous Change Order	\$138,800.00
Net Change in Contract Price due to this Change Order	\$10,500.00
New Contract Price including this Change Order	\$149,300.00

APPROVED AND ACCEPTED BY:

CITY OF GLENS FALLS

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

By: _____

By: _____

Date: _____

Date: 9/28/2020

Name: Daniel L. Hall

Name: James R. Edwards, P.E.

Title: Mayor

Title: VP of Risk Management
& Regional Office Development

Glens Falls, NY
Engineering Department

To: Mayor Hall, Water & Sewer Commissioners

From: Steve Gurzler, PE

cc:

Date: October 1, 2020

Re: Design and Construction Project Update

Gravity Sewer I & I Study:

Arcadis has come up with some potential project areas based on smoke emissions. The two areas we think would be the most beneficial for a project are Elm Street and Washington/ East Washington Street. Both of these streets had multiple catch basins that had smoke emissions and may be tied into the sanitary sewer. To further investigate the sewers in these areas, we would like to plan for CCTV of the sanitary sewers and the storm sewers (where they exist) on Washington Street and Elm Street. The total linear footage for this would be about 4,000 feet.

- Elm Street – According to previous CCTV records, the sanitary sewer on this street is not in good condition. If no rehabilitation has been performed on this street, the sanitary sewer may need to be lined or replaced. A separate storm sewer could be constructed at the same time as this rehab in conjunction with some green infrastructure. Tree pits with some underground storage could be incorporated into the streetscape work that is already planned for Elm Street. The separate storm sewer could cross Hudson Avenue to Park Street and then tie into the storm sewer on Glen Street, provided that there is capacity.
- Washington Street – We did not find any previous records of CCTV for Washington or East Washington Street. According to the GIS we have, there is separate storm sewer on Washington Street that ties directly into the sanitary sewer at the intersection with Glen Street. On East Washington, we saw smoke coming from catch basins both in parking lots and along the road. There is separate storm sewer here as well, so we would want to CCTV both the storm and sanitary sewers to verify connections. To help reduce or delay the peak flow during wet weather events, we are looking into some underground storage at locations near Washington Street. We noticed that there were not a lot of City-owned properties in this area, which means an easement would need to be obtained for any construction. Some potential areas include The City Park and the Queensbury Hotel Parking Lot if there isn't already subsurface storage.

Arcadis is scheduling the CCTV work for mid to late October, the current start date is 10/19. We may be able to start sooner depending on KPI's schedule.

We have requested that Arcadis focus initially on the Elm Street area so we can coordinate this work with the Downtown Revitalization Project.

Maple and Walnut Street design is underway.

1. Work Completed thus far

- All field work with the exception of test pits has been completed.
- o CCTV
- o Flow Monitoring (Set to end at the end of September)
- o Survey
- o Manhole Inspections
- Preliminary design memo was prepared and reviewed with the City.
- Changes based on comments from the City have been incorporated into the design memo

2. % Complete

- 50% through design

3. Next steps and schedule update

- Present design memo to the water and sewer board on September 8th.
- Provide the City with a map indicating the locations of test pits.

(Test pits performed by City and witnessed by MJ on 10/2/2020.

- Provide the City with 80% design docs as well as Engineers Report.

4. Estimated completion date

- Construction completion date is currently August 2021.

5. Final Vs. budgeted project costs

- Our current design estimate is \$864,000, our Engineering fee is \$119,000 for a total project cost of \$983,000.

Elm Street Parking Lot / Downtown Green Infrastructure

This project is nearing completion. We have added connections for roof drainage from several buildings fronting on Glen Street.

Henry Street Sewered Area

1. Work completed includes survey, mapping, CCTV of key storm lines, geoprobes along force main alignments, basis of design report, schematic design plans and progress towards next milestone which is 60%.
2. Project design is approximately 50% complete overall.
3. Upon completion of additional field survey, storm and sanitary alignments will be refined, profiles established and construction cost estimates will be completed. CT Male is planning to submit 60% plans and profiles to the City by end of September.
4. Submission of final docs to DEC for review and approval by mid November with a final completion date for design of mid December. Bidding would then be scheduled for late December 2020 to early Jan 2021.
5. Final Vs. budgeted project costs – Construction costs will be refined upon completion and submittal of 60% docs.

CT Male is fine tuning the survey and existing utilities. Deed research as described is TSCO 1 has begun in order to determine if the City needs to secure any easements to complete the project.