

City of Cortland Special Event Application

Event Name: Porch Fest Cortland Today's Date: 3/15/22
 Event Contact: Molly Reagan CDP Member? Yes No
 Address: 19 Van Hoesen St. New Event Existing Event
 Email: mollykfreagan@gmail.com Phone: 607-423-7078
 Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes No If yes, name the charitable causes: Music Program CyB Non-profit Tax ID:
Stagg Park Facilities

Event Information

NAME OF EVENT: POURTFEST CORTLAND
 TYPE OF EVENT (i.e., walkathon, street fair, festival, etc.): MUSIC FESTIVAL
 EVENT LAYOUT if the event is a walkathon, run, etc., attach a map of route and/or street closures. If the event is a festival or street fair, attach a map to indicate location of street blockages requested, booth alignment and type of merchandise vended from each booth:

DATE DAY 1:	Start Time:	End Time:	DATE DAY 2:	Start Time:	End Time:
<u>3/21/22</u>	<u>11:00am</u>	<u>6:00pm</u>			
<input checked="" type="checkbox"/> STREET CLOSURE:	Street:		<input type="checkbox"/> STREET CLOSURE:	Street:	
	<u>11am</u>	<u>6pm</u>			
<input type="checkbox"/> LOT CLOSURE:	Lot:		<input type="checkbox"/> LOT CLOSURE:	Lot:	
	<u>12:00pm - 5pm</u>				
<input checked="" type="checkbox"/> AMPLIFIED MUSIC:	Start Time:	End Time:	<input type="checkbox"/> AMPLIFIED MUSIC:	Start Time:	End Time:

START LOCATION: Van Hoesen St. / Harrison St. / Joy Street END LOCATION: Chestnut Street
 EXPECTED # OF PARTICIPANTS: 1000 # OF SPECTATORS: _____ # OF VEHICLES: _____
 HOTELS: Is this event expected to generate area overnight stays? If so, estimated # of rooms: _____

Event Components

- | | | |
|--|---|---|
| Location/Safety
<input checked="" type="checkbox"/> City park use
<input checked="" type="checkbox"/> City streets blocked
<input type="checkbox"/> City sidewalks blocked
<input type="checkbox"/> City parking lots closed
<input checked="" type="checkbox"/> City barricades
<input checked="" type="checkbox"/> City cones
<input type="checkbox"/> Animal ban
<input type="checkbox"/> Animals are part of the event
<input type="checkbox"/> EMTs needed on site
<input type="checkbox"/> Police escort requested
Waste Management
<input checked="" type="checkbox"/> City litter pickup
<input checked="" type="checkbox"/> City street sweeping
Other components not listed: _____ | Structures
<input checked="" type="checkbox"/> Temporary structures
<input checked="" type="checkbox"/> Canopies up to 10' x 10'
<input checked="" type="checkbox"/> Grounded tents over 10' x 10'
<input type="checkbox"/> Beer and/or wine garden
<input type="checkbox"/> Street banner requested
<input type="checkbox"/> Rides or amusements
<input type="checkbox"/> Showmobile rental requested
<input checked="" type="checkbox"/> Portable restrooms
<input type="checkbox"/> Seating area
Sound
<input type="checkbox"/> Fireworks
<input checked="" type="checkbox"/> Amplified sound or music
<input type="checkbox"/> Ceremonial Gun Salute | Food
<input checked="" type="checkbox"/> Food cooked on-site? <u>maybe Food trucks</u>
Alcohol
<input type="checkbox"/> Alcohol sold on-site
<input checked="" type="checkbox"/> Alcohol served? <u>→ We do not serve, but private residences have parties, etc.</u>
Vending
<input type="checkbox"/> Vending of goods
<input checked="" type="checkbox"/> Vending of food
Power Source
<input type="checkbox"/> City electricity use
<input type="checkbox"/> Generator use
Insurance
<input checked="" type="checkbox"/> General Liability Insurance certificate
<input type="checkbox"/> Liquor Liability Insurance certificate |
|--|---|---|

Fire Approval: _____
 CPD Approval: _____
 Council Approval: _____

Marketing budget: \$0 Admission Fee: \$0

Addendum: Application for Street Closings

15 March 2022

Mayor Scott Steve
25 Court Street
Cortland NY 13045

Dear Mr. Mayor,

I would like to respectfully request a waiver for the \$250 fee per Sct. 193-7 as it pertains to providing amplified music for a community event.

The "PorchFest Cortland" event we are hoping to host in the Van Hoesen Street neighborhood would have musicians and performers on various porches of private homes. Most musicians and performers have the capability to play acoustically, but some performers only have access to electric instruments, or instruments that necessitate amplification.

All acts that can possibly play acoustically will play without amplification. Any performer that needs amplification will play at a decibel level that is equal to their acoustic counterparts.

The reason I request this waiver is because we, the committee organizing the event, are private individuals hoping to plan a fun, engaging, local event to foster community spirit and engagement. The performers are donating their time and talent. Likewise, "PorchFest" will be free and open for the public to enjoy. To pay a \$250 fee would prove to be a hardship for us, the individuals planning this small event.

Thank you very much for considering this request. I look forward to hearing from you.

Sincerely,
Molly Reagan Andrejko
19 Van Hoesen St.
Cortland NY 13045
mollyandrejko@gmail.com
(607) 423-7078

CITY OF CORTLAND

2021
BEAUTIFICATION PROGRAM
SIDEWALK PROGRAM GUIDELINES

Sponsored by:

City of Cortland
Scott Steve, Mayor

Administered by:

Office of Community Development

City of Cortland
2022 BEAUTIFICATION PROGRAM
****SIDEWALK REPLACEMENT****

The 2022 City of Cortland Beautification Program is a City-wide voluntary program, the goal of which is to encourage qualifying City Property Owners to actively participate in improving the aesthetics and/or safety of City properties which will, in turn, impact on the community as a whole. **Participants in the program will be selected on a first-come, first-served basis through the City's Office of Community Development. Priority for program consideration will be given to applicants who have returned the attached Application with a Contractor's Estimate and it is completed satisfactorily.**

The Sidewalk Replacement program is available to all City residential (owner-occupied and renter-occupied) owners. It is the City's intention to encourage replacement of those sidewalks that pose a blighting influence on the surrounding property and/or contribute to inadequate sidewalk situations. The City has instituted the following guidelines for participation in the program:

1. A sidewalk replacement stipend is available from the City to all residential properties located within the City of Cortland. Concrete sidewalks and concrete aprons must be located in the City's right-of-way. The City will not pay for walkways from the sidewalk to the dwelling/structure nor will it pay for curb replacement.
2. The City will pay 50% of the sidewalk replacement up to \$1,600 (maximum City participation is \$800). This applies to all property owners regardless of income.
3. Corner Properties: Owners of corner properties are eligible for two subsidies. Each side of the property will be eligible for 50% of the sidewalk replacement with a maximum of up to \$800 as indicated in #2 above. These owners are also eligible for a 100% subsidy for the handicapped curb cut, if this needs replacement or installation. **Owners of corner properties need to provide a quote for each side separately and the handicapped curb cut separately.** Previous participants who only completed one side of their property can re-apply.
4. Potential applicants are instructed to complete the enclosed Application for Sidewalk Replacement in its entirety, which includes getting an estimate from a qualified sidewalk contractor and returning the Application **with the contractor's estimate** to the City's Office of Community Development:

Thoma Development Consultants
34 Tompkins Street
Cortland, NY 13045

Once this application is reviewed for completeness and an estimate is made of the dollars remaining in the Sidewalk Replacement budget by the City, a Notice to Proceed will be issued. **Property owners are cautioned not to begin any sidewalk work until this notice is received. In the event that there are more applicants than there are funds available, participants will be selected on a first come, first served basis.**

5. Property Owners will engage in the services of a qualified Sidewalk Contractor. The City has enclosed a list of sidewalk contractors who have worked with the program in the past. If you wish to have your work done by a contractor not on the list, they must submit an insurance certificate before any work begins as indicated in #6 below. For your reference, in previous years the per sidewalk block cost averaged approximately \$250+ for a 5-foot square block. Sidewalk blocks running through a driveway are thicker and are usually more expensive. The estimates provided to the City will be reviewed to insure they are reasonable. It is expected that property owners will replace all damaged sidewalk blocks. **Applying for a sidewalk subsidy for the same property for more than one year will not be allowed.** Property owners may not change the contractor listed on their application unless and until an approval for change is received from the Office of Community Development.
6. The City of Cortland will require that the Contractor (not the Property Owner) obtain a permit from the **City of Cortland's Zoning Office** before beginning the work. There is no charge for this permit. The Contractor will be required by the Zoning Office to show proof of both accident and protection of work and property insurance protecting City and Contractor for such purpose by securing a policy with limits and coverages as required by the City. The City's Zoning Office is located at 25 Court Street. The telephone number is 758-8322.
7. The Contractor will be given the grade and line of the sidewalk for the property. The Contractor will be given a copy of the City's sidewalk specifications. It is anticipated that the permit will be issued within a maximum of five (5) working days or less.
8. Property Owners are advised not to let work begin without a permit. Under no circumstances will the City pay for any work that was performed without a permit. The City will not make payment to any property owner that is not a known participant in the Beautification Program.
9. The **City of Cortland's Zoning Office** will inspect the sidewalk forms prior to the pouring of the concrete. The contractor will be responsible for contacting the Zoning Office. The Zoning Office is located at 25 Court Street, Cortland. The telephone number is 758-8322.
10. Upon completion of the sidewalk replacement services, the Property Owner will telephone the City's Zoning Office, 758-8322. At this time, arrangements will be made for a final inspection of the premises. Upon satisfactory completion of the work in the judgment of the Zoning Office, or their representative, the Property Owner will be eligible for a stipend from the City.

11. Property Owners must send or bring the **ORIGINAL** bill showing the contractor has been paid to:

Thoma Development Consultants
Attn: Annette Dunn
34 Tompkins Street
Cortland, NY 13045
Telephone: 753-1433 Ext 117

12. Property owners are encouraged to retain a copy of the bill for their own records. It is anticipated that payment will be made within approximately two weeks of receipt of the bill. The payment will be in the name of the property owner.
13. Property owners who wish to do the sidewalk replacement on their own property may do so once their application is approved. Those persons are required to obtain a permit from the **City's Zoning Office** and check with the City's insurance carrier. Payment will be made for one-half of the cost of materials to complete the sidewalk replacement. No payment will be made for the labor. The City will not compensate for any contracting firm that works in conjunction with the property owner on sidewalk replacement including removal of debris. The property owner will be required to submit the **ORIGINAL** bill for all materials to the Office of Community Development (See Number 11) for payment. Property owners doing their own work will be required to have an inspection of the premises by the City's Zoning Office (See Numbers 9 and 10 above).
14. Prior to beginning any sidewalk replacement services, the City of Cortland reserves the right to exclude any property that would be physically too difficult to address and/or would not meet the goals of the program.
15. All sidewalk replacement work is to be completed by no later than October 1, 2022, and all bills submitted for payment by no later than November 1, 2022 (weather permitting).
- 16. An income property owner may participate in the sidewalk program for only one property in any one given year.**
17. All City taxes must be current on the selected property. The person signing the application for sidewalk replacement must be listed as the property owner on City rolls.
18. The City attempts to maintain accurate lists of future street/sidewalk reconstruction projects. Available funding and priorities cause this list to fluctuate from year to year. The City will not be responsible for reimbursing any property owner for sidewalk work funded through the Beautification Program that may eventually be replaced in conjunction with a future City project.

**2022 SIDEWALK CONTRACTORS LIST
CITY OF CORTLAND BEAUTIFICATION PROGRAM**

NOTE: This is not a recommendation, just a listing of Contractors that have worked with the program in the past. Contractors listed have/will have current insurance certificates on file with the City. This list can be updated at any time.

The contractors below participated in the 2021 Program. The participants for the 2022 TBD.

<p>First Choice Asphalt, Sealing, Paving and Concrete, Inc. Daryl Andersen 2197 Greenwood Road Cortland, NY 13045 Cell: 345-7248</p>	<p>Empire Construction of CNY, LLC Glenn Anderson 4444 Locust Ave. Homer, NY 13077 Cell: 221-4932</p>
<p>Drew Phelps 1 Yates Place Cortland, NY 13045 Cell: 345-4444</p>	<p>David Griffin Masonry David Griffin 120 N. Main Street Cortland, NY 13045 Cell: 345-8499</p>

APPLICATION FOR SIDEWALK REPLACEMENT – PAGE 1 OF 2

To be placed on the City's list for Sidewalk Replacement, please complete these **TWO** forms and return them to Thoma Development Consultants, Attn: Annette Dunn, 34 Tompkins Street, Cortland, New York 13045. (Limited to one application per property owner). **PLEASE ATTACH A COPY OF YOUR CONTRACTOR'S QUOTE.** Questions may be addressed to Annette Dunn, Program Manager, at 753-1433 Ext 117 or email annette@thomadevelopment.com.

Name: _____

Mailing Address: _____

Email Address: _____ Daytime Telephone #: _____

Property location (if different from above): _____

Have you received a City sidewalk subsidy for this property in the past? Yes No

Is this a corner property? Yes No Will project include a curb cut? Yes No
(If yes, contractor's estimate must show cost breakdown for each side and curb cut.)

****The Name of my contractor is:** _____

Contractor Address: _____

****The cost to replace _____ sidewalk blocks (or _____ linear feet) on my property is \$_____ (This must be completed).**

****Note: After you submit the application, you must inform the City of any changes.**

By signing below, I make known my understanding of the Sidewalk Replacement rules and guidelines that were provided to me by the City of Cortland and I make known my intention to participate in this program. I will not have my contractor start this program until I receive a Notice to Proceed from the City and until my contractor shows me proof of a City permit.

Signed: _____

***** **DO NOT WRITE BELOW THIS LINE** *****

City Zoning Office Approval Signature: _____

Date: _____ Remarks: _____

Additional sidewalk work on premises: ___ Yes ___ No

APPLICATION FOR SIDEWALK REPLACEMENT – PAGE 2 OF 2

CONFLICT OF INTEREST DISCLOSURE (REQUIRED FORM)

Under certain circumstances, an applicant for the City of Cortland Sidewalk Program may have what is known as a “conflict of interest”. For example, a Conflict of Interest may be present if the applicant is an employee, officer, or elected official of the City of Cortland.

DISCLOSURE

Please check YES or NO to the questions listed below so that we may make a determination of whether any conflicts may be applicable to your project. Answer for all property owners.

Yes No 1. Are you now, or have you ever been an employee, agent, consultant, an officer, or an elected or appointed official of the City? If so, please explain below:

Yes No 2. Are you related to an employee of the City, an agent of the City, a consultant working for the City, an officer of the City, or an elected or appointed official of the City? (i.e., are you related to the Mayor, or the City Clerk, or any Department Head, or someone that works in the Department of Public Works/Highway Department, etc.) If so please indicate to whom you are related and explain the relationship below:

I/we, the undersigned, certify that the above information is true to the best of my/our knowledge:

Signed: _____ Date: _____

Signed: _____ Date: _____

(For office use only)

_____ There is no conflict of interest

_____ A potential conflict of interest is disclosed

 ABSOLUTELY CLEAN
Commercial Cleaning Services

2022 Cleaning proposal

Cortland City Hall

March 7th 2022

-

Location of services: Cortland City Hall 3rd 2nd PD

Service requested	Work Description	Daily	Monthly	Weekly	Service requested	Work Description	Daily	Monthly	Weekly
Restrooms/ Locker rooms					Break Areas				
Sinks, toilets, urinals Holding area Cells PD	clean, disinfect sanitize clean inside cells	*****		**	Floors Sinks/counters Trash Recycling Tables	Dry/wet mop Clean/sanitize empty/reline empty clean/sanitize	***** ***** ***** ***** *****		
Floors Dispensers/fixtures Vents /diffusers Trash	dry/wet mop clean - fill dust empty- reline	***** *****		*					
					Court Rooms				
Partitions/walls Lockers	clean/sanitize Dust	*****		*	Carpets Floors Tables	Vacuum Dry/wet mop Clean/sanitize	*****		** **
Restock	stock paper products	*****							
Entrance Areas Front/Rear					Common Areas Hallways				
Floors Rugs Security Areas Dusting Stairs Glass doors	Dry/wet mop Vacuum Clean floors High/low dust Sweep/mop Clean glass	***** ***** ***** ***** *****		**	Floors Rugs Dust Glass Doors Walls	Dry/wet mop Vacuum high/low dust clean glass clean as needed	***** ***** ***** *****		**
Offices					Miscellaneous				
Floors Carpets Dusting	Dry/wet mop Vacuum High/low dust	*****		** *	Elevator Outdoor trash Front stairs	clean floors sanitize doors/walls Empty trash Dust railings	*****		** *

Frequency * = 1 cleaning

Special notes and instructions

- Dust railings of front stairs
- Clean 3rd Fl Police Records Office before 4pm
- Clean holding area Cells 2 x week or more as needed
- Empty PD trash over weekend
- Vacuum offices 2 x wk
- High dust Entrance areas 1 x wk



March 15, 2022

Mayor Scott Steve
Mayor of the City of Cortland, NY
City of Cortland, NY
25 Court St.
Cortland, NY 13045

**Re: City of Cortland – Clinton Avenue Improvements Project
Additional Construction Inspection Services for 2022 – Amendment**

Dear Mayor Steve:

Cedarwood Engineering Services, PLLC (CES) is currently serving the City of Cortland as Engineer of Record for subsurface utility and green infrastructure work included in the Clinton Avenue Improvements project. This project, which was bid and awarded in the fall of 2020, is about to commence a second season of construction. The Contract requires substantial completion by November 18, 2022.

The existing Agreement for professional services between the City and CES was based on an anticipated duration of one (1) season of construction activity.

For the construction work to date, CES has utilized an MBE certified subcontractor to assist with construction inspection. This approach has facilitated compliance with EFC funding requirements, as well as supporting our ability to provide the services of highly qualified professionals with project specific experience.

During the first season of construction (2021), CES provided 30-weeks of full-time inspection services (April 5, 2021 – October 31, 2021). Based on the Contractors proposed schedule, we anticipate an additional 30-weeks will be required for the 2022 construction season. If construction is completed ahead of schedule, the City will only be charged for the actual time worked.

To provide inspection services for the 2022 construction season, we wish to hire the same subcontractor, and utilize the same personnel to the extent possible. In order to continue to provide the high level of professional services required for this project, we request an Amendment to our existing Agreement for Professional Services.

For the 2021 construction season, CES did not “mark-up” or inflate the cost of our subcontractor, but rather handled the cost as a “pass-through”, thus providing additional value to the City. As further value, we offer to continue this approach with the proposed new Amendment.

Warrensburg, NY: 3903 Main Street, Warrensburg, NY 12885. (P) 518.623.5500
Oneonta, NY: 464 Main Street, P.O. Box 1360, Oneonta, NY 13820. (P) 607.441.3246

In addition to providing a dedicated, full-time Construction Inspector, we also propose to provide additional Contract Administration services for the extended 2022 construction season. This service is included in the proposed Amendment.

Since there are multiple funding components to this project, there are two separate Agreements for this phase of the project, one for the sanitary and storm sewer (CWSRF) and one for green infrastructure (GIGP). Accordingly, there are two proposed Amendments, one for each of the two existing Agreements. Consistent with services provided in 2021, our intent is to distribute the inspection and administration costs between the two project centers in proportion to respective budgets.

Please review the attached Agreements, and execute and return them to our office as soon as possible so that we may proceed to contract with our preferred sub.

We look forward to continue serving the City of Cortland on this important project.

Summary of Amendments

Agreement	Previous Value	Amended Value	Increase This Amendment
Sanitary and storm	\$400,000.00	\$510,000.00	\$110,000.00
Green Infrastructure	\$272,000.00	\$342,000.00	\$70,000.00
TOTAL	\$672,000.00	\$852,000.00	\$180,000.00

2022 Construction Inspection - \$150,000.00*
2022 Contract Administration - \$30,000.00*

*These fees are anticipated based on 30-weeks of construction activity. Contract values will not be exceeded without additional amendment. The City will be billed for time worked. If construction is completed in less than 30-weeks, the City will only be billed accordingly.

Sincerely,

CEDARWOOD ENGINEERING SERVICES, PLLC



Jan Salzman, PE
Project Engineer

cc: **Nic Dovi – DPW Supt., (C) Cortland**
Jon Soukup – Principal, CES

**CONTRACT AMENDMENT NO. 2 TO THE
AGREEMENT**

**BETWEEN CITY OF CORTLAND, NEW YORK
AND
CEDARWOOD ENGINEERING SERVICES PLLC**

**FOR PROFESSIONAL SERVICES RELATED TO
THE REPLACEMENT OF THE SANITARY SEWER AND STORM
COLLECTION SYSTEMS ALONG CLINTON AVENUE**

GENERAL

Amendment #1 to the Agreement for Professional Services was a no-cost change that added the correct SRF bid package to the original Agreement.

This Amendment #2 to the Agreement for Professional Services includes additional construction inspection and contract administration services necessitated by the anticipated construction season of 2022. The original Agreement was based on a single (1) season of construction which was conducted in 2021. This Amendment has been completed to provide the City with professional services for the Clinton Avenue project based upon the projected construction schedule which is required to be substantially complete by November 18, 2022.

SCOPE OF PROFESSIONAL SERVICES AND DELIVERABLES

Provide Construction Inspection (by a certified MWBE subcontractor) and Construction Administration services for the construction season of 2022. A duration of 30-weeks is anticipated.

SUMMARY OF COSTS

The “Engineer” will provide the above listed professional services per the following fee schedule.

Updated Total Professional Service Costs

- Task I: Project Planning & Grant Assistance – Completed
- Task II: Design Services and Document Preparation – \$133,000.00
- Task III: Bid/Award Services – \$15,000.00
- Task IV: Engineering During Construction – \$243,000.00
- Task V: Record Drawings – \$9,000.00
- Task VI: Inspection and Administration for 2022 Construction Season - \$110,000.00

Total – Professional Services Including This Amendment: *\$510,000.00

**Note: If construction duration exceeds 30-weeks, and/or if additional overtime*

inspection is required during the construction period, additional professional services will be billed to the City pending verbal or written approval from City as detailed in this Amendment.

COMPENSATION

Compensation shall be based upon the hours spent on each task by the various categories of personnel, plus subcontractors and direct expenses in accordance with the Rate Schedule in effect (for the year) at the time of the work. Compensation shall commence for services provided from the date of contract execution until the completion of the work.

Total contract compensation shall not exceed total above unless prior authorization is received from the City, either verbally or in writing. If the construction duration exceeds 30-weeks, and/or if overtime inspection is required during the construction period, additional professional services will be billed to the City (see additional services section of the Agreement).

“Engineer” invoices will be submitted to the “Owner” on a monthly basis. Payment shall be made to the “Engineer” within forty-five (45) calendar days of the date of the invoice. Checks shall be forwarded to Cedarwood Engineering Services, PLLC, 464 Main Street, P.O. Box 1360, Oneonta, NY 13820.

ADDITIONAL SERVICES

Additional services can be provided by the “Engineer” if requested by the “Owner.” Fees for additional services are as described within this Amendment.

Services not indicated or included in the above-listed scope of services or which are subsequently requested, either verbally or in writing, will be considered additional services. The

fee will be based upon either a mutually agreed fixed fee or an hourly basis at rates in effect at the time the services are performed, plus subcontracts and reimbursable expenses as outlined in the Rate Schedule for the year in which the work is being performed.

STANDARD CONTRACT TERMS AND CONDITIONS

The Standard Terms and Conditions included within the original Agreement & Amendment No.1 apply to this Amendment.

ATTACHMENTS

- Original Agreement for Professional Services and Amendment #1
- 2022 Rate Schedule
- Subcontractor Proposal

ENDORSEMENTS

Endorsements below serve as an agreement to the scope of work, terms and costs described above. Work can commence and compensation will be authorized upon execution of this amendment.

(OWNER/CLIENT)
CITY OF CORTLAND, NY

(ENGINEER)
**CEDARWOOD ENGINEERING
SERVICES, PLLC**

By: _____
(signature)

By: _____
(signature)

Print Name: _____

Print Name:

Title: _____

Title: Owner

Date: _____

Date: _____

**CONTRACT AMENDMENT NO. 1 TO THE
AGREEMENT**

**BETWEEN CITY OF CORTLAND, NEW YORK
AND
CEDARWOOD ENGINEERING SERVICES PLLC**

**FOR PROFESSIONAL SERVICES RELATED TO
CLINTON AVENUE GREEN INFRASTRUCTURE PROJECT**

GENERAL

This Amendment to the Agreement for Professional Services includes additional construction inspection and contract administration services necessitated by the anticipated construction season of 2022. The original Agreement was based on a single (1) season of construction which was conducted in 2021. This Amendment has been completed to provide the City with professional services for the Clinton Avenue project based upon the projected construction schedule which is required to be substantially complete by November 18, 2022.

SCOPE OF PROFESSIONAL SERVICES AND DELIVERABLES

Provide Construction Inspection (by a certified MWBE subcontractor) and Contract Administration services for the construction season of 2022. A duration of 30-weeks is anticipated.

SUMMARY OF COSTS

The “Engineer” will provide the above listed professional services per the following fee schedule.

Updated Total Professional Service Costs

- Task I: Preliminary Design and Design Report – \$6,000.00
 - Task II: Design Phase Services – \$120,000.00
 - Task III: Bidding Phase Services – \$10,000.00
 - Task IV: Construction Phase Services – \$136,000.00
 - Task V: Inspection and Administration for 2022 Construction Season - \$70,000.00
- Total – Professional Services Including This Amendment: *\$342,000.00**

**Note: If construction duration exceeds 30-weeks, and/or if overtime inspection is required during the construction period, additional professional services will be billed to the City pending verbal or written approval from City as detailed in this Amendment.*

COMPENSATION

Compensation shall be based upon the hours spent on each task by the various categories of personnel, plus subcontractors and direct expenses in accordance with the Rate Schedule in effect (for the year) at the time of the work. Compensation shall commence for services provided from the date of contract execution until the completion of the work.

Total contract compensation shall not exceed total above unless prior authorization is received from the City, either verbally or in writing. If the construction duration exceeds 30-weeks, and/or if overtime inspection is required during the construction period, additional professional services may be provided via additional amendment (see additional services section of the Agreement).

“Engineer” invoices will be submitted to the “Owner” on a monthly basis. Payment shall be made to the “Engineer” within forty-five (45) calendar days of the date of the invoice. Checks shall be forwarded to Cedarwood Engineering Services, PLLC, 464 Main Street, P.O. Box 1360, Oneonta, NY 13820.

ADDITIONAL SERVICES

Additional services can be provided by the “Engineer” if requested by the “Owner.” Fees for additional services are as described within this Amendment.

Services not indicated or included in the above-listed scope of services or which are subsequently requested, either verbally or in writing, will be considered additional services. The fee will be based upon either a mutually agreed fixed fee or an hourly basis at rates in effect at the time the services are performed, plus subcontracts and reimbursable expenses as outlined in the Rate Schedule for the year in which the work is being performed.

STANDARD CONTRACT TERMS AND CONDITIONS

The Standard Terms and Conditions included within the original Agreement apply to this Amendment.

ATTACHMENTS

- Original Agreement for Professional Services
- 2022 Rate Schedule
- Subcontractor Proposal

ENDORSEMENTS

Endorsements below serve as an agreement to the scope of work, terms and costs described above. Work can commence and compensation will be authorized upon execution of this amendment.

(OWNER/CLIENT)
CITY OF CORTLAND, NY

(ENGINEER)
**CEDARWOOD ENGINEERING
SERVICES, PLLC**

By: _____
(signature)

By: _____
(signature)

Print Name: _____

Print Name:

Title: _____

Title: Owner

Date: _____

Date: _____



C&S Companies
499 Col. Eileen Collins Blvd.
Syracuse, NY 13212
p: (315) 455-2000
f: (315) 455-8617
www.cscos.com

March 28, 2022

Mayor Scott Steve
City of Cortland
25 Court Street
Cortland, New York 13045

**Re: Proposal for Phase II Environmental Site Assessment
Former Cortland Corset Factory
75 East Court Street, Cortland, New York**

Mayor Steve:

C&S Engineers, Inc. (C&S) offers this Scope of Services to perform a Phase II Environmental Site Assessment (Phase II ESA) for the property located at 75 East Court Street, in the City of Cortland, Cortland County, New York (The Site). The Site is approximately 1.47 acres and is owned by Delta Investments. This letter proposal addresses the following:

1. Project Understanding
2. Scope of Services
3. Project Schedule
4. Cost Proposal

PROJECT UNDERSTANDING

In December 2020, C&S prepared a Phase I ESA for the Site to determine if environmental concerns or issues may be present. Based on site inspection and review of current and historical records, C&S concluded that further environmental assessment of the Site was warranted. Identified concerns include potential releases from the following activities/sources:

- The Site’s historical uses and activities including wagon manufacturing, clothing manufacturing, line manufacturing and casket manufacturing. Operations have historically included milling, blacksmithing, metal machining, carpentry, grinding, and sewing, as well as the storage of paint, oil, and solvent.
- Adjacent and proximate sites historical uses and activities including wagon manufacturing, lumber drying and storage, silk production, farm equipment storage, grain milling, butchering, line manufacturing, tennis racquet production, truck trailer storage, and vehicle

manufacturing. Operations were similar to operations at the Subject Property.

- Surface soil and groundwater metal contamination and a number of spills closed as not meeting cleanup standards at the adjacent KIK Custom Products site.
- The historic use as gasoline filling stations as well as a number of spills closed as not meeting cleanup standards at 104 and 106 Port Watson Street.
- The on-site presence of an out-of-service 5,000-gallon UST.
- The on-site presence of an underground hydraulic reservoir.

Our proposed scope of services is intended to characterize these potential environmental concerns.

SCOPE OF SERVICES

Task 1: Project Planning

C&S will detail the scope of services for the Phase II ESA in a draft site-specific Quality Assurance Project Plan (QAPP) prepared consistent with United States Environmental Protection Agency (USEPA) Region 2 requirements and templates. The QAPP will address project management/objectives, measurement/data acquisition, assessment, oversight, and data review. The QAPP will be submitted to the City and USEPA for review and approval. C&S will revise and resubmit the QAPP as necessary to respond to City and/or USEPA comments.

C&S will address health and safety concerns in a Health and Safety Report (HASP). The HASP will be submitted to the City and the USEPA for review and approval. C&S will revise and resubmit the HASP as necessary to respond to the City and/or USEPA comments.

C&S will submit electronic copies of the draft QAPP and HASP as well as any comment responses and subsequent revisions. C&S will submit electronic copies of the final QAPP and HASP.

Task 2: Field Investigation

As outlined in the following subsections, the Phase II ESA program for the Site will include the following primary tasks:

1. Underground Utility Clearance
2. Geophysical Survey

3. Surface Soil Characterization
4. Subsurface Soil Characterization
5. Groundwater Characterization
6. Quality Assurance, Quality Control, and Data Validation

Subtask 2.1: Underground Utility Clearance

- A. A Dig Safe New York stakeout will be conducted to locate public subsurface utilities on the Site.

Subtask 2.2: Geophysical Survey

- A. A qualified subcontractor will be retained to perform a geophysical survey to locate the out-of-service 5,000-gallon UST.

The geophysical survey may include the use of an electromagnetic metal detector; ground conductivity (quad-phase); magnetic susceptibility (in-phase); and/or ground penetrating radar (GPR), as appropriate. The survey line spacing will be appropriate for the particular unit in use at the time.

Subtask 2.3: Surface Soil Characterization

- A. Three surface soil samples will be collected from across the Site.
- B. C&S will submit the samples under standard chain-of-custody procedures for laboratory analysis using USEPA methods. Our proposed analytical program includes:
 - a. Analysis for Target Compound List (TCL) semi-volatile organic compounds (SVOCs), Target Analyte List (TAL) metals, and polychlorinated biphenyls (PCBs).
 - b. QA/QC samples will include one field duplicate and one matrix spike/matrix spike duplicate (MS/MSD) sample.

Subtask 2.4: Subsurface Soil Characterization – Direct-Push

C&S will implement a one-day boring program throughout the Site. The work will include:

- A. A qualified subcontractor will be retained to perform borings using a direct push track mounted earth probe.

- B. Over the course of the one-day program, it is anticipated that up to 12 borings will be advanced to depths of 12 to 16 feet below ground surface.
- C. C&S will provide a qualified scientist or engineer to supervise and document the boring program, and prepare logs describing the overburden stratigraphy, field measurements, and visual, olfactory and other pertinent observations.
- D. Soil/fill from the borings will be continuously assessed in the field for visible impairment, olfactory indications of impairment, total VOCs using a photoionization detector (PID). Positive indications from any of these screening methods are collectively referred to as “evidence of impairment.” Evidence of impairment that is gathered at the time of the fieldwork is used with observed hydrogeologic conditions to assist in determining the location and depth for sample collection.
- E. C&S will submit subsurface soil/fill samples under standard chain-of-custody procedures for laboratory analyses using USEPA methods. Our proposed analytical program includes:
 - a. Up to eight subsurface soil samples will be collected from borings and will be analyzed for TCL VOCs and SVOCs. Up to four of the samples will also be analyzed for TAL metals and PCBs.
 - b. QA/QC samples will include one field duplicate and one MS/MSD sample.
- F. Upon completion of boring activities, soils will be returned to the borings from which they originated.
- G. C&S will survey the boring locations using a hand-held global positioning satellite (GPS) device.

Subtask 2.5: Groundwater Characterization

Three permanent groundwater monitoring wells will be installed on-site. The groundwater characterization program includes the following:

- A. A qualified subcontractor will be retained to perform auger drilling for three days at the Site.
- B. The drilling equipment will be decontaminated prior to use via an Alconox wash, followed by a potable water rinse.
- C. Overburden wells will be installed and designed to straddle the water table. Each well will be completed with ten feet of two-inch, Schedule 40 0.010-slot well screen connected to an appropriate length of schedule 40 PVC well riser to complete the well. The borehole annulus surrounding the well screen will be filled with quartz sand to two feet above the

screen section. The remaining annulus will be bentonite-sealed to approximately one to two feet below ground surface, and then grouted to ground surface.

- D. C&S will develop the wells through the removal of three to five well volumes from each well using a low-flow peristaltic pump.
- E. Representative groundwater samples will be obtained from the wells for analysis for TCL VOCs and SVOCs, PCBs, and total and dissolved TAL metals using low-flow techniques in accordance with USEPA guidance.
- F. QA/QC samples will include one trip blank (VOCs only), one field duplicate, one field blank, one equipment rinse blank, and one MS/MSD sample.
- G. Each well will be located using a GPS.
- H. C&S will prepare well construction and development, and groundwater sampling logs for inclusion in the Phase II ESA report.

Subtask 2.6: Quality Assurance, Quality Control and Data Validation

The laboratory data will be reported in a Category B deliverables package to facilitate validation of the data, and a third party validator will review the laboratory data and prepare a Data Usability Summary Report (DUSR). The validator will evaluate the analytical results for the field samples and quality assurance/quality control samples and compare the findings to USEPA guidance to determine the accuracy and validity of the results.

Task 3: Reporting

At the conclusion of the field work, C&S will prepare a Phase II ESA Report for the Site that details the assessment activities conducted at the Site, discuss the assessment methods and findings, and includes a comparison of analytical data to the appropriate Standards and/or Guidance Values. The report will also contain an executive summary and recommend specific action items for remediation, including costs and a timeline. Mapping will depict sample locations and important Site features.

C&S will submit an electronic copy of the draft report for review by the City and the USEPA, and will revise the report to address pertinent comments received.

Task 4: Additional Requirements

At the completion of the project, C&S will prepare and submit an EPA Form 5700-52A, "MBE/WBE Utilization under Federal Grants, Cooperative Agreements, and Interagency Agreements". The form will provide information on any MBE/WBE firms used on the project.

SCHEDULE

C&S has the capacity to complete this assignment in a timely manner as indicated by the following schedule:

1. Initiate the preparation of the QAPP upon receipt of Notice to Proceed.
2. Submit the draft QAPP within two weeks of project initiation.
3. Revise and submit final QAPP within two weeks of receipt of comments on the draft QAPP.
4. Mobilize to the Site within two weeks of receipt of USEPA approval of the final QAPP (subject to availability of the drilling subcontractor).
5. Complete the field program within one weeks of initiation.
6. Submit the draft Phase II ESA report within four weeks of completion of fieldwork.
7. Revise and submit final Phase II ESA report within two weeks of receipt of comments on the draft report.

COST PROPOSAL

C&S proposes to provide the scope of services outlined herein on a lump sum basis for the **total cost of \$45,035**. A task level breakdown of this total cost is as follows:

<u>TASK</u>	<u>PROPOSED BUDGET</u>
Task 1: Project Planning	\$ 3,200.00
Task 2: Field Program	
Expenses and Equipment Rental	\$ 435.00
C&S Field Services	\$ 8,500.00
Laboratory Costs	\$ 12,000.00
Geophysical Survey	\$ 400.00
Drilling Subcontractor	\$ 10,500.00
QA/QC and Data Validation	\$ 4,900.00
Task 3: C&S Reporting	\$ 5,100.00
Task 4: Additional Requirements	\$ 0.00
TOTAL COST	\$ 45,035.00


Conditions and Assumptions

1. Permission to access the project site will be provided to C&S by the property owner, and free and easy site access will be granted to C&S and its subcontractors without delay throughout the duration of the field investigations.
2. Containerization, characterization and disposal of investigation derived waste will not be required.
3. The City is tax exempt and will provide a certificate stating as such for distribution to our subconsultants.
4. All field work is to be performed under Level D health and safety specifications.
5. C&S will not be responsible for damaging utilities that are not clearly and properly marked by Dig Safely.
6. C&S's proposed scope covers field services, laboratory costs, subconsultant fees, and associated reporting costs based on the current draft QAPP. If comments from the USEPA require additional sampling or other out of scope items, additional associated costs will be discussed with the City prior to the start of Task 2.

Thank you for the opportunity to provide this proposal. Should you have any questions or require additional information, please feel free to contact the undersigned.

Sincerely,

C&S ENGINEERS, INC.


Jordan Berti
Engineer


Matt Walker
Senior Project Environmental Scientist

**ACCEPTED THIS _____ DAY OF _____, 2022
BY: CITY OF Cortland, NY**

AUTHORIZED REPRESENTATIVE'S SIGNATURE

TITLE



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C&S Companies
499 Col. Eileen Collins Blvd.
Syracuse, NY 13212
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f: (315) 455-8617
www.cscos.com

March 28, 2022

Mayor Scott Steve
City of Cortland
25 Court Street
Cortland, New York 13045

**Re: Proposal for Limited Phase II Environmental Site
Assessment
Former Apex Tools Facility
Cleveland Street, Cortland, New York**

Mayor Steve:

C&S Engineers, Inc. (C&S) offers this Scope of Services to perform a Limited Phase II Environmental Site Assessment (Phase II ESA) for the Former Apex Tools Facility located along Cleveland Street, in the City of Cortland, Cortland County, New York (The Site). The Site is approximately 7.8 acres and is owned by The Cort Holdings, LLC. This letter proposal addresses the following:

1. Project Understanding
2. Scope of Services
3. Project Schedule
4. Cost Proposal

PROJECT UNDERSTANDING

In February 2021, C&S prepared a Phase I ESA for the Site to determine if environmental concerns or issues may be present. Based on site inspection and review of current and historical records, C&S concluded that further environmental assessment of the Site was warranted. Identified concerns include potential releases from the following activities/sources:

- Historic industrial uses of the Site including metal forging, machining, and finishing.
- A number of petroleum and chemical spills to the Site closed as not meeting cleanup standards.
- The presence of soil with contaminant levels exceeding Industrial Use Soil Cleanup Objectives (SCOs).

- The historic operation of Underground Storage Tank (USTs) on the Site with no report of closure.
- The lack of investigation beneath Site Buildings surrounding identified USTs.
- The proximate and up gradient spill at the Overhead Door Company closed as not meeting cleanup standards.

Our proposed scope of services is intended to characterize these potential environmental concerns.

SCOPE OF SERVICES

Task 1: Project Planning

C&S will detail the scope of services for the Phase II ESA in a draft site-specific Quality Assurance Project Plan (QAPP) prepared consistent with United States Environmental Protection Agency (USEPA) Region 2 requirements and templates. The QAPP will address project management/objectives, measurement/data acquisition, assessment, oversight, and data review. The QAPP will be submitted to the City and USEPA for review and approval. C&S will revise and resubmit the QAPP as necessary to respond to City and/or USEPA comments.

C&S will address health and safety concerns in a Health and Safety Report (HASP). The HASP will be submitted to the City and the USEPA for review and approval. C&S will revise and resubmit the HASP as necessary to respond to the City and/or USEPA comments.

C&S will submit electronic copies of the draft QAPP and HASP as well as any comment responses and subsequent revisions. C&S will submit electronic copies of the final QAPP and HASP.

Task 2: Field Investigation

As outlined in the following subsections, the Phase II ESA program for the Site will include the following primary tasks:

1. Surface Soil Characterization
2. Sub-Slab Soil Gas Characterization
3. Quality Assurance, Quality Control, and Data Validation

Subtask 2.1: Surface Soil Characterization

- A. Eight surface soil samples will be collected from across the Site.

- B. C&S will submit the samples under standard chain-of-custody procedures for laboratory analysis using USEPA methods. Our proposed analytical program includes:
- a. Analysis for Target Compound List (TCL) semi-volatile organic compounds (SVOCs), Target Analyte List (TAL) metals, and polychlorinated biphenyls (PCBs).
 - b. QA/QC samples will include one field duplicate and one matrix spike/matrix spike duplicate (MS/MSD) sample.

Subtask 2.6: Sub-Slab Soil Gas Characterization

Three temporary sub-slab air monitoring points will be drilled through building slabs to assess the potential for vapor encroachment.

Sub-slab sampling points will be installed to collect soil gas immediately below the slab. Sub-slab gas samples will be collected using a 1-Liter Summa™ canister fitted with a flow orifice pre-calibrated to collect a 1-Liter sample over a 3-hour period. Once the 3-hour sampling period has been completed, the canister will be boxed and shipped to the laboratory for analysis. A brief summary of the sampling protocol is provided below. The sub-slab vapor points will be installed by first advancing a small diameter hole (approximately 3/8-inches in diameter) through the floor slab to determine thickness. The holes will be drilled via a hammer drill. The hole will extend through the slab and terminate at the interface with underlying material (i.e. gravel base or soil). A sample point consisting of a length of tubing will be placed into the boring. The cored slab annulus will be filled with clay placed around the sub-slab vapor point. The bottom of the sub-slab vapor point will extend to the bottom of slab. The total volume purged prior to sample collection will equal three volumes of air in the open space of tubing and the sample point. At the end of the sampling event, a pressure gauge reading will be recorded. The 1-Liter canister with a calibrated 3-hour orifice will be connected to the tubing. The following summarizes the above:

- A. The sub-slab sampling point construction will be temporary, with the sampling points securely mounted through the concrete slab and grouted in place using pottery clay.
- B. Prior to sub-slab soil gas sample collection, the monitoring point and above grade tubing will be purged at a rate not exceeding 200 ml/min.
- C. Samples will be collected over a 3-hour period at a flow rate not greater than 200 mL/min.
- D. Samples will be analyzed for VOCs via United States Environmental Protection Agency (USEPA) Method TO-15.
- E. Helium will be used as a field tracer during sampling. The Helium will be introduced into a dome next to the above grade sampling train and Summa™ canister. The helium concentration will be read using a helium meter that is capable to read down to 1-2%.

F. Field documentation will be maintained in a field notebook and on field data forms.

Subtask 2.6: Quality Assurance, Quality Control and Data Validation

The laboratory data will be reported in a Category B deliverables package to facilitate validation of the data, and a third party validator will review the laboratory data and prepare a Data Usability Summary Report (DUSR). The validator will evaluate the analytical results for the field samples and quality assurance/quality control samples and compare the findings to USEPA guidance to determine the accuracy and validity of the results.

Task 3: Reporting

At the conclusion of the field work, C&S will prepare a Phase II ESA Report for the Site that details the assessment activities conducted at the Site, discuss the assessment methods and findings, and includes a comparison of analytical data to the appropriate Standards and/or Guidance Values. The report will also contain an executive summary and recommend specific action items for remediation, including costs and a timeline. Mapping will depict sample locations and important Site features.

C&S will submit an electronic copy of the draft report for review by the City and the USEPA, and will revise the report to address pertinent comments received.

Task 4: Additional Requirements

At the completion of the project, C&S will prepare and submit an EPA Form 5700-52A, "MBE/WBE Utilization under Federal Grants, Cooperative Agreements, and Interagency Agreements". The form will provide information on any MBE/WBE firms used on the project.

SCHEDULE

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2. Submit the draft QAPP within two weeks of project initiation.
3. Revise and submit final QAPP within two weeks of receipt of comments on the draft QAPP.
4. Mobilize to the Site within two weeks of receipt of USEPA approval of the final QAPP.

5. Complete the field program within one weeks of initiation.
6. Submit the draft Phase II ESA report within four weeks of completion of fieldwork.
7. Revise and submit final Phase II ESA report within two weeks of receipt of comments on the draft report.

COST PROPOSAL

C&S proposes to provide the scope of services outlined herein on a lump sum basis for the **total cost of \$15,000**. A task level breakdown of this total cost is as follows:

<u>TASK</u>	<u>PROPOSED BUDGET</u>
Task 1: Project Planning	\$ 2,800.00
Task 2: Field Program	
Expenses and Equipment Rental	\$ 130.00
C&S Field Services	\$ 1,900.00
Laboratory Costs	\$ 4,800.00
QA/QC and Data Validation	\$ 1,370.00
Task 3: C&S Reporting	\$ 4,000.00
Task 4: Additional Requirements	\$ 0.00
TOTAL COST	\$ 15,000.00


Conditions and Assumptions

1. Permission to access the project site will be provided to C&S by the property owner, and free and easy site access will be granted to C&S and its subcontractors without delay throughout the duration of the field investigations.
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Thank you for the opportunity to provide this proposal. Should you have any questions or require additional information, please feel free to contact the undersigned.

Sincerely,

C&S ENGINEERS, INC.


Jordan Berti
Engineer


Matt Walker
Senior Project Environmental Scientist

**ACCEPTED THIS _____ DAY OF _____, 2022
BY: CITY OF Cortland, NY**

AUTHORIZED REPRESENTATIVE'S SIGNATURE

TITLE