

Waterford, NY 12188

Regarding: Proposal for Professional Services  
Engineering Consulting Services

**Dear Supervisor Lawler:**

The Environmental Design Partnership, LLP (EDP) is pleased to provide you this proposal for professional services associated with various engineering consulting services within the Town of Waterford. EDP's project understanding and associated scope of services are included below.

## **PROJECT UNDERSTANDING AND EXPERIENCE**

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### ***About EDP***

EDP is a thirty-five member, multi-disciplinary consulting firm established in 1977. Our main office is located in Clifton Park, New York, with a branch office in Glens Falls, New York.

EDP specializes in consulting services related to the practice of civil and environmental engineering, landscape architecture and land surveying. Our staff includes professional engineers, landscape architects, land surveyors, environmental analysts and hydrogeologists.

EDP has provided consulting services to numerous municipal clients in the Capital Region for over 40 years. The following is a summary of our current municipal clients and the length of time we have been engaged with them. As noted by the length of engagements with various municipal clients EDP successfully establishes long-standing relationships with the various clients we represent.

## ***EDP's Approach and Methods for Providing Municipal Consulting Services Related to Land Use Board and Municipal Engineering Review***

In general, our firm will receive one copy of all project plans and application materials directly from the municipal Clerk, Planning Board coordinator or the Code Enforcement Office after the appropriate Official refers the application for Engineering review. At that time, EDP will briefly review the materials and prepare a cost estimate for the initial review. The municipality will then ensure that the requested escrow is posted by the applicant. In the meantime, EDP reviews the application materials, conducts any necessary coordination with the municipal Attorney and appropriate Officials and prepares a comment letter for the project.

As the project progresses, EDP performs any necessary subsequent reviews and continues to be as integral to the process as our client's desire. When permitted by the municipality, the applicant's consultant will often work directly with EDP to facilitate revisions to the project as efficiently as possible. Our municipal clients will many times refer final project mylars to our office to ensure that the varied and numerous concerns that have arisen during the application process have not been overlooked by the applicant prior to approval signatures.

### ***Other Municipal Engineering Support***

In addition to our typical project review services provided at the Planning Board level, EDP often works with the various Town boards and departments on specific infrastructure improvement projects and various other projects. These services include infrastructure improvements, plan updates, grant preparation, park design and design and construction administration for several highway garage structures and other town facilities.

EDP's scope of services is included below.

- D) Provide construction observation services as requested by the Highway Department or the Building Inspector.
- E) Attend and participate in town meetings or hearings as requested.
- F) Assist the Town Board, Highway Department, Building Inspector or other Town departments on an as-requested basis.

The parties further agree as follows:

- A) All work must be authorized in advance by the Highway Superintendent, Building Inspector, Planning Board Chairman or Town Supervisor.
- B) Billing will be submitted monthly with itemized descriptions of the work performed along with identities and classifications of the personnel performing the work.
- C) No transfers or assignment of engineering work or subcontracting will be made without prior Town Board approval.
- D) Materials and data prepared for the Town shall remain the property of the Town.
- E) The Environmental Design Partnership may perform services for developers, businesses or individuals for projects within the Town pending approval by the Town Board.
- F) Either party may terminate this agreement at any time upon written notification to the other party.

Additional terms to be included:

- A) Nothing contained herein shall preclude the Town from retaining another engineer or engineering firm to provide engineering and consulting services for any of the

unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this Agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.

- E) ENTIRE AGREEMENT. The agreement constitutes the entire Agreement among the parties and shall not be modified except by a subsequent written agreement executed by the authorized representatives of the parties hereto.
  
- F) AUTHORITY. Each of the persons signing below warrants that he or she has been duly authorized to sign this agreement upon resolution of the respective governing board of the party for which he or she is signing.

If this proposal for professional consulting services is acceptable, please sign and return one copy to our office at your earliest convenience. Please contact us at (518) 371-7621 if you have any questions or require any additional information. Thank you for your consideration and we look forward to working with you.

Very truly yours,  
The Environmental Design Partnership, LLP

A handwritten signature in black ink, appearing to read 'Travis J. Mitchell', with a long, sweeping horizontal flourish extending to the right.

Travis J. Mitchell, P.E.

- C: Hourly Charge-Out Rates
- References
- Resumes of Key Personnel
- Sample Escrow Letter

Travis J. Mitchell, P.E.

Date: \_\_\_\_\_

John E. Lawler, Supervisor

Date: \_\_\_\_\_

Partner, P.E., L.A., P.L.S. .... \$170 to  
\$195 per hour

Associate, P.E., L.A., P.L.S. .... \$100 to  
\$175 per hour

Project Engineer ..... \$90 to  
Project Landscape Architect ..... \$150 per hour  
Project Surveyor

Technician ..... \$65 to  
Assistant Design Professional ..... \$95 per hour

Environmental Resource Specialist ..... \$85 per hour

Survey Crew ..... \$160 to  
\$250 per hour

Survey Assistant..... \$65 to  
\$95 per hour

Construction Inspection Services ..... \$85 to  
\$105 per hour

Secretarial/Bookkeeper ..... \$70 to  
\$80 per hour

Direct Costs:

Aerial Photography Fee (drone) ..... \$400 per flight

Aerial Survey Photogrammetry Fee (drone) ..... (\$500 min)

First 10-100 acres ..... \$50 per acre

## REFERENCES

518.736.5660

Mr. Mike Mooney, Executive Director  
Wilton Water and Sewer Authority  
518.527.3268

Honorable Christopher Koetzle, Supervisor  
Town of Glenville  
518.688.1202

Honorable Daniel Pemrick, Supervisor  
Town of Greenfield  
518.893.7432 ext. 308





## **EDUCATION**

BS, Civil Engineering, University of Massachusetts (1995)

MS, Geotechnical Engineering, University of Massachusetts (1997)

## **PROFESSIONAL REGISTRATION**

Professional Engineer: New York, Pennsylvania

## **PROFESSIONAL ORGANIZATIONS**

American Society of Civil Engineers – ASCE

## **YEARS OF EXPERIENCE:**

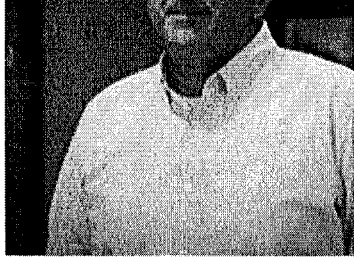
Total: 24

engineering and is a licensed Professional Engineer in New York State and Pennsylvania.

**Municipal Engineering.** Mr. Mitchell has become heavily involved in utility infrastructure assessment and design. Mr. Mitchell has performed a number of water and sewer feasibility studies for a wide variety of projects ranging from small residential and commercial projects to large scale system wide studies. These projects often involve creative thinking and design alternatives to most efficiently solve existing infrastructure issues. Mr. Mitchell has extensive experience with PC based hydraulic modeling of the sewer systems and assisting municipalities with long-term capital planning.

**Land Use Permitting/Design.** Mr. Mitchell has designed and managed numerous commercial and residential land development projects, and he has extensive knowledge of zoning ordinances, zoning districts, zoning variances and land-use suitability/site development strategies. Responsibilities have included reviewing municipal zoning laws; site design, preparing zoning drawings, attending planning/zoning meetings and obtaining site plan approvals. Mr. Mitchell has also conducted numerous feasibility studies for land development projects including assessing topography, wetlands, water and sewer availability, stormwater and environmental impacts.

**Engineering Design.** Preparation of Design and Engineering Documents. As Managing Principal, Mr. Mitchell has become



Engineer in New York State and Vermont.

### **Experience:**

Mr. Baker's design and management tasks routinely include stormwater management, sanitary sewer, septic system and water distribution systems, analysis and design. He has extensive work experience in the completion of design studies, evaluation reports, the preparation of bid construction documents and construction observations performed for the Office of Mental Retardation and Developmental Disabilities, Dormitory Authority of the State of New York, the Saratoga County Sewer District and various other municipal and private agencies.

Mr. Baker's construction related experience has included the completion of structural evaluations and code compliance reviews for various projects. Mr. Baker has also performed numerous construction observations required by financial lending institutions for the purpose of construction loan drawdowns.

In addition to civil engineering and project management duties, Mr. Baker's experience includes serving as Town Engineer's representative for the Town of Greenfield for the past fifteen years. Responsibilities typically include providing advice to the Town Board on a variety of engineering matters, as well as overseeing the technical review of Town Planning Board and Zoning Board of Appeals agendas.

### **EDUCATION**

B.S. 1985 Wentworth Institute  
of Technology

A.A.S. 1982 Vermont Technical  
College

### **PROFESSIONAL REGISTRATION**

Professional Engineer: New  
York, Vermont

### **YEARS OF EXPERIENCE:**

With EDP - 37  
With other firms - 2



## **EDUCATION**

BS, Civil Engineering,

Concentration in

Environmental Engineering,

Clarkson University (1995)

Certificate in Environmental

Management, Hartford

Graduate Center, Rensselaer

Polytechnic Institute

## **PROFESSIONAL REGISTRATION**

Professional Engineer: New

York, 2001, Connecticut, 2000

## **PROFESSIONAL ORGANIZATIONS**

American Society of Highway

Engineers – ASHE

**Municipal Engineering Reviews.** Mr. Osterhout has assisted several New York municipal planning boards with reviewing site plan applications. Responsibilities have included reviewing site plan applications for conformance with town codes, corresponding with town planning boards, corresponding with town counsels and applicants' consultants, assisting with SEQRA review, attending town planning board meetings and providing engineering support to towns during project review.

**Land Use Permitting/Design.** Mr. Osterhout has designed and managed numerous commercial and residential land development projects, and he has extensive knowledge of zoning ordinances, zoning districts, zoning variances and land-use suitability/site development strategies. Responsibilities have included reviewing municipal zoning laws; site design, preparing zoning drawings, attending planning/zoning meetings and obtaining site plan approvals. Mr. Osterhout has also conducted numerous feasibility studies for land development projects including assessing topography, wetlands, water and sewer availability, stormwater and environmental impacts.

**SEQRA.** Mr. Osterhout has prepared numerous Environment Assessment Forms (EAFs) and visual addendums for land development projects. Responsibilities have included completing short-form, long-form, and visual addendum forms, as well as researching flood mapping, wetland mapping, soil surveys, geology, traffic and other resource databases.

recommendations to attain compliance.

**Environmental Plans and Permits.** He has directed, managed and prepared Spill Prevention Control and Countermeasures (SPCC) Plans, Stormwater Pollution Prevention Plans (SWPPP) for Industrial Activities, Integrated Contingency Plan (ICP), RCRA Hazardous Waste Management Plans, Air Permits including Title V Operating Permits, Emergency Planning and Community Right-to-Know Act (EPCRA) SARA Form R and Tier II reports, air emission inventories, solid waste determinations/waste characterizations and prepared biennial hazardous waste reports for a wide range of industrial facilities.

**Environmental Site Assessments.** Mr. Osterhout has prepared and managed numerous Phase I Environmental Site Assessments throughout his career for private, commercial, industrial and municipal clients.

**Environmental Investigations.** Mr. Osterhout has conducted and managed various environmental investigations. Responsibilities have included identifying investigation areas, drilling coordination, obtaining underground utility clearances, collecting samples, coordinating with analytical laboratories, assessing analytical results, regulatory agency coordination and approvals, preparing reports and providing recommendations to clients.

**Construction Observation.** Mr. Osterhout has provided

## **RESUMES OF KEY PERSONNEL**

**SAMPLE ESCROW LETTER**

65 Broad Street  
Waterford, NY 12188

Regarding: Site Plan Engineering Review Escrow Fee  
XXXXXXXXXX  
Tax Map Parcel No.

**Dear Supervisor Wood:**

The Environmental Design Partnership, LLP (EDP) has received a request from the Town of Waterford Planning Board to review the site plan and other design supporting materials for the proposed XXXXXX. Based upon the material submitted, EDP estimates a fee of \$XXXXXX will be required for the requested review. EDP will perform the review, provide one comment letter for the project and attend planning board meetings as requested by the Chairman. Review fee estimates for subsequent submission, if necessary, will be provided once they are submitted. Any unused finds will be refunded to you after final resolution of the application.

Please coordinate the deposit of the above amount in escrow to cover the review with XXXXX at the Town/ Please do not hesitate to contact us with any questions you may have.

Very truly yours,

XXXXXXXXXX