



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

May 2, 2025

Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, NY 14202

**Re: Erie County Sewer District No. 3
Engineering Term Contract Agreement
Brown & Caldwell
Work Order: BC-3**

Dear Honorable Members:

Enclosed please find a memorandum from the Department of Environment and Planning, Division of Sewerage Management, for the issuance of a work order as authorized by the Erie County Legislature, related to 3-year Term Agreements.

Should your Honorable Body require further information, I encourage you to contact Joseph Fiegl, P.E. in the Division of Sewerage Management. Thank you for your consideration in this matter.

Sincerely yours,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP:mas
Enclosure

cc: J. Fiegl – Deputy Commissioner, Division of Sewerage Management

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Environment and Planning
Re: Erie County Sewer District No. 3
Engineer Term Contract Agreement
Brown & Caldwell
Work Order: BC-3
Date: April 14, 2025

SUMMARY

The Erie County Legislature is requested to receive and file this communication pertaining to the Department of Environment and Planning's issuance of a work order with Brown & Caldwell for Erie County Sewer District (ECSD) No. 3 in an amount not to exceed \$73,317.35.

FISCAL IMPLICATIONS

There will be no impact to the County's General Fund. The cost of the engineering work related to this communication will be paid from Capital Account No. C.17301.

REASONS FOR RECOMMENDATION

The Division of Sewerage Management has issued work order BC-3 to Brown & Caldwell to provide Engineering Services associated with evaluating relocation and expansion of the laboratory at the Southtowns Advanced Wastewater Treatment Facility (AWTF) in ECSD No. 3.

BACKGROUND INFORMATION

Your Honorable Body passed Legislative Comm. 16E-11 (2022) authorizing a 3-year Term Agreement with Brown & Caldwell for Engineering Services associated with small and/or time critical projects. At the time of the contract award, the Division of Sewerage Management committed to notifying the Honorable Legislature of each work order issued.

The Term Agreement was approved to provide the Division of Sewerage Management with engineering services required to complete various initiatives throughout the Erie County Sewer Districts. Brown & Caldwell will prepare a Technical Memorandum summarizing the evaluation of three potential locations for the relocation and/or expansion of the laboratory at the Southtowns AWTF.

CONSEQUENCES OF NEGATIVE ACTION

This is a receive and file item.

STEPS TO FOLLOW APPROVAL

This is a receive and file item.

COMPTROLLER'S OFFICE REVIEW

The proposed action has been reviewed by the Comptroller's Office and is related to an authorized capital project for which there are sufficient appropriations for the action proposed.

Signed T. C. Callan Date 4/15/25
Title Timothy C. Callan, Ph.D.
Deputy Comptroller

Work Order: BC-3
Capital Account No. C.17301

**ERIE COUNTY SEWER DISTRICT No. 3
WORK ORDER NO. BC-3**

ENGINEER: Brown & Caldwell

CONTRACT DATE: November 17, 2022

1. Title of Proposal:

Southtowns AWTF Laboratory Feasibility Study

2. Company/Address/Principal In-Charge:

Bill Brower, P.E.
Brown & Caldwell
247 W Fayette Street
Suite 204
Syracuse, NY 13202

3. Effective Dates of Proposal:

April 11, 2025

4. Brief Description of Work for Which Proposal is Submitted:

Brown & Caldwell will provide a Technical Memorandum summarizing the evaluation of three potential locations for the expansion of the laboratory at the Southtowns AWTF in ECSD No. 3, as detailed in their scope of work, dated April 11, 2025

5. Engineering Cost:

\$73,317.35

Source of Funds: Capital Account C.17301

6. Project No: BC-3

7. Attachments: B&C Scope of Work dated 4/11/2025 (4 pages)

8. File: 0.3.2. B&C (23-25) Eng

DATE: April 11, 2025

Accepted By: _____

Prepared By: _____
Matt A. Salah, P.E.

Authorized By: _____
Joseph Fiegl, P.E., BCEE
Deputy Commissioner

TO: COMPTROLLER'S OFFICE

PROPOSED RESOLUTIONS REQUIRING RULE 55

CONTRACT APPROVAL CHECKLIST
CONFIRMATION OF AVAILABILITY OF FUNDS IN CAPITAL PROJECTS


REQUESTING DEPARTMENT

COMPLETE ITEMS 1 THROUGH 5

- | | | |
|----|--------------------|---|
| 1. | CONTRACTOR'S NAME | <u>Brown & Caldwell</u> |
| 2. | AMOUNT OF CONTRACT | <u>\$73,317.35</u> |
| 3. | PROJECT NUMBER | <u>Capital Acct. C.17301</u> |
| 4. | PROJECT TITLE | <u>Engineering Term Agreement</u>
<u>Work Order BC-3</u> |
| 5. | DEPARTMENT CONTACT | <u>Beth Pfalzer x6144</u> |

COMPTROLLER'S OFFICE

COMPLETE ITEMS 6 AND 7

- | | | |
|----|------------------------------------|--|
| 6. | AVAILABILITY OF FUNDS | <u>\$4,288,009.40</u> |
| 7. | PERFORMED BY | <u></u> |
| | Date Sent to Comptroller's Office: | <u>04/15/2025</u> |

[55 compt_10]

DATE: 4/15/2025

1) IS THE REASON FOR THIS CONTRACT CONSISTENT WITH THE PURPOSE
OF THE PROJECT: YES X NO

2) PROJECT AVAILABLE APPROPRIATION

Total Project Revenues	\$ 1,791,913.62
Total Project Appropriations	\$ 15,648,760.00
Less: Total Expenditure To Date	\$ 8,982,253.64
Less: Total Commitments	\$ 2,378,496.96
Available Appropriations As Of Date Of Request	\$ 4,288,009.40
Less: Contract Amount	\$ 73,317.35
Net Available Appropriations	\$ 4,214,692.05

Comments: There is no cash within the project.

Request Approved:

Request Denied:

Date:

Capital Trial Balance

COMM. 9E-19
Page 7 of 7