



January 15, 2025

Mr. Kyle Lovell
City Manager
City of Oneida
109 North Main Street
Oneida, NY 13421

Subject: Professional Engineering Services for the City of Oneida Water Department, February & March 2025, NAAE Proposal No. 6143-A

Dear Mr. Lovell:

Nelson Associates Architectural Engineering (NAAE) is pleased to submit this proposal to provide *additional* engineering services for the City of Oneida Water Department. It is our understanding that the City of Oneida desires services to continue to February and March, 2025. Work items are summarized below.

A. SCOPE OF SERVICES

The City of Oneida has requested professional engineering services for work in the Water Department. The scope of work was previously outlined in an email from Jeff Rowe, PE dated November 19, 2024 and in a follow-up telephone call held on November 20, 2024. *This current proposal extends the agreement to February and March 2025.*

The main items of work are listed below.

- Provide documentation to EPA pertaining to a SDWA request for information.
- Provide updated Water Conservation Program Form and Water Withdrawal Reporting Form.
- Review existing permits relating to the Water Department for renewal and related reporting.
- Review supporting program documentation for adherence and for required updating.
- Work with current WTP staff to assist in operations review and process decisions as needed.
- Support current City and Department staff in their efforts to obtain a full-time Water Superintendent.
- Other tasks as deemed necessary by Oneida Water Department and as agreed to by NAAE.

NAAE intends to continue to assign Arthur Smolinski, PE to complete these work items. NAAE understands work will be delivered at the Water Department offices and also from NAAE office as appropriate for the task.

NAAE will provide these services on an hourly basis. Please see attached hourly rates and estimated cost in the Compensation section.

B. PROJECT SCHEDULE

The work under this proposal will be made a priority by the NAAE team and will begin upon written authorization. We anticipate assigning an engineer approximately 2 to 3 days per week (24 hours) for the estimated *additional* 2-month duration of the project (February and March).

The project schedule can be continued or shortened based upon mutual agreement between City of Oneida and NAAE.

C. COMPENSATION

NAAE will provide the above-described professional services on an Hourly Basis. We anticipate that most hours will be delivered by Arthur Smolinski, PE. The hourly rate for an Engineer is \$151.

We estimate a maximum of 24 hours weekly; at the \$151 rate this is \$3,624 weekly.

The estimated total amount for the approximate 8-week period of February 2025 and March 2025 is **\$30,200**.

D. TERMS OF PAYMENT

An invoice shall be submitted to City of Oneida for the services performed under this contract. City of Oneida shall pay the full amount of the invoice upon receipt. Invoices unpaid in excess of thirty (30) days will be subject to an added interest charge of 1.5 percent per month.

Proposed Billing Schedule

February 2025	\$14,496.00	March 2025.....	\$15,704.00
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Suspension or Interruption of Services

(Excerpt from AIA Document, Standard Form of Agreement Between Owner and Architect)

If the project is suspended or placed on hold by the Owner, the Architect shall be compensated for services performed prior to notice of suspension or interruption, plus lost time related to rescheduling of workload. When the project is resumed, the Architect shall be compensated for

expenses incurred in the interruption and resumption of services. The Architect's fee for the remaining services and time schedule shall be equitably adjusted.

E. TIME OF ACCEPTANCE

This offer shall remain firm for a period of thirty (30) days from the date hereof, unless the time for acceptance is extended in writing by NAAE.

We appreciate the opportunity to submit this proposal and look forward to the possibility of continuing to work with the City of Oneida. Please sign below and return a copy to our office to initiate services. Please do not hesitate to contact me should you have any questions or would like additional information.

Sincerely,



Peter N. Nelson, P.E.
President and CEO

ACCEPTED BY:



Peter N. Nelson, PE
President and Chief Executive Officer
Nelson Associates Architectural Engineering

Kyle Lovell
City Manager

C: Jeff Rowe, PE - City Engineer



HOURLY RATE SCHEDULE 2025

Engineering Principal.....	\$241.00/hour
Architectural Principal.....	\$228.00/hour
Senior Project Manager.....	\$224.00/hour
Project Manager.....	\$161.00/hour
Architect.....	\$160.00/hour
Engineer.....	\$151.00/hour
Senior Designer.....	\$151.00/hour
Construction Services Representative.....	\$149.00/hour
Designer/CAD Technician.....	\$107.00/hour
Project Assistant.....	\$90.00/hour