



February 17, 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, April to December 2025, NAAE Proposal No. 6143-B

Dear Mr. Lovell:

Nelson Associates Architectural Engineering (NAAE) is pleased to submit this proposal to provide engineering services for the City of Oneida Water Department. It is our understanding that the City of Oneida desires services for the period April to December, 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. Services were provided in December 2024 and January 2025 and then extended for the period February and March, 2025 with NAAE Proposal #6143-A. *This current proposal is for the period April to December, 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 assign Andrew Campany, EIT to complete these work items. Andrew will be working under the supervision of Peter Nelson, PE. Mr. Nelson has 41 years of experience as a Professional Engineer. Arthur Smolinski, PE, the NAAE staff currently providing the service, will be available for NAAE staff to consult with as necessary.

In addition to his engineering experience, Andrew Campany, EIT is a Captain in the New York Army National Guard. From 2023 through the present, Captain Campany is serving as the Commanding Officer for the 1156th Engineering Company. This company provides support throughout New York State in operations such as: road repair, grading, bridge repair and structural new builds and remediation. Captain Campany is skilled in providing organizational and logistics leadership, and will bring these skills to the City of Oneida Water Department

NAAE understands work will be delivered primarily from 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 days per week (16 hours) for the estimated 8-month duration of the project (April to December).

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 Andrew Campany, EIT. The hourly rate for an Engineer is \$151. The estimated total amount for the approximate 8-month period is **\$99,056**. Please see below listed estimate.

Month	Estimated Days	Estimated Fee
April 2025*	12	\$14,496
May 2025	9	\$10,872
June 2025	8	\$9,664
July 2025	10	\$12,080
August 2025	8	\$9,664
September 2025	9	\$10,872
October 2025	9	\$10,872
November 2025	8	\$9,664
December 2025	9	\$10,872
Total	79	\$99,056

*April includes 3 days with two engineers for A. Smolinski, PE to provide orientation and training.

Any service not listed here is not included.
Additional services can be provided by NAAE at the attached hourly rates.

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.

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

Attachments: Resumes
C: Jeff Rowe, PE - City Engineer



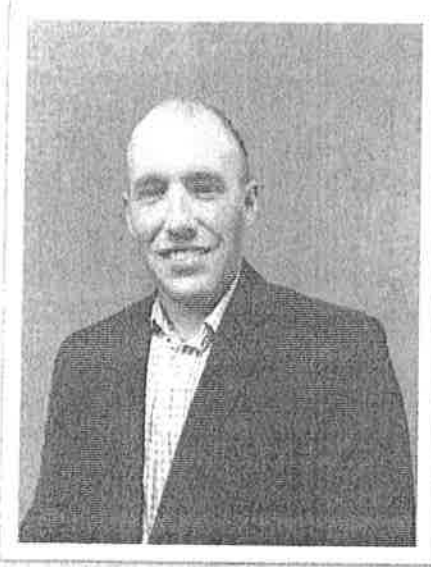
HOURLY RATE SCHEDULE 2025

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

Andrew Company, EIT



1 North Park Row, Clinton, NY 13323 | 315-853-5704 | acampany@nelsonac.com



Summary

Mr. Company has over 8 years of experience as a civil engineer. He has extensive experience designing civil sites for utilities. Mr. Company has expertise developing Storm Water Pollution Prevention Plans (SWPPP) and providing **project management**. Additionally, he is a 13-year member of the NY State National Guard and is currently an Engineering Company Commander.

Education

Civil Engineering, Technology BS | SUNY Polytechnic Institute, 2016

Skillset

Certifications/Licenses:

Captain, NY State Army National Guard
New York State Engineer in Training
Proficient with Civil 3D, CADD, Hydro Cad and Revit

Experience

Civil Engineer | NAAE | Clinton, NY | June 2024 - present

National Grid Syracuse Office Complex Site Investigation, Syracuse, NY:

Nelson Associates Architectural Engineering (NAAE) conducted an investigation into "tunnels/voids" that may exist on the site. NAAE coordinated Ground Penetrating Radar investigation, and Closed-Circuit Television (CCTV) investigation of existing sanitary and storm lines. NAAE created construction documents to address the safety issues. **Additionally, NAAE is developing a phased plan to bring a new water main into the site.**

National Grid Electric Vehicle Chargers, Herkimer & Niagara Falls, NY:

Nelson Associates Architectural Engineering (NAAE) is developing the site/civil plan with coordinated electrical design to provide Electric Vehicle Charging Stations at National Grid Herkimer and Niagara Falls locations. Herkimer will have 4 Level 2 Chargers and Niagara Falls will have 2 DC Fast Chargers and 10 Level 2 Chargers.

Three Sisters Lodge, Clinton, NY:

Nelson Associates Architectural Engineering (NAAE) provided all necessary design of the site/civil plan that attained approval by the local planning board. The project is a 7,000sf barn style meeting lodge. The lodge will have 7 guest rooms with meeting space. The site consists of a 13.5-acre plot and ties into the local hiking trails. **NAAE has developed septic and well systems to support the needs of the lodge.**

National Grid Malone Site Paving, Malone, NY:

Nelson Associates Architectural Engineering (NAAE) is developing the site paving plan for the National Grid Malone site. NAAE coordinated the topographic survey and met with site stakeholders to develop the paving plan that accommodates the parking needs of personal and utility vehicles and the outside storage of National Grid utility equipment such as poles and transformers.

Additional Notable Positions:

C & S Companies (Engineering) Syracuse, NY 2016-2024: Extensive experience developing site plans for utilities and creating Storm Water Pollution Prevention Plans (SWPPP) for customers across NY state.

Peter N. Nelson, PE



1 North Park Row, Clinton, NY 13323 | 315-853-5704 | pnelson@nelsonae.com



Summary

As the President and CEO of the firm, Mr. Nelson is a Building Systems Engineer and provides leadership and direction to the firm. He has over 35 years of experience in design and engineering various site, hydraulic, and building systems. Experienced in the development of inspection and investigation programs for the adequacy of these systems; he maintains his expertise in computer applications, contract document development, and construction management.

Education

Engineering, Graduate Studies | Syracuse University |
Civil Engineering, BS | Syracuse University |

Selected Experience

**PRESIDENT & CEO | NELSON ASSOCIATES
ARCHITECTURAL ENGINEERING | CLINTON, NY | 1995-
Present**

New York Power Authority: Niagara, NY

Project Engineer for a new (3) story, 20,577 SF office building with attached 40,165 SF warehouse designed to be LEED® GOLD certified. Work included site investigation, development, SWPPP, and design of the 5.6-acre site. The construction cost was \$18,000,000.00.

National Grid Syracuse Office Complex Site Investigation, Syracuse, NY:

Nelson Associates Architectural Engineering (NAAE) conducted an investigation into "tunnels/voids" that may exist on the site. NAAE coordinated Ground Penetrating Radar investigation, and Closed-Circuit Television (CCTV) investigation of existing sanitary and storm lines. NAAE created construction documents to address the safety issues. **Additionally, NAAE is developing a phased plan to bring a new water main into SUNY**

Three Sisters Lodge, Clinton, NY:

Nelson Associates Architectural Engineering (NAAE) provided all necessary design of the site/civil plan that attained approval by the local planning board. The project is a 7,000sf barn style meeting lodge. The lodge will have 7 guest rooms with meeting space. The site consists of a 13.5-acre plot and ties into the local hiking trails. **NAAE has developed septic and well systems to support the needs of the lodge.**

SUNY Potsdam Lehman Hall Bathroom Renovations and Roof Replacement, Potsdam, NY:

Nelson Associates provided design services, coordinated with DASNY for bidding services, and provided construction administration for a renovation project that was completed in phases over multiple years. The approximately 61,120 SF multiple-level roof on Lehman Hall dormitory was replaced. In subsequent phases, a total of 53 dormitory bathrooms were replaced. The scope involved architectural, structural, mechanical, electrical, plumbing services as well as asbestos surveying.

SUNY Upstate Medical University: Syracuse, NY, Multiple Projects

SUNY Upstate Medical University Hospital Pediatrics Emergency Department Renovations; A/E Services to First Floor (Project No. 983); Ninth Floor Nurses' Station/Equipment Storage Modifications (Project No. 9890; Endoscopy Department Alterations; A/E Services for the Health Science Library; Employee Relations Security Upgrade; Jacobsen Hall Interior Alterations.

Arthur E. Smolinski, PE



1 North Park Row, Clinton, NY 13323 | 315-853-5704 | asmolinski@nelsonae.com



Summary

Mr. Smolinski has over 37 years of experience in Civil Engineering and Project Management. He joined NAAE after recently retiring as the Water Superintendent for the City of Oneida, NY. Mr. Smolinski is skilled in civil engineering design with a specialty in site work related to water delivery systems.

Education

Civil Engineering, BS | SUNY Buffalo | 1987

Skillset

Certifications/Licenses:

Licensed New York State Professional Engineer
Proficient with Revit, CADD

Experience

Civil Engineer | NAAE | Clinton, NY | 2023-Present

National Grid Syracuse Office Complex Site Investigation, Syracuse, NY:

Nelson Associates Architectural Engineering (NAAE) conducted an investigation into "tunnels/voids" that may exist on the site. NAAE coordinated Ground Penetrating Radar investigation, and Closed-Circuit Television (CCTV) investigation of existing sanitary and storm lines. NAAE created construction documents to address the safety issues. Additionally, NAAE is developing a phased plan to bring a new water main into the site.

National Grid Electric Vehicle Chargers, Menands, NY:

Nelson Associates Architectural Engineering (NAAE) developed the site/civil plan with coordinated electrical design to provide Electric Vehicle Charging Stations at the Albany/Menands location. Design includes 12 DC Fast chargers and 68 Level 2 Chargers.

National Grid Electric Vehicle Chargers, Herkimer & Niagara Falls, NY:

Nelson Associates Architectural Engineering (NAAE) is developing the site/civil plan with coordinated electrical design to provide Electric Vehicle Charging Stations at National Grid Herkimer and Niagara Falls locations. Herkimer will have 4 Level 2 Chargers and Niagara Falls will have 2 DC Fast Chargers and 10 Level 2 Chargers.

Three Sisters Lodge, Clinton, NY:

Nelson Associates Architectural Engineering (NAAE) provided all necessary design of the site/civil plan that attained approval by the local planning board. The project is a 7,000sf barn style meeting lodge. The lodge will have 7 guest rooms with meeting space. The site consists of a 13.5-acre plot and ties into the local hiking trails.

Oneida City Water Authority Experience:

Design and Construction Administration of City of Oneida Water Main replacements.

Design and Construction Administration of City of Oneida physical plant locations.

Project Management for all projects and activities of water authority to include backflow prevention design and water meter sizing.



Workers'
Compensation
Board

CERTIFICATE OF INSURANCE COVERAGE

NYS DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

PART 1. To be completed by NYS Disability and Paid Family Leave benefits carrier or licensed insurance agent of that carrier

1a. Legal Name & Address of Insured (use street address only)
NELSON ASSOCIATES ARCHITECTURAL ENGINEERING PC
1 NORTH PARK ROW
CLINTON, NY 13323

Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., Wrap-Up Policy)

1b. Business Telephone Number of Insured

315-853-5704

1c. Federal Employer Identification Number of Insured or Social Security Number

161547554

2. Name and Address of Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder)

City of Oneida
109 North Main Street
Oneida, NY 13421

3a. Name of Insurance Carrier

HARTFORD LIFE AND ACCIDENT INSURANCE COMPANY

3b. Policy Number of Entity Listed in Box 1a

LVNY431957001

3c. Policy effective period

04-01-2025 to 03-31-2026

4. Policy provides the following benefits:

- ☒ A. Both disability and Paid Family Leave benefits.
☐ B. Disability benefits only.
☐ C. Paid Family Leave benefits only.

5. Policy covers:

- ☒ A. All of the employer's employees eligible under the NYS Disability and Paid Family Leave Benefits Law.
☐ B. Only the following class or classes of employer's employees:

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has NYS Disability and/or Paid Family Leave benefits insurance coverage as described above.

Date Signed **03-17-2025**

By

Elizabeth Tello

(Signature of insurance carrier's authorized representative or NYS licensed insurance agent of that insurance carrier)

Telephone Number (212) 553-8074 Name and Title: ELIZABETH TELLO – ASSISTANT DIRECTOR, STATUTORY SERVICES

IMPORTANT: If Boxes 4A and 5A are checked, and this form is signed by the insurance carrier's authorized representative or NYS Licensed Insurance Agent of that carrier, this certificate is **COMPLETE**. Mail it directly to the certificate holder.

If Box 4B, 4C or 5B is checked, this certificate is **NOT COMPLETE** for purposes of Section 220, Subd. 8 of the NYS Disability and Paid Family Leave Benefits Law. It must be emailed to PAU@wcb.ny.gov or it can be mailed for completion to the Workers' Compensation Board, Plans Acceptance Unit, PO Box 5200, Binghamton, NY 13902-5200.

PART 2. To be completed by the NYS Workers' Compensation Board (Only if Box 4B, 4C or 5B have been checked)

State of New York Workers' Compensation Board

According to information maintained by the NYS Workers' Compensation Board, the above-named employer has complied with the NYS Disability and Paid Family Leave Benefits Law (Article 9 of the Workers' Compensation Law) with respect to all of their employees.

Date Signed

By

(Signature of Authorized NYS Workers' Compensation Board Employee)

Telephone Number

Name and Title

Please Note: Only insurance carriers licensed to write NYS disability and Paid Family Leave benefits insurance policies and NYS licensed insurance agents of those insurance carriers are authorized to issue Form DB-120.1. Insurance brokers are NOT authorized to issue this form.



Additional Instructions for Form DB-120.1

By signing this form, the insurance carrier identified in Box 3 on this form is certifying that it is insuring the business referenced in Box 1a for disability and/or Paid Family Leave benefits under the NYS Disability and Paid Family Leave Benefits Law. The insurance carrier or its licensed agent will send this Certificate of Insurance Coverage (Certificate) to the entity listed as the certificate holder in Box 2.

The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is cancelled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from coverage indicated on this Certificate. (These notices may be sent by regular mail.) Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in Box 3c, whichever is earlier.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This Certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This Certificate may be used as evidence of a NYS disability and/or Paid Family Leave benefits contract of insurance only while the underlying policy is in effect.

Please Note: Upon the cancellation of the disability and/or Paid Family Leave benefits policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Insurance Coverage for NYS disability and/or Paid Family Leave Benefits or other authorized proof that the business is complying with the mandatory coverage requirements of the NYS Disability and Paid Family Leave Benefits Law.

NYS DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

§220. Subd. 8

(a) The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in employment as defined in this article, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits and after January first, two thousand and twenty-one, the payment of family leave benefits for all employees has been secured as provided by this article. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any disability benefits to any such employee if so employed.

(b) The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in employment as defined in this article and notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits and after January first, two thousand eighteen, the payment of family leave benefits for all employees has been secured as provided by this article.