



November 22, 2024

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,  
NAAE Proposal No. 6143*

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. Additional 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 outlined in an email from Jeff Rowe, PE dated November 19, 2024 and in a follow-up telephone call held on November 20, 2024. The main items of work are:

- 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 Arthur Smolinski, PE to complete these work items. Arthur's resume is attached. 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. NAAE understands time is of the essence for completing the scope of work. We anticipate assigning an engineer approximately 2 to 3 days per week (24 hours) for the estimated 2-month duration of the project.

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 9-week period of December 2024 and January 2025 is \$32,616.

#### **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***

|                     |             |                    |             |
|---------------------|-------------|--------------------|-------------|
| December 2024 ..... | \$14,496.00 | January 2025 ..... | \$18,120.00 |
|---------------------|-------------|--------------------|-------------|

#### **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 working 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

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**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

Attachments  
November 19, 2024 email  
Arthur Smolinski Resume



### HOURLY RATE SCHEDULE 2024

|   |               |
|---|---------------|
| 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  |

**From:** Jeff Rowe  
**To:** Scott A. Maneen <scott@oneidacityny.gov>  
**Cc:** Kyle Lovel  
**Subject:** RE: Nelson Associates  
**Date:** Tuesday, November 19, 2024 1:54:06 PM  
**Attachments:** 00000002.png  
00000003.png  
00000004.png  
00000005.png  
00000006.png  
00000007.png  
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00000009.png  
**Importance:** High

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Hi Scott/Art

We were notified earlier today that the City's consultant which had been providing assistance to the Water Department will no longer be providing these services, effective immediately. Therefore, the City requests a proposal for oversight assistance for the Water Department. The services to be provided include but are not necessarily limited to the following:

- Provide documentation to EPA pertaining to a SDWA request for information
- Provide updated Water Conservation Program Form and Water Withdrawal Reporting Form
- Review of 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

Services should be provided on an hourly basis.

Thank you in advance for your prompt response.

Thanks  
Jeff

**Jeffrey A. Rowe, P.E.**  
City Engineer  
CITY OF ONEIDA - ENGINEERING | PUBLIC WORKS  
109 North Main Street, Oneida NY 13421  
T: 315.383.7222 E: [jrowe@oneidacityny.gov](mailto:jrowe@oneidacityny.gov)

**From:** Travis Mehl <[tmehl@oneidacityny.gov](mailto:tmehl@oneidacityny.gov)>  
**Sent:** Monday, November 18, 2024 11:57 AM  
**To:** Jeff Rowe <[jrowe@oneidacityny.gov](mailto:jrowe@oneidacityny.gov)>  
**Subject:** FW: Nelson Associates

**L. Travis Mehl, Chief Operator**  
City of Oneida Water Treatment Plant  
10176 Glenmore Rd.  
Taberg, NY 13471  
T: 315.337.9377 | M: 315.292.0904  
F: 315.337.9377 | E: [LMehl@oneidacityny.gov](mailto:LMehl@oneidacityny.gov)


**From:** Scott A. Maneen <[scott@oneidacityny.gov](mailto:scott@oneidacityny.gov)>  
**Sent:** Friday, November 15, 2024 1:40 PM

To: Arthur Smolinski <[redacted]>; Travis Mehl <[redacted]>  
 Cc: Brendan R. Marris <[redacted]>; Matthew S. Bunal <[redacted]>; Tracy Page <[redacted]>  
 Subject: Nelson Associates


Good afternoon Travis,  
 Please see attached information about our firm. Let me know what scope of work or hourly arrangement you might be interested in.

I look forward to talking to you,  
 Scott Maneen


| Architecture and Interior Design | Mechanical Engineering              | Electrical Engineering         | Civil/Site Engineering                 | Geotechnical and Structural Engineering |
|----------------------------------|-------------------------------------|--------------------------------|--|---|
| Code Review                      | Energy Studies                      | Energy Consumption Assessments | Site Layout & Design                   | Building Assessments                    |
| Programming and Space Planning   | HVAC Review                         | Data & Communication Systems   | Track & Stadium Field Evaluations      | Foundation Design                       |
| Feasibility Studies              | Plumbing & Sanitary                 | Security & Fire Alarm Systems  | Access Roads                           | Superstructure Design                   |
| Building Design                  | Sprinkler Systems & Fire Protection | Security Assessment            | Retaining Walls                        | Structural Analysis                     |
| Renovation Design                | Hydronic/HVAC Systems               | Power & Lighting               | Traffic Studies                        | Construction                            |
| Equipment Inventory              | Solar/Geothermal HVAC Systems       | UPS Design                     | Storm Water Pollution Prevention Plans | Contract Administration Services        |
| Finishes Selection               | Water Back Flow Prevention Design   | Equipment Controls             | Environmental Assessments              | Forensic Engineering                    |
| Building Condition Surveys       |                                     |                                | SEQR Zoning and Permit Support         |   |
| Building Envelope Evaluation     |                                     |                                |  |   |
| Historic Building Renovation     |                                     |                                |  |   |
| Project Management               |                                     |                                |  |   |



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- Retail Business
- Commercial/Industrial
- Residential Developments

**MISSION**

Nelson Associates Architectural Engineering is a leading force of professionals creating practical innovations that lead to success. We believe in earning trust through great performance!



**NELSON ASSOCIATES**  
ARCHITECTURAL ENGINEERING  
One North Park Row  
Clinton, New York 13323  
Phone: 315-853-5704 Fax: 315-853-6023  
www.nelsonae.com

Scott A. Maneen  
 Chief Administrative Officer  
 Nelson Associates Architectural Engineering  
 1 North Park Row  
 Clinton, NY 13323  
 315-853-5704 NY Office  
 813-113-7801 FL Office  
 315-853-6023 Fax  
 [redacted]

**"Earning Trust Through Great Performance"**

**From:** Arthur Smolinski <asmolinski@nelsonae.com>  
**Sent:** Thursday, November 14, 2024 1:01 PM  
**To:** oneida@oneida.ny.gov  
**Cc:** Scott A. Maneen <scott@nelsonae.com>  
**Subject:** FW: Nelson Associates

Hope this one reaches you.

**From:** Arthur Smolinski  
**Sent:** Thursday, November 14, 2024 12:59 PM  
**To:** oneida@oneida.ny.gov  
**Cc:** Scott A. Maneen <scott@nelsonae.com>  
**Subject:** Nelson Associates

Travis,

I talked with Scott Maneen, Chief Administrative Officer, and Nelson Associates is interested in preparing a proposal to meet the needs of the City of Oneida Water Department.

Scott can put together a proposal based upon an hourly or project based. I copied him in this email.

If Jeff Rowe or the New City Manager wants to further discuss with him, he'll be happy to take a call at (315) 853-5704, or can set up a meeting on it.

Take Care,

Art

*Arthur E. Smolinski, P.E.*

**Civil Engineer**

**Nelson Associates Architectural Engineering**  
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813-413-7801 FL Office  
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**"Earning Trust Through Great Performance"**

# 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.