



Plattsburgh, New York

Scott Lawliss
Fire Chief

Plattsburgh Fire Department
65 Cornelia Street
Plattsburgh, NY 12901
Tel: 518-536-7542
Fax: 518-561-8236
lawliss@cityofplattsburgh-ny.gov

MEMO

TO: Mayor Colin L. Read
Members of the Common Council

FROM: Fire Chief, Scott Lawliss

DATE: January 29, 2019

RE: Fire and Ambulance Responses

For this week's period: Tuesday, January 15, 2019 to Monday, January 28, 2019
our Department has responded to the following:

Fire Calls	<u>27</u>
	12 alarm activation with investigation
	1 water leak with mitigation
	1 public service
	10 EMS assist initiated patient care
	2 MVA with patient care and hazardous mitigation
	1 dispatched/cancelled en route
Ambulance Calls	118
Mutual Aid by CVPH	25



Plattsburgh, New York

Jonathan P. Ruff, P.E.
Environmental Manager

41 City Hall Place
Plattsburgh, NY 12901
Phone: 518-536-7519

ruffi@cityofplattsburgh-nv.gov

January 25, 2019

To: Mayor Read and Members of the Common Council

Fr: Jonathan Ruff

Re: **WRRF Mitigation Project**
CDM Smith Contract Amendment No. 1

The WIIA grant and SRF financing recently received require all contracts to include making a good faith effort to subcontract 23% of the contract amount to NY Certified Minority and Women Business (MWBE) firms. At the time that CDM Smith's design contract was authorized, the City had not received the grants or state financing and the agreement did not include any Environmental Facilities Corporation (EFC) program requirements. Attached is a proposal from CDM Smith to incorporate the necessary program requirements at no cost with the following understandings:

- While CDM Smith did subcontract some MWBE firms for work to date, it is less than that required 23%. They will be applying for a partial waiver of this requirement.
- As the project moves into the construction services phase, there will be additional opportunities to make the required good faith effort to satisfy the goals.
- If the partial waiver request is approved, the no cost amendment will remain. If it is not, the amendment may need to be a cost adjustment.

It is respectfully requested that Amendment No. 1 to the CDM Smith mitigation agreement be authorized and approved as described.

Please contact me if you have any questions.

cc: Richard Marks
Dean Schneller
Kris Gushlaw, Janelle Henry



11 British American Boulevard, Suite 200
Latham, New York 12110
tel: 518 782-4500
fax: 518 786-3810

January 24, 2019

Mr. Jonathan Ruff, P.E.
Environmental Manager
Environmental Services Department
41 City Hall Place
Plattsburgh, New York 12901

Subject: Water Resource Recovery Facility (WRRF) Mitigation Project
Amendment No. 1 – SRF Bid Packet Incorporation

Dear Mr. Ruff:

Camp Dresser McKee & Smith (CDM Smith) understands the City of Plattsburgh (City) received a New York State Water Infrastructure Improvement Grant (Water Grant) and will obtain financing through the Clean Water State Revolving Fund (CWSRF) for the subject project. The Water Grant and CWSRF are administered by the New York State Environmental Facilities Corporation (NYSEFC).

NYSEFC requires the NY State Revolving Fund Program Requirements Bid Packet (Bid Packet) for Non-Construction Contracts be incorporated into our engineering agreement as a condition of project financing. Therefore, this Amendment No. 1, incorporates the attached Bid Packet into the terms and conditions of our agreement.

The Minority and Women Business Enterprise (MWBE) requirements include making a good faith effort to subcontract 23% of the contract amount to NY Certified MWBE firms. Our current scope of work to complete the basis of design involves mostly our process mechanical discipline leaving limited opportunities to subcontract work to MWBE firms in order to meet the goal. Therefore, we will petition NYSEFC for a partial waiver and submit a Utilization Plan that includes the MWBE firms we have already contracted with during the execution of the project to date.

As the project moves forward to final design and construction services, there will be additional opportunities for CDM Smith to subcontract work to MWBE firms in addition to amending our subcontract agreements with MWBE firms currently being utilized. We will do this as part of pricing future amendments in order to make a good faith effort to satisfy the goals associated with each amendment.





Mr. Jonathan Ruff, P.E.
January 24, 2019
Page 2

Project Costs

Based on the assumption that a partial waiver is approved by NYSEFC, this is a no cost change amendment. Therefore, the contract price and billing terms agreed to in the agreement are still in effect. We will notify you in writing if these assumptions do not prove valid and before incurring costs not covered by our existing agreement.

If this is acceptable to the City, please have the Mayor sign and return one copy of this letter to my attention. The signed letter will serve as an amendment to our existing contract.

As always, if you have any questions or need additional information, please contact me directly at (518) 782-4500.

Very truly yours,

Greg Bold, P.E., BCEE
Associate
Camp Dresser McKee & Smith

Approved:

Colin L. Read
Mayor

Date





Plattsburgh, New York

Jonathan P. Ruff, P.E.
Environmental Manager

41 City Hall Place
Plattsburgh, NY 12901
Phone: 518-536-7519

ruffj@cityofplattsburgh-nv.gov

January 25, 2019

To: Mayor Read and Members of the Common Council

Fr: Jonathan Ruff

Re: **WRRF Dewatering System Upgrades**
CDM Smith Design Contract Amendment No. 2

The WIIA grant and SRF financing recently received require all contracts to include making a good faith effort to subcontract 23% of the contract amount to NY Certified Minority and Women Business (MWBE) firms. At the time that CDM Smith's design contract was authorized, the City had not received the grants or state financing and the agreement did not include any Environmental Facilities Corporation (EFC) program requirements. Attached is a proposal from CDM Smith to incorporate the necessary program requirements at no cost with the following understandings:

- While CDM Smith did subcontract some MWBE firms for work to date, it is less than that then required 23%. They will be applying for a partial waiver of this requirement.
- As the project moves into the construction services phase, there will be additional opportunities to make the required good faith effort to satisfy the goals.
- If the partial waiver request is approved, the no cost amendment will remain. If it is not, the amendment may need to a cost adjustment.

It is respectfully requested that Amendment No. 2 to the CDM Smith Dewatering System Upgrade Design agreement be authorized and approved as described.

Please contact me if you have any questions.

cc: Richard Marks
Dean Schneller
Kris Gushlaw, Janelle Henry



11 British American Boulevard, Suite 200
Latham, New York 12110
tel: 518 782-4500
fax: 518 786-3810

January 24, 2019

Mr. Jonathan Ruff, P.E.
Environmental Manager
Environmental Services Department
41 City Hall Place
Plattsburgh, New York 12901

Subject: Water Resource Recovery Facility (WRRF) Dewatering Upgrades Project
Amendment No. 2 – SRF Bid Packet Incorporation

Dear Mr. Ruff:

Camp Dresser McKee & Smith (CDM Smith) understands the City of Plattsburgh (City) received a New York State Water Infrastructure Improvement Grant (Water Grant) and will obtain financing through the Clean Water State Revolving Fund (CWSRF) for the subject project. The Water Grant and CWSRF are administered by the New York State Environmental Facilities Corporation (NYSEFC).

NYSEFC requires the NY State Revolving Fund Program Requirements Bid Packet (Bid Packet) for Non-Construction Contracts be incorporated into our engineering agreement as a condition of project financing. Therefore, this Amendment No. 2, incorporates the attached Bid Packet into the terms and conditions of our agreement.

The Minority and Women Business Enterprise (MWBE) requirements include making a good faith effort to subcontract 23% of the contract amount to NY Certified MWBE firms. At the time we submitted our proposal for this work, the City had not received a Water Grant and was not certain whether or not to pursue CWSRF financing. CDM Smith did subcontract the architectural, structural and HVAC design disciplines to MWBE firms retaining process mechanical, instrumentation and electrical in house as the core disciplines integral to the process. The presently subcontracted work is less than the 23% goal. Therefore, we will petition NYSEFC for a partial waiver and submit a Utilization Plan that includes the MWBE firms we have already contracted with during the execution of the project to date.

As the project moves forward to the construction services phase, there will be additional opportunities for CDM Smith to subcontract work to MWBE firms in addition to amending our subcontract agreements with MWBE firms currently being utilized. We will do this as part of pricing future amendments in order to make a good faith effort to satisfy the goals associated with each amendment.





Mr. Jonathan Ruff, P.E.
January 24, 2019
Page 2

Project Costs

Based on the assumption that a partial waiver is approved by NYSEFC, this is a no cost change amendment. Therefore, the contract price and billing terms agreed to in the agreement are still in effect. We will notify you in writing if these assumptions do not prove valid and before incurring costs not covered by our existing agreement.

If this is acceptable to the City, please have the Mayor sign and return one copy of this letter to my attention. The signed letter will serve as an amendment to our existing contract.

As always, if you have any questions or need additional information, please contact me directly at (518) 782-4500.

Very truly yours,

Greg Bold, P.E., BCEE
Associate
Camp Dresser McKee & Smith

Approved:

Colin L. Read
Mayor

Date





MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)
Plattsburgh, New York

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, NY 12901
P: (518)-563-2200
F: (518)-563-6690
www.cityofplattsburgh-ny.gov

January 29, 2019

To: Mayor Colin Read;

*Subject: Utility Wood Poles – Bid No. 2018-12-1
Bid Review and Award Recommendation*

The Management of the Plattsburgh Municipal Lighting Department has reviewed and evaluated the four bids received on January 29, 2019 for the above subject contract.

*We recommend award to **Koppers Utility & Industrial Products, Orangeburg, SC** in the total amount of **\$22,241.00**. Koppers Utility & Industrial Products is the lowest responsive and responsible bidder.*

If you have any questions, please contact me. Thank you for your attention to this matter.

Respectfully Submitted,


William Treacy
Manager

CC: City Clerk
Councilor McFarlin, PMLD Liaison
MLD Financial Director Clookey
Bid 2018-12-1 File



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)
Plattsburgh, New York

William J. Treacy, P.E.
Manager

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January 29, 2019

To: Mayor Colin Read;

*Subject: Transformer Oil Liquid Screen and Gas Analysis Testing – Bid No. 2018-12-2
Bid Review and Award Recommendation*

The Management of the Plattsburgh Municipal Lighting Department has reviewed and evaluated the three bids received on January 29, 2019 for the above subject contract.

*We recommend award to **MVA Diagnostics, Inc., Canton, Ohio** in the total amount of **\$3,806.00 for 2019, 2020 and 2021**. *MVA Diagnostics, Inc. is the lowest responsive and responsible bidder.**

If you have any questions, please contact me. Thank you for your attention to this matter.

Respectfully Submitted,


William Treacy
Manager

CC: City Clerk
Councilor McFarlin, PMLD Liaison
MLD Financial Director Clookey
Bid 2018-12-2 File



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)
Plattsburgh, New York

William J. Treacy, P.E.
Manager

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January 29, 2019

To: Mayor Colin Read;

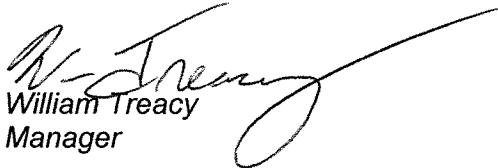
*Subject: Two 1500 kva 4,160V Padmount Transformers and 1 15Kv Padmount
Interrupter Switch – Bid No. 2018-12-3
Bid Review and Award Recommendation*

*The Management of the Plattsburgh Municipal Lighting Department has reviewed and
evaluated the three transformer bids and two switchgear bids from IRBY Utilities
received on January 29, 2019 for the above subject contract.*

*We recommend award to IRBY Utilities, **Liverpool, NY** in the total amount of
\$125,942.00. IRBY Utilities is the lowest responsive and responsible bidder.*

*If you have any questions, please contact me. Thank you for your attention to this
matter.*

Respectfully Submitted,


William Treacy
Manager

CC: City Clerk
Councilor McFarlin, PMLD Liaison
MLD Financial Director Clookey
Bid 2018-12-3 File



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)
Plattsburgh, New York

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Manager

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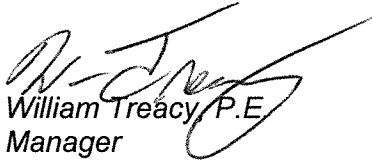
January 30, 2019

To: Mayor Colin Read

Subject: MLD Compound AEDA Design Services Contract

The Management of the Plattsburgh Municipal Lighting Department have reviewed the proposed AEDA Design Services Estimate.. It is requested that the Mayor sign the contract for the complete design services NTE \$490,000.00. Based on a construction cost of \$7,000,000.00 which excludes the electrical service. This work is required to complete the design process in order to build on the site. If you have any questions, please contact me. Thank you for your attention to this matter.

Respectfully Submitted,


William Treacy, P.E.
Manager

Enclosure: (1)

*CC: Councilor McFarlin, PMLD Liaison
Kelly Clookey, MLD Finance Director*



Architectural &
Engineering
DESIGN
Associates P.C.

December 26, 2018

Plattsburgh Municipal Lighting Department
Paul E. Loner – Engineering Technician
32 Green Street
Plattsburgh, NY 12901

Re: City of Plattsburgh – PMLD Site Complex
Final A&E Services Proposal

Dear Mr. Loner,

Architectural & Engineering Design Associates, P.C. offers the following fee outline to provide architectural & engineering services for completion of the above-mentioned project.

AEDA Fee Breakdown:

Schematic Phase =	\$ 24,500.00	5%
Design Development Phase =	\$122,500.00	25%
Construction Documents Phase =	\$196,000.00	40%
Bidding/Negotiation Phase =	\$ 24,500.00	5%
Construction Phase =	<u>\$122,500.00</u>	<u>25%</u>
Total =	\$490,000.00	100%

Note that our proposal specifically excludes any work associated with environmental (Lead, asbestos & PCB's) or historical survey/inspection services, pre-demolition building inspection/environmental approvals, land surveying, geotechnical evaluations, environmental surveys, wetland evaluations, and/or full time construction inspection. AEDA can provide any of these services should they become necessary either with our own staff or through other local consultants with whom we work regularly. In addition, the proposal also excludes all permit/review fees associated with the project. All such fees will be paid for directly by the Owner at the time of submission.

If acceptable, AEDA will prepare an AIA agreement for review and approval. As discussed, we will continue with finalizing schematic design and design development phases during the 1st quarter of 2019.

Thank You.

Sincerely,

Andrew C. Abdallah, P.E.
President



DISCOVER
Plattsburgh


MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)
Plattsburgh, New York

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, NY 12901
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www.cityofplattsburgh-ny.gov

Jan 30, 2019

To: Mayor Colin Read

From: Bill Treacy, Manager 

Subj.: MLD Travel Requests for 2019

MLD Travel requests for 2019 are as follows:

1. Garrett Mastic and James Farrell to attend the required 4th year of Line Helper Training to be held in Fairport, NY at an estimated cost of \$1,590 for each of the following travel dates; May 13-17, 2019, June 10-14, 2019, September 23-27, 2019 and October 28- November 1, 2019. Total \$3,180.00.
2. Garrett Mastic to attend Battery Maintenance and Testing to be held at Valley Forge, PA from July 28- August 1, 2019, at \$1,455 for the class and travel expense of \$1,220.00. Total \$2,675.00.
3. Finance Officer to attend the Accounting & Finance Workshop in East Syracuse, NY from October 14-16, 2018. Total \$460.
4. Bill Treacy to attend the following meetings:

Semi-Annual MEUA Meeting	East Syracuse, NY	April 23-25, 2019	total \$ 460
Annual MEAU Meeting	Fairport, NY	September 10-13, 2019	total \$1000.00
IEEP Annual Meeting	East Syracuse, NY	October 21-22, 2019	total \$ 275
Engineering Workshop	East Syracuse, NY	November 6-8, 2019	total \$ 460
Semi-Annual NYMPA Mtg	East Syracuse, NY	May 2-22, 2019	total \$ 60
Annual NYMPA Meeting	East Syracuse, NY	October 22-23, 2019	total \$ 60
Monthly NYMPA Meeting	East Syracuse, NY	February, 2019	total \$ 60
Monthly NYMPA Meeting	East Syracuse, NY	March, 2019	total \$ 60
Monthly NYMPA Meeting	East Syracuse, NY	April, 2019	total \$ 60
Monthly NYMPA Meeting	East Syracuse, NY	May, 2019	total \$ 60
Monthly NYMPA Meeting	East Syracuse, NY	June, 2019	total \$ 60
Monthly NYMPA Meeting	East Syracuse, NY	July, 2019	total \$ 60
Monthly NYMPA Meeting	East Syracuse, NY	August, 2019	total \$ 60
Monthly NYMPA Meeting	East Syracuse, NY	September, 2019	total \$ 60
Monthly NYMPA Meeting	East Syracuse, NY	November, 2019	total \$ 60
Monthly NYMPA Meeting	East Syracuse, NY	December, 2019	total \$ 60
			Total \$ 2,915.00

Grand Total: \$9,230.00

5. Bill Treacy to attend Certified Energy Manager Training Program in NY, NY from October 6-11, 2019. Training required to renew my NY State Engineering License. Training and travel at no cost to the City.

6. The money is funded out of line item M7852100 4461 Employee Safety Training in the MLD Budget, which currently has a \$77,680.00 balance. If you have any questions please contact me.

Cc: Councilor McFarlin, MLD Liaison
Finance Director Kelly Clookey Travel File



Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

DATE: January 29, 2019
MEMO TO: Mayor Read
FROM: Richard Marks
RE: Budget Adjustment – General Fund

It is being requested to adjust the 2019 General Fund Budget, as follows:

Increase: General Fund – Animal Control Contract Services	13510000-4430	\$3,000.00
Decrease: General Fund – Assigned Appropriated Fund Balance	1-0599	\$3,000.00

To provide for the carry-over of \$3,000.00 of Animal Control Contract Services budgeted in 2018 for the purpose of making a donation in 2019 to the Animal Rescue and Welfare Services (ARWS) of \$3,000.00 for the rescue, care and feeding of the Feral Cat population in the City of Plattsburgh. The effect of this adjustment will be to increase the 2019 General Fund Budget by \$3,000.00 in appropriations and reduce the General Fund beginning fund balance by the same amount.

Thank you for your attention to this request.

Cc: Barbara Phillips
Chief Ritter
Heather Silver