



Date: July 16, 2024

Project No. 086716.000

Extra Work: 1

**EXTRA WORK AUTHORIZATION**

In accordance with the written Contract dated 1/17/2024 Between the parties designated below for:

**THE PROJECT:** Cold Springs Sewer Study

**THE CLIENT:** Town of Lysander

Hereby authorizes the Engineer to proceed with additional services as follows:

**SCOPE OF SERVICES:**

**TASK 1 – NYS Consolidated Funding Application Grant Preparation**

**SCOPE OF SERVICES**

1. Attend a kick-off meeting with the Town to review the funding application process and discuss forms that are required to be filled out by the Town. Obtain concurrence on the scope of the project to be included for the funding application.
2. Prepare a technical memorandum to describe the scope of the sewer expansion to supplement the sewer study report prepared by CHA in early 2024. The memo will include supporting figure(s), a budget for use in the CFA application, and a schedule.
3. Coordinate with the Town to obtain required documents for the CFA, including financial documents (2024 interim, 2023–2021 audited), organizational chart, letters of support, and other related information.
4. Assist the Town in completing and submitting the CFA for two programs (ESD Grant Funds, and ESD Capital Improvement Grants for Pro-Housing Communities). Upon completion of the application and questionnaire, CHA will submit to the Town for review and approval prior to submitting. CHA will compile the finalized funding application and submit.
5. Provide miscellaneous assistance to the Town regarding the ESD Grants. For the purposes of this proposal, 8 hours of assistance is assumed.

**Assumptions:**

1. Planning, permitting, and design services are not included.
2. The existing Cold Springs Sewer Study report and will be utilized for the funding application, with the inclusion of our technical memorandum supplement.
3. SEQRA services, including the preparation of an environmental assessment form, is not required for the completion of the CFA for these two ESD funding programs and not included with this proposal. It is noted that SEQR must be completed prior to any potential award.


**SCHEDULE:**

CHA is prepared to begin work on this project immediately upon receiving a signed authorization.

**FEE**

**TASK 1** – CHA was previously authorized to spend up to \$49,600 on the preparation of the Cold Springs Sewer Study. CHA spent \$38,891.21 in preparation of the Cold Springs Sewer study resulting in \$10,708.79 of unspent funds. CHA estimates that the total fee to complete the scope of services included in this EWA will not exceed \$12,300 resulting in an additional funding request for the above referenced scope of services in the amount of \$1,591.21.

**Upon return of a fully-executed authorization, this Supplement shall become a part of the Agreement identified above.**

<b>APPROVED BY: ENGINEER</b>	<b>APPROVED BY: CLIENT</b>
NAME: James F. Trasher, P.E.	NAME: Mr. Kevin Rode
SIGNATURE: 	SIGNATURE:
TITLE: Vice President	TITLE: Town of Lysander Supervisor
DATE: July 16, 2024	DATE: