



March 13, 2026

Supervisor Kevin Rode
& Lysander Councilors
Town of Lysander
8220 Loop Road
Baldwinsville, NY 13027

**RE: *Work Authorization for Professional Engineering Services for the Preparation of Contract Drawings for the Town of Lysander Cold Springs Sewer District
Town of Lysander, NY
CHA Project No.: Y03033***

Dear Supervisor Rode:

CHA is pleased to submit this work authorization for professional engineering services on the development of contract drawings for Cold Springs Sewer District No.1. The following is our understanding of the project scope.

PROJECT UNDERSTANDING

In 2024, CHA completed a sewer study of the Cold Springs Peninsula area within the Town of Lysander (Town). In general, this part of the Town is not serviced by public sewers, although a few residential subdivisions have been constructed with unconnected “dry sewers”, in anticipation of a future extension. The study was conducted to evaluate the technical and financial feasibility of public sewers in this area, in part due to increased development proposals for additional housing units. The sewer study presented a comprehensive master plan for extending public sewer utility through the peninsula.

The first step in moving forward with the long-term plan of providing public sewers on the Cold Springs Peninsula was completed in January of 2026 when the Lysander Town Board passed a resolution forming the Cold Springs Sewer District No. 1. Now that the 30-day permissive referendum period for the special district has closed the Town can move forward with design and bidding of the sanitary sewer infrastructure included in the project.

As defined in the Melvin Farms Letter of Intent, the developer of that project will fund construction of the pump station and force main, and gravity sewer from the pump station to the intersection of Hayes Road, Hicks Road and Cold Springs Road. The Town, through bonding on behalf of Cold Springs Sewer District No.1, will fund the design of all of the infrastructure and construction of the gravity sewers as shown in attached Figure 1 – Sewer Infrastructure Plan. The contract design drawings will be developed as two (2) separate sets of drawings and specifications for bidding purposes from each funding source.

The project design will provide public sewers to parcels included in the Melvin Farms project, parcels fronting Hayes Rd North of the proposed pump station to Rte. 370, parcels fronting Hicks Road north of Rte. 370 to Patchett, the Orchard Estates neighborhood (Gloria Drive & Camerondale Road), the Melia Park neighborhood, and the Brickwalk Neighborhood, totaling

approximately 20,000 linear feet of gravity sewer and force main piping, as shown in map below.

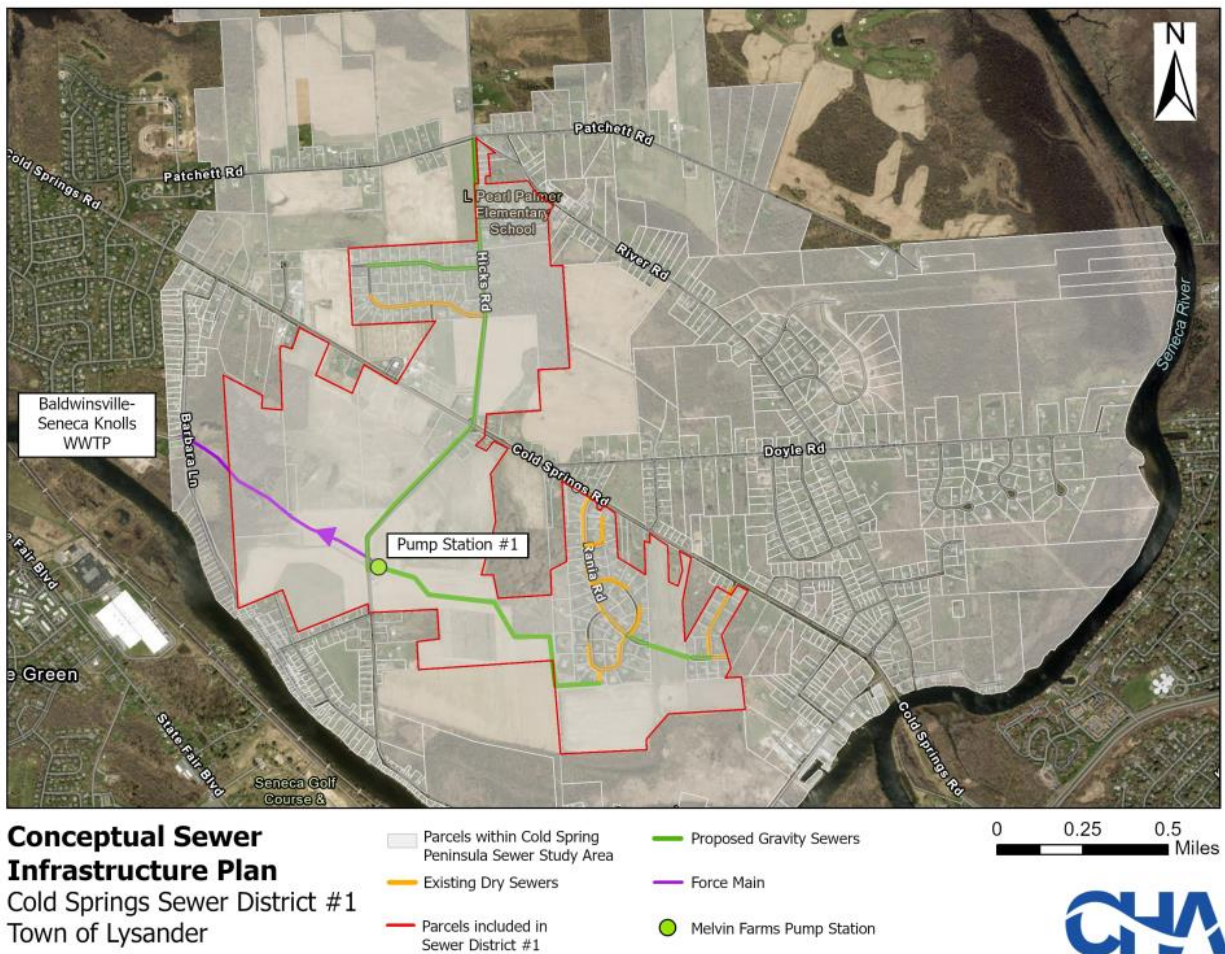


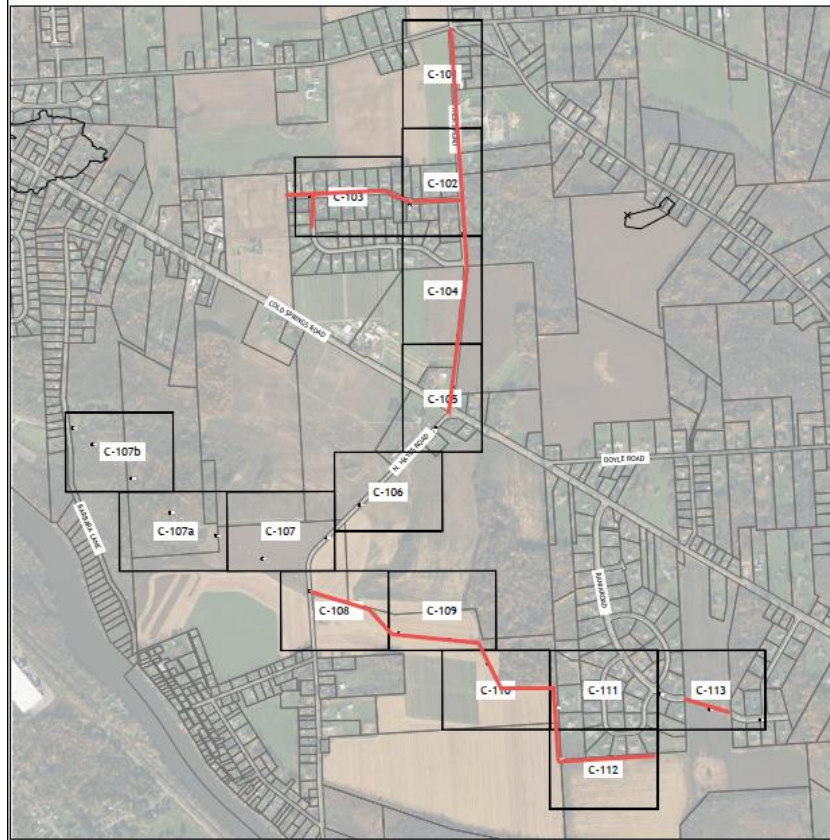
EXHIBIT A – SCOPE OF SERVICES

1. Survey Services:

To aid in the completion of design documents, topographical survey mapping will be required in the areas of the proposed sanitary sewer. As shown on the map below, a 100 foot wide strip survey will be completed for the proposed sewer locations shown in red, and will also include visible utilities and front of any existing buildings within the 100’ wide surveyed area.

No survey will be completed beyond these areas and wetland flagging will not be located. At this time, no easement mapping or legal descriptions have been included in this proposal. Once the design has progressed to determine exact routing, then a separate scope and fee will be provided. This work is considered Public Work and the payment of prevailing wages to the survey crew is required.





2. Utility Daylighting:

Badger Daylighting Corp will provide hydrovac services to locate the water and gas services at approximately 35 locations along Camerondale Road, Hayes Road North and Hicks Road over a four (4) day period.

The following assumptions apply:

- Town will provide dump location for spoils, on-site water, and backfill of the holes.
- Digging conditions may change estimated times.
- Excavation will occur in grass areas within 20 feet of where unit can park (not off-road).

3. Subsurface Exploration Services:

A total of thirty-one (31) soil borings will be advanced as part of the project. The exploration locations are accessible with an ATV-mounted drill rig and that approximately fifteen (15) locations are located in agricultural fields and/or wooded areas along trails. The remainder of the work will be near roadways (approximately 16 locations) and will be located off the roadway shoulders in accessible areas; however, Work Zone Traffic Control (WZTC) will still be required at these locations for safety during all work activities due to the proximity to the roadways. WZTC will consist of cones and signs as needed.

areas. This work is considered Public Work and the payment of prevailing wages to the drill crew is required.

The following will be completed as part of this service:

- Mobilize/Demobilize an ATV-mounted drill rig and crew.
- Layout exploration locations, mark for UDIG NY and collect GPS coordinates.
- UDIG NY Notifications and response review (multiple tickets).
- WZTC will consist of cones and signs along roadways. It is assumed that no DOT permitting will be required.
- Advance soil borings utilizing Hollow Stem Auger (HSA) drilling methods with continuous sampling up to ten (10) feet, and standard sampling thereafter. Standard Penetration Testing will be performed in general conformance with ASTM D1586, "Standard Test Method for Penetration Test and Split Barrel Sampling of Soils".
 - Twenty-six (26) soil borings to a depth of 20-feet or practical refusal, whichever is first.
 - Five (5) soil borings to a depth of 40-feet or practical refusal, whichever is first.
- The borings will be backfilled with auger cuttings and capped with asphalt cold patch if in paved areas.
- Prepare a Data Summary Report with means and methods, site plans, GPS data, and NYS Professional Geologist-reviewed soil boring logs.

Note: Excess soil cuttings, if any, will be left adjacent to borings and will not be moved elsewhere on-site or removed off-site. Rutting soft soils is likely during the work, and will be raked-out ruts as practical in lawn areas only; however, addition of topsoil and seed is not part of the work scope. In agricultural areas and woods any ruts will be left as in.

4. Wetland Services:

- 4.1 A wetland delineation for approximately 116 acres as identified for the proposed sewer alignment will be performed in accordance with the currently applicable Corps of Engineers Wetland Delineation Manual (1987) and Northcentral and Northeast Regional Supplement to the Corps of Engineers Wetland Delineation Manual (Version 2.0 - January 2012). The client is responsible for contracting with a licensed land surveyor (cost not included in this proposal) to locate wetland flags and to provide the resulting map and shapefiles for the wetland boundaries. The report will be provided in electronic (pdf) format. This task does not include the submission of a permit application to any regulatory agency.
- 4.2 If requested, a jurisdictional determination request will be submitted to the New York State Department of Environmental Conservation (NYSDEC) per the NYSDEC Region 7 Parcel JD – Consultant Requirements and U.S. Army Corps of Engineers (USACE).
- 4.3 If NYSDEC and/or USACE request a site visit to verify wetland boundaries and render a jurisdictional determination, then cost to accompany USACE/NYSDEC will be per site visit.



5. Design Phase:

- 5.1 Conduct preliminary (25% level) design of the gravity sewers, pump station, and force main. Prepare hydraulic calculations to determine the diameter, slope, and material for the proposed gravity sewers. Establish dimensions for the new pump station wet well, considering best engineering judgement and criteria outlined in regulations such as *Recommended Standards for Wastewater Facilities*. Establish the appropriate diameter of force main(s) from the pump station which will satisfy minimum and maximum velocities during current and full build-out flow conditions. Calculate a system head curve for the new pump station and select suitable wastewater pumps. Identify areas for force main cleanouts, valves, and air release/vacuum relief stations. Identify the discharge connection for the force main at the Baldwinsville-Seneca Knolls WWTP on Barbara Lane.
- 5.2 Prepare a basis of design (BOD) report to document the design selections for the sewer system. Participate in a conference call with WEP to review pertinent details regarding the new pump station and associated infrastructure. Submit the 25% design drawings and BOD report to WEP for their review and approval. Revise the BOD report based on a single set of written comments received from WEP. After receiving approval from WEP, submit the 25% design and BOD report to NYSDEC for review and approval. Revise and finalize the report based on a single set of written comments from the NYSDEC.
- 5.3 Proceed with the development of detailed design drawings and technical specifications for the sewers, pump station, and force main. Develop the design for electrical and controls related to the pump station, as well as a foundation for the pump station controls building. The controls building will be a prefabricated metal or concrete building.
- 5.4 Submit a set of design documents to WEP for their review at the 95% completion level milestone. Revise the documents based on a single set of comments received. After the documents are met with approval from WEP, submit the design to the NYSDEC for review and approval. Revise the documents based on a single set of comments received.

6. Bid and Construction Phase Services:

- 6.1 Answer questions from qualified bidders during project bidding for inclusion in one (1) addendum.
- 6.2 Provide construction administration assistance after project has been awarded. These services will include answering requests for information (RFIs), and reviewing shop drawings and submittals related to the pump station and sewers. Participate in periodic construction progress update calls (maximum 10) with the Town and Contractor.
- 6.3 Observe the pump station startup and assist in the development of a punch list at substantial contract completion.



Deliverables:

- Basis of Design Report
- Developer Funded Contract Plans & Specifications
- Cold Springs Sewer District No.1 Plans & Specifications
- Survey Mapping
- Wetland Delineation
- Data Summary Report

Assumptions:

- The Town of Lysander Attorney will prepare all easement agreements and coordinate easement filing at County Clerk.
- The Town of Lysander Engineer will:
 - be responsible for ensuring site access for wetland delineation is approved by the landowner.
 - provide access to the work sites for the drilling crew, obtain any access required from property owners and will be responsible for moving any obstructions and clearing for access.
 - be onsite with the utility daylighting contractor to collect the utility locations and depths.
 - coordinate with residents for proposed sewer lateral locations.
 - coordinate any grading releases needed to enter private property.
- The Town of Lysander Highway Department will fill in all holes related to the utility daylighting.
- The Town of Lysander will be responsible for all resident notices.
- The Town of Lysander will prepare contract front end and bid advertisements.
- The Town will obtain all necessary NYSDOT & Onondaga County DOT Permits as part of the project.
- A lateral connection for the Palmer Elementary school will be provided; however, design for the connection will be future by others.
- Proposal does not include construction inspection services.
- Site conditions must be appropriate to complete all investigation and services (i.e. no snow cover).
- No environmentally impacted soil will be encountered.
- A SWPPP will not be required.
- Permit and review fees are the responsibility of the Town.
- This work is considered Public Work and the payment of prevailing wages to the survey and drilling crews is required.

EXHIBIT B – SCHEDULE

CHA is prepared to begin working on this project upon written authorization to proceed. A detailed schedule will be prepared as part of a project kickoff meeting. All field work is weather dependent.



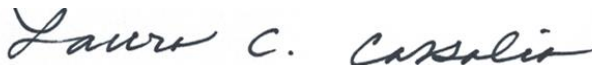
EXHIBIT C – FEES

For the scope of services contained herein, CHA is to be compensated as follows, in accordance with our current Municipal Consulting Agreement. All reimbursable project expenses, including mileage, postage, and printing/reproduction, will be billed at cost.

Task	Description	Fee Type	Fee
1	Survey Services	NTE	\$77,000
2	Utility Daylighting	NTE	\$15,361
3	Subsurface Exploration Services		\$51,252
4	Wetland Services		
4.1	Wetland Delineation	NTE	\$8,514
4.2	Jurisdictional Determination	NTE	\$720
4.3	Site Visit	NTE	\$1,674
5	Design Phase	Hourly	\$285,500
6	Bid and Construction Phase	Hourly	\$66,300
	<i>Expenses - estimated</i>	<i>At Cost</i>	<i>\$500</i>
	TOTAL		\$506,821

We appreciate the opportunity to submit this work authorization to the Town. If acceptable, please sign below and return a copy to our office. If you have any questions regarding this work authorization, please do not hesitate to contact me at 315-228-0717.

Sincerely,



Laura C. Cassalia, PE
Senior Project Manager

AUTHORIZATION TO PROCEED:

By: _____
Kevin Rode, Supervisor
Town of Lysander

_____ Date

cc: Al Yager, Town Engineer

