



Town of Porter

Work Session

~ Agenda ~

3265 Creek Road
Youngstown, NY 14174

TownofPorter.Net

Barb DuBell
716-745-3730

Monday, April 10, 2017

6:00 PM

Town Hall Auditorium

I. Call to Order

6:00 PM Meeting called to order on April 10, 2017 at Town Hall Auditorium, 3265 Creek Rd., Youngstown, NY.

Attendee Name	Present	Absent	Late	Arrived
Supervisor Mert Wiepert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deputy Supervisor Jeff Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Councilman Thomas Baia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Councilman Larry White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Councilman J. Duffy Johnston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Town Clerk Barb DuBell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deputy Town Clerk Kara Hibbard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

II. Reports

1. Report 2017-81

Town Hall Generator

2. Report 2017-82

Handbook

3. Report 2017-83

Bicentennial Flag Day Parade & Faire

4. Report 2017-84

Water Tank

5. Report 2017-85

Town Website

6. Report 2017-86

Tax Collector Position

7. Report 2017-87

Credit Card Payments



Town of Porter
3265 Creek Road
Youngstown, NY 14174

Barb DuBell
Town Clerk
716-745-3730
TownofPorter.Net

2017-81

Meeting: 04/10/17 06:00 PM

Town Hall Generator

**Re: Professional Engineering Services
Proposal Town Hall Generator**

GHD Consulting Services Inc. (GHD) is pleased to submit this proposal to provide professional engineering services to the Town of Porter in connection with the installation of a new generator at Town Hall. This proposal was developed based upon our understanding of the Town's goals and objectives for the project, and a review of electrical drawings for the Town Hall. This proposal includes design, bid, and construction phase services.

1. Scope of Work

Based on our understanding of the goals, objectives and project requirements, we offer the following Scope of Services:

Task 1 - Design Phase Services

The following services **will** be completed as part of the Design Phase:

- GHD will initiate a project kick-off meeting at Town Hall. During this meeting, the project scope, schedule and project deliverables will be reviewed with Town representatives and GHD's project team. Constructability issues, project limitations and preferences **will** also be discussed.
- This meeting will also be used as an opportunity to obtain available documents and plans and equipment information (Town Hall and solar system)
- Based upon previous work at Town Hall, the gas supply pressure may not be sufficient to properly run a natural gas generator. Therefore, we will complete a site condition assessment of existing services to determine options for generator engine types (natural gas or diesel). We will coordinate with gas and electric utility companies for possible underground conflicts and to obtain gas supply data and connection requirements.
- Assist the Town in the State Environmental Quality Review (SEQR) process and prepare necessary SEQR documentation for approval by Town legal counsel. GHD's judgment is to classify this project as an unlisted Action as regulated under SEQR.
- Prepare preliminary design plans and specifications for the installation of a new generator, automatic transfer switch (ATS) and concrete pad. The generator will be sized to match the existing load and electrical service size. Design will include generator sizing verification, recommendation of generator manufacturers, transfer switch and installation details. The design will include modifications to the existing electrical service and associated wiring to incorporate the new generator and ATS, and to provide protection against back feeding the solar power system.

- Prepare Contract Documents suitable for public bidding. Front-end specifications will be GHD's standard package. This project will be bid as one contract. The anticipated drawing list will include a site plan, generator installation plan, and one line electrical drawing, and a notes and details sheet

Task 2 - Bid Phase Services

GHD will assist the Town during the bidding process. We will prepare the project advertisement, answer contractor questions as they arise during bidding, and prepare addenda, if required. GHD will canvass and prepare a tabulation of the bids received, and prepare a recommendation of award for the Contract.

GHD will furnish up to ten copies of the Bid package, which will be comprised of GHD's front-end, project drawings, and specifications. The bid documents will include up to ten copies of the full-size set of drawings and an additional five copies of reduced (half-size) copies of the drawings.

Task 3 -Construction Phase Services

GHD will perform contract administration services throughout the duration of construction. The following work **will** be performed under this task:

- Schedule and conduct a pre-construction meeting, and prepare and distribute meeting minutes to all involved parties
- Review and approve contractor submittals for material and equipment to be used on the project for compliance with design concept and specifications
- Provide general consultation, advice and problem resolution to the Town, as necessary during construction
- Interpret contract documents and resolve unanticipated field problems by communications and visits to the site, as necessary
- Review and make recommendations to the Town for all construction payment requests
- Complete a final inspection and attend manufacturer start-up and test.

Planning Assumptions

1. This proposal does not include the cost of any review or permit fees by the regulatory agencies.
2. GHD intends to use existing building plans and available design data to develop the existing site conditions.
3. Resident inspection is not included in this scope of work.

2. Schedule

GHD is prepared to begin work on this project immediately upon receipt of written authorization. GHD anticipates it will take approximately 4 weeks from approval to complete the design phase and issue the final Bid documents for a public bid advertisement.

3. Fee

GHD proposes to complete the above scope of services as detailed below:

Design Phase Services: Plans and Specifications	\$6,500 (Lump Sum)
Bid Phase	\$1,000 (Lump Sum)
Construction Phase Services	<u>\$1,500</u> (Lump Sum)
Total	\$9,000

Please note that all work performed in connection with this proposal is pursuant to the terms and conditions of the current Agreement between the Town and GHD.

We appreciate the opportunity to submit our proposal and look forward to working with the Town on this project. As always, please do not hesitate to call if you have any questions regarding this proposal.

GHD
David M. Britton, PE
Project Manager



Town of Porter
3265 Creek Road
Youngstown, NY 14174

Barb DuBell
Town Clerk
716-745-3730
TownofPorter.Net

2017-82

Meeting: 04/10/17 06:00 PM

Handbook

Discuss if we should keep JBM HR Consulting or go back to Amtex for updating the handbook



Town of Porter
3265 Creek Road
Youngstown, NY 14174

Barb DuBell
Town Clerk
716-745-3730
TownofPorter.Net

2017-83

Meeting: 04/10/17 06:00 PM

Bicentennial Flag Day Parade & Faire

Discuss giving Ruthann Buzzard \$650 for the bicentennial parade.



Town of Porter
3265 Creek Road
Youngstown, NY 14174

Barb DuBell
Town Clerk
716-745-3730
TownofPorter.Net

2017-84

Meeting: 04/10/17 06:00 PM

Water Tank

Any decision from the Niagara County Health Department



Town of Porter
3265 Creek Road
Youngstown, NY 14174

Barb DuBell
Town Clerk
716-745-3730
TownofPorter.Net

2017-85

Meeting: 04/10/17 06:00 PM

Town Website

Update on website



Town of Porter
3265 Creek Road
Youngstown, NY 14174

Barb DuBell
Town Clerk
716-745-3730
TownofPorter.Net

2017-86

Meeting: 04/10/17 06:00 PM

Tax Collector Position

Discuss options for Tax Collector position.



Town of Porter
3265 Creek Road
Youngstown, NY 14174

Barb DuBell
Town Clerk
716-745-3730
TownofPorter.Net

2017-87

Meeting: 04/10/17 06:00 PM

Credit Card Payments

Discuss the town accepting credit card payments using GovPayNet.