

RESOLUTION NO. 54 FOR THE YEAR 2023

**A RESOLUTION APPROVING THE ENGAGEMENT OF RETTEW ENGINEERING  
AND SURVEYING, P.C. TO PROVIDE  
CONSTRUCTION ADMINISTRATION SERVICES AND CONSTRUCTION  
OBSERVATION SERVICES REGARDING  
THE CITY'S PROPOSED FLOATING SOLAR ARRAY**

WHEREAS, the City previously approved a contract with RETTEW Engineering and Surveying, P.C. to provide engineering and construction administration services regarding the City's proposed Floating Solar Array; and

WHEREAS, it is now necessary to expand the scope of services to be provided by RETTEW Engineering and Surveying, P.C.

WHEREAS the Board of Managers has approved the further engagement of RETTEW Engineering and Surveying, P.C., subject to Common Council approval.

NOW, THEREFORE, BE IT

RESOLVED, that the engagement of RETTEW Engineering and Surveying, P.C., to provide construction administration services and construction observation services regarding the City's proposed Floating Solar Array as set forth in the attached proposal dated November 13, 2023 on a time and expense basis for the estimated additional cost of \$280,000.00 is hereby approved and the Mayor is hereby authorized to sign a purchase order and/or agreement for same upon approval as to form by the Corporation Counsel; and be it further

RESOLVED, that this Resolution shall take effect immediately.

Approved as to form this 28th day of November, 2023.



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Brian S. Kremer  
Corporation Counsel

Resolution No. 54 for the Year 2023  
November 28, 2023  
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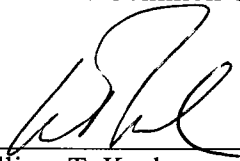
Engrossed and signed by ~~the~~ President of the Common Council and attested by the Clerk of the Common Council this 28 day of November, 2023.

  
Clerk

  
President

I hereby approve the foregoing Resolution of the Common Council.

11/29/23  
Date

  
William T. Keeler  
Mayor of the City of Cohoes, New York

REQUEST FOR AGENDA ITEM  
Legislative Request / BOM Request

Legislative Request  BOM Request

Date 11/13/2023

Department Building & Planning

Contact Person Joe Seman-Graves

PERPOSE FOR REQUEST:

Adoption of Resolution: \_\_\_\_\_

Adoption of Local Law: \_\_\_\_\_

Adoption of Ordinance: \_\_\_\_\_

Budget Amendment: \_\_\_\_\_

Bond Approval: \_\_\_\_\_

Contract Authorization:

Other (Briefly Explain) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Budget Amendment (State the following)

Increase Account/Line No. \$280,000

Decrease Account /Line No. \_\_\_\_\_

Source of Funds Grants/Incentives

CONTRACT AUTHORIZATION

Purchase Equipment/Supplies: \_\_\_\_\_

Lease Equipment/Supplies: \_\_\_\_\_

Professional Services:

Education/Training: \_\_\_\_\_

Settlement of Claim: \_\_\_\_\_

Grants:

New \_\_\_\_\_

Renewal \_\_\_\_\_

Submission Dead Line \_\_\_\_\_

Fiscal Impact in Dollars or Percentage  
Federal 0  
State \$  
City of Cohoes +/- \$280,000  
National Grid 0

All back -up material has been submitted x

**Explanation:**

I am writing to formally request the approval of an addendum related to the City of Cohoes' proposed 3.2 MWdc Floating Solar Array project.

RETTEW Engineering and Surveying, P.C. (RETTEW) has been invited to partner with the City on the construction administration services for the aforementioned project. Their extensive experience includes prior involvement in interconnection, environmental site due diligence, and final engineering services related to the project, demonstrating their competence and reliability.

The proposed scope of services includes:

**A. Construction Administration Services:**

- Pre-construction meeting coordination
- Review of contractor submissions
- Evaluation of deviations from contract requirements
- Issuance of interpretations and clarifications
- Review and recommendation on change orders
- Assessment of payment requisitions
- Job progress meetings and site visits
- Punchlist development and closeout document preparation

**B. Construction Observation Services:**

- Periodic construction observation through a Resident Project Representative
- Review of contractor work and compliance with contract requirements

**Compensation:**

Construction Administration Services: \$200,000.00  
Construction Observation Services: \$80,000.00  
Total Proposed Fees: \$280,000.00

RETTEW will provide these services on a Time & Expense basis, with the actual costs subject to their standard hourly rates. The estimated fees are outlined above.

Additional services beyond the scope may be provided upon request, and billing will follow a monthly schedule as per the terms of the original Agreement.

I kindly request that the Cohoes Common Council consider and approve this addendum, allowing us to proceed with RETTEW for the crucial construction administration services outlined above. The proposed services align with our commitment to the successful execution of the Cohoes Floating Solar Array project.

Thank you for your attention to this matter, and please feel free to reach out if you have any questions.

Submitted by: Joe Seman-Graves date 11/13/2023

**CITY OF COHOES  
OFFICE OF PLANNING**

JOSEPH SEMAN-GRAVES  
CITY PLANNER  
[jseman-graves@ci.cohoes.ny.us](mailto:jseman-graves@ci.cohoes.ny.us)



PHONE: 518 233-2130  
97 Mohawk Street  
Cohoes, NY 12047

November 13<sup>th</sup>, 2023

Honorable William T. Keeler  
Mayor of Cohoes  
97 Mohawk Street  
Cohoes, N.Y. 12047

Re: Authorizing Contract for Construction Administration with Rettew for Floating Solar Project.

Dear Mayor Keeler,

I am writing to formally request the approval of an addendum related to the City of Cohoes' proposed 3.2 MWdc Floating Solar Array project.

RETTEW Engineering and Surveying, P.C. (RETTEW) has been invited to partner with the City on the construction administration services for the aforementioned project. Their extensive experience includes prior involvement in interconnection, environmental site due diligence, and final engineering services related to the project, demonstrating their competence and reliability.

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Thank you for your attention to this matter, and please feel free to reach out if you have any questions.

Sincerely,



Joseph Seman-Graves  
City Planner  
City of Cohoes



We answer to you.

515 West Hamilton Street, Suite 508, Allentown, PA 18101 • Phone: (800) 738-8395  
E-mail: rettetw@rettetw.com • Web site: rettetw.com

Engineers

Environmental  
Consultants

Surveyors

Landscape  
Architects

Safety  
Consultants

November 13, 2023

Joseph Seman-Graves, City Planner  
City of Cohoes  
97 Mohawk Street  
Cohoes, NY 12047

*By Email Only*

RE: Addendum 02: Floating Solar Array – City of Cohoes (Cohoes, NY)  
Construction Phase Services  
RETTEW Project No. 123192000

Dear Joseph:

Thank you for inviting RETTEW Engineering and Surveying, P.C. (RETTEW) to participate and partner with City of Cohoes (City) to provide construction administration services related to a proposed nominal 3.2 MWdc Floating Solar Array to be located at City's drinking water facility. The proposed floating solar array will provide power to the City, along with a consortium of other entities. RETTEW has previously provided Interconnection, Environmental Site Due Diligence, and Final Engineering Service to the City related to the project.

## SCOPE OF SERVICES

### A. CONSTRUCTION ADMINISTRATION SERVICES

RETTEW will:

1. Coordinate and conduct one pre-construction meeting with the City and Contractors for the proposed Project.
2. Receive and review bonds, guarantees, schedules, certificate of inspections, tests and approvals, which are to be submitted by the Contractors in accordance with the Contract Requirements.
3. Review Shop Drawings, Samples and other data required to be submitted by the Contractors, including one resubmitted for conformance with the design concept of the Project and information given to the Contract Requirements. Evaluate and provide a recommendation to significant deviations from the Contract Requirements that may be requested.
4. Issue the necessary interpretations and clarifications of the Contract Requirements and if necessary, prepare Work directives for issuance to the Contractor(s).
5. Review and provide a written recommendation to the City on the reasonableness of the pricing of the Contractor change orders. Prepare final change orders for execution by City and the Contractor.
6. Review and provide a recommendation to the City on payment requisitions submitted by the Contractors. Advise City and the Contractors with respect to the acceptability of the work of the Contract Requirements pertaining to the execution and progress of the work.

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7. Conduct job progress meetings between the Consultant, City, and the Contractors at such a frequency as dictated by the Project needs. Due to the scope of this project, it is anticipated that monthly progress meetings will be held during the construction period.
8. Conduct site visits as deemed necessary during critical periods of the work by Engineer or Construction Manager. This assumes 20 visits total.
9. Development of Uncompleted or Defective Items Lists ("Punchlist") for City review and assist City in ensuring completion of the items by the Contractors.
10. Prepare the necessary closeout documents for execution by City and the Contractors. Furnish a letter of final acceptance of the facilities.

**B. CONSTRUCTION OBSERVATION SERVICES**

RETTEW will:

1. At the direction of the client, conduct periodic construction observation services through the use of a Resident Project Representative (RPR) at the Project Site. RPR will be present during critical periods of the work and is assumed to be present for ten hours per day (eight onsite, plus travel and reporting). For this estimate, RETTEW assumed a total of fifty onsite days for the duration of the project.
2. Be responsible for periodic review of the work of the Contractors, evaluation of compliance of Contract Requirements and other duties as outlined in the Contract Documents.

**COMPENSATION**

RETTEW proposes to provide the aforementioned professional services on a Time & Expense basis in accordance with our standard hourly rates in effect at the time the services are being performed. RETTEW will bill you for the actual time, portal to portal, and expenses incurred in the performance of the Scope of Services outlined above. Although RETTEW may provide an estimate of fees and expenses for your guidance, the actual fees and expenses that you will incur during the course of your project may vary from the estimate. Accordingly, any estimate given by RETTEW does not constitute a guarantee of the final amount of fees and expenses that you will incur. The estimated costs are provided below for your convenience.

A.	Construction Administration Services .....	\$200,000.00
B.	Construction Observation Services.....	\$80,000.00
	<i>Assumes \$1,600.00 per day for fifty onsite days</i>	
	<b>TOTAL PROPOSED FEES .....</b>	<b>\$280,000.00</b>

**ADDITIONAL SERVICES**

Services not included in the scope and fee described herein may be provided by RETTEW upon your request. We will perform these services as an addendum to the Professional Services Agreement or mutually acceptable substitute agreement, should they prove to be necessary. Proper written authorization must be given prior to initiating any additional services.



## BILLING AND PAYMENT SCHEDULE

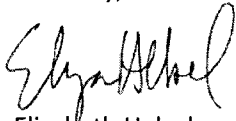
RETTEW will invoice you at the end of each monthly billing period for services performed to date. Invoices are payable per the terms of the original Agreement.

## PROPOSAL ACCEPTANCE

If this addendum is satisfactory and acceptable, and fully sets forth all the items of our understanding, please signify your acceptance by signing and returning the Project Change Order/Addendum. This document will then constitute our completed agreement. This addendum will be subject to all the terms and conditions of our previous proposal and original agreement. If we are given verbal or written authorization to proceed with any portion of this work prior to receiving an executed agreement, or if we receive payment from you toward this addendum, the terms and conditions of this agreement will be considered to be in full force, as if it had been executed, until such time as another agreement is executed by both parties.

We look forward to continuing to work with you on this project. If you have any questions regarding this addendum or wish to discuss any item(s) contained herein, please contact Lizzie Helsel at [elizabeth.helsel@rettew.com](mailto:elizabeth.helsel@rettew.com) or 570-204-2069. We will work to give you the quality service you deserve as a valued client of RETTEW.

Sincerely,



Elizabeth Helsel  
Project Manager



Robert M. Lauriello, PE  
Chief Operating Officer

Enclosure

copy: Jason Wert, RETTEW Associates, Inc.  
BJ Batterson, RETTEW Associates, Inc.

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**RETTEW**



We answer to you.

3020 Columbia Avenue, Lancaster, PA 17603 • Phone: (800) 738-8395  
E-mail: rettew@rettew.com • Web site: rettew.com

**PROJECT CHANGE ORDER/ADDENDUM**

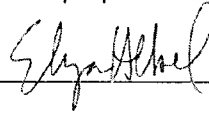

<b>DATE:</b>	<u>November 13, 2023</u>	<b>PROJECT #:</b>	<u>123192000</u>
<b>PROJECT NAME:</b>	<u>City of Cohoes Floating Solar Array</u>	<b>ADDENDUM #:</b>	<u>02</u>
<b>WORK/CHANGE REQUESTED BY:</b>	_____	<b>WORK/CHANGE RECEIVED BY:</b>	_____
<b>WORK/CHANGE REQUESTED:</b>	_____		

See addendum prepared by RETTEW dated November 13, 2023.

<b>TOTAL FOR THIS ADDENDUM:</b>	<u>\$280,000.00 T&amp;E</u>
<b>ORIGINAL AGREEMENT AMOUNT</b>	
<b>DATED:</b> <u>May 13, 2021</u>	<u>\$16,300.00 Lump Sum (PO 2163)</u>
<b>TOTAL OF PREVIOUS ADDENDUM(A):</b>	<u>\$409,900.00 Lump Sum (PO 2262)</u>
<b>AMENDED AGREEMENT AMOUNT:</b>	<u>\$706,200.00</u>

If this addendum is satisfactory and acceptable and fully sets forth all the items of our understanding, please signify your acceptance by signing below. Please return a fully executed copy and retain a copy for your records. This document will then constitute our completed agreement.

This addendum will be subject to all the terms and conditions of our previous proposal and agreement.

<b>BY:</b> _____ (CLIENT SIGNATURE)	<b>BY:</b> <u></u> (RETTEW SIGNATURE)
_____	<u>Elizabeth Helsel</u> (PRINTED NAME)
_____	_____
<b>TITLE:</b> _____	<b>TITLE:</b> <u>Project Manager</u>
<b>DATE:</b> _____	<b>DATE:</b> <u>November 13, 2023</u>
	<b>BY:</b> <u></u> (RETTEW SIGNATURE)
	<u>Robert M. Lauriello, PE</u> (PRINTED NAME)
	<b>TITLE:</b> <u>Chief Operating Officer</u>
	<b>DATE:</b> <u>November 13, 2023</u>