



January 22, 2014

Ms. Elizabeth Tracy
Division of Environmental Permits
NYSDEC Region 7
615 Erie Blvd. West
Syracuse, NY 13204-2400

RE: Town of Sterling – Water District #1
Joint Permit Application

JAN 26 2015
TOWN OF STERLING

Dear Elizabeth:

Please find the enclosed two (2) copies of the joint permit application package for the Town of Sterling water project. We are submitting this application package on behalf of our client, the Town of Sterling.

An entire set of contract plans are included in the joint permit application package for your review.

Please feel free to contact me with any questions or if you require further information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Steve Willard', with a long horizontal flourish extending to the right.

Steve Willard
C2AE

CC: Mr. Randall Lawrence, Town Supervisor, letter only



LETTER OF TRANSMITTAL

To: Randall Lawrence, Supervisor
Town of Sterling
1290 State Rte. 104A
Sterling, NY 13156

Date: January 22, 2015

Re: Town of Sterling Water District #1

For: Pickup Mail Delivery Overnight

Enclosed please find the following:

Each	Item	Dated	Description
1	Copy		Contract Document Review/Sterling Water Dist. No. 1

Remarks:

For your information and review.

Copy to:

_____ with () encl.
_____ with () encl.

By: Robert F. Guminiak, P.E.



20 January 2015

C2AE
Attn: Mr. Robert F. Guminiak, PE
70 Main Street
Canton, New York 13617

Re: Contract Document Review
Sterling Water District No. 1
Town of Sterling, Cayuga County, New York

Dear Bob:

The USDA-Rural Development (RD) has reviewed the plans and specifications for the subject proposal and finds these documents **acceptable** for bid **contingent** on the following corrective actions being incorporated and/or corrected in the contract documents:

General Comments

1. Regulatory approval from the New York State (NYS) Department of Health (DOH)/Cayuga County Health Department is to be obtained prior to bid and submitted to RD as indicated later in this letter.

Contract Documents

1. Table of Contents – Please check order of items in Division 00. The Supplementary Conditions should be referred to as EJCDC C-800. The Additional Supplemental Conditions are named “Special Conditions” in the documents. The Non-Collusive and Site Visit Certifications (00431 and 00432) and AIA forms are not in the documents. The USDA RD Engineer’s and Seismic Certifications have been included, but are not necessary to include in these contract documents. The Engineer’s certification is to be provided separately, as indicated later in this letter.
2. Agreement, Article 5 – Please make sure the total contract amount, when awarded, will be shown in the Agreement.

Rural Development • Syracuse State Office
441 S. Salina St, Suite 357, Syracuse, NY 13202
Telephone: (315) 477-6427 • Fax: (315) 477-6448 • TDD: (315) 477-6447
Web: <http://www.rurdev.usda.gov/ny> Email: john.helgren@ny.usda.gov

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3. Supplementary Conditions, Paragraph SC-5.03.E. – Recommend including the soil borings report with the Contract Documents when distributed to the bidders.
4. RD Project Sign – Recommend clarifying where the sign installation is specified.
5. Section 01 1010, Paragraph 1.4.I – Recommend clarifying which entities require permits and of any known special requirements that should be attached to the contract specifications or that the contractors should be made aware of regarding work in ROWs.
6. Sections 01 1501 and 02 2668, Paragraph 3.10 – Recommend clarifying who is responsible for the cost (if any) of water used for filling, flushing, and testing the new water mains.

Construction Plans:

1. Please confirm the status of the permanent easements for the water main and service line construction. As stated in the Letter of Conditions, forms RD 442-21 and RD 442-22, are to be provided to the local Area Specialist.
2. General – Please confirm the service meter pits will be located in the ROW or a permanent easement.
3. Sheet C-101 – Please verify if a permanent easement will be required at Sta. 38+00 to 39+00 for future O&M.
4. Sheets C-102 & C-109 – If there is the potential to extend the water main further down Dogwood Road, please consider a valve (anchored to the tee) to facilitate the future connection. This would save having to install another valve in the future and allow new pipe to be installed from the valve without having to shut down the mainline.
5. Sheet C-105 – Please confirm if an ACOE/DEC permit is required for the Nine Mile Creek stream crossing.
6. Sheet C-502 – Two types of meter pits are shown, but the bid form only indicates the tandem type. Please clarify.

Bidding, Award, and Construction

Once these changes have been incorporated into the contract documents, you are authorized to advertise for the ***Bid*** of the project. Please provide a response letter to the comments listed above. In addition, one copy of the “As Bid” plans and specifications or addendum, incorporating the above must also be provided to the following people:

- Christina Cerio, Area Specialist - 1 N. Main Street, 2nd Floor, Cortland, NY 13045
- John Helgren, PE, State Engineer - 441 South Salina Street, Suite 357, Syracuse, NY 13202

Also, please provide with the as-bid contract documents, the Engineer's Certification of Final Plans and Specifications form RUS Bulletin 1780-26 (2014).

The as-bid documents may be given to the Area Specialist at the preconstruction meeting but please send them to the State Engineer once the documents have been issued. Also, please notify RD of the bid opening date. Once the Bids have been opened and the qualified low bidder has been determined, we will need **two** copies of the following information submitted for our review and approval (**please send one copy to the Area Specialist and one copy to me**), **prior to the award of the contract:**

1. Complete "bid tabulation", including all unit prices for all bidders.
2. Engineer's recommendations of the qualified low bidder to the Town Board.
3. Contractor's signed Form RD 400-6, AD-1048, and RD Instruction 1940-Q Exhibit A-1.
4. New York State Department of Health (NYSDOH) or representative's approval.
5. Final As-Bid Project Budget Form E.

Upon review and approval of the above information USDA – Rural Development will issue a letter authorizing the award of the contract. **Please note: The Town must comply with the Letter of Conditions dated 5/7/14 before any award of contract.** These requirements must be coordinated with the Area Specialist.

Once the contract has been awarded, we will need two copies of the following information submitted for our review and approval (**please send one copy to the Area Specialist and one copy to me, except as noted**):

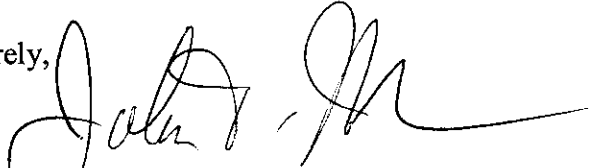
1. Town Board's resolution of award.
2. Notice of Award of Contract.
3. Executed Agreement with original signatures.
4. Contractor's executed Performance and Payment Bonds with original signatures. **Note:** These **must** be on the EJCDC Nos. C-610 and C-615 forms.
5. Contractor's Certificate of Insurance.

6. Five copies with original signatures of Exhibit GC-A for each contract (three will be returned). Please insert the project name, contract number, contractor's name, and contract price at the top of the GC-A form. **NOTE: The Exhibits should only be sent to the State Engineer and not included in the package to the Area Specialist.**
7. Resume of the proposed Resident Construction Inspector (if inspector for this project has not been chosen, multiple resumes from different inspectors may be sent for review and approval).
8. Confirmation from the NYSDEC that they have received the NOI for the SWPPP.

Once these items have been reviewed and approved, and all the requirements of the Letter of Conditions have been met, the Area Specialist will schedule a preconstruction conference. Attendance for the preconstruction conference should at a minimum include a Town representative, the Engineer, Resident Construction Inspector, Contractor's representative with the authority to act for the Contractor, USDA - Rural Development representative, and any pertinent local and state personnel.

Please forward the Town's copy of this review letter at your earliest convenience. If you have any questions please call me at (315) 477-6427 or e-mail me at john.helgren@ny.usda.gov.

Sincerely,



John Helgren, P.E.
State Engineer

Cc: Town of Sterling (via engineer)
AS – Christina Cerio
CPD – Titus Falkenburg, PE (via e-mail)
CPS – Brenda Smith (via e-mail)