



December 15, 2023

Mr. Scott Crawford
Supervisor
Town of Sterling
1290 State Route 104A
Sterling, NY 13156

Re: Proposal for Professional Services: Water Project Development for Water District #4

Dear Mr. Crawford,

We are very pleased to submit for your consideration this work scope for preliminary phase services for consideration of a future water project as detailed below.

PROJECT UNDERSTANDING

The Town of Sterling is interested in evaluating resident interest in several unserved areas of the township for consideration in development of a new water district known as Water District #4. As part of the planning process, the Town requested that questionnaires be sent out to property owners that are not currently served by municipal water, as generally identified on the map enclosed. The Town will use this information to gauge the interest of its residents for additional public water.

SCOPE

The following scope of services will be performed following receipt of signed acceptance:

- Compile list of property owners and addresses within the proposed survey area as described herein. Property information will be obtained from the Cayuga County Real Property database.
- Create mailing list of all residents in the planning area not served by public water.
- Send questionnaires to property owners via United States Postal Service (USPS).
- Create online version of questionnaire to be posted on the Town's website and link provided with mailer so property owners can fill out questionnaire online if they so choose.
- Obtain and compile results of survey questionnaire responses.
- Present results of the questionnaire responses to the Town Board.



ASSUMPTIONS

- Scope of Services includes one (1) questionnaire mailer to each parcel.
- Mailer will include a return self-addressed, stamped envelope.

FEE

Scope of services will be performed on a time and materials basis, not to exceed \$3,000.

We have enclosed our Standard Terms and Conditions. If the terms and conditions as stated are acceptable, please countersign and return one (1) copy to our office. Please do not hesitate to contact us should you have any questions or concerns, or if you need additional information.

Sincerely,

C2AE

Ian F. Yerdon, PE
Client Manager

Barry Viggiano
Project Manager

Accepted by:

Town of Sterling, Cayuga County, NY

12/29/2023

Date