

CONTRACT

This agreement for the performance of engineering consultation services is entered into this 27th day of June, 2023, by and between Kellard Sessions Consulting, Engineering & Landscape Architecture Planning, D.P.C. (hereinafter referred to as “Kellard Sessions Consulting”) and Village of Mamaroneck (Client).

KELLARD SESSIONS CONSULTING: 500 Main Street
Armonk, New York 10504
914-273-2323

CLIENT:

Name: Jerry Barberio
Title: Village Manager
Company: Village of Mamaroneck
Street Address: 123 Mamaroneck Avenue
City / State / Zip: Mamaroneck, New York 10543

BILLING INFORMATION:

Name: Same as Client

PROJECT LOCATION:

Project: Sanitary Sewer Rehabilitation (Metered Areas 7, 9, 10 and West Basin)
Village / State: Mamaroneck, New York

PROPOSAL/SCOPE DATE: June 27, 2023


ESTIMATED COST OF SERVICES: See Page 5.

Client hereby engages Kellard Sessions Consulting to perform the services described and referred to herein and agrees to pay Kellard Sessions Consulting for such services, and acknowledges that the terms of this agreement are subject to Kellard Sessions Consulting’s standard contract terms.

VILLAGE OF MAMARONECK (CLIENT)

KELLARD SESSIONS CONSULTING

By: (signature) _____
(printed) Mr. Jerry Barberio
Title: Village Manager
Date: _____

By: (signature) 
(printed) Joseph M. Cermele, P.E., CFM
Title: Principal
Date: June 27, 2023

https://kellardsessionsconsulti.sharepoint.com/sites/Kellard/Shared/Joe/Proposals/2023-06-27_Mamaroneck_SewerRehabilitation_CM.docx



SCOPE OF SERVICES

Kellard Sessions Consulting is pleased to submit our proposal to provide construction management services required for the sanitary sewer remediation in Metered Areas 7, 9, 10, and the West Basin for the Village of Mamaroneck. The design and contract documents for this project were prepared by others. Kellard Sessions Consulting shall provide construction management and inspection services as described below. The project includes relining and/or repair of sanitary sewer mains, repair of sanitary manholes (designed by others), and replacement of select sanitary mains designed by this office.

Kellard Sessions Consulting shall provide the following services:

I. CONSTRUCTION MANAGEMENT AND INSPECTION PHASE

Kellard Sessions Consulting shall provide consultation and inspection services during the construction phase of the project, including:

A. Shop Drawing Review

Kellard Sessions Consulting shall coordinate review of shop drawings, samples and other data submitted by the contractor for conformance with the contract documents and plans. Review and approval will be provided by the design engineer. Such review and approvals shall not modify or alter intended construction methods, techniques, sequences, procedures, or safety precautions and programs. Kellard Sessions Consulting will coordinate the submissions and review and maintain a log of the shop drawings and review status.

B. Construction Inspection

Construction inspection shall consist of inspection of construction for compliance with the plans and specifications, explanation or clarification of the intent of drawings, etc. Kellard Sessions Consulting shall make visits to the site at intervals and frequencies appropriate to the various stages of construction to observe that the progress and quality of the work are proceeding in accordance with the contract documents. Kellard Sessions Consulting shall prepare construction inspection reports describing on-going work activities and any deficiencies or corrective measures that may be needed.

It is specifically understood that Kellard Sessions Consulting does not undertake or assume the obligation of exhaustive on-site inspections, supervision of construction, supervision of safety measures, scheduling of work, and compliance with any and all codes and laws. In addition, Kellard Sessions Consulting neither undertakes, assumes or guarantees the work and performance of the contractor.

C. Construction Management

Kellard Sessions Consulting shall provide daily construction oversight over the course of the project. Kellard Sessions Consulting will act on behalf of the Village and assist with scheduling, coordination and neighbor notification, as may be needed.

D. Consultation

Kellard Sessions Consulting shall provide consultation to the client where conditions arise which require revision or modification to the project design. Furthermore, when required, Kellard Sessions Consulting shall provide interpretation of the plans and specifications as they relate to the materials and methods of construction, payment limits, responsibilities and the completion of the work. As may be needed, Kellard Sessions Consulting will consult with the design engineer for confirmation of design requirements and project specifications. No alternations to the design will be permitted without consent by the design engineer.

E. Change Orders

When required, Kellard Sessions Consulting shall review and make recommendations to the Village on change order requests.

F. Payment Requisitions

Kellard Sessions Consulting shall take measurements and review work performed to verify the quantities of material installed under the contract. Such documentation shall be used in establishing and verifying payment quantities submitted by the contractor for the project. Furthermore, Kellard Sessions Consulting shall review and provide recommendations for payment of requisitions submitted by the contractor.

G. Final Acceptance

Kellard Sessions Consulting shall perform a final inspection of the work, prepare a final punch list and review the final work product for compliance with the Bid Documents.

H. Meeting Phase

Kellard Sessions Consulting shall meet with the contractor and the Village of Mamaroneck, as necessary and as directed by the client. Meetings shall include field, office, telephone conferences, Zoom, and e-mail correspondence, etc. Kellard Sessions Consulting will prepare meeting agendas and minutes for a pre-construction meeting and monthly construction progress meetings.

ADDITIONAL SERVICES

Additional services shall include all services not specifically defined within Scope of Services above. If required, additional services shall be billed in accordance with the hourly rate schedule for the year services are performed or under separate contract.

Additional services which may be required from Kellard Sessions Consulting, although their need cannot be determined at this time, include but are not limited to:

- All other services not included within Scope of Services above.
- All surveying services inclusive of perimeter and topographic survey.
- Revisions to the project design by the Village or review agencies.

ESTIMATED COST OF SERVICES

It is understood that the project construction will commence in July and is to be completed by April 2024 (nine [9] months). For the purpose of this proposal, for budgetary purposes, it is assumed that Kellard Sessions Consulting shall provide the following minimum personnel for the duration of the project:

Principal	4 hours/week
Assistant Engineer	10 hours/week
Field Inspector	24 hours/week

Based upon the above, and our current billing rates, it is estimated that our services will cost approximately \$200,000.00 - \$225,000.00. It is understood that dependent upon contract completion and overall performance of the contractor, that this estimated cost could be reduced or exceeded. As the project progresses, Kellard Sessions Consulting will provide updated cost projections based on contractor progress and performance.