PUBLIC WORKS COMMITTEE
AGENDA
June 27, 2018

1. Approval of Minutes
   - June 6, 2018

2. Highway
   - Request to create and fund a Capital Account for the Madison Street Bridge Project in the Village of Wellsville
   - Request to enter into an agreement for funding with NYSDOT for the replacement of the Madison Street Bridge in the Village of Wellsville

3. Solid Waste
   - Phase IV Landfill Closure Update
   - Request to enter into an agreement with Labella Associates for Landfill monitoring

4. Building & Grounds
   - Request to fill Building Maintenance Assistant position

5. Old Business
   - Third Floor Renovations Update

6. New Business

7. Questions from the Media

8. Good of the Order

9. Adjournment
MEMORANDUM OF EXPLANATION

INTRODUCTION NO: ____________
(CLERK’S USE ONLY)

COMMITTEE: PUBLIC WORKS COMMITTEE      DATE: June 27, 2018

Public Works requests a Resolution be prepared approving an Agreement with NYS Department of Transportation for the Replacement of Bridge BIN 2255160, Madison Street over WNY & PA RR, Village of Wellsville.

These funds cover the cost of Design and Right of Way Incidentals.

The local share is broken down into 85% County and 15% Town. The County share will come from transferring remaining funds in Capital Project H5935, CR43 Bridge.

Funding should be appropriated to the following accounts which are to be created:

Total Appropriation to:
H5965.200  Wellsville, Madison Street Bridge  $384,000

Funding From:
H5965.4097.00  Federal Aid – 80%  $307,200
H5965.3097.00  State Aid Marchiselli Aid – 15%  $ 57,600
H5965.2300.00  Town Revenue  $ 2,880
H5935.200 (transfer from) Angelica, CR43 Bridge  $ 16,320

FISCAL IMPACT:  $16,320.00

For further information regarding this matter, contact:

Guy R. James
Superintendent  
(585) 268-9230

GRJ:rbd
May 30, 2018

Mr. Guy James
Highway Superintendent
Allegany County
7 Court Street, Room 210
Belmont, New York 14813

Dear Mr. James:

Enclosed are two (2) Original Standard Agreements with attached Sample Resolution and an additional five (5) signature pages for the above noted project. Please review this material and present it to the Allegany County Legislature for their action, returning one (1) complete set of the signed Agreement, three (3) signed and embossed Resolutions, and five (5) additional signature pages to this office. These Agreements require the signature of the Municipal Official who is authorized to enter into an Agreement with the State of New York, the Municipal Attorney and to be notarized. A fully executed and approved copy will be returned to you later for your records. Federal funding cannot be guaranteed before this contract is fully executed and approved by the Attorney General and Office of the State Comptroller.

Be reminded, the Municipality and Contractor must establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract.

If you have any questions regarding this material, please contact me at 607-324-8415.

Sincerely,

Dawn L. Sutfin
Contract Management Specialist

dls
Enclosures
SAMPLE RESOLUTION BY MUNICIPALITY
(Locally Administered Project)
RESOLUTION NUMBER: ______________

Authorizing the implementation, and funding in the first instance 100% of the federal-aid and State "Marchiselli" Program-aid eligible costs, of a transportation federal-aid project, and appropriating funds therefore.

WHEREAS, a Project for the Bridge Replacement (or Rehabilitation) BIN 2255160 Madison Street over WNY & PA RR, Village of Wellsville, Allegany County, P.I.N. 6755.18 (the Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and

WHEREAS, the County of Allegany desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of Bridge Replacement (or Rehabilitation) BIN 2255160 Madison Street over WNY & PA RR, Village of Wellsville, Allegany County.

NOW, THEREFORE, the Allegany County Legislative Board, duly convened does hereby

RESOLVE, that the Allegany County Legislative Board hereby approves the above-subject project; and it is hereby further

RESOLVED, that the Allegany County Legislative Board hereby authorizes the County of Allegany to pay in the first instance 100% of the federal and non-federal share of the cost of Design and Right of Way Incidental work for the Project or portions thereof; and it is further

RESOLVED, that the sum of $384,000 is hereby appropriated from __________ [or, appropriated pursuant to __________] and made available to cover the cost of participation in the above phase of the Project; and it is further

RESOLVED, that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the County of Allegany shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the New York State Department of Transportation thereof, and it is further

RESOLVED, that the Chairperson of the Legislature of the County of Allegany be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the County of Allegany with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality’s first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible, and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and it is further

RESOLVED, this Resolution shall take effect immediately
SCHEDULE A – Description of Project Phase, Funding and Deposit Requirements  
NYSDOT/State-Local Agreement - Schedule A for PIN 6755.18

<table>
<thead>
<tr>
<th>OSC Municipal Contract #: D035963</th>
<th>Contract Start Date:</th>
<th>Contract End Date: 12/31/2023</th>
<th>Check, if date changed from the last Schedule A No.</th>
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Purpose:  
- Original Standard Agreement
- Supplemental Schedule A No.

Agreement Type:  
- Locally Administered
- Municipality/Sponsor (Contract Payee): County of Allegany
- Other Municipality/Sponsor (if applicable):
  - % of Cost share

Authorized Project Phase(s) to which this Schedule applies:  
- PE/Design
- ROW Incidents
- ROW Acquisition
- Construction/CI/CS

Work Type: BR REPLACE  
County (If different from Municipality):

Marchiselli Eligible: Yes

Project Description: Bridge Replacement (or Rehabilitation) BIN 2255160 Madison Street over WNY & PA RR, Village of Wellsville, Allegany County

Marchiselli Allocations Approved FOR ALL PHASES  
All totals will calculate automatically.

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<th>Check box to indicate change from last Schedule A</th>
<th>State Fiscal Year(s)</th>
<th>Project Phase</th>
<th>TOTAL</th>
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<td>Authorized Allocations to Date</td>
<td>PE/Design</td>
<td>ROW (RI &amp; RA)</td>
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<td>$68,220.00</td>
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A. Summary of allocated MARCHISELLI Program Costs FOR ALL PHASES  
For each PIN Fiscal Share below, show current costs on the rows indicated as "Current." Show the old costs from the previous Schedule A on the row indicated as "Old." All totals will calculate automatically.

<table>
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<tr>
<th>PIN Fiscal Share</th>
<th>&quot;Current&quot; or &quot;Old&quot; entry indicator</th>
<th>Federal Funding</th>
<th>Total Costs</th>
<th>FEDERAL Participating Share</th>
<th>STATE MARCHISELLI Match</th>
<th>LOCAL Matching Share</th>
<th>LOCAL DEPOSIT AMOUNT (Required only if State Administered)</th>
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TOTAL CURRENT COSTS: $384,000.00 $307,200.00 $57,600.00 $19,200.00 $0.00
Footnotes: (See LPB’s website for link to sample footnotes)

- Currently both the Design and Right of Way Incidentals phases are at the maximum allowable 15% Marchiselli funding level.
COUNTY ROAD 16 BRIDGE REPLACEMENT, BIN 2255160; AUTHORIZING THE IMPLEMENTATION AND FUNDING IN THE FIRST INSTANCE OF 100 PERCENT OF THE FEDERAL-AID AND STATE “MARCHISELLI” PROGRAM-AID ELIGIBLE COSTS OF A TRANSPORTATION FEDERAL-AID PROJECT; APPROPRIATING FUNDS THEREFOR

Offered by: Public Works and Ways & Means Committees

WHEREAS, a Project for the Bridge Replacement (BIN 2255160) Madison Street over Western New York & Pennsylvania Railroad in the Town of Wellsville, Allegany County, P.I.N. 6755.18 (the Project) is eligible for funding under Title 23 U. S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 80 percent Federal funds and 20 percent non-federal funds, and

WHEREAS, the County of Allegany desires to advance the Project by making a commitment of 100 percent of the non-federal share of the costs of Bridge Replacement (BIN 2255160) on Madison Street in the Town of Wellsville, Allegany County, PIN 6755.18, now, therefore, be it

RESOLVED:

1. That the Allegany County Board of Legislators hereby approves the above-subject project.

2. That this Board hereby authorizes the County of Allegany to pay in the first instance 100 percent of the federal and non-federal share of the cost of Design and Right-of-Way Incidentals work for the Project or portions thereof.

3. That the sum of $384,000 is appropriated from Capital Project Account No. H5965.200 and made available to cover the cost of participation in the above phase of the Project.

4. That in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Allegany County Board of Legislators shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the New York State Department of Transportation thereof.

5. That the Chairman of the Allegany County Board of Legislators be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the County of Allegany with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality’s first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefor that are not so eligible.
6. That a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project.

7. That this resolution shall take effect immediately.
MEMORANDUM OF EXPLANATION

INTRODUCTION NO: __________
(CLERK’S USE ONLY)

COMMITTEE: PUBLIC WORKS COMMITTEE ________ DATE: June 27, 2018

Requests a resolution is prepared approving the Department of Public Works to enter into an Agreement for Environmental Monitoring Program at the Allegany County Landfill. The term of this Agreement shall be four years (January 1, 2019 thru December 31, 2022). The annual fee for this program is $66,100.00.

FISCAL IMPACT: $66,100.00

For further information regarding this matter, contact:

Guy R. James (585) 268-9230
Superintendent

GRJ:rd
Professional Services Agreement

Agreement made the 12th day of June, 2017
between

LaBella Associates, D.P.C.
(“LaBella”)

and

Allegany County Department of Public Works
(“Client”)

for services related to the following Project:

Environmental Monitoring Program
Allegany County Landfill
(“Project”)

LaBella and Client hereby agree as follows:

1. Description of Services: LaBella shall perform the services set forth and described in LaBella’s proposal, dated June 7, 2018, a copy of which is attached as Exhibit A, in accordance with the terms and conditions of this contract attached as Exhibit B.

2. Compensation for Services: Client shall compensate LaBella for its professional services as set forth in LaBella’s proposal. LaBella shall submit invoices for services rendered on a monthly basis. Client shall make payment to LaBella no later than thirty (30) days after the date of each invoice.

3. Term: LaBella shall commence performing its services when Client gives notice to proceed. The term of this Agreement shall be three years (2019-2021) with the option to extend for two additional one year terms upon mutual consent of the Client and LaBella.
<table>
<thead>
<tr>
<th>LaBella Associates, D.P.C.</th>
<th>Allegany County DPW</th>
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<tbody>
<tr>
<td>By:</td>
<td>By:</td>
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Exhibit A
LaBella’s Proposal
SCOPE OF SERVICES
Scope of Services

Allegany County has previously issued a detailed scope of work for the landfill gas and water quality monitoring program at the Allegany County Landfill (ACL). This scope of work has been incorporated in this proposal and is included as Attachment A. Rather than reiterating the scope of work, this section summarizes the major tasks to be completed during the course of the project. Please note that LaBella’s work will conform to the County’s scope (Attachment A), as well as NYSDEC regulations and guidance, and the facility’s Environmental Monitoring Plan and operational permits.

The environmental monitoring program consists of the following five tasks:

• Task 1 – Program Administration
• Task 2 - Field Sampling
• Task 3 - Laboratory Analysis
• Task 4 - Data Validation
• Task 5 - Data Evaluation and Reporting

LaBella understands that we will be responsible for all labor, materials, equipment, and supplies necessary to complete these tasks.

Task 1 – Program Administration

If selected for this project, LaBella will perform the administration of the environmental monitoring program at the ACL. The bulk of the administration will be performed by LaBella’s proposed Project Manager, Rob Napieralski, CPG, who had performed this role at the ACL for approximately 10 years prior to joining LaBella Associates and has overseen the program for LaBella since 2014. Mr. Napieralski was involved with the establishment of site specific trigger levels for the ACL and has also been involved in other projects at the landfill (i.e., gas monitoring system installation, cell closures, etc.), and therefore has developed a thorough understanding of the facility, its permit requirements, 6 NYCRR Part 360 requirements, the EMP and SAP, and other relevant correspondence.

The administration task will include:

• Coordinating and managing the sampling events
• Working with the County to resolve any issues or concerns
• Responding to NYSDEC and County questions or comments
• Identifying, proposing, and administering appropriate changes to the quarterly monitoring program and/or EMP/SAP
• Managing the selected subconsultants

Task 2 – Field Sampling

On a quarterly basis, two LaBella staff members will implement the field portion of the required monitoring program. This work will include:

• Landfill gas monitoring
• Water level measurements
• Groundwater sampling
• Surface water sampling
• Sediment sampling
• Leachate sampling
• Quality assurance/quality control sample collection and analysis
• Sample container packaging and shipping

Task 3 – Laboratory Analysis

A NYSDOH Environmental Laboratory Approval Program (ELAP) certified laboratory will
perform the required laboratory analyses in accordance with the facility’s SAP. These activities will include:

The production of NYSDEC ASP Category B Deliverable packages for sampling events that include Part 360 Baseline and Expanded Parameters.

The production of NYSDEC ASP Category A Deliverable packages for sampling events that include only Part 360 Routine sample parameters.

In addition to all analytical results and associated quality assurance reporting requirements, the laboratory reports will include a narrative describing the performance of the analyses and identify any issues encountered.

**TASK 4 – DATA VALIDATION**

The analytical results generated during the quarterly events will be validated in accordance with the SAP and NYSDEC requirements. The laboratory will validate the data generated during Routine events. A third-party will validate the results generated during events during which Baseline and Expanded Parameters are analyzed.

Please note that LaBella intends to work with Jim Baldwin at Dataval to perform the validation. Mr. Baldwin has validated the data generated at the ACL since the NYSDEC began requiring validation of data at the landfill. His more than 18 years of experience at the landfill will help to quickly identify issues or concerns with the data, and result in the best product for the County.

**TASK 5 – REPORTING**

LaBella will prepare quarterly reports that summarize, evaluate, and discuss the analytical results and identify potential significant changes in water quality. The report will conform to the current format and will include the following information:

- Cover letter
- Tabulated analytical data with comparisons to appropriate standards and/or guidance values and landfill-specific triggers,
- Tables or graphical representations comparing current, existing and up-gradient water qualities
- A figure that depicts sample locations
- A summary showing concentrations above background levels, trigger values or State water quality standards

LaBella will submit the quarterly monitoring reports to the NYSDEC and the County the sooner of ninety (90) days from the last sample collected, or sixty (60) days from the end of the calendar quarter.
ATTACHMENT A

SCOPE OF SERVICES

There are five tasks to the environmental monitoring program, each of which is described in the following sections. The County seeks one consulting firm to provide all services under a single contract. Firms responding to this Request for Proposals must provide services for all five tasks, but may subcontract portions of the work as needed.

- Task 1 – Program Administration
- Task 2 - Field Sampling
- Task 3 - Laboratory Analysis
- Task 4 - Data Validation
- Task 5 - Data Evaluation and Reporting

The Consultant shall be responsible for all labor, materials, equipment, and supplies necessary to complete these tasks.

Task 1 - Program Administration

The Consultant shall be responsible for the administration of the County’s environmental monitoring program. At a minimum, this work shall include coordination and management of the sampling events including scheduling and communicating with the NYSDEC, County, an independent data validator, and laboratory, as appropriate.

The Consultant shall assign a project manager to oversee the work and interface with County staff. The project manager must be familiar with the contract, facility permit requirements, 6 NYCRR Part 360 requirements, the Environmental Monitoring Plan (EMP) and site-specific Site Analytical Plan (SAP), and relevant correspondence.

The Consultant shall work with the County to resolve any issues or concerns. Consultant shall respond to any questions or comments posed by the NYSDEC or County regarding the quarterly reports, interpretation of results, and/or monitoring program.

The NYSDEC periodically submits comments and questions to the County regarding previously submitted reports. This task shall include the Consultant’s effort to address these comments. This may include telephone calls, emails, and written responses, which may on occasion include the preparation of brief response letters.

This task includes the effort required to administer any changes to the quarterly monitoring program and/or EMP/SAP, as may be required by the NYSDEC or County. As the County’s partner, the Consultant will be expected work on the County’s behalf to identify any program deficiencies, as well as opportunities to streamline the work and/or reduce program costs. The Consultant shall identify the need for any changes in the EMP and advocate for these changes on behalf of the County, and properly document these changes for future reference.

This task also includes all necessary coordination and management of the laboratory and validation subcontractors during the project, including scheduling, addressing quality issues, and reviewing and paying invoices. As described below the Consultant shall be responsible for subcontracting the services of the analytical laboratory and third-party independent data validator. Consultant shall ensure the work of any subcontractors meets all program requirements.
ATTACHMENT A

**Task 2 - Field Sampling**

All fieldwork shall be performed using the methods and procedures described in the EMP and SAP, unless otherwise approved by the NYSDEC. Firms may propose alternate sampling equipment, methods, and procedures. If approved by the County, the Consultant shall obtain the necessary NYSDEC approval. The SAP includes requirements for data quality objectives, analytical quality assurance/analytical quality control, field sampling and laboratory procedures, and data quality assessment.

Consultant’s proposal should assume the County will not assist in the sampling effort. The Consultant and/or their subcontractors shall provide all necessary sampling equipment, including but not limited to, sample bottles, labels, pumps, filtration equipment (for collection of soluble metals), ice, sample coolers, forms for documenting field activities, and sample chain-of-custody forms. Field records typically include a daily field activity log, calibration records, and field records for each individual sample location. Additional requirements for documenting field activities are provided in the SAP.

Consultant shall provide for the transportation of all samples and sample coolers. Samples must be delivered to the laboratory within 24 hours. Sample coolers shall be packed with sufficient ice to ensure samples arrive at a temperature 4° C or less.

The Consultant and/or their subcontractors shall also provide instrumentation for measurement of water levels, pH, Eh, temperature, specific conductivity, dissolved oxygen, turbidity and explosive gases. All instruments must be properly calibrated in accordance with the manufacturer’s specifications and the approved SAP.

**Groundwater Sampling**

The permanent monitoring network for the Allegany County Landfill (ACL) currently consists of 19 groundwater monitoring wells, two potable water supply wells, and four groundwater drain points. The upgradient monitoring wells include MW-109, MW-12A, MW-12B and MW-13. The downgradient wells include MW-2A, MW-2B, MW-3A, MW-3B, MW-3C, MW-4C, MW-4D, MW-101A, MW-101B, MW-102A, MW-102B, MW-103A, MW-103B, MW-104AR and MW-104BR. Additionally, a groundwater sample is collected from the deep groundwater drain outlet (DDO) located upgradient of the landfill. The leachate collection basin leak detection system (LCB-LDS), the landfill under drain system outlet (LUS), and the leachate pond under drain outfall (Pond U-Drain) all represent downgradient monitoring locations. The potable water supply wells are both located downgradient of the landfill and include the well that services the landfill facilities (Shop Well) and a residential well that services the Roboski residence (Roboski Well).

In order to collect representative groundwater samples, wells must be adequately purged prior to sampling. Purging requires the removal of at least one well volume of water from wells with slow recharge rate, and the removal of at least three volumes of standing water in rapidly recharging wells. Because the Shop Well and Roboski Well are water supply wells they will not need to be purged prior to sampling; however, prior to sampling water will be allowed to run from an associated tap for five minutes at each of these locations in order to flush any water stored in the piping system and to ensure a fresh sample of aquifer water is collected. Additionally, purging is not required for the four groundwater drain points. Contractor shall provide owner of Roboski Well minimum 72 hours advance notice of sampling event.
Groundwater samples require field measurements for pH, temperature, Eh, turbidity, and specific conductivity to be recorded during the purging and sampling at each monitoring location. Where purging is required, field measurements are to be recorded prior to the initial purge volume, at the completion of each purge volume and during sample collection. Water level measurements are also to be collected during each sampling event prior to purging. All samples will be submitted for laboratory analysis as detailed in the SAP and summarized in Table 1. Field filtering of aqueous samples is required to be performed if turbidity levels exceed 50 NTU. In this case, both total and soluble metals are to be analyzed.

Groundwater sampling should be performed as soon as practical after purging has been completed and the well has recovered sufficiently to sample, or within 24 hours after evacuation if the well recharges slowly. If a well does not contain or yield sufficient volume for all required laboratory analytical testing (including quality control), a decision will be made to prioritize analyses. The decision on which analysis to run will be made based upon the historical detections in the given well after the field team confers with the Consultant’s project manager.

**Surface Water Sampling**

The Consultant shall collect surface water samples from the four sampling locations that are part of the storm water management systems. The two downgradient locations, one on both sides of the landfill, are referred to as North and South Stormwater Ponds (NSP and SSP, respectively), and the two upgradient sampling locations, also on each side of the landfill, are referred to as North Ditch and South Ditch Stormwater Ponds (NDSP and SDSP, respectively). The surface water samples shall be analyzed for pH, temperature, Eh, turbidity, specific conductivity and dissolved oxygen in the field. All surface water samples shall be submitted for laboratory analysis as detailed in the SAP and summarized in Table 1. Field filtering of aqueous samples will be performed if turbidity levels exceed 50 NTU. In this case, both total and soluble metals are to be analyzed.

**Sediment Sampling**

The Consultant shall also collect sediment samples from the four sampling locations that are part of the storm water management systems (i.e. the same locations from which the surface water samples are collected). The sediment samples are to be submitted for laboratory analysis as detailed in the SAP and summarized in Table 1.

**Leachate Sampling**

The Consultant shall collect leachate samples emanating from the primary and secondary leachate collection systems (SLCS), which are sampled at the leachate collection basin inflow pipe (LCB), and the metering standpipe inflow pipe, respectively. The leachate samples shall be analyzed for pH, temperature, Eh, turbidity, specific conductivity and dissolved oxygen in the field. The leachate samples are to be submitted for laboratory analysis as detailed in the SAP and summarized in Table 1.

**Landfill Gas Monitoring**

Gas monitoring shall be performed during the quarterly sampling events in accordance with the March 2011 update of the Allegany County Landfill Gas Monitoring Plan, which is included as Appendix B in the EMP.
ATTACHMENT A

Quality Assurance/Quality Control Samples

To ensure the reliability of the analytical data, the following quality assurance/quality control (QA/QC) samples will also be collected and analyzed during each quarterly event:

- Two blind field duplicates (Dupe X and Dupe Y) shall be collected and analyzed for the appropriate list of parameters;
- A total of five Matrix Spike and Matrix Spike Duplicate (MS/MSD) samples (two from groundwater, one from surface water, one from sediment and one from leachate) shall be collected and analyzed for the appropriate list of parameters. The MS/MSD for the leachate sample shall be collected from the LCB during each quarterly sampling event;
- Trip blanks and equipment blanks shall be included during each sampling event, as necessary. Trip blanks will be analyzed for volatile organic compounds (VOCs) only at a frequency of one per VOC sample shipment;

Task 3 - Laboratory Analysis

Consultant shall retain the services of a NYSDOH Environmental Laboratory Approval Program (ELAP) certified laboratory to perform the required laboratory analyses. All samples shall be analyzed and reported in accordance with the facility’s SAP and the Consultant shall not deviate from these methods without prior approval by the NYSDEC and the County. A copy of ACL’s current SAP should be provided to the selected laboratory.

Analytical methodologies must be ELAP approved, and every effort shall be made to achieve detection limits at or below applicable NYSDEC standards and guidance values. The Consultant’s laboratory shall identify those parameters for which it is not possible to obtain limits below the applicable standards.

If any portion of the analytical work is subcontracted to a second laboratory, the Consultant’s proposal shall identify the second firm and ensure they have the applicable ELAP certifications for the subcontracted analysis. Also, if it becomes necessary to change/add additional laboratories during the term of the contract, the Consultant shall provide prior written notice to the NYSDEC and County before any analyses are performed.

For all sampling events including Part 360 Baseline and Expanded Parameters the laboratory shall produce a package in accordance with NYSDEC ASP Category B Deliverable requirements. The laboratory shall include raw wet chemistry data in the ASP package, and a separate Data Summary Package (as defined by NYSDEC ASP). The laboratory should produce one copy of the ASP Reports for Consultant and an additional copy for Consultant’s independent validator, as specified by the consultant. The Consultant and Consultant’s validator shall carefully review the data package for completeness and accuracy.

For sampling events limited to Part 360 Routine sample Parameters, the laboratory may submit a simplified data package, which includes at a minimum, the following information by sample delivery group (SDG): sample index, case narrative, field and laboratory chain-of-custody documents, sample results (Form 1s or equivalent), and a summary of associated data quality results, including: laboratory control samples, blank spikes, matrix spike results/recoveries, and duplicate results/precision (RPDs). The laboratory shall maintain the integrity of the SDGs and QC results should be reported in a manner that permits associated samples to be clearly identified.
**ATTACHMENT A**

**Task 4 - Data Validation**

All data generated for the Allegany County Landfill must be validated as required by 6 NYCRR Part 360, NYSDEC TAGM SW-96-09, the SAP and as described below.

Data from sampling events limited to the Routine Parameters List may be validated by the laboratory performing the analysis. The NYSDEC requires sampling events for which Baseline and Expanded Parameters are analyzed to be validated by a third party whose work is accepted by the NYSDEC. At least 20% of the data included in each data package must be evaluated. The laboratory will provide the data validator an ASP Category B deliverables package, as specified in the NYSDEC Analytical Services Protocol Manual, for each round of analyses requiring data validation. The two leachate samples for Baseline Parameters Expanded SVOCs and PCBs are not subjected to third party validation as part of the independent review because an insufficient number of samples are analyzed for these parameters to apply an evaluation to additional program samples. A copy of ACL’s current SAP should be provided to the selected third party validator.

The validator shall use the current USEPA Region II Functional Guidelines and the QC requirements of NYSDEC ASP protocol to evaluate data. Each data package must be closely examined to recreate the analytical process and verify that proper and acceptable analytical techniques have been performed. Additionally, overall data quality and laboratory performance is evaluated, based on the requirements of the SAP. Each data package will be assessed to determine the degree to which site Data Quality Objectives have been satisfied.

A detailed summary of data quality shall be prepared following the review process. The reviewer will mark laboratory report forms to identify (flag) all data of questionable integrity. A narrative will be drafted by the reviewer to detail all breaches of analytical protocol, any failure to reconcile sample reports with the raw data from which they were derived, and the degree to which data quality may have been compromised. The narrative shall also include a chart consisting of the site name, sample numbers, date submitted to the laboratory, methodologies, matrix and fractions analyzed.

**Task 5 - Data Evaluation and Reporting**

The Consultant shall be required to perform a data usability assessment for all data generated for the Allegany County Landfill in accordance with the requirements of 6 NYCRR Part 360-2.11(d)(5), Section 6.3.2 of SAP and NYSDEC TAGM SW-96-09. The Consultant’s written assessment shall be provided in the appropriate sections of the quarterly report and relevant findings must be incorporated into the discussion of results. Detected contaminants must be reported within 14 days of detection.

The Consultant shall submit to the County and NYSDEC all water quality monitoring results in the form of quarterly report. This task requires the preparation of four quarterly reports. The fourth quarterly report shall consist of a combined fourth quarter/annual report and shall include annual summary meeting the requirements listed 6 NYCRR Part 360-2.11(c)(5)(iv)(e).

In accordance with 6 NYCCRR Part 360 Consultant shall submit a quarterly monitoring report to NYSDEC the sooner of ninety (90) days from the last sample collected at the Allegany County Landfill, or sixty (60) days from the end of the calendar quarter. The report shall include all information required by the permit and 6 NYCRR Part 360-2.11(c)(5)(iv). At a minimum the reports must include:
ATTACHMENT A

- Cover letter.
- A table showing sample collection date, analytical results, designation of up-gradient wells, location of each monitoring point, water quality standards, NYS Department of Health guidance values, statistical standard deviation and mean, QA/QC notations, method detection limits and Chemical Abstract Services numbers on all compounds.
- Tables or graphical representations comparing current, existing and up-gradient water qualities.
- A figure that depicts sample locations.
- A summary of results including parameters with concentrations above background levels, trigger values or State water quality standards.
- Proposed modifications or actions required to follow the site monitoring plan or NYSDEC regulations.
- All AQA/AQC documentation must be submitted to the department in a form acceptable to the department.
- Field measurements of groundwater level/elevation.
- The sample data logs containing date, time, and sampler, field measurement of temperature, pH, specific conductance and turbidity, and any appropriate notes pertaining to well observations.
- A copy of the report from the analytical laboratory, with an executed chain-of-custody form, summarizing the test results and appropriate QA/QC information.
- Data quality assessment.
- Discussion of contravention of standards and statistically significant increases in parameter concentrations.

Microsoft Excel spreadsheets are used by the County to maintain the database of historical monitoring results and present new analytical data. The County will provide the selected Consultant with an electronic copy of the most recent spreadsheets. All electronic and or original contracted work and reports are the property of Allegany County and will be forwarded to same upon the County’s request.
# ATTACHMENT A

## Table 1: Sampling, Analysis and Validation Schedule

<table>
<thead>
<tr>
<th>MEDIA</th>
<th>1st QUARTER</th>
<th>2nd QUARTER</th>
<th>3rd QUARTER</th>
<th>4th QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upgradient Groundwater</td>
<td>Routine</td>
<td>Baseline</td>
<td>Routine</td>
<td>Baseline</td>
</tr>
<tr>
<td>Downgradient Groundwater</td>
<td>Routine</td>
<td>Baseline</td>
<td>Routine</td>
<td>Baseline</td>
</tr>
<tr>
<td>Shop Well and Roboski Well</td>
<td>Routine</td>
<td>Baseline</td>
<td>Routine</td>
<td>Baseline</td>
</tr>
<tr>
<td>Surface Water</td>
<td>Routine</td>
<td>Baseline</td>
<td>Routine</td>
<td>Baseline</td>
</tr>
<tr>
<td>Sediment</td>
<td>Routine</td>
<td>Baseline</td>
<td>Routine</td>
<td>Baseline</td>
</tr>
<tr>
<td>Primary and Secondary Leachate</td>
<td>PCBs</td>
<td>Baseline and PCBs</td>
<td>PCBs</td>
<td>Baseline, PCBs, and Expanded SVOCs</td>
</tr>
<tr>
<td>Validation</td>
<td>ASP A (Internal)</td>
<td>ASP B (Independent)</td>
<td>ASP A (Internal)</td>
<td>ASP B (Independent)</td>
</tr>
</tbody>
</table>

Note 1: This sampling schedule shall be modified in accordance with the SAP for subsequent years. In accordance with the SAP, the Baseline quarters will alternate with the Routine quarters within each sampling year and will not be the same quarters in any two consecutive years. Additionally, the analysis of Expanded Parameters will be rotated so as not to occur on the same quarter in any two consecutive years.

Note 2: The required parameters are as listed within 6NYCRR Part 360-2.11 (d)(6).

Note 3: Additional sample analysis is currently requested by the NYSDEC and includes Baseline VOC analysis for MW-12A, the Shop Well, and the Roboski Well; arsenic analysis for MW-103A; and Baseline Parameter analysis for MW-2A during Routine sampling events.
COST PROPOSAL
LaBella proposes to conduct the environmental monitoring program for an annual fee of $66,100. This annual fee, which we are willing to hold for the four year period from 2019-2022, is broken down as follows for the 2019 quarterly schedule:

<table>
<thead>
<tr>
<th>EVENT</th>
<th>FIELD SAMPLING</th>
<th>LABORATORY ANALYSIS</th>
<th>DATA VALIDATION</th>
<th>DATA EVALUATION &amp; REPORTING</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>$5,350</td>
<td>$5,600</td>
<td>$0</td>
<td>$1,650</td>
<td>$12,600</td>
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<tr>
<td>2nd Quarter</td>
<td>$5,350</td>
<td>$11,400</td>
<td>$875</td>
<td>$1,650</td>
<td>$19,275</td>
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<td>3rd Quarter</td>
<td>$5,350</td>
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<td>$1,650</td>
<td>$12,600</td>
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<td>$12,050</td>
<td>$875</td>
<td>$3,150</td>
<td>$21,625</td>
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<tr>
<td>Total Project Cost:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$66,100</td>
</tr>
</tbody>
</table>

The following assumptions were incorporated into this estimate:

1. The County will allow LaBella full access to the landfill, including following closure of the landfill gates.
2. The County will pay for the replacement of any malfunctioning pumps previously used during monitoring events.
INSURANCE
**CERTIFICATE OF LIABILITY INSURANCE**

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFRMS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**

Poole Professional - NY
1160F Pittsford-Victor Rd.
Pittsford, NY 14534
Mary-Beth Rumble

**CONTACT**

585-385-0428

**INSURED**

Labella Associates, P.C.
300 State Street
Rochester, NY 14614

**INSURER(S) AFFORDING COVERAGE**

Berkley Insurance Company

**NAIC #**

32603

**COVERAGE**

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

**AUTHORIZED REPRESENTATIVE**

Mary-Beth Rumble

**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

**CERTIFICATE HOLDER CANCELLATION**

**EVIDENCE OF INSURANCE**

**EVIDENCE-1**

**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**

**AUTHORIZED REPRESENTATIVE**

Mary-Beth Rumble

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**COMMENTS:**

- **POLICY NUMBER:** AEC-9017710-02
- **POLICY EFF:** 11/20/2017
- **POLICY EXP:** 11/20/2018
- **CLAIMS-MADE OCCUR EACH OCCURRENCE $5,000,000**
- **AGGREGATE $5,000,000**
- **PER DED RETENTION $**
- **OTHER: $**
- **DED RETENTION $**
- **COMBINED SINGLE LIMIT (Each occurrence) $**
- **BODILY INJURY (Per person) $**
- **BODILY INJURY (Per accident) $**
- **PROPERTY DAMAGE (Per accident) $**
- **E.L. EACH ACCIDENT $**
- **E.L. DISEASE - EA EMPLOYEE $**
- **E.L. DISEASE - POLICY LIMIT $**

---

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

**TYPE OF INSURANCE**

<table>
<thead>
<tr>
<th>COMMERCIAL GENERAL LIABILITY</th>
<th>COMBINED GENERAL LIABILITY</th>
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<tr>
<td>CLAIMS-MADE OCCUR</td>
<td>OCCUR</td>
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</table>

**POLICY NUMBER:** AEC-9017710-02

**POLICY EFF:** 11/20/2017

**POLICY EXP:** 11/20/2018

**COMMENTS:**

- **COVERAGES:**
  - Prof. Liability
  - Pollution Liability

**LIMITS:**

- **EACH OCCURRENCE $**
- **MED EXP (Any one person) $**
- **PERSONAL & ADV INJURY $**
- **GENERAL AGGREGATE $**
- **PRODUCTS - COMP/OP AGG $**
- **COMBINED SINGLE LIMIT (Each accident) $**
- **BODILY INJURY (Per person) $**
- **BODILY INJURY (Per accident) $**
- **PROPERTY DAMAGE (Per accident) $**
- **E.L. EACH ACCIDENT $**
- **E.L. DISEASE - EA EMPLOYEE $**
- **E.L. DISEASE - POLICY LIMIT $**

---

**AUTHORIZED REPRESENTATIVE**

Mary-Beth Rumble

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### Certificate of Liability Insurance

**Date:** 11/03/2017

**Producer:** Paris-Kirwan Associates, Inc.
**Address:** PO Box 40420, Rochester, NY 14604
**Phone:** (585) 473-8000, (A/C No.: 585) 340-1714
**Fax:** reception@paris-kirwan.com

**Insured:** LaBella Associates, PC & LaBella Associates, DPC
**Address:** 300 State Street - Suite 201, Rochester, NY 14614

### Coverages

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<tr>
<th>Instr</th>
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<td>CLAIMS-MADE</td>
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<td>11/07/2018</td>
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<td>SCHEDULED AUTOS</td>
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<tr>
<td></td>
<td>Hired Autos Only</td>
<td></td>
<td>NON-OWNED AUTOS ONLY</td>
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<td></td>
<td></td>
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<tr>
<td>C X</td>
<td>Umbrella Liability</td>
<td></td>
<td>X OCCUR</td>
<td>X CLAIMS-MADE</td>
<td>CUP7A573887</td>
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<td>11/07/2018</td>
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<td>Excess Liability</td>
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<td>Workers Compensation and Employers' Liability</td>
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<td>UB3803T454</td>
<td>11/07/2017</td>
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<td></td>
<td>Any Proprietor/Partner/Executive Officer/Member Excluded?</td>
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</tbody>
</table>

**Description of Operations / Locations / Vehicles:**
For more space required, attach ACORD 101, Additional Remarks Schedule.

**Certificate Holder:** LaBella Associates, DPC
**Address:** 300 State Street, Suite 201, Rochester, NY 14614

**Cancellation:**

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
Exhibit B
Terms and Conditions
Terms and Conditions

LaBella’s Responsibilities: LaBella shall designate a representative authorized to act on its behalf with respect to the Project. All notices required under this Agreement shall be given to that representative.

LaBella shall perform its services consistent with the professional skill and care ordinarily provided by members of the same profession practicing in the same or similar locality under the same or similar circumstances. LaBella shall perform its services as expeditiously as is consistent with such professional skill and care, and the orderly progress of the Project.

LaBella shall comply with all applicable federal, state, and local laws and regulations in effect during the term of this Agreement. LaBella shall promptly inform Client of any changes to any laws and regulations that LaBella reasonably believes will have a material effect upon the cost of the Project, or the scope of LaBella’s services. In such event, Client and LaBella shall re-negotiate the terms of this Agreement, and if unable to do so, then either party may terminate this Agreement without cause and without penalty or liability to the other party.

Client’s Responsibilities: Client shall designate a representative authorized to act on its behalf with respect to the Project. All notices required under this Agreement shall be given to that representative.

Client shall provide LaBella with all available information regarding the Project necessary for LaBella to perform its professional services, including Client’s requirements for the Project. Client also shall provide information regarding the Project site and any existing facilities, including destructive testing and investigation of concealed conditions and hazardous substances, in a timely manner. If Client does not perform destructive testing or investigation, nor provide information beyond that which is apparent by non-intrusive observations, or in the event documentation or information furnished by Client is inaccurate or incomplete, then any resulting damages, losses and expenses, including the cost of LaBella’s changes in service or additional services, shall be borne by Client.

Client shall examine documents submitted by LaBella and render decisions pertaining thereto promptly to avoid unreasonable delay in the progress of LaBella’s services.

Additional Services: LaBella may provide additional services after execution of this Agreement without invalidating the Agreement. LaBella shall not proceed to provide any additional services, unless and until LaBella receives written direction from Client. Client shall compensate LaBella for additional services as set forth in LaBella’s proposal, or as agreed upon in writing signed by both parties.

Assignment: Neither party may assign any benefit or obligation under this Agreement without the prior written consent of the other party, except LaBella may use the services of persons and entities not in LaBella’s employ when appropriate and customary to do so.
Confidentiality: During the Project, confidential and/or proprietary information of the Client might be furnished to LaBella. LaBella shall use such information for the purpose of providing its professional services on the Project, and for no other purpose. LaBella shall hold such information in strict confidence, and shall not disclose such information to any person or entity, except sub-consultants engaged on the Project. Upon completion of its services, LaBella shall return or destroy all confidential and/or proprietary information to the Client.

Instruments of Service: All plans, drawings, specifications, calculations, reports and other documents prepared by LaBella as instruments of service are and shall remain the property of LaBella. Client agrees that the re-use of LaBella’s instruments of service on any extension of the Project, or on any other project, is prohibited without first obtaining LaBella’s written permission and consent.

Escalation: In the event the term of this Agreement is extended beyond the period of service set forth in LaBella’s proposal, then compensation for professional services are subject to review and escalation by LaBella upon thirty (30) days written notice to Client. The project budget will be adjusted accordingly.

Suspension: Client may suspend this Agreement in whole or in part at any time for convenience upon seven (7) days written notice. Upon receipt of notice, LaBella shall immediately discontinue all services. LaBella shall be entitled to compensation for all services rendered up to the date of suspension. If the suspension exceeds three (3) months, an equitable adjustment in compensation shall be negotiated to compensate LaBella for all reasonable costs incurred by LaBella on account of the suspension of the Project, such as for preparation of documents for storage, maintaining space and equipment pending resumption, the orderly demobilization of staff, maintaining employees on a less-than-full-time basis, terminating employment of personnel because of suspension, rehiring former employees or hiring new employees because of resumption, reacquainting employees with the Project upon resumption, and making revisions to comply with Project requirements at the time of resumption.

Termination: Either party may terminate this Agreement for cause upon seven (7) days written notice with an opportunity to cure any default during that period.

Insurance: LaBella shall maintain, at its own expense, throughout the term of this Agreement and until the expiration of all applicable statutes of limitation, the following insurance coverages:

- Comprehensive general liability insurance with policy limits of not less than $1,000,000 each occurrence and $2,000,000 in the aggregate for bodily injury and property damage;
- Automobile liability insurance covering owned, non-owned, rented and hired vehicles operated by LaBella with policy limits of not less than $1,000,000 combined single limit and aggregate for bodily injury and property damage;
- Umbrella liability insurance with policy limits of not less than $10,000,000 each occurrence and $10,000,000 in the aggregate;
- Worker’s compensation insurance at statutory limits and employer’s liability insurance with a policy limit of not less than $1,000,000 for all employees engaged in the rendering of professional services under this Agreement; and
- Professional liability insurance with policy limits of not less than $3,000,000 per claim and $5,000,000 in the aggregate.

Client shall be named as an additional insured under the CGL, Automobile and Umbrella insurance policies. Labella shall provide to the Client certificates of insurance evidencing compliance with the requirements of this Agreement. The certificates shall contain a provision that at least thirty (30) days prior written notice shall be given to Client in the event of cancellation, non-renewal, or reduction of the insurance.

**Indemnification:** To the fullest extent permitted by law, Labella shall indemnify and hold the Client and its officers and employees harmless from and against liabilities, damages, losses and judgments, including reasonable attorneys’ fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of Labella, its employees and its consultants in the performance of professional services under this Agreement. Client agrees that Labella’s financial responsibility for any and all liabilities, damages, losses, judgments, expenses and attorneys’ fees shall be limited to the available proceeds of Labella’s insurance coverage.

**Disputes:** The parties agree that mediation before a mutually agreeable neutral third party shall be a condition precedent to any legal action arising out of this Agreement, unless waived in writing by the parties. The cost of the mediation shall be borne equally by the parties. The mediation shall be conducted in accordance with the Construction Industry Mediation Rules of the American Arbitration Association, unless the parties agree otherwise. No demand for mediation shall be made after the date that the applicable statute of limitations would bar a legal or equitable action based on the claim or dispute.

**Venue and Jurisdiction:** Any legal suit, action or proceeding arising out of or relating to this agreement shall be instituted in a court of competent jurisdiction located in the state and county where the project is located, and the parties hereby waive any objection which they may have now or hereafter to the venue of any such suit, action or proceeding, and also hereby irrevocably consent to the personal jurisdiction of any such court in any such suit, action or proceeding.

**Choice of Law:** This Agreement shall be interpreted, construed and enforced in accordance with the laws of the state where the project is located without giving effect or reference to any conflict of laws provisions.

**Consequential Damages:** In any suit, action or proceeding, the parties shall be entitled to recover compensatory damages incurred as a result of the breach of this Agreement, but neither party shall be liable to the other for any special, indirect, or consequential damages.

**Late Fees, Costs and Attorneys’ Fees:** An additional charge of 1.5% of an invoice will be imposed each month on all past due accounts. Imposition of such charges does not constitute an extension of the payment due date. In the event that Labella must bring suit to collect payment of any invoices, then Client agrees to pay Labella’s costs and expenses, including reasonable attorneys’ fees.
**Remedies Cumulative:** The rights and remedies available to a party under this Agreement are cumulative and in addition to, not exclusive of, or in substitution for, any other rights or remedies either party may have at law, or in equity, or under this Agreement. Nothing contained in this Agreement shall be deemed to preclude either party from seeking injunctive relief, if necessary, in order to prevent the other party from willfully or intentionally breaching its obligations under this Agreement or to compel the other party to perform its obligations hereunder.

**Non-Waiver:** Failure by either party at any time to require performance by the other party or to claim a breach of any provision of this Agreement will not be construed as a waiver of any right accruing under this Agreement, nor affect any subsequent breach, nor affect the effectiveness of this Agreement or any part hereof, nor prejudice either party as regards any subsequent action.

**Force Majeure:** Neither party to this Agreement shall be liable to the other for delays in performing the obligations called for by this Agreement, or the direct and indirect costs resulting from such delays, that are caused by labor strikes, riots, war, acts of government authorities other than the Client (if a governmental authority), extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

**Severability:** The provisions of this Agreement are hereby agreed and declared to be severable. Any term or provision of this Agreement which is held to be unenforceable by a court of competent jurisdiction shall be deemed to have been stricken from this Agreement, and the remaining terms and provisions of this Agreement shall be construed and enforced without such terms or provisions.

**Counterparts:** This Agreement may be executed in one or more counterparts, each one of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**Scope of Agreement:** This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral, except that terms specific to future projects shall be set forth in LaBella’s proposals. This Agreement may be amended only by written instrument signed by both parties.
Request to Fill Position Form

Date: June 27, 2018

Committee of Jurisdiction: Public Works

Request to Fill: Title of Position: Building Maintenance Assistant BMA
Dept.: Public Works

Will any positions be eliminated? No
If yes, which position(s): N/A

This position is an:
Existing position? X
Newly Created Position? Created by Resolution #:

This position will be:
Full Time? X Part Time? Permanent? Temporary?

This position will be:
Non Union? Union? X covered by the AFSCME bargaining unit.

Grade: 13 Step: 
Hourly pay rate: $19.3321 - $23.5196
Annual salary of position: $35,319.75 - $42,970.31
Cost of benefits for position: $16,766.29 - $20,398.01

Does position support a mandated program/grant? No Name of program:

Source of funding for position: 100% County _____% State _____% Federal _____% Other

Source of funding for benefits: 100% County _____% State _____% Federal _____% Other

Amount in 2018 year’s budget for this position: 100%

Rationale justifying the need to fill this position at this time. Please include in your rational where applicable:

1. The specific duties that cannot be accomplished by another employee.
   Performance of semi-skilled building maintenance and repair tasks such as masonry, carpentry, electrical and/or painting operations.

2. The goals your organization will not be able to accomplish as a result of not filling this position.
   The performance of a semi-skilled building maintenance assistant will not be kept up to date as needed in the County Safety Complex which is a 24hr / 7 day a week operation.

3. The funding available to fill the position from external sources.
   0%

4. The benefit to the County generated by this specific position.
   Daily maintenance from a semi-skilled contractor such as masonry, carpentry, electrical and/or painting operations.

Department Name: Public Works

County Administrator Authorization: 

Date: June 27, 2018

Approved by the Ways and Means Committee on

Pursuant to Resolution No. 146-03
Form Amended September 27, 2017