

February 16, 2012

Gary Warshauer, Town Supervisor  
Town of Pound Ridge  
179 Westchester Avenue  
Pound Ridge, New York 10576

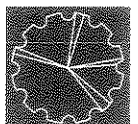
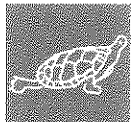
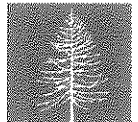


**RE: Proposal for Professional Services: Mapping of Stormwater Outfall Locations  
Town of Pound Ridge, Westchester County, New York**

Dear Mr. Warshauer:

Pursuant to my recent discussions with Richard Lyman, I am pleased to submit this proposal for professional services relative to fulfillment of the Town's responsibilities under the NYS DEC MS-4 permit. Our services would include:

- 1) **Preparation of a Stormwater Outfall Location Map for the Town.** This map would be prepared using information available from the Westchester County GIS database for roads and topographic features within the municipality as a base. Field reconnaissance would then be done to record the location and nature of all stormwater outfall locations within the Town using a Trimble® Geo XT GPS unit (with sub-meter accuracy). The GPS data would then be compiled and plotted on the base map for use by the Town and submission to NYS DEC. A digital photograph will be taken of each outfall location included on the map to assist in future identification and monitoring.
- 2) Assistance with development of a **Best Management Practices Manual for the Town Highway Department**, including recommended maintenance practices and a protocol for identifying and reporting illicit discharges, as part of the Illicit Discharge Detection and Elimination (IDDE) program required under the MS-4 permit. This manual would be compiled after we have inventoried all of the stormwater management measures and outfall locations in the Town, and would be developed specifically for the Town of Pound Ridge. A similar manual could be developed to assist the Building Department in monitoring and inspecting construction sites and for post-construction monitoring.



205 Amity Road  
Bethany, CT 06524  
Tel: 203.393.0690  
Fax: 203.393.0196

### **COST OF SERVICES**

We would provide the services outlined in Item #1 above on an hourly basis at a cost of \$125/hour, plus incidental expenses such as milage, printing and postage. I would estimate that the cost of developing a rough base map using the County GIS information would be about \$2000, assuming that the County can help the Town develop a master file for the map. Once a base map is available, the field work would require 6 - 10 days to cover the 65± miles of roads in the Town and inventory the outfall locations. Assuming a 10 hour day for field work and data management, the field work would cost between \$7,500 and \$12,500. Once the GPS data is collected, it needs to be downloaded and compiled into files which can be imported into the County's GIS data base, and I anticipate that this would also require about 16 hours of time. Therefore, I would estimate that the total cost for preparation of the Stormwater Outfall Location Map would be between \$12,000 and \$17,000.

Once the inventory has been completed, we would be glad to prepare a separate proposal for assistance with the items listed under Item #2.

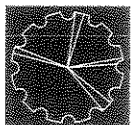
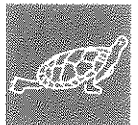
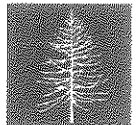
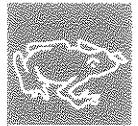
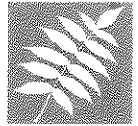
### **STAFFING**

All work outlined in this proposal would be done by or under the direct supervision of a Professional Engineer licensed in the State of New York or a Certified Professional in Storm Water Quality (CPSWQ). All work will be done in order to bring the Town into compliance with the Minimum Control Measures outlined in Part VII.A. of GP-0-10-002

### **SCHEDULE & AUTHORIZATION**

The mapping work would begin immediately upon authorization to proceed, and will be completed within 30 days of receiving authorization to proceed. It is best to collect GPS data before the leaves are out, as satellite communication can be impaired by foliage, so this is the perfect time of year to do the mapping.

If this proposal is acceptable, and you would like Evans Associates to begin work on the Stormwater Outfall Location Map, please sign the authorization below and return it to my attention at your earliest convenience. I would ask that you also provide a retainer of \$3,500 to cover our start-up expenses. We will bill the Town for the remainder of the work when it is completed.



Town of Pound Ridge  
Stormwater Outfall Mapping  
February 16, 2012  
Page 3

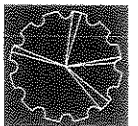
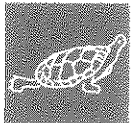
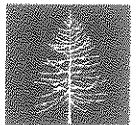
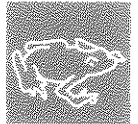
If there are any questions, please do not hesitate to call me. I appreciate this opportunity to submit a proposal to the Town, and will look forward to hearing from you.

Sincerely,



Beth Evans, PWS, CPSWQ  
Principal

THE ENCLOSED PROPOSAL FOR PROFESSIONAL SERVICES IS ACCEPTABLE IN ITS PRESENT FORM, AND EVANS ASSOCIATES IS HEREBY AUTHORIZED TO BEGIN WORK. THE UNDERSIGNED GUARANTEES PAYMENT OF ALL OBLIGATIONS TO EVANS ASSOCIATES INCURRED PURSUANT TO THIS AGREEMENT. (Retainer of \$3500.00 enclosed).



\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Please Print Name and Title

