



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

January 10, 2019

To: Terrence D. McCracken, Secretary to the Authority

From: Michael T. Haendiges, Production Engineer *MTH*

Subject: Contract EMA-003A
Distribution SCADA Replacement
ECWA Project No. 201400160

Attached is Budget Transfer Authorization for the amount of \$150,000.00. The transfer is necessary to cover the additional costs of the change orders described below.

There were two change orders necessary for Kaman Automation (the Contractor) and one amendment for EMA Consulting (the Consultant) previously approved by the Board of Commissioners in 2018. The Authority's Capital Budget has never been increased to reflect these changes. Some of the additional costs were:

- Change Order #2 for Kaman Automation (Memo 18) \$101,013.00.
- Change Order #3 for Kaman Automation (Memo 24R1) -\$155.00.
- EMA Amendment #4 (Project Management) not to exceed \$74,279.

The following documents are attached:

- Blue Authorization Form - this form provides the project name and project number, the action that is being requested of the Board, and it provides a list of approvals that are required prior to being acted on by the Board.
- Budget Transfer Authorization form.

MTH:jmf

Attachments

cc: R.Stoll

L.Kowalski

D.Patton

J. Schlierf

CONT-EMA-003-A-1401-I-186-B

Budget Transfer Authorization

Budget Transfer No: _____

Date: _____ 1/8/2019

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
8525	850	101185	ECWA WIDE AREA NETWORK	\$150,000

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
8525	850	101206	SCADA TRANSITION	\$150,000

Statement as to Necessity of Budget Transfer:

There were two change orders required for Kaman Automation and one ammendment for EMA consulting that were added to the project and approved by the Board. The ECWA Capital Budget was never increased to reflect these changes. Some of the costs were: Kaman Automation CO #2 (Memo 18) \$101,013, Kaman Automation CO #3 (Memo 24R1) -\$155 EMA Ammendment #4 (Project Management) \$74,279 (Not to Exceed).

Required Approvals*:

Unit Head: _____

Dept. Head: _____

Budget/Financial Analyst: _____

Executive Engineer: _____

Comptroller: _____

Deputy Director: _____

Executive Director: _____

Board Resolution Date: _____

* See Back of Form for "Outline of Approvals Required for Budget Transfers", Schedule A and "Approvals Required for Creation of New Budget Items", Schedule B