



Office of
General Services

ANDREW M. CUOMO
Governor

ROANN M. DESTITO
Commissioner

July 13, 2016

Mr. Gary M. Grey
Henningson, Durham & Richardson, Arch. & Engineering PC
1 International Blvd, 10th Floor
Mahwah, NJ 07495-0027

Re: **OGS Project No. SB485**
Work Order No. 3 to Contract No. SA619
Provide Risk Assessment Study
State Office Building Campus
Albany, NY 12226

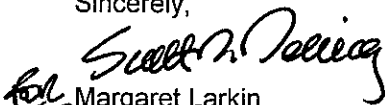
Dear Mr. Grey:

Your firm has been selected to provide professional services for the above-referenced project for a fee of \$81,265 as identified in the enclosed Request for Term Assignment dated July 8, 2016. No liability shall be incurred, nor will payments be made beyond the estimated fee amount without prior written approval from this office. You are hereby authorized to proceed with this assignment, and the Project Manager, Dana Dostie, will be notified by copy of this letter.

If you wish to decline this offer, but remain interested in providing this service, please advise us in writing of the specific reasons for your declination by July 27, 2016. Please submit this declination to: antonino.dauge@ogs.ny.gov

If you are unable to respond in time, or if we may answer any questions for you, please do not hesitate to contact Antonino D'Auge at (518) 474-1314.

Sincerely,


for Margaret Larkin
Executive Director
Design and Construction

ML:vw

cc: D. Dostie



REQUEST FOR TERM ASSIGNMENT

Project No.: **SB485**

Project Description: <i>(Project Title, Facility Name and Address)</i> Provide Risk Assessment Study State Office Building Campus Albany, NY 12226	Consultant: Henningson, Durham & Richardson, Arch. & Engineering PC	
	Term Contract No: <p style="text-align: center;">SA619</p>	Work Order No.: <p style="text-align: center;">3</p>

The Consultant's representative, Gary Grey, agreed with Dana Dostie on 7-5-16 to the following:

Scope of Services:

Provide Risk Assessment services (risks of AIM Pipeline on NY Security Sectors). Phase I tasks shall include:

1. Research, define and understand the AIM Project within the limits of the New York State borders. This will include but may not be limited to researching / defining / understanding the:
 - a. Pipeline Route.
 - b. Locations of the above ground installations (i.e. compressor stations, metering stations, release valves, etc.).
 - c. Civil design of the pipeline and above ground installations (i.e. burial depth, sloping, limits of disturbance, etc.).
 - d. Mechanical design of the pipeline and above ground installations (i.e. pipe diameter, pipe thickness, coating, AC / CP protection system, SCADA system, etc.).
 - e. Details on the pipeline Spectra is replacing (i.e. site, pressure, location, operational status, etc.).
 - f. Review risk and/or constructability studies completed by others (i.e. Spectra, PHMSA, State of New York, etc.).
 - g. Research relevant available documentation on AIM project and related studies.
2. Define Potential Natural and Man-Made Hazards
 - a. Create a list of each for review and comment by OGS/DHSES. Example of potential hazards could be:
 - i. Natural: seismicity, flooding, tropical storms / hurricanes, etc.
 - ii. Man-Made: Terrorism, traffic accident, utility strike during routine excavation activities, etc.
3. Define Critical Infrastructure
 - a. Create a list of the critical infrastructure sectors and specific critical infrastructure installations within each identified sector for review and comment by OGS/DHSES.
4. Risk Assessment Report Outline
 - a. Produce a draft chapter outline of our proposed report for review/comment by OGS/DHSES and rework/correction by HDR. Define and document the intended process for prioritizing risks and identifying mitigation strategies.
5. Assess and report on the applicability of the USDOL 29 CFR 1910.119 Appendix C. Compliance Guidelines and Recommendations for Process Safety Management. Develop a plan whereby the final Risk Analysis in Phase II will substantially reflect and/or incorporate the relevant aspects of this standard (i.e the referenced Process Hazard Analysis (PHA) and a complementary methodology.)

See continuation of Scope on reverse side.

Due Date: *(check one)* Complete the work of this assignment: within 90 days. by _____ As indicated.

The following sub-consultants/subcontractors will be utilized in the completion of this assignment. If it becomes necessary to employ the services of additional sub-consultants/subcontractors, the names of those firms will be forwarded to D&C before undertaking that portion of the work.

Not Applicable

Total Estimated Fee: **\$ 81,265** Lump Sum (LS)

Not To Exceed: *Authorized upon the OGS review and approval of employee time cards, (NTE) documentation of tasks performed, and valid receipts from required allowable travel.*

Lump Sum: *Authorized upon the OGS approval of percentage complete of the milestone (LS) submissions and phase completions specified in the Scope of Services. All costs and expenses incurred by the Consultant are included in the LS payment.*

Project Manager or EIC: Dana Dostie	Phone No.: (518) 474-6111	Project Control: Hugh Stevens	Date: 07/12/16
Scope and Fee Reviewed and Approved by Team Leader or BUL: Dana R. Dostie, P.E. - BUL			Date: 07/08/16

REQUEST FOR TERM ASSIGNMENTProject No.: **SB485**

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	Term Contract No: SA619	Work Order No.: 3

Additional Scope of Services, cont.:

6. Conduct two-day Workshop at DHSES offices with the HDR and OGS/DHSES teams to present/review Phase I deliverable and finalize the scope of work (content, format, schedule) for concluding Phase II: Risk Assessment Analysis and Reporting. Workshop may include limited field visit of the pipeline route if required.
7. Provide separate supporting documentation to DHSES (State Counter Terrorism) for insertion into their required (NYS Exec Law Art. 26 §716) 5-year report (by others) on Protection of Critical Infrastructure. The 5-year report will "review the security measures being taken regarding critical infrastructure related to commercial aviation fuel, petroleum or natural gas transmission facilities and pipelines, assess the effectiveness thereof, and include recommendations to the legislature, the public service commission, or the operator of a commercial aviation fuel, petroleum or natural gas transmission facility or pipeline, or any appropriate state or federal regulating entity or agency if the commissioner of the division of homeland security and emergency services determines that additional measures are required to be implemented, considering among other factors, the unique characteristics of each commercial aviation fuel, petroleum or natural gas transmission facility or pipeline."
8. Phase I deliverable shall include a Professional Consultation Report which addresses the items listed above. Report methodologies and applicable codes, standards, protocols and resources shall be thoroughly referenced) as well as ESRI GIS .shp files of collected data.
9. At minimum, provide weekly project status report (Fridays) via email utilizing the two-page template provided by the OGS D&C PM.

Based on Henningson, Durham & Richardson Consultant Fee Estimate Worksheet dated 7/5/2016.