



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,


ML
Margaret Larkin
Executive Director
Design and Construction

ML:vw

cc: D. Dostie



Office of General Services

Design and Construction

AN ISO 9001:2008 CERTIFIED ORGANIZATION

Project Control, 35th Floor, Corning Tower
The Governor Nelson A. Rockefeller Empire State Plaza
Albany, New York 12242

Phone: (518) 474-1314

FAX: (518) 474-0341

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

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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.



REQUEST FOR MODIFICATION TO A 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 9-9-16 to the following:

Scope of Services:

Phase 2 of Pipeline Risk Assessment Study. A continuation from Phase 1, this builds upon and concludes the evaluation of potential impact of natural and man-made hazards on critical infrastructure within the State, including the Algonquin Incremental Market (AIM) project and its relationship to the existing Algonquin Mainline within the state borders.

Based on HDR Proposal letter dated September 9, 2016.
Based on Henningson, Durham & Richardson Consultant Fee Estimate Worksheet dated 8/31/2016.
Based on Task Item ID #6 thru #9 as listed on the Deliverable/Milestones section of the Project Management Summary tracking report dated 9/2/2016.

Task 6: Data Collection.

Collect additional data and development of model of Algonquin Mainline System within the AIM Project area. This includes continued research of available information related to the civil design of the pipeline and above ground installations via public sources and through coordination with relevant agencies via DHSES. Develop matrix of pipeline explosions, including an assessment of PIR versus actual; coordinate with client to establish buffer area. Develop risk analysis of the critical infrastructure and categories relevant to the study area. Update the project map and site model for the risk assessment.

See continuation of Scope on reverse side.

Due Date: *(check one)* Complete the work of this assignment: within _____ days. by **12/31/2016**. 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.

KFW Business Support Services

Fee for Modification No.: <u>1</u> \$ 168,498 See Estimate Breakdown	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: (LS) Authorized upon the OGS approval of percentage complete of the milestone submissions and phase completions specified in the Scope of Services. All costs and expenses incurred by the Consultant are included in the LS payment.
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Revised Fee:		
Original Fee	Mod. No. 1	Total Estimated Fee
\$ 81,265	\$ 168,498	\$ 249,763

Project Manager or EIC: Dana Dostie	Phone No.: (518) 474-6111	Project Control:	Date:
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Scope and Fee Reviewed and Approved by Team Leader or BUL: Dana R. Dostie, P.E. - BUL	Date: 09/16/16
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REQUEST FOR MODIFICATION TO A TERM ASSIGNMENTProject 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: SA619	Work Order No.: 3

<p>Additional Scope of Services, cont.:</p> <p><u>Task 7: Risk Prioritization Workshop.</u></p> <p>Prepare Risk Management Plan that will establish a management approach for the mitigation of risk through the prioritization of key risks and the development of mitigation and emergency response strategies for use during the operation of the pipeline. Conduct a two-day Risk Assessment Workshop (with DHSES their agency partners) to identify, quantify, prioritize key project risks and populate the risk register. Risk response strategies shall be identified and quantified. Provide a summary / meeting minutes.</p> <p><u>Task 8: Risk Management Report.</u></p> <p>Prepare the Risk Management Report (Report) as agreed upon in the August 16 meeting, which covers the risk management process, identification of risks, mitigations and applicable codes and standards. The report shall serve as a guidance document for DHSES to periodically review the risk elements and the associated risk management strategy implementation efforts. Delivery shall include draft sections of documents for review and comment. Reviewer comments shall be incorporated into the final report and documentation. Provide ESRI GIS mapping files and associated spreadsheets of collected and computed data.</p> <p><u>Task 9: DHSES 5-yr Report Contribution.</u></p> <p>Provide edits and additions to DHSES 5-Year Report as requested.</p> <p>Provide project management for the tasks outlined above including weekly progress reports and bi-weekly calls with NYSOGS and DHSES.</p> <p>\$157,184 (LS) - Mod.1 Tasks Item ID #6 thru #9 above \$ 6,314 (NTE) - Reimbursable Expenses (Mileage, Lodging, Meals, Airfare, Rental) \$ 5,000 (LS) - Consultants / Scope Contingency</p> <hr/> <p>\$168,498 - Total</p>

REQUEST FOR MODIFICATION TO A TERM ASSIGNMENT (Attachment) 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>

Basis for development of fee:

Percentage of estimated construction cost
 Estimate of required staffing resources *(BDC 65-66 - Consultant Fee Breakdown Workbook)*
 Comparison to previous similar projects
 Based on Unit Prices in contract
 Other *(Explain.)* _____

Projected Total Project Fee for this Consultant: \$275,000.00
 (Include all past, current and future Work Order amounts related to the project within this term contract)

Projected Work Order End Date: 12/31/2016
 (End date for Work Orders, including modifications)

Fee Break Down:

Phase Name	Fee Type	Amount
Program/Study	Additional	\$168,498.00
30-100% Design Phase	Basic	
Construction Documents	Basic	
Bid Phase Services	Basic	
Construction Support, Shop Drawings and Submittals	Basic	
Client Scope Changes	Additional	
Construction Management/Inspection Services	Additional	
Supplemental Services	Additional	
Sustainability/Energy Services	Additional	
Permitting Services	Additional	
Post Construction Services	Additional	