



March 14, 2025

Honorable Marguerite Sherman  
Mayor, Village of Medina  
119 Park Avenue  
Medina, NY 14103

## SUBJECT: RETAINED W/WW ENGINEERING SERVICES

Dear Mayor Sherman:

We understand the Village of Medina is seeking to retain a qualified engineering firm to provide ongoing water and wastewater engineering support. Based on our past discussions, Wendel is pleased to submit this letter proposal to the Village of Medina. We would be honored to serve you.

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### A. SCOPE OF WORK

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Under the terms of this proposal Wendel will provide ongoing water and wastewater engineering services to the Village of Medina. Such services will include:

- Provide the Village with general water and wastewater engineering support services, including inquiries, consultations, and other tasks and activities mutually agreed upon
- Chair monthly progress meeting with village staff, either in person or virtually, to review the status of open projects and initiatives
- Attendance at a meeting of the Medina Village Board once per quarter to up provide updates on ongoing activities to Village officials
- Monitor and update Village officials regarding grant funding opportunities, in collaboration with any retained grantwriter the Village may have
- Monitor and update Village officials regarding relevant regulatory updates emanating from the county, state, or federal government.

It is proposed that Brian Sibiga, PE will act as your lead retained engineer for this work with support from other individuals as needed. The scope of services in this letter proposal is strictly to undertake the above-referenced Scope of Work. Project-specific study, design, and construction duties performed by Wendel will be covered under project-specific contracts, as will any other tasks requested by the Village that are above and beyond the basic retained engineering services noted above.

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### B. PROPOSAL FEE

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Wendel's fee for the retained service articulated in the Scope of Work referenced in Section B is the amount of \$500 (Five Hundred Dollars) per month on an ongoing basis, until either party—the Village or Wendel—wishes to discontinue the service and notifies the other party in writing.

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## C. TERMS

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This proposal and the attached "Appendix A" (Professional Services Terms and Conditions) are intended to represent the entire contractual relationship. Please contact me if you have any questions. If this proposal and the attached general conditions are acceptable, please indicate your acceptance by signing and returning one (1) executed original to our office.

Thank you for considering Wendel!

Respectfully Submitted,



Brian M. Sibiga, PE  
Principal  
Wendel Companies

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Should Wendel's proposal be accepted, Wendel WD Architecture, Engineering, Surveying & Landscape Architecture P.C., a New York State licensed architecture and engineering firm that is part of a consolidated group of Wendel Companies, will contract to undertake the work. Our letterhead and plans will still prominently say "Wendel" and we will refer to ourselves as Wendel throughout the project.

### ACCEPTANCE / AUTHORIZATION:

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

### RETURN TO:

Wendel

**Attn: Brian Sibiga**

375 Essjay Road, Suite 200  
Williamsville, NY 14221