

February 4<sup>th</sup> , 2026

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**RE: Albany Water North Plant 115KV Substation Design Rev1  
LaBella Proposal No. P2601368**

Dear Mr. Gaudio:

LaBella Associates, D.P.C is pleased to submit this proposal to provide services for Medium-High Voltage design at the North Plant Facility.

### PROJECT UNDERSTANDING

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Albany County Water Purification District (“ACWPD”) has qualified LaBella Associates DPC to provide various engineering services on an as needed basis. For this assignment the engineering services are related to the facility located at 1 Canal Road, South Albany NY, 12204 (the “North Plant”). Based on the Microsoft Teams conference call on 01/20/2026, we understand that the immediate need is to address concerns of imminent equipment failure in the electrical substation feeding the North Plant. The concerns were identified in the previous assessment report by LaBella, and further substantiated by findings from the preventative maintenance work performed between 11/3 and 11/4/2025. Based on these concerns, ACWPD is now seeking to begin design and procurement of a new 115kv/13.2kv substation for the North Plant.

### SCOPE OF SERVICES

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LaBella understands that there is a need to replace failed or failing equipment in the North Plant Substation yard. In response to increased electrical demand on the network, National Grid’s transmission and distribution system has evolved over time, and now requires more substantial equipment on the customer’s side, with higher ratings, in order to operate safely. For this reason, one-for-one equipment replacement is not an option, and accordingly, a new substation needs to be designed and built.

The intention of this project is to replace the existing 115kv/13.2kv substation in kind. Substation will consist of the following items:

- 1.) Substation will be designed in a manner that complies with National Grid ESB 751 and ESB752
- 2.) 115kv A frame receiving structure with disconnect
- 3.) National Grid CT/PT combination units x2
- 4.) (2) Additional 115kv Disconnects ahead of 115kv Circuit breakers
- 5.) (2) 115kV Non SF6 Circuit Breaker.



- 6.) (1) 13.2kv Switchgear enclosure containing all protective relays, circuit breakers, battery bank,  
(2) 13.2kv busses and misc substation controls.
- 7.) 13.2kV substation switchgear will be setup in a manner that allows for easy interception of existing MV cables and conduits.
- 8.) Substation coordination, arc flash, and equipment configuration files are assumed to be part of this project and not needed to be performed by the Electrical contractor. This will be done during the construction phase services.

This proposal is for schematic, detailed design, construction documents, bid review and excludes construction services . Based on equipment lead times and procurement cycles the estimated schedule for this is 3-5 years from time of contract award.

### **Project Kick-off and Stakeholder Meetings**

Meetings will be conducted with the personnel assigned from the County and any other identified key stakeholders. These meetings will be used to gather input on long-range goals and existing operational shortcomings that need to be resolved with the final program. The meetings, along with any other related interviews will be documented and shared with the stakeholders, and used to inform schematic design.

### **Schematic Phase**

With the completion of the project kick-off and stakeholder meetings, a list of items requiring attention will be identified, replacement options recommended, and initial “order of magnitude” cost estimates will be generated for each option. For this phase Schematic Design services then take these concepts and develop them further, resulting in a well-defined program that is well understood in terms of scope, schedule and probable cost. New 115kv substation location will be further discussed to reach an agreement as this new substation will need to be built while keeping the current one in service. During schematic design Labella will make a list of long lead items to start the procurement process.

This phase will be built upon the conceptual design provided in the assessment report along with engaging with National Grid for preliminary approval for new substation design and location.

### **Design Phase**

Building on the Schematic Design, this step involves the development of more detailed engineering plans, for both substation and site, and other details necessary to take the level of understanding of the schematic plans to the next step.

Design Development further refines details and describes the size and character of the entire project. During this step, the selection of equipment and materials to be used in the final design and construction of the project will be made. All major pieces of equipment for the new 115kv Substation (115kv Circuit Breaker, 115kV/13.2kv Transformer, 13.2kv Switchgear, and Substation Steel). will be located, drawn to scale with all working clearances indicated and changes to the existing facility needed to support the selected direction noted. During Design Development Labella will set up periodic calls with National Grid, as this substation is connected to the 115kv system and requires extensive coordination for outages and construction planning.

At this time LaBella will also begin to flesh-out the project’s construction schedule. Bidding climate, long lead procurement items, seasonal conditions and anticipated work durations will begin to be identified



and discussed. Based on the schedule and urgency LaBella will make a formal recommendation to move forward pre purchasing major equipment or include the purchase in the contractors bid.

The LaBella team will also assemble documentation of the decisions, selections, and layouts that have been adopted thus far and compile a Design Development Report which will be done in accordance with EFC standards. This report will document the decisions made to date and provide a detailed basis for proceeding to the next step (preparation of Construction Documents). The Design Development Report will include the updated cost estimates, code compliance, outline specifications, equipment cuts, descriptions of components and systems.

The Design Development Report, in conjunction with comments from the County, will be used by all team members in preparing the Construction Documents. This document must be reviewed and approved prior to proceeding to the next step as it provides accountability for the County and LaBella as to what has been agreed to for the project. Once final approval is obtained with the county LaBella will submit the design to National Grid to allow for review and comment.

### **Construction/Contract Documents Phase**

The Construction Documents (drawings and specifications) show the details of the final design, including all requirements that may be indirectly required for construction. These documents provide the basis for receiving construction bids and will be used throughout the project as a basis for construction. The degree of completeness and clarity in showing what is required by the contractors is extremely important to ensure a complete project within the budget established.

At intervals throughout this step, reviews will be conducted by the team members to assure compliance with the Project Design Development Report and to ensure that the Construction Documents are thorough and complete.

At this point LaBella will prepare the 95% estimate to verify that the project remains within County's budget. Any issues identified during this review would be resolved within the Team and with input from the County. The LaBella Team will not advance the project beyond this point without a reasonable expectation that the bidding documents and the budget are synchronized.

### **Bid Phase**

During this phase, The LaBella team will provide to the county the final Construction Documents for Bid Advertisement, attend Pre-Bid Conference, and answer questions during the bidding process.

LaBella will field questions from the construction community and publish addendums. Throughout this process, LaBella will act as the interface to the construction community. LaBella believes that the best value for Albany County is an engaged, well informed, local construction community. This will provide the best prices and the highest quality for Albany County. LaBella will review the bid results and produce a recommendation letter, within 15 Business days of the public opening, that includes the following:

1. Verification of the apparent low bidder.
2. Bid Tabulation
3. Confirm receipt of all required forms, certifications, etc.
4. As applicable, breaking down bids to aid in comparison.
5. Determine whether the low bid is balanced.
6. For items more than 15% less than or 25% more than the Engineer's estimate:
  - a. Check accuracy



- b. Determine appropriateness of the price bid for the indicated work.

**Construction Phase**

Because of the unknown timeline and scope we have excluded construction phase activities at this time. Once scope is clear and timeline is defined, LaBella will provide a proposal for construction phase services. We assume this will be done under the established terms and conditions along with rates established with Albany County.

**Quality Control / Project Leadership**

Control of quality is not something that happens at any particular time in a project. Instead, real quality control takes place continually throughout design as part of the design process itself.

A quality design is the result of quality project management. Properly managed projects are carried out efficiently without extensive rework and achieve high quality without compromising tight budgets or schedules. The LaBella Team is a project-based organization focused on multi-disciplinary project teams. Quality project management at LaBella begins with experienced, cross-functional project managers or team leaders from all the major disciplines. For this assignment, Dean Wolanin will coordinate our in-house disciplines, sub-consultants, and the County to deliver a successful project.

Our approach to quality control is carried out throughout the entire design and construction process.

**MWBE Goals**

LaBella Associates is a full-service architectural and engineering design firm employing over 2,100 employees across nine (9) business segments. As such, we have in-house expertise and capabilities suitable to complete most project types and tasks. However, LaBella embraces the benefits and added strength created by a diverse project team. We believe that diversity in our staff and sub-consultants strengthens our team by providing different perspectives and cultural experiences which can enhance the design of any project. Ultimately creating a better final solution for our clients. For this project we will develop a strategic team of MWBE partners that meets our high-quality standards and expectations, which also strengthens our in-house capabilities while providing greater opportunities for other local firms as required. At this time, we feel that we can meet or exceed typical MWBE utilization goals as identified by Albany County Water Purification District.

**FEE**

The proposed fees for the scope of engineering work described will be as follows estimated project costs are projected to be :

<b>North Plant</b>		
<b>Schematic Design</b>		
Survey	\$25,000	
Geotech	\$20,000	
Electrical Engineering High Voltage and Medium Voltage	\$40,000	
		<b>\$75,000</b>
<b>Design Development</b>		
Civil	\$35,000	



Structural	\$30,000	
Electrical Engineer High Voltage and Medium Voltage	\$325,000	
		<b>\$380,000</b>
<b>Construction Documents</b>		
Civil	\$25,000	
Structural	\$20,000	
Electrical Engineer High Voltage and Medium Voltage	\$100,000	<b>\$145,000</b>
<b>Bid Review</b>		
Civil	\$20,000	
Structural	\$15,000	
Electrical Engineer High Voltage and Medium Voltage	\$40,000	
		<b>\$75,000</b>
<b>Total</b>		<b>\$675,000</b>

This work would be performed and billed in accordance with the terms of our agreement with Albany County Water Purification District.

## SCHEDULING

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LaBella is prepared to begin work on this assignment within four weeks of issuance of PO or notice to proceed, and we are confident a suitable schedule for both parties can be negotiated moving forward.



Schedule assumes a notice to proceed by April 2026.

Task		Duration	Date
Schematic Design		3 Months	August 2026
Design Development		8 Months	April 2027
Contract Documents/Permits		2 Months	June 2027
Bidding & Contract Awards		3 Months	May - July 2027
Construction*		36 Months	July 2027- July 2029

\* Construction schedule is assumption only at this point in time.

Respectfully submitted,

**LaBella Associates**

Tom Kennedy Jr., PE  
Electrical Engineer