

**TOWN OF BRIGHTON TOWN BOARD  
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE  
MEETING AGENDA**

**Meeting Date: Tuesday, April 30, 2019**

**Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the April 16, 2019 meeting.
2. Award bid for 2019 Sidewalk Project to Roman Construction – Request from Chad Roscoe for Town Board action to award the bid for the 2019 Brighton Sidewalk Repair/Replacement Program to Roman Construction. Further authorization for the Supervisor to execute any contracts and related documents for this service. It was noted that the contract will be capped at a total of \$164,573 which is the 2019 budget amount (see letter from C. Roscoe).
3. Approve additional services for In.Site Architecture in the amount of \$4,945 – Request from Mike Guyon for Town Board action to amend the contract with In.Site Architecture by adding \$4,945 to their contract pricing for the addition of services needed related to the Winter Farmer's Market Barn renovation project (see letter from M. Guyon).
4. **DISCUSSION ITEM(S): Bond Anticipation Note and Serial Bonds for projects and equipment – per the 2019-2021 CIP approved request** – Request from Paula Parker to discuss Serial Bond and Bond Anticipation Notes borrowing strategy for 2019. It is anticipated that the equipment (two large trucks) will be purchased via a serial bond in the amount of \$385,000; two projects (Highland Crossing Trail and Havens Road Reconstruction/Repaving) will be funded in year one with a bond anticipation note (BAN) for \$550,000. The BAN will be used due to the nature of the projects and their total costs being estimated. This will allow for the final serial bond to reflect actual costs (discussion with from P. Parker).
5. **DISCUSSION ITEM: Community Choice Energy Aggregation Administrator Proposal Submission review** – Discussion of the submitted Request for Proposals/Qualifications (RFP/Q) for the CCA Administrator. Three (3) proposals were received.

The **next regularly scheduled meeting of the FASC will be held on TUESDAY, MAY 14, 2019 at 3:30 p.m.** in the Stage Conference Meeting Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

**\*\*AS PER THE REGULAR SCHEDULE\*\***

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Town of  
**Brighton**

## Public Works Department

Commissioner of Public Works – Tim Keef, P.E.

**Chad Roscoe**  
Junior Engineer

4/25/2019

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

Re: Award of Project  
2019 Town of Brighton Sidewalk Repair Program

Dear Councilperson DiPonzio and Committee Members:

Pursuant to prior authorization, the above bid was publicly advertised and opened on April 17, 2019. Seventeen (17) Contractors downloaded the contract documents for this project. Attached is a copy of the public notice along with the Bid Result. Below is Table-1 which lists the bids that were received from contractors.

Table – 1 Contractor List

#	Contractor Name	Base Bid
1	Hewitt Young Electric	\$349,230.00
2	Roman Construction	\$227,547.50

The 2019 sidewalk replacement budget is \$164,573.00 of which approximately 90% includes repairs within the Consolidated Sidewalk District account and 10% within the Town wide sidewalks account. The total base bid exceeds the 2019 budget by 38%. Therefore, the work anticipated to be completed within the Consolidated Sidewalk District and the Town Wide accounts must be reduced by approximately 38% to remain within the 2019 budgeted amount. Town staff discussed the reduced program scope with representatives from Roman Construction who indicated that they are agreeable to the revised program.

Town staff reviewed the bids for completeness and accuracy and concluded that the lowest price quote provided by *Roman Construction Dev. Corp.*, includes unit prices that are consistent with current industry costs and the contractor is qualified to perform the proposed work. Therefore, I am requesting that FASC recommend that the Town Board award the project to the low, responsible and responsive contractor, *Roman Construction Dev. Corp.*, for a total not to exceed \$164,573.00. The bid documents included the installation of approximately 1,378 square feet (\$15,713) of Town wide sidewalks and 13,055 square feet (\$148,860.00) of district sidewalks.

The 2019 Town of Brighton Sidewalk Repair Program contract has a one year term with the option to renew the contract up to four additional twelve month periods at the sole discretion of the Town of Brighton. Future contract extensions will be presented to FASC prior to authorization.

Funds are available from the 2019 Budget in the Sidewalk District account (SK.SWLKD.5411.265), \$148,860.00, and in the Town wide sidewalk account (A.DPW.5410.449), \$15,713.00.

Change orders to the repair contract would require funding to be reallocated from different accounts. FASC and Town Board approval would be sought prior to the any adjustment to the contract amount.

As always, thank you for your consideration. In the event that you have any questions regarding this matter please contact me.

Respectfully,

Chad J. Roscoe  
Town of Brighton

# 2019 Sidewalk Repair Contract Bid Tabulation

Base Bid Schedule				Hewitt Young		Roman Construction			
Item No.	Description	Est. Qty.	Unit	Unit Price	Numerals	Unit Price	Numerals	Unit Price	Numerals
100	Replacement Concrete Sidewalks, 5" Thick	15,700	S.F.	\$ 13.00	\$ 204,100.00	\$ 8.00	\$ 125,600.00		
101	New Concrete Sidewalks, 5" Thick	615	S.F.	\$ 18.00	\$ 11,070.00	\$ 7.00	\$ 4,305.00		
110	Replacement Con-crete Side-walks, 7" Thick	2400	S.F.	\$ 16.00	\$ 38,400.00	\$ 9.00	\$ 21,600.00		
111	New Con-crete Sidewalks, 7" Thick	100	S.F.	\$ 19.00	\$ 1,900.00	\$ 8.00	\$ 800.00		
112	Replacement Concrete Sidewalks, Thin-Form (over tree roots), min. 4" Thickness.	1200	S.F.	\$ 10.00	\$ 12,000.00	\$ 7.00	\$ 8,400.00		
113	Hand Removal of Existing Concrete Slabs Over Tree Roots	950	S.F.	\$ 15.00	\$ 14,250.00	\$ 10.00	\$ 9,500.00		
120	Replacement Concrete Sidewalks, NYS, 4" Thick	500	S.F.	\$ 15.00	\$ 7,500.00	\$ 8.00	\$ 4,000.00		
121	Replacement Concrete Sidewalks, NYS, 6" Thick	200	S.F.	\$ 18.00	\$ 3,600.00	\$ 9.00	\$ 1,800.00		
125	Detectable Warning System	80	S.F.	\$ 10.00	\$ 800.00	\$ 40.00	\$ 3,200.00		
130	Colored and Stamped Concrete	50	S.F.	\$ 75.00	\$ 3,750.00	\$ 12.00	\$ 600.00		
140	Remove and Replace Existing Modular Pavers	90	S.F.	\$ 27.00	\$ 2,430.00	\$ 20.00	\$ 1,800.00		
150	Haul and dispose of concrete sidewalk rubble	20000	S.F.	\$ 1.00	\$ 20,000.00	\$ 0.80	\$ 16,000.00		
200	Protect and Adjust Monuments or Appurtenances	6	Each	\$ 5.00	\$ 30.00	\$ 25.00	\$ 150.00		
300	Remove Tree Roots and Install Root Control Fabric.	65	Per Tree	\$ 70.00	\$ 4,550.00	\$ 80.00	\$ 5,200.00		
400	Asphalt Drive Restoration, Light Duty Section, Including Sawcuts	2100	S.F.	\$ 7.00	\$ 14,700.00	\$ 6.50	\$ 13,650.00		
410	Asphalt Drive Restoration, Medium Duty Section, Including Sawcuts	250	S.F.	\$ 10.00	\$ 2,500.00	\$ 7.25	\$ 1,812.50		
450	Non-Asphalt drive restoration, including sawcuts	250	S.F.	\$ 4.00	\$ 1,000.00	\$ 9.00	\$ 2,250.00		
500	Lawn restoration	4900	S.F.	\$ 1.00	\$ 4,900.00	\$ 1.20	\$ 5,880.00		
501	Saw Cut Curb	50	L.F.	\$ 35.00	\$ 1,750.00	\$ 20.00	\$ 1,000.00		
				\$ 349,230.00		\$ 227,547.50		\$ -	

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AFFP  
69552 bid-sidewalk

## Affidavit of Publication

STATE OF NEW YORK }  
COUNTY OF ONTARIO } SS

LEGAL NOTICE  
SECTION 00030  
ADVERTISEMENT FOR BIDS

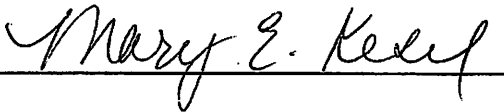
Mary E Kesel, being duly sworn, says:

That she is Principal Clerk of the The Post - zone 3, a weekly newspaper of general circulation, printed and published in Canandaigua, Ontario County, New York; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

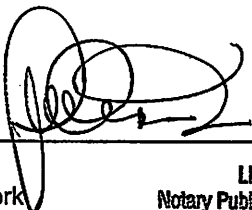
April 04, 2019

That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Subscribed to and sworn to me this 4th day of April 2019.

  
\_\_\_\_\_  
, Notary Public  
Ontario County, New York

LEE ANN TAI  
Notary Public, State of New York  
Ontario County Reg. #01TA6296063  
Commission Expires 01/21/2022

null

09100158 00069552

Dan Aman Town Clerk  
TOWN OF BRIGHTON \*LE\*  
2300 ELMWOOD AVENUE  
ROCHESTER, NY 14618

The Town of Brighton, Monroe County, New York, will receive sealed bids for the improvements to the:

2019 TOWN OF BRIGHTON SIDEWALK REPAIR PROGRAM

Sealed Bids will be received, publicly opened and read at the following place and time: Place: Town of Brighton Department of Public Works 2300 Elmwood Avenue Rochester, New York 14618 Date: Wednesday, April 17, 2019

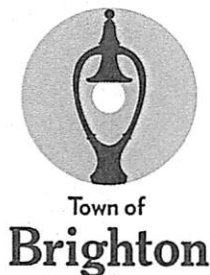
Time: 10:00 A.M. Local Time The work consists principally of removal and replacement of existing sidewalk as well as new installation of sidewalk in various locations in the Town of Brighton. The foregoing is a general outline of work only and shall not be construed as a complete description of the work to be performed under each contract. Plans and Specifications can be downloaded from the Towns website ([www.townofbrighton.org](http://www.townofbrighton.org)) under the Town Departments -Public Works - Current Bid Offerings.

Bids must be made in writing on the forms furnished and shall be accompanied by a bid guarantee for an amount not less than five percent (5%) of the amount bid in accordance with the INSTRUCTIONS TO BIDDERS. The Town of Brighton is exempt under New York State Tax law, and therefore, no sales tax on the cost of materials incorporated into the project shall be included in the bid. All prices bid shall be good for a period of sixty (60) days after opening. The Town of Brighton reserves the right to consider bids for sixty (60) days after their receipt before awarding any contract. The Town of Brighton further reserves the right to reject any and all bids, and to accept any Proposal or individual item or items, which it may deem to be the most favorable to its best interests. A non-collusive bidding certificate shall be included with each bid. The attention of the Bidder is called to the requirements as to the conditions of employment and the minimum wage rates to be paid under this contract. Any unauthorized modifications or alterations to this document could result in a rejected bid.

This contract will start with the date of the contract award and run for one year with the option to renew the contract up to four (4) additional twelve (12) month periods at the sole discretion of the Town of Brighton. Price changes may be proposed by the contractor no later than forty-five (45) days prior to contract extension, based upon the latest prevailing wage rates and material price change which must be supported with documentation. Should price changes not be acceptable to the Town of Brighton, the contract will not be extended. Prices may change only at time of the extension.

Dated: April 4, 2019  
Ap 04  
69552

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## Public Works Department

Commissioner of Public Works – Tim Keef, P.E.

Michael Guyon,  
P.E.  
Town Engineer

April 26, 2019

The Honorable Finance and Administrative Services  
Committee Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York  
14618

Re: Town of Brighton Winter Farmer's Market Barn Renovation  
Additional Services

Dear Councilperson DiPonzio and Committee Members:

Unanticipated groundwater and soil conditions were encountered during the renovation of the Winter Farmers Market barn. In.site Architecture performed the following additional services to remedy the unanticipated groundwater and soil conditions:

- In.site Architecture engaged the services of a geotechnical firm to review the unsuitable soil and groundwater conditions. The geotechnical firm provided recommendations for corrective actions and conducted several inspections to ensure that the remediation work was completed properly.
- In.site Architecture engaged a structural engineer to evaluate the footing design. The structural engineer reviewed the soil strength and the impact of the groundwater and developed a revised footer design.
- In.site Architecture coordinated the efforts of the consultants and attended numerous meetings on site to evaluate the situation.

We are requesting that FASC recommend that the Town Board authorize an amendment to In.site Architecture's agreement to include the additional services referenced above and in their proposal for a fee not to exceed \$4,945.00. A copy of the proposal is attached for your reference.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 30, 2019 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon

Cc Rebecca Cotter  
Suzanne Zaso

Attachment



9 April 2019

Mike Guyon  
Commissioner of Public Works  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

**RE: Town of Brighton Barn Rehabilitation**

Dear Mike,

As requested, the following is a breakdown of the additional services that were performed to address the unsuitable soils conditions found during the demolition phase of the project. Below are the additional services performed and the associated professional fees.

**ADDITIONAL SERVICES PERFORMED**

1. Foundation Design, P.C.: Performed geotechnical services to assess the unsuitable soil conditions and provided recommendations for corrective action, soil remediation, construction procedures for the placement of imported stone fill, new column foundations and concrete slab.
2. SJB Services: Provided concrete testing services
3. Jensen/BRV: Provided structural engineering design for revised column foundations at deeper bearing and at lower soil bearing pressures.
4. In.Site:Architecture: Provided coordination services for unsuitable soils condition issue, including; consultant coordination, attendance at site meetings to address unsuitable soils issue, administration and communication with involved parties including the owner.

**PROFESSIONAL FEES FOR ADDITIONAL SERVICES**

• Foundation Design, P.C.:	\$2,222*
• SJB :	\$ 353
• Jensen/BRV:	\$ 495
• In.Site:Architecture	<u>\$1,875*</u>
<b>TOTAL FEE</b>	<b>\$4,945</b>

\*Indicates \$517.00 of Foundation Designs, P.C. fee and \$968.75 of I.S:A fee have already been included in Invoice #2530.

If you have any questions or would like clarifications on the additional services performed please feel free to contact us.

Sincerely,

Rick Hauser, AIA, Partner

In Site: Architecture, LLP

\_\_\_\_\_  
Owner signature

\_\_\_\_\_  
Print name and date

3c

**i.s.a.a****Invoice**

in. site: architecture llp 2 borden ave. suite 202 perry ny 14530

103 seneca street geneva ny 14456

Rochester Finger Lakes

**Bill To**Town of Brighton  
2300 Elmwood Avenue  
Rochester NY 14618**Date**

03/07/2019

**Invoice #**

2530

**Description****Qty****Rate****Amount**

Architectural Services - FROM 1/16/19 - 2/24/19

**ADDITIONAL SERVICES:****FOUNDATION DESIGN**

\$470 x 1.1

1.0 517.00 517.00

Kim Kraft per hour

7.75 125.00 968.75

Additional Services limited to work pertaining to unsuitable soils discovery,  
testing coordination & Meeting.**Invoice Total \$1,485.75****Payments/Credits \$0.00****Invoice Balance \$1,485.75**

Payment is due upon receipt of invoice. All accounts past 30 days will be charged 1.5% interest per month (18% per annum).

Phone # 585-237-2614

Fax # 585-237-3679

Web Site [www.insitearch.com](http://www.insitearch.com)

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## Finance Department

Paula Parker  
Director of Finance

April 30, 2019

### DISCUSSION ONLY

Honorable Town Board  
Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

Dear Honorable Members,

As part of the 2019 through 2021 Town Capital Improvement Plan and the 2019 Adopted Town Budget, several projects or purchases were identified for funding in 2019 through the issuance of bonds. I am recommending that the Town Board adopt two (2) bond resolutions as prepared by Bond Counsel totaling \$935,000 that will provide financing to purchase two (2) pieces of equipment and two (2) Public Improvement Projects as identified:

#### **Bond Resolution for \$385,000 (Highway Vehicles) (10 year repayment period)**

- 1.) Purchase One 6-Wheel Heavy Duty Dump Truck with Plow Equipment - \$250,000
- 2.) Purchase One 6-Wheel Truck – Dump Body and stand up right entry - \$135,000

A bond resolution should be adopted at the (meeting date here). The bond repayment period is more than five years and for that reason is subject to permissive referendum. This also will require 2/3rds majority vote by our Town Board (four of the five members). After the permissive referendum and estoppel period has past, the borrowing process can be done.

#### **Bond Anticipation Note Resolution for \$550,000 (Highland Crossing Trail and Havens Road Reconstruction/Repaving Project)**

- 1.) Highland Trail Crossing Construction Town of Brighton Local Share max - \$350,000
- 2.) Haven's Road Reconstruction / repaving project - \$200,000

A BAN resolution should be adopted at the (meeting date here). The bond repayment period is more than five years and for that reason is subject to permissive referendum. This also will require 2/3rds majority vote by our Town Board (four of the five members). It is anticipated that in year two, the BAN would be renewed as a serial bond for the completion of the determined useful life of the project. After the permissive referendum and estoppel period has past, the borrowing process can be done.

I would be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

Paula Parker  
Director of Finance

## 2019 Bonded Items Description and Estimated Costs

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55 Plow Truck: Replace 6 WH dump/plow truck with new. Truck includes cab and chassis, all season dump body with plow equipment, including incidental set up costs.

Est Cost: \$246,500

\$ 250,000

250,000 \*

44 Brush Truck: Replace 6 WH extended chassis dump truck with new. Truck includes cab and chassis, with stand up right hand entry, dump body, including incidental set up costs

Est Cost: \$129,900

\$ 131,000

130,900 135,000 \*

45 Pick Up Truck: Replace existing 2WD pickup truck with new. New truck includes cab and chassis with 8' truck body, including incidental set up costs.

Est Cost: \$27,900

\$ 30,000

29,250

Havens Rd.: Reconstruction of Havens Rd., S. Clinton Ave. to Schilling Lane. Includes excavating and reconstructing approximately 350' of Havens Rd., drainage improvements, installation of new curbing, milling of existing road surface and applying new wearing surface.

Est Cost: \$175,900\*

\$ 200,000

\* Best estimated cost. Updated material cost for county contracts not published until March.

\* fee added for financing