

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

Meeting Date: Wednesday, August 3, 2022 (8:30 a.m.)

Location: *AUDITORIUM*, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the July 20th, 2022 meeting.
2. Award bid for 2022 Elmwood Ave. Sidewalk Improvements to Keeler Construction in an amount not to exceed \$155,800 (Public Works Dept.) - Request from Chad Roscoe for Town Board action to award the bid for the Elmwood Avenue Sidewalk Improvements to the lowest responsible bidder, Keeler Construction in an amount not to exceed \$155,800. Further action to authorize the Supervisor to execute an agreement with Keeler Construction for said services. As noted, the CDBG Block grant will only cover \$60,000 of this project. Additional funding by the Town of Brighton will be necessary to complete this project. Therefore, the Finance Department should be authorized to appropriate the necessary funds from unappropriated fund balance (909) to cover the additional cost of this project (see letter from C. Roscoe).
3. Authorization to apply for the 2022 Zero Emission Vehicle (ZEV) Infrastructure Grant Program through NYS Office of Climate Change for DC fast charging stations (Public Works Dept.) – Request from Brendan Ryan for Town Board approval to grant authorization to apply for the 2022 Zero Emission Vehicle Infrastructure Grant through NYS Office of Climate Change. The program would pay for 80% of the installation of DC fast charging stations in public lots. It is anticipated to apply for approximately a total of \$75,000 with a cash match of approximately \$12,000 as outlined in the 2023 CIP request (see letter from B. Ryan).
4. Award RFQ contract to Ravi Engineering & Land Surveying, P.C. for services related to the French Road Bridge Improvement Project in an amount not to exceed \$150,000 (Highway Dept.) – Request from Evert Garcia for Town Board action to approve and authorize the Supervisor to execute an agreement with Ravi Engineering & Land Surveying, P.C. for preliminary design, detailed design, construction and construction inspection services for the French Road Bridge Project as outlined in the Request For Qualifications dated 5/2/2022. Funds for these services are provided for in the 2021 NY Bridge program award of \$757,681 which is inclusive of all anticipated design and construction services (see letter from E. Garcia).
5. Authorize salary increases for the Highway Foreman effective with the pay period beginning on August 8, 2022 (pay date of August 26, 2022) (Highway Dept.) – Request from Mike Guyon for Town Board action to approve a change in the Highway Foreman's salary from 100,398.48 to \$105,418.40 – a 5% increase effective with the pay period beginning August 8, 2022 and a pay date of August 26, 2022. This salary adjustment is being given based on the actual hours worked and the excellent performance of the two highway foreman (M. Hagreen and W. Haefner) (see letter from M. Guyon).

6. Authorization & approval of part time Clerk III in the Town Clerk's Office –
Request from Town Clerk Dan Aman for Town Board action to approve the appointment of (new employee's name) to the part time position of Office Clerk III in the Town Clerk's Office. The first date of employment will be no earlier than August 15th pending paperwork and background results. Salary will be set at \$17.86 per hour (Group V Step 1 of the Part-Time and Seasonal Employee Wage Schedule) for 17.5 hours weekly. All other terms and conditions per the Town's employment policies for non-represented part-time and seasonal employees (Dan will forward the actual letter with the employee's name)

7. Informational: Attached budget workshop schedule for your information.

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, August 17, 2022 at 8:30 a.m. in the
AUDITORIUM at the Brighton Town Hall.**

All members of the public are invited to attend FASC meetings.

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

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday July 20, 2022 Meeting

ATTENDEES

FASC Committee members:

Robin Wilt (Acting Chair)
William Moehle
Paula Parker (Staff to the Committee)
Absent: Jason DiPonzo (Chair)

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Mike Guyon (Highway/Public Works)
Evert Garcia (Public Works)
Lisa Pavlovych (Justice Court)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.m. and reviewed a number of contractual, procurement, finance and/or budget, and personnel related matters referred by Town departments and is prepared to make recommendations to the full Town Board as follows:

Approval of Minutes: Approval of Minutes – Receive and file the minutes of the July 6, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

Accept NYSERDA Technology in the amount of \$75,000 and select OpenGov (via RFP) for the new software technology in an amount not to exceed \$69,733.33 plus other related connection fees (\$6,945) (Public Works Dept.) – The FASC discussed with Mike Guyon and Evert Garcia the request for Town Board action to:

- a. Accept the NYSERDA Grant in the amount of \$75,000 and authorize the Supervisor (or designee) to execute all documents related to the grant and:
- b. Select OpenGov from the RFP for the new technology platform that will replace Municipality in an amount not to exceed \$69,733.33 and:
- c. Authorized the Finance department to make the necessary amendments to the budget that will include the Grant revenue, the OpenGov software, and the additional costs of approximately \$6,945 (not covered by the grant) for miscellaneous licensing and connection fees.

Note: Grant provides payments after achieved milestones in the initial year and the final payment being made after two years of quarterly reports (see letter from E. Garcia).

The FASC recommends the Town Board take favorable action on this matter.

Grant Authorizations and Acceptances:

Refer above for NYSERDA award request.
No other matters for this meeting.

Contracts and Contract Change Orders:

Authorize a one year contract extension with Skanex Pipe Services, Inc. with three (3) items increased as listed (no increase for 2019, 2020 or 2021) on the base bid schedule (Sewer Dept.) - The FASC discussed with Mike Guyon and Evert Garcia the request from Chad Roscoe for Town Board action to approve a contract extension with Skanex Pipe Services, Inc. This is the fourth and final renewal of a possible total of four (4) with three (3) items increasing in pricing. The contract, effective 7/26/2022 through 7/26/2023, will provide for services related to the annual Cured In Place Pipe (CIPP) Lining program related to the sanitary sewers and is limited to the annual funds as budgeted (see letter from C. Roscoe).

The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

Discussion only: Review hiring plan for Justice Court to replace Deputy Court Clerk, Sandy Jonas who is retiring on September 9th, 2022. No action will be needed at this time. When a candidate is selected, Lisa will return to the FASC to appoint the candidate (see letter from L. Pavlovych). The FASC supported Lisa Pavlovych's plan to replace Ms. Jonas. Lisa will return to FASC when a candidate is selected.

~~Change September FASC meetings: September 6th to August 31st; and September 20th to September 13th (see Town Board Meeting schedule).~~

No change in the FASC schedule will be needed. The FASC meetings will remain as scheduled: September 6th and September 20th.

There was a Town Board Meeting scheduling error. The regular Town Board meetings will be changed on the current schedule to the second and fourth Wednesdays of September: September 14th and September 28th as per our usual schedule. Bridget will make the corrections and do a press release.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

The meeting was adjourned at 9:08 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, August 3rd, 2022 at 8:30 AM
in the ***AUDITORIUM***** at Brighton Town Hall.
All members of the public are invited to attend FASC meetings.
****AS PER THE REGULAR SCHEDULE******



Town of
Brighton

Public Works Department

Commissioner of Public Works – Michael Guyon, P.E.

Brendan Ryan
Assistant Engineer

July 28, 2022

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

Re: NYS Office of Climate Change
Charging Station Grant Program

Dear Councilperson DiPonzo and Committee Members:

New York State Office of Climate Change has recently released a grant program to provide electric vehicle charging stations to municipalities, which they have called the 2022 Zero-emission Vehicle (ZEV) Infrastructure Grant Program., for Level 2 or DC fast charging stations installed at public parking lots. Grants of up to \$250,000 per location, \$500,000 max for multiple locations, are available and a 20% local match is required. A copy of the 2022 ZEV Grant fact sheet is attached for your reference. The Town has expressed interest in relocating the existing charging station at the Town Hall as the current station is not connected to the internet and does not provide means to monitor usage or chargeback users for charging their vehicles while at the Town Hall. The existing station could be relocated to the rear of the campus as a dedicated charging station for a future Town EV fleet. Expenses associated with the relocation of the existing charging at the Town Hall would not be covered by this grant program. However, the ZEV grant could provide the Town with an opportunity to purchase and install new, networked stations which can connect to the internet, collect data, and can process payments at minimum cost to the Town. The 2023 CIP request for charging stations is \$60,021.60, which would require a local match of \$12,004.32 if funded by this grant program. The 2023 CIP estimate anticipated the purchase and installation of new charging stations for the Town Hall campus and Buckland park.

We are requesting that recommendation be granted to submit an application to the 2022 ZEV Grant Program to fund the installation of the new charging stations as enumerated in the CIP. Additionally, I am requesting that the Town Supervisor be authorized to execute all documents related to the grant application.

Evert Garcia will be in attendance at your scheduled August 3, 2022 meeting in the event that you have any questions related to this matter. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

Brendan Ryan
Department of Public Works

Cc: Paula Parker
Mike Guyon, P.E.
Evert Garcia, P.E.



Town of
Brighton

Public Works Department

Commissioner of Public Works – Michael Guyon, P.E.

Evert Garcia, P.E.
Town Engineer

July 29, 2022

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Ave.
Rochester, NY 14618

Re: French Road Preventative Maintenance Project
Engineering Services Proposal Award

Dear Council Person Diponzo and Committee Members:

The Town Board previously authorized the solicitation of qualification statements (RFQ) from professional engineering firms on the LDSA (Local Design Services Agreement) list to provide Preliminary Design, Detailed Design, Construction and Construction Inspection services for the French Road Bridge project. Ten consulting firms submitted statements of qualifications in response to the RFQ document dated May 2, 2022. Table-1 provides a list of the responding firms.

Table 1

Professional Firms
DiDonato Associates Engineering and Architecture, PC
C&S Companies
Fisher Associates
Stantec
Greenman-Pedersen, Inc.
LaBella Associates
Lu Engineers
Popli Design Group
Erdman Anthony
Ravi Engineering & Land Surveying, P.C.

The proposals were evaluated for qualifications, similar project experience, project team, familiarity with the Federal-Aid Local Projects and Bridge NY funding guidelines, understanding of the RFQ, proposed solution, and project schedule. Staff reviewed these proposals and determined that Ravi Engineering & Land Surveying, P.C. is the most qualified firm to perform the services outlined in the RFQ. Subsequently, Town staff negotiated a fee proposal with Ravi Engineering & Land Surveying, P.C. of \$150,000.00 to perform the services outlined in the RFQ. A copy of Ravi Engineering's & Land Surveying, P.C. proposal is attached for your reference.

Therefore, we are requesting that the FASC authorize the Supervisor to enter into an agreement with Ravi Engineering & Land Surveying, P.C. for the professional services described in our May 2, 2022 Request for Qualifications for a not to exceed price of \$150,000.00. Funds for this project will be provided by the recently awarded 2021 NY Bridge program. The project budget is \$757,681.00, which is inclusive of costs anticipated for design and construction of the improvements.

We are also requesting authorization for the Finance Department to complete the necessary budget transfers and amendments to fund these services.

I will be in attendance at your regularly scheduled August 3, 2022 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Respectfully Submitted,



Evert Garcia, P.E.
Department of Public Works

Cc: Paula Parker
 Mike Guyon, P.E.
 Bridget Monroe

Enclosure:

Section 1 - General

1.01 Project Description and Location

Project Name: French Rd over Allen Creek Bridge Rehabilitation PIN: 4BNY40

Project Description: Rehabilitation of the French Road Bridge over Allen Creek in the Town of Brighton, Monroe County.

Project Limits: French Road Bridge over Allen Creek plus necessary approach work

Sponsor: Monroe County

County: Monroe County

The anticipated start date of preliminary design: August 2022

The anticipated letting date: TBD

The anticipated construction completion date: TBD

1.02 Project Manager

The **Sponsor's** Project Manager for this project is Evert Garcia, PE, who can be reached at (585) 784-5222.

All correspondence to the **Sponsor** should be addressed to:

Town of Brighton Department of Public Works
2300 Elmwood Avenue
Rochester, NY 14618

The Project Manager should receive copies of all project correspondence directed other than to the **Sponsor**.

1.03 Project Classification

This project is a federally funded and it is expected this will be a NEPA Class II action under USDOT Regulations, 23 CFR 77.1151 and a Type II Classification under the New York State Environmental Quality Review Act (SEQRA) Part 617, Title 6 of the Official Compilation of Codes, Rules, and Regulations of New York State (6 NYCRR Part 617).

1.04 Categorization of Work

Project work is generally divided into the following sections:

Section 1	General
Section 2	Data Collection & Analysis
Section 3	Preliminary Design
Section 4	Environmental
Section 5	Right-of-Way
Section 6	Detailed Design
Section 7	Advertising, Bid Opening and Award
Section 8	Construction Support

Section 9	Construction Inspection *
Section 10	Estimating & Technical Assumptions

* To be considered under a supplemental agreement.

When specifically authorized in writing to begin work the **Consultant** will render all services and furnish all materials and equipment necessary to provide the **Sponsor** with reports, plans, estimates, and other data specifically described in Sections 1, 2, 3, 4, 5, 6, and 7. Sections 8 and 9 to be added as a supplemental agreement.

1.05 Project Familiarization

The **Sponsor** will provide the **Consultant** with the following information:

- Approved project initiation document indicating project type, project location, cost estimate, schedule, and fund source(s).
- Transportation needs, if any.
- Plans for future related transportation improvements or development in the area that would affect the project.
- Traffic data available.
- Accident records and history.
- Most recent bridge inspection and condition report.
- Record as-built plans.
- Pavement history.
- Anticipated permits and approvals (initial determination)
- Terrain data requirements for design.
- Available project studies and reports.
- Other relevant documents pertaining to the project.

The **Consultant** will become familiar with the project before starting any work. This includes a thorough review of all supplied project information and a site visit to become familiar with field conditions.

1.06 Meetings

The **Consultant** will prepare for and attend all meetings as directed by the **Sponsor's Project Manager**. Meetings may be held to:

- Present, discuss, and receive direction on the progress and scheduling of work in this contract.
- Present, discuss, and receive direction on project specifics.
- Discuss and resolve comments resulting from review of project documents, advisory agency review, and coordination with other agencies.
- Preview visual aids for public meetings.
- Manage subconsultants and subcontractors.

The **Consultant** will be responsible for the preparation of all meeting minutes; the minutes will be submitted to meeting attendees within one (1) week of the meeting date.

1.07 Cost and Progress Reporting

For the duration of this contract, the **Consultant** will prepare and submit to the **Sponsor** on a monthly basis a Progress Report in a format approved by the **Sponsor**. The Progress Report must contain the [Cost Control Report](#).¹ The beginning and ending dates defining the reporting period must correspond to the beginning and ending dates for billing periods, so that this reporting process can also serve to explain billing charges. (In cases where all work under this contract is officially suspended by the **Sponsor**, this task will not be performed during the suspension period.)

1.08 Policy and Procedures

- The design of this project will be progressed in accordance with the current version of the [Local Projects Manual \(LPM\)](#).² including the latest updates.
- If there are conflicts between local policies and procedures and those listed in the *LPM* those listed in the *LPM* take precedence.

1.09 Standards & Specifications

The project will be designed and constructed in accordance with the current edition of the NYSDOT Standard Specifications for Construction and Materials, including all applicable revisions.

1.10 Subconsultants

The **Consultant** will be responsible for:

- Coordinating and scheduling work, including work to be performed by subconsultants.
- Technical compatibility of a subconsultant's work with the prime consultant's and other subconsultants' work.

1.11 Subcontractors

Procurement of subcontractors must be in accordance with the requirements set forth in the *NYSDOT LPM Manual*.

Section 2 - Data Collection and Analysis

2.01 Design Survey

A. Ground Survey

The **Consultant** will provide terrain data required for design by means of a topographic field survey and include existing features.

Survey Limits shall be as follows:

- 200' north of bridge and 200' south of bridge

¹ <https://www.dot.ny.gov/plafap/view-document?id=1598>

² <https://www.dot.ny.gov/plafap>

- 100' east of centerline of road and 100' west of centerline of road

B. Photogrammetric Survey

Intentionally left blank.

C. Stream Survey

The **Consultant** will perform field surveys necessary to provide stream cross-sections for the hydraulic analysis of Allen Creek. The location and width of the sections will be sufficient to satisfactorily perform a hydraulic analysis of Allen Creek.

- 300 ft. Upstream of bridge
- 200 ft. Upstream of bridge
- 80 ft. Upstream of bridge
- 50 ft. Upstream of bridge
- 20 ft. Upstream of Bridge
- Upstream bridge fascia
- Downstream bridge fascia
- 50 ft. Downstream of bridge
- 100 ft. Downstream of bridge
- 200 ft. Downstream of bridge
- 300 ft. Downstream of bridge

D. Survey of Wetland Boundaries

The Consultant will perform the field survey necessary to accurately locate delineated wetland boundaries. This survey should be performed as soon after delineation as possible.

E. Supplemental Survey

The **Consultant** will provide supplemental surveys when needed for design purposes and to keep the survey and mapping current.

F. Standards

Survey will be done in accordance with the standards set forth in the [NYSDOT Land Surveying Standards and Procedures Manual](#)³ and in accordance with local standards described in Section 10 of the SOS.

2.02 Design Mapping

The **Consultant** will provide the following design mapping:

- 1:20 scale mapping with 1-foot contour intervals.

The **Consultant** will provide supplemental mapping when needed for design purposes and keep the mapping current for the duration of the project.

³ <https://www.dot.ny.gov/divisions/engineering/design/design-services/land-survey/repository/LSSPM09.pdf>

2.03 Determination of Existing Conditions

The **Consultant** will determine, obtain or provide all information needed to accurately describe in pertinent project documents the existing conditions within and adjacent to the project limits.

2.04 Accident Data and Analysis

The **Sponsor** will provide accident records for the last three years for roads within the project limits plus one-tenth of a mile immediately outside of the project limits.

The **Consultant** will prepare collision diagrams if necessary and prepare associated summary sheets, and note any clusters of accidents or patterns implying inadequate geometrics, or other safety problems, within the project limits.

2.05 Traffic Counts

It is assumed that available existing mainline count data from the NYSDOT Traffic Data Viewer will be used. Intersection counts related to the assumed detour will be provided by the **Consultant**.

2.05a Speed Study – A speed study will not be completed. Due to the close proximity to the intersection, speeds are expected to be low. Design speed for the east approach is assumed to be posted speed + 5mph or latest accepted NYSDOT method.

2.06 Capacity Analysis

Mainline capacity analyzes will not be completed. Intersection analysis related to the assumed detour will be provided by the **Consultant**. The **Consultant** shall provide a detailed detour analysis and a summary memorandum outlining the results.

2.07 Future Plans for Roadway and Coordination with Other Projects

The **Sponsor** will provide all necessary information pertaining to the other projects or developments

2.08 Soil Investigations – N/A

The **Consultant** will determine the boring locations, diameters, and sampling intervals; designate soil boring numbers; stake out the locations; take the soil borings; document the resulting subsurface information; and survey and map the actual boring locations.

2.09 Hydraulic Analysis

The **Consultant** will perform a hydraulic analysis in accordance with the principles outlined in the [Section 3.2.3 of the NYSDOT Bridge Manual](#)⁴.

2.10 Bridge to be rehabilitated

A. Inspection -

⁴ <https://www.dot.ny.gov/divisions/engineering/structures/manuals/bridge-manual-usc>

The Consultant will perform a field inspection of the bridge to determine its condition, to establish the rehabilitation work necessary, and to prepare a Level I load rating. The intent is to supplement the inspection done as part of NYSDOT's on-going bridge inspection program, not to duplicate it.

The **Consultant** will perform and document the findings of an in-depth inspection of the bridge in accordance with the current AASHTO "Manual for Condition Evaluation of Bridges."

B. Bridge Deck Evaluation

For bridges in which the deck will be rehabilitated, the Consultant will perform a bridge deck evaluation in accordance with NYSDOT Bridge Deck Evaluation Manual 13 and NYSDOT Bridge Inspection Manual 14

C. Load Rating of Existing Bridge

The Consultant will perform a Level 1 load rating of the existing bridge in accordance with NYSDOT's Uniform Code of Bridge Inspection. Immediately upon completion, the Consultant will transmit two copies of the load rating calculations and summary sheets to the Sponsor and the Regional Local Projects Liaison for filing.

D. Fatigue Evaluation – **N/A**

A detailed fatigue analysis would be cost-prohibitive and may be unreliable. It is assumed that the fatigue evaluation will be limited to cursory documentation and explanation of vulnerable details.

2.11 Pavement Evaluation – The Consultant will perform a pavement evaluation in accordance with the NYSDOT Comprehensive Pavement Design Manual. Analyses will consider thickness design. Pavement cores will be taken on each approach.

Section 3 - Preliminary Design

3.01 Design Criteria

The **Consultant** will identify the applicable design standards to be used for this project, and will establish project-specific design criteria in accordance with the [NYSDOT Project Development Manual](#)⁵

The **Sponsor** will approve the selected project design criteria and will obtain NYSDOT concurrence (either by a written submission or at a meeting).

Based on the selected design criteria, the **Consultant** will identify all existing non-standard features that are within and immediately adjacent to the project limits. Non-standard features that correlate with a high accident rate will be noted.

3.02 Development of Alternatives

⁵ <https://www.dot.ny.gov/divisions/engineering/design/dqab/pdm>

A. Selection of Design Alternative(s)

The **Consultant** will identify and make rudimentary evaluations of potential design alternative concepts that would meet the **Sponsor's** defined project objectives. These evaluations are not to be carried beyond the point of establishing the feasibility of each concept as a design alternative; only those significant environmental and geometric design constraints that bear on the feasibility should be identified.

For each concept the **Consultant** will prepare rudimentary sketches of plan, profile, and typical section views which show:

- **On plan:** proposed centerlines; pavement edges; curve radii and termini; and existing ROW limits.
- **On profile:** theoretical grade lines; critical clearances; vertical curve data; grades; and touchdown points.
- **On typical section:** lane, median, and shoulder widths; ditches; gutters; curbs; and side slopes.
- **Where necessary:** important existing features.
- **Where pertaining to feasibility:** significant environmental and geometric design constraints, labeled as such.

These sketches will include only the minimum information needed to select design alternatives to be studied in further detail.

The **Consultant** will meet with the **Sponsor** to discuss the concepts, using the sketches as discussion aids to describe the relative order-of-magnitude costs, advantages, disadvantages, and problem areas of each. From these concepts the **Sponsor** will select one, or in some cases more, design alternative(s) for further development.

B. Detailed Evaluations of Alternative(s)

The **Consultant** will further evaluate each design alternative and the null alternative with specific engineering analyses and considerations. Analyses will be conceptual and limited to determining the relative suitability of each design alternative, and will include:

- Design geometry, including the identification and comparison of alignment constraints and (where applicable) justification for retaining nonstandard design features, per the [NYS DOT Highway Design Manual](#).⁶
- Environmental constraints and potential environmental impact mitigation measures (identified under Section 4 tasks).
- Structures, including bridges, retaining walls, major culverts, and building alterations (limited to establishing basic concepts, accommodating clearances and stream flow, and estimating costs). Bridge investigative work (inspection, deck coring, etc.) is covered under Section 2.
- Drainage.
- Maintenance responsibility.
- Maintenance and protection of traffic during construction.

⁶ <https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm>

- Soil and foundation considerations.
- Utilities.
- Right-of-way acquisition requirements.
- Accessibility for pedestrians, bicyclists and the disabled.
- Construction cost factors.

The **Consultant** will prepare the following drawings for each design alternative analyzed:

- 1:20 plans showing (as a minimum) stationed centerlines; roadway geometrics; major drainage features; construction limits; cut and fill limits; and proposed right-of-way acquisition lines.
- Profiles, at a scale of 1:40 horizontal and 1:10 (maximum) vertical, showing (as a minimum) the vertical datum reference; significant elevations; existing ground line; theoretical grade line; grades; vertical curve data including sight distances; critical clearances at structures; centerline stations and equalities; construction limits; and superelevation data.
- Typical sections showing (as a minimum) lane, median, and shoulder widths; ditches; gutters; curbs; and side slopes.

3.03 Cost Estimates

The **Consultant** will develop, provide and maintain a cost estimate for each design alternative.

The **Consultant** will update the estimate periodically and as necessary to incorporate significant design changes.

3.04 Preparation of Draft Design Approval Document

For this project, the Design Approval Document (DAD) will be an Initial Project Proposal / Final Design Report (IPP/FDR).

The **Sponsor** will make all determinations not specifically assigned to the **Consultant** which are needed to prepare the Draft DAD.

The **Consultant** will prepare a Draft DAD, which will include the results of analyses and/or studies performed in other Sections of this document. The DAD will be formatted as specified in the NYSDOT [Project Development Manual \(PDM\)](#).⁷

The **Consultant** will submit 3 copies of the Draft DAD to the **Sponsor** for review. The **Sponsor** will review the Draft DAD and provide the **Consultant** with review comments. The **Consultant** will revise the Draft DAD to incorporate the comments.

The **Consultant** will submit 1 copy of the Draft DAD to the **NYSDOT RLPL** for review. The **NYSDOT** will review the Draft DAD and provide the **Consultant** with review comments. The **Consultant** will revise the Draft DAD to incorporate the comments.

3.05 Advisory Agency Review

The **Consultant** will provide the Sponsor with five (5) copies of the signed Draft DAD for

⁷ <https://www.dot.ny.gov/divisions/engineering/design/dqab/pdm>

distribution to advisory agencies. The **Sponsor** will distribute the Draft DAD to the advisory agencies. The Consultant will assist the Sponsor in evaluating and preparing individual responses to the review comments received.

3.06 Public Information Meeting(s) and/or Public Hearing(s)

A. Public Information Meeting

The **Consultant** will develop an informational flyer to be mailed to advisory agencies, local officials, and citizens, as directed by the Sponsor. The flyer will provide visual aids and present a brief technical discussion of the alternatives.

The **Sponsor** will arrange for the list of recipients for the informational flyer. The **Consultant** will assist the **Sponsor** with distribution of the flyer.

B. Public Hearing – NOT INCLUDED

3.07 Preparation of Final Design Approval Document (DAD)

The **Sponsor** will obtain all necessary approvals and concurrences and will publish all applicable legal notices.

The **Consultant** will prepare the Design Recommendation, and will modify the DAD to include the Design Recommendation, re-title the DAD in accordance with the *PDM* Manual, and update existing conditions and costs as necessary. The **Consultant** will incorporate changes resulting from the advisory agency review and all public information meetings and public hearings.

The **Consultant** will submit and electronic version and five (5) copies of the Final DAD to NYSDOT for a Final Environmental Determination. The **Consultant** will again revise the Final DAD to incorporate changes (assumed minor) resulting from the NYSDOT review.

The **Sponsor** will grant or obtain, from or through NYSDOT, Design Approval.

Section 4 – Environmental

4.01 NEPA Classification

The **Consultant** will verify the anticipated NEPA Classification.

If the project is assumed to be a Class II action, then the **Consultant** will complete the NEPA Checklist, and forward the completed checklist to the **Sponsor** for forwarding to NYSDOT (with the Final DAD) for a final NEPA determination. The Lead Agency for NEPA is the Federal Highway Administration (FHWA).

Federal Environmental Approvals Worksheet for all FHWA federally-funded NEPA Class II (CE) projects, Steps 1, 2 and 3 of the FEAW should be preliminarily filled in at the start of Design Phase 1 and completed and signed (Step 4) prior to CE/environmental determination at the end of Phase 1. Chapter 4 of the PDM contains specific timing information based on project category. The correspondence distributing the FEAW (using the FEAW Shells) must be prepared and filed (or sent) prior to, or at the time of, the CE/environmental determination. The FEAW is a tool to 1) communicate the project's

National Environmental Policy Act (NEPA) classification, 2) communicate the entity (NYSDOT or FHWA) making the NEPA Categorical Exclusion determination and, 3) to document the status of other Federal environmental approvals of interest to FHWA that must be completed prior to making the NEPA determination.

4.02 SEQRA Classification

The **Consultant** will assist the **Sponsor** in complying with SEQRA (6 NYCRR Part 617). The **Sponsor** is the Lead Agency.

The **Consultant** will document the results of SEQRA processing in the body of the Design Approval Document (DAD) and will include documentation of the final SEQRA determination in the Appendix of the DAD.

4.03 Smart Growth

The **Consultant** will complete the Smart Growth Checklist developed by NYSDOT to measure whether and to what extent a project conforms to the principles and objectives of Smart Growth and submit same to the Sponsor for attestation. (New York State's Smart Growth policy was adopted by amendment to the State Highway Law and is intended to minimize the "unnecessary cost of sprawl development." It requires public infrastructure projects to undergo a consistency evaluation and attestation using established Smart Growth Infrastructure Criteria. The consistency evaluation is measured with the Smart Growth checklist which can be found in the Chapter 7 Appendices on the LPM Manual website.)

4.04 Screenings and Preliminary Investigations

The **Consultant** will screen and perform preliminary investigations to determine potential impacts resulting from the design alternative(s) for:

- General Ecology and Endangered Species
- Ground Water
- Surface Water
- State Wetlands
- Federal Jurisdictional Wetlands
- Floodplains
- Coastal Zone Management
- Navigable Waterways
- Historic Resources
- Parks
- Hazardous Waste
- Asbestos
- Noise
- Air Quality
- Energy
- Farmlands
- Invasive Species
- Visual Impacts
- Critical Environmental Areas
- Smart Growth

- Environmental Justice

Work will be performed, as summarized in the LPM Manual and detailed in the PDM and the TEM, to determine whether further detailed analysis or study is required. The results of these screenings and preliminary investigations will be summarized in the appropriate sections of the DAD.

4.05 Detailed Studies and Analyses

Based on the work performed in Section 4.04, the **Consultant** will determine whether detailed analysis or study is required. Prior to commencing such detailed study or analysis, the **Sponsor** must concur with the **Consultant's** determination.

Detailed study or analysis work will be performed and documented as detailed in the LPM Manual, as well as in the PDM and the TEM. Results of the detailed study or analysis will be summarized in the appropriate section of the DAD.

It is not anticipated that any detailed study or analysis will need for the project, although possible detailed studies or analysis may include:

K. Asbestos

4.06 Permits and Approvals

The **Consultant** will obtain all applicable permit(s) and certification(s), including but not necessarily limited to:

- Article 24 Freshwater Wetlands Permit
- FHWA Executive Order 11990 Wetlands Finding
- U.S. Coast Guard Section 9 Permit
- U.S. Army Corps of Engineers Section 10 Permit (Individual or Nationwide)
- U.S. Army Corps of Engineers Section 404 Permit (Individual or Nationwide)
- NYSDEC Section 401 Water Quality Certification
- NYSDEC State Pollution Discharge Elimination System (SPDES) Permit

4.07 Public Hearing – NOT INCLUDED

Section 5 - Right-of-Way

5.01 Abstract Request Map and/or Title Search – NOT INCLUDED

The **Consultant** will engage a qualified title company to complete title searches (abstracts of title) for properties to be acquired by the **Sponsor**.

5.02 Right-of-Way Survey

The **Consultant** will perform survey needed to accurately determine existing right-of-way limits and establish side property lines.

5.03 Right-of-Way Mapping– NOT INCLUDED

The **Consultant** will meet with the **Sponsor** to discuss the types of right-of-way acquisitions required and the limits of acquisition lines.

The **Consultant** will prepare acquisition maps in accordance with the format provided by the **Sponsor**.

All right-of-way mapping will show dimensions in U.S. Customary units of measurement.

The **Consultant** will prepare all map revisions or additions which are determined necessary during the construction of the project.

5.04 Right-of-Way Plan – NOT INCLUDED

The **Consultant** will prepare the Right-of-Way Plan(s) in accordance with the PLAFAP Manual.

5.05 Right-of-Way Cost Estimates – NOT INCLUDED

The **Consultant** will provide cost estimates for the right-of-way to be acquired by the **Sponsor** on all alternatives being considered and will provide updated estimates, as necessary.

5.06 Public Hearings/Meetings – NOT INCLUDED

The **Consultant** will conduct any public hearings and/or informational meetings as may be required by the Eminent Domain Procedure Law. Public hearings will be included under Section 3.06. **[NOTE: Public Hearings to satisfy EDPL are required for projects with relocations.]**

5.07 Property Appraisals – NOT INCLUDED

The **Consultant** will prepare property appraisals establishing an opinion of value for any damages caused by the acquisition(s). The **Consultant** will also prepare estimates for the rental of occupied property(ies).

5.08 Appraisal Review – NOT INCLUDED

The **Sponsor** must have a Certified General Appraiser review the property appraisals. The appraisal reviewer will recommend a value of “just compensation” to the Sponsor. The Sponsor must set the value of just compensation prior to offers being made to the property owners.

5.09 Negotiations and Acquisition of Property – NOT INCLUDED

Property offers must not be made until authorization is granted to the **Sponsor** by the NYSDOT.

The **Consultant** will negotiate with property owners for the acquisition of their property, including completion of all documents required by the **Sponsor** in order to obtain the property.

Section 6 - Detailed Design

6.01 Preliminary Bridge Plans

A. New and Replacement Bridges- NOT INCLUDED

The **Consultant** will prepare and submit to the **Sponsor** a Preliminary Bridge Plan in accordance with the [NYSDOT Bridge Manual](https://www.dot.ny.gov/divisions/engineering/structures/repository/manuals/brman-usc/NYSDOT_bridge_manual_US_5-2019.pdf).⁸ For each bridge, the **Consultant**

⁸ https://www.dot.ny.gov/divisions/engineering/structures/repository/manuals/brman-usc/NYSDOT_bridge_manual_US_5-2019.pdf

will prepare and submit to the **Sponsor** a Structure Justification Report. The format and content of the Structure Justification Report will be as outlined in the *NYSDOT Bridge Manual*.

B. Bridge Rehabilitations

The **Consultant** will prepare and submit to the **Sponsor** for review a Preliminary Bridge Rehabilitation Plan, which will be sufficiently developed to:

- Show basic concepts and major details (including all existing and proposed utilities).
- Acquaint affected parties with the project and project components.
- Serve as an instrument for initial approval.
- Provide a basis for the development of final plans.

The plan should indicate maintenance and protection of traffic provisions and be accompanied by a cost estimate.

C. Selected Structural Treatment – NOT INCLUDED

The **Consultant** will modify the Structure Justification Report, Preliminary Bridge Plan to incorporate **Sponsor** review comments.

The **Sponsor** will approve the selected structural treatment and will obtain NYSDOT concurrence (either by a written submission or at a meeting).

6.02 Advance Detail Plans (ADP)

The **Consultant** will develop the approved design alternative to the ADP stage. At this stage all plans, specifications, estimates and other associated materials will be **90%** complete.

Advance Detail Plans will be in accordance with [Chapter 21 of the NYSDOT Highway Design Manual](#).⁹

The **Consultant** will prepare and submit an electronic version and 5 copies of the ADP's to the **Sponsor** for review. The **Consultant** will modify the design to reflect the review of the ADP package.

6.03 Contract Documents

The **Consultant** will prepare a complete package of bid-ready contract documents. The package will include:

- Instructions to bidders.
- Bid documents.
- Contract language, including applicable federal provisions and prevailing wage rates.
- Special notes.
- Specifications.

⁹ https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm/hdm-repository/Chapt_21.pdf

- Plans.
- A list of supplemental information available to bidders (i.e., subsurface exploration logs, record as-built plans, etc.).
- Other pertinent information.

The **Consultant** will submit the contract documents to the **Sponsor** for approval. Upon approval, the **Sponsor** will submit an electronic version and 5 copies of the contract bid documents to NYSDOT as described in the *LPM Manual*.

6.04 Cost Estimate

The **Consultant** will develop, provide, and maintain the construction cost estimate for the project. The **Consultant** will update the estimate periodically and as necessary to incorporate significant design changes, and will develop and provide the final Engineer's Estimate, including all quantity computations.

6.05 Utilities

The **Consultant** will coordinate with affected utility companies to ensure the timely relocation of utility poles and appurtenances. The **Consultant** will assist the **Sponsor** in preparing any necessary agreements with utility companies. Any agreements containing reimbursable relocations must be approved and signed by the Design Support Section of the NYSDOT Design Quality Assurance Bureau (see LPM Manual Appendix 10-8).

6.06 Railroads – NOT INCLUDED

6.07 Bridge Inventory and Load Rating Forms – N/A

6.08 Information Transmittal

Upon completion of the contract documents, the **Consultant** will transmit to the **Sponsor** all project information, including electronic files. The electronic information will be in the format requested by the **Sponsor**.

6.09 WZTC Plans

The **Consultant** shall provide WZTC plans in accordance with NYSDOT standards. Included will be a table of signage. They will include assumed detour signing and necessary reviews and permits from MCDOT and NYSDOT.

Section 7 - Advertisement, Bid Opening and Award

7.01 Advertisement

The **Consultant** will prepare the advertisement for bids to be placed in the NYS Contract Reporter and any other newspaper or publication identified by the **Sponsor**. The **Consultant** will submit the ad(s) to the **Sponsor** for review and will revise the ad(s) to reflect comments generated by that review. Upon approval by the **Sponsor**, the **Sponsor** will place the advertisements.

Advertisements must not be placed until authorization is granted to the **Sponsor** by the NYSDOT.

7.01A Addendums

Any addendums shall be prepared by the Consultant as needed or determined by the Sponsor.

7.02 Bid Opening (Letting)

The **Sponsor** will hold the public bid opening.

7.03 Award

The **Consultant** will analyze the bid results. The analysis will include:

- Verifying the low bidder.
- Ensuring receipt of all required bid documents (non-collusive bid certification, debarment history certification, etc.).
- Breaking the low bid into fiscal shares, if necessary.
- Determining whether the low bid is unbalanced.
- For pay items bid more than 25% over the Engineer's Estimate:
 - Checking accuracy of quantity calculations.
 - Determining appropriateness of price bid for work in the item.
 - Determining whether the low bidder is qualified to perform the work.

The **Consultant** will assist the **Sponsor** in preparing and compiling the package of information to be transmitted to the NYSDOT.

The **Sponsor** will award the contract and will transmit the award package to the NYSDOT as described in the Procedures for Locally Administered Federal Aid Projects (LPM) Manual.

Section 8 - Construction Support – To be added as a supplemental

The **Consultant** will provide design response to unanticipated or changed field conditions, analyze and participate in proposed design changes, and interpret design plans.

Work under this section will always be in response to a specific assignment from the **Sponsor** under one of the tasks below:

- In response to unanticipated and/or varying field conditions or changes in construction procedures, the **Consultant** will conduct on-site field reconnaissance and, where required, prepare Field Change Sheets modifying pertinent contract plan sheets.
- The **Consultant** will analyze and make recommendations on the implementation of changes proposed by the **Sponsor** or the construction contractor. This includes the Traffic Control Plan.
- The **Consultant** will interpret and clarify design concepts, plans and specifications.
- The **Consultant** will review and approve shop drawings for construction.

Not reimbursable under this Section are:

- Corrections of design errors and omissions
- Straightforward interpretations of plans and designer intentions

Section 9 - Construction Inspection– To be added as a supplemental.

Section 10 - Estimating and Technical Assumptions

10.01 Estimating Assumptions

The following assumptions have been made for estimating purposes:

Section 1 Estimate 6 meetings during the life of this agreement.
Estimate 25 cost and progress reporting periods will occur during the life of this agreement (includes construction).

Section 2 Assume that GPS methods and equipment will be used to establish local control points.

Estimate 0 accidents will require analysis.

Estimate 1 WZTC Detour will be analyzed.

Traffic Data (TMC) collection will include:

- data will be collected for the ten (5) traffic signals on the detour route.
- one (1) weekday AM& PM peak hr. for each traffic signal.
- data will not be collected for the unsignalized intersections on the detour.

Estimate 1 capacity analyses will be required to determine detour direction.

Traffic Analysis will include:

- ✓ LOS analysis @ traffic signals only (AM & PM) - existing year and ETC
- ✓ No arterial LOS will be analyzed for the WZTC detour route

Estimate 2 pavement cores will be taken.

Estimate 2 cores of bridge box sections. Added as a supplemental if bridge inspection recommends them.

Section 3 Estimate 2 concepts will be evaluated.

Estimate 2 design alternative(s) will be analyzed in addition to the null alternative.

Estimate 2 cost estimate(s) plus 1 update will be required.

Estimate 1 bridge will be rehabilitated.

Section 4 Estimate 3 permits will be required.

- NYSDEC Water Quality Certification
- NYSDEC Projection of Waters (Prefiling meeting Request)

- USACOE Nationwide

Mussel screening is not included. If required this will be added as supplemental agreement.

A mussel relocation plan is not included. If required this will be added as supplemental agreement.

Estimates 4 suspect asbestos containing materials will be identified. Three samples of each material will be obtained and submitted for laboratory analysis.

Sediment sampling and analysis is not included. If this a requirement of the NYSDEC permit approval, it will be added as supplemental Agreement.

Section 5 Estimate 0 properties will require title searches.

Estimate 0 ROW maps will be required.

Estimate 0 property acquisitions will be required.

Section 6 Detailed Design or Final Design

Final Design will include but not be limited to:

- Development of highway and bridge plans.
- Coordination with public utilities.
- Maintenance and protection of traffic during construction.
- Preparation and submission of final Plans, Specifications, and Estimate (PS&E) for the project.

Estimate 1 cost estimate(s) plus 2 updates will be required.

Estimate 1 bridge will be rehabilitated.

Estimate 2 utility companies and 0 railroad agencies will be affected.

WZTC plan review

- ✓ ADP (including Town review comment resolution)
- ✓ PSE (including Town review comment resolution)
- ✓ Final Contract Plans (includes Engineers Estimate)

Section 7 Final contract bid documents will be needed in electronic from for prospective bidders.

Estimate advertisements will be placed in 1 publications in addition to the NYS Contract Reporter.

Assume one (1) addendum.

Section 8 Assume Construction Support will be added as a Supplemental prior to Construction. Typically it will include but not be limited to:

- Providing technical support during construction on questions relating to the design.
- Providing assistance in construction bid proceedings.
- Analysis of bids.
- Review of shop drawings (if necessary).

Estimate three (3) requests that require effort will be made during the construction phase of the project.

Section 9 Assume Construction Inspection Services will be added as a Supplemental prior to Construction.

10.02 Technical Assumptions

NYSDOT Standard Specifications will be utilized for all material specifications.

It is assumed that the project will be classified as a NEPA Class II and a SEQRA Type II, and that SEQR documentation will include the development of the short form Environmental Assessment Form (EAF) and supporting text, if necessary.

It is assumed that traffic counts and speed studies are available at the NYS Traffic Data Viewer website and no in-field speed study and no in-field traffic counts will be performed.

Accident reports will be obtained for the most recent 3-year period from the Brighton Town Police Department or the NYS Trooper's.

All recorded plans for the bridge will be obtained from the Town.

Environmental analysis will be completed for the preferred alternative only.

Environmental work tasks will be limited to screenings only except asbestos sampling and testing.

It is assumed that no hazardous waste/contaminated material (HW/CM) exists on the site. Any paint present on the bridge is assumed to be lead based.

Asbestos Containing Material (ACM) site observations will be limited to the bridge structure.

It is assumed that an ACM summary report will be prepared for attachment as an appendix to the DAD.

It is assumed that a detailed wetland delineation for Federal jurisdictional wetlands will not be required.

Project is assumed to be permitted under the USACOE Nationwide Permit, NYSDEC Protection of Water (Article 15) and Water Quality Certification.

It is assumed that the project is located within an Archeological Sensitive Area, therefore a section 106 project submittal package will be prepared and submitted to NYSDOT. A finding of no effect is anticipated. A Phase I Cultural Resource Survey will not be required.

No allowance has been made for preparation of graphics and displays regarding environmental issues for use at the Public Information Meeting.

The following are assumptions dealing with the proposed structure and roadway:

- No horizontal roadway realignment will be required.
- Minimal vertical roadway realignment will be required.
- Roadway within the project limits will be partially closed during construction and one direction of traffic (TBD) will be detoured.
- Level 1 Load Rating will be prepared at the completion of construction.

All drawings will be prepared using Microstation following NYSDOT drawing standards.

NYSDOT Standard Specifications will be utilized for all material specifications and item numbers.

Design standards will be based on the NYSDOT Highway Design Manual, NYSDOT Bridge Design Manual, and AASHTO.

It is assumed that revisions required for preliminary reports, drawings, and other deliverables will be minor.

Town of Brighton is and will continue to be responsible for maintenance of the road and bridge structure.

It is assumed that materials to be prepared for public meetings will be a tri-fold pamphlet, presentation boards, and project narrative.

Materials to be transmitted at completion of design/construction:

- Final Contract Documents
- Electronic copy of Record Drawing

Salary Schedule
Town of Brighton - French Road Bridge over Allen Creek Rehabilitation
Ravi Engineering & Land Surveying, P.C.

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Job Title	ASCE (A) or NICET (N) Grade	Present 4/2/22	Projected 4/2/23	Max. Hourly Rate (2022)	Overtime Category
Principal	IX (A)	\$87.00	\$90.48	\$87.00	A
Project Manager	VIII(A)	\$83.00	\$86.32	\$83.00	A
Project Manager	VII (A)	\$74.00	\$76.96	\$78.00	A
Sen. Geotech. Engineer	VI (A)	\$81.50	\$84.76	\$81.50	A
Project Manager	VI (A)	\$71.50	\$74.36	\$73.00	A
Quality Control Engineer	V (A)	\$71.67	\$74.54	\$79.00	B
Se. Proj. Engineer	V (A)	\$68.50	\$71.24	\$70.00	B
Sen Environmental Engineer	V (A)	\$69.00	\$71.76	\$69.00	B
Project Manager	V (A)	\$70.50	\$73.32	\$75.50	B
Licensed Party Chief	V (A)	\$58.00	\$60.32	\$58.00	B
Team Leader	IV (A)	\$68.50	\$71.24	\$79.00	B
Design Engineer	IV (A)	\$61.00	\$63.44	\$61.00	B
Project Manager	IV (A)	\$73.00	\$75.92	\$73.00	B
Party Chief (Office)	IV (A)	\$46.75	\$48.62	\$49.50	B
Project Engineer	III (A)	\$49.00	\$50.96	\$61.00	B
Assistant Team Leader	III (A)	\$45.00	\$46.80	\$59.00	B
Junior Engineer	II (A)	\$33.46	\$34.80	\$44.00	B
Sr. Drafter/ CADD/Sr. Env. Tech	III (N)	\$41.38	\$43.04	\$45.50	B
Instrument Person (Off.)	II (N)	\$34.83	\$36.22	\$44.00	C
Drafter/ CADD/Env. Tech	II (N)	\$29.62	\$30.80	\$36.50	C
Jr. Drafter/CADD / Jr. Env. Tech	I (N)	\$25.00	\$26.00	\$25.00	C
Chief Inspector	IV (N)	\$57.53	\$59.83	\$73.00	C
Office Engineer	IV (N)	\$52.12	\$54.20	\$61.00	C
Senior Inspector	III (N)	\$43.63	\$45.38	\$61.00	C
Construction Inspector	II (N)	\$36.25	\$37.70	\$42.00	C
Trainee	II (N)	\$31.50	\$32.76	\$31.50	C
Trainee	I (N)	\$20.50	\$21.32	\$21.00	C
Rod Person (Off.)	I (N)	\$31.50	\$32.76	\$31.50	C
Technical Typist	NA	\$43.00	\$44.72	\$43.00	C
Party Chief (Field)	III (N)	\$43.50	\$45.24	\$44.00	C
Instrument Person (Field)	II (N)	\$34.83	\$36.22	\$44.00	C
Rod Person (Field)	I (N)	\$31.50	\$32.76	\$31.50	C

*Prevailing Wage Rates - The difference between the required prevailing wage rate and the normal hourly rate is considered a direct cost:

		Prevailing Rate	Projected Rate	Normal Rate	Difference	Payroll Additive	Total
Party Chief	III (N)	\$44.39	\$45.72	\$42.64	\$1.75	\$0.27	\$2.02
Instrument Person	II (N)	\$40.78	\$42.00	\$34.74	\$6.04	\$0.63	\$6.67
Rod Person	I (N)	\$30.22	\$31.13	\$32.76	(\$2.54)	\$0.01	(\$2.53)

Supplemental Benefits are also considered direct costs. The net benefit is the difference between required amounts and deductions made through existing plans (overhead):

		Prevailing Benefit	Normal Rate	Difference (Net)	Wage Adjustment	Payroll Additive	Total
Party Chief	III (N)	\$26.30	\$1.00	\$25.30	\$0.00	\$2.21	\$27.51
Instrument Person	II (N)	\$26.30	\$1.00	\$25.30	\$0.00	\$2.21	\$27.51
Rod Person	I (N)	\$26.30	\$1.00	\$25.30	\$0.00	\$2.21	\$27.51

Category A: No OT

Category B: OT at straight time rate for hours worked in excess of 40 per week

Category C: OT at 1.50 times straight time rate for hours worked in excess of 40 per week

I. DIRECT LABOR: REGULAR HOURS

ASCE (A) or NICET (N) Grade	Project Manager	Licensed Party Chief	Party Chief (Office)	Project Engineer	Sr. Drafter/CADD/Sr. Env. Tech	Instrument Person (Off.)	Drafter/CADD/Env. Tech	Technical Typist	Party Chief (Field)	Instrument Person (Field)						
	V (A)	V (A)	IV (A)	III (A)	III (N)	II (N)	II (N)	NA	III (N)	II (N)						
Project Mid-Point Ave, Hourly Rate	\$73.32	\$60.32	\$48.62	\$50.96	\$43.04	\$36.22	\$30.80	\$44.72	\$45.24	\$36.22	Basic Design Services	Special Services	Construction Phase Services			
Task/Description											Total Hours	Direct Labor	Total Hours	Direct Labor	Total Hours	Direct Labor
Section 1 - General	12			12							24	\$1,491.36				
Section 2 - Data Collection	8		4	60	24	3	16		29	29	173	\$7,835.58				
Section 3 - Preliminary design	14			56			124				194	\$7,700.04				
Section 4 - Environmental	12			27			72	2	2	2	117	\$4,726.07				
Section 5 - Right-of-Way		8			12				9	9	38	\$1,732.21				
Section 6 - Detailed Design	16			104			116				236	\$10,046.32				
Section 7 - Advertisement, Bidding, Award	8			32							40	\$2,217.28				
Section 8 - Construction Support	16			48			12				76	\$3,988.86				
TOTAL:	86	8	4	339	36	3	340	2	40	40	898	\$39,737.71				

Key Personnel

Project Manager (V)	Rick Papaj, Nancy Van Dussen
Design Engineer	Glenn Klein
Project Engineer	Dan Clark, Jim MacKecknie
Sen. Drafter/CADD	Tony Cretelle, Waldin Dilone
Project Manager (VI)	Nancy VanDussen
Environmental Technician	Lynn Zicari, Dana DeHollander
Technical Typist	Laura Meli

<u>Description</u>		<u>Basic Design Services</u>	<u>Special Services</u>	<u>Construction Inspection/RPR Services</u>
Mileage	50 miles at \$0.62/mile (7/2022 rate)	\$ 31.00	\$ -	\$x.xx
Costs				
	Abstracts 0@ \$600	\$ -	\$ -	\$x.xx
	Deeds/Maps/MISC	\$ -	\$ -	\$x.xx
	EDR Report	\$ 400.00		
	<u>Asbestos Sample Analysis</u> (assume 4 materials - 12 samples)			
	- PLM (at \$7 ea.)	\$ 84.00		
	- NOB_PLM w/prep (at \$17 ea.)	\$ 204.00		
	- TEM (at \$40 ea.)	\$ 480.00		
Public Info Material	Postage/Mailings	\$ 75.00		
Copies	500 copies at \$.15/copy	\$ 75.00	\$ -	\$x.xx
Thumb Drives/CD's	25 at \$4.00	\$ 100.00		
Survey				
	Wage Differential	\$ -		
	Party Chief	\$ 105.95	\$ -	
	Instrument/Rod Person	\$ 330.05	\$ -	
	<u>Supplemental Benefits</u>			
	Party Chief	\$ 1,142.00	\$ -	
	Instrument/Rod Person	\$ 1,142.00	\$ -	
				\$x.xx
	TOTALS:	\$ 4,169.00	\$ -	\$x.xx

Summary of Costs
Town of Brighton - French Road Bridge over Allen Creek Rehabilitation
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<u>Description</u>	<u>Basic Design Services</u>	<u>Special Services</u>	<u>Construction Inspection/RPR Services</u>	<u>Total</u>
Direct Labor	\$39,737.71	\$0.00	\$0.00	\$39,737.71
Premium Overtime Labor	\$xx.xx	\$xx.xx	\$xx.xx	\$0.00
Direct Non-Salary Costs (excluding subs)	\$4,169.00	\$0.00	\$0.00	\$4,169.00
Overhead (131% Design and 122% Field on Direct Labor only)	\$52,056.40	\$0.00	\$0.00	\$52,056.40
Fixed Fee (14% on Direct Labor + Overhead)	\$12,851.18	\$0.00	\$0.00	\$12,851.18
Subconsultant Cost: Lu Rngineers (Detour/WZTC)	\$35,015.00			\$35,015.00
Subconsultant Cost: Pavement/deck cores*	\$6,190.00	\$xx.xx	\$xx.xx	\$6,190.00
Subconsultant Cost:	\$0.00	\$xx.xx	\$xx.xx	\$0.00
TOTALS:	\$150,019.28	\$0.00	\$0.00	<u>\$150,019.28</u>
			Say	\$ 150,000.00

* includes MPOT (may be done by Town)

On Federal Aid projects, include testing & boring services as sub. Costs
 On County-Funded projects, show the costs for budget purposes only

DETAILED LABOR ESTIMATE

Town of Brighton - French Road Bridge over Allen Creek Rehabilitation

TASKS	Project Manager	Licensed Party Chief	Party Chief (Office)	Project Engineer	Sr. Drafter/CADD/Sr. Env. Tech	Instrument Person (Off.)	Drafter/CADD/Env. Tech	Technical Typist	Party Chief (Field)	Instrument Person (Field)	TOTAL TASK	
ASCE (A) or NICET (N) Grade												
SECTION 1-GENERAL												
1.05 Project Familiarization					4							4
1.06 Meetings	8				4							12
1.11 Subcontractors	4				4							8
SUBTOTAL-SECTION 1	12	0	0	12	0	0	0	0	0	0	0	24
SECTION 2-DATA COLLECTION												
2.01 Design Survey	1				4							38
2.02 Design Mapping	2					24						54
2.03 Determination of Existing Conditions					4							4
2.04 Accident Data & Analysis					8			8				16
2.05 Traffic Counts	1				2							3
2.06 Capacity Analysis	1				2							3
2.07 Future Plans/ Coordination w/ other projects					2							0
2.08 Soil Investigations					2							2
- Boring Installation Coordination					2							2
- Geotechnical Report Preparation					4							4
2.09 Hydraulic Analysis	1				32			4				37
2.10 Bridges to be Rehabilitated	1				2							3
2.11 Pavement Evaluation	1				2			4				7
SUBTOTAL-SECTION 2	8	0	4	60	24	3	16	0	29	29	173	
SECTION 3-PRELIMINARY DESIGN												
3.01 Design Criteria	1				4							9
3.02 Development of Alternatives					16							48
3.03 Cost Estimates	1				16							33
3.04 Preparation of Draft Design Approval Document					4			40				44
3.05 Advisory Agency Review	4				4			8				16
3.06 Public Information Mtg/Public Hearing	8				8							16
3.07 Preparation of Final Design Approval Document					4			24				28
SUBTOTAL-SECTION 3	14	0	0	56	0	0	124	0	0	0	0	194
SECTION 4-ENVIRONMENTAL												
4.01 NEPA Classification												0
a. Federal Environmental Approval Worksheet					1			4				5
b. Section 106 Submittal Package (included in Cultural resources)												0
4.02 SEQRA Classification					1			2				3
4.03 Smart Growth					1			2				3
4.04 Screenings & Preliminary Investigations	8								1			9
- General Ecology and Endangered Species												0
- Project review following FHWA guidance					1			4				5
- Review regarding S-1/S-2 Mollusks Streams					2			4				6
- Invasive Species Documentation								1				1
- Site Visit (covered under hazardous screening)												0
- Ground Water								1				1
- Surface Water (SPDES Permit not included)					1			2				3
- State Wetlands								1				1
- Federal Wetlands								1				5
- Floodplains and Navigable Waterways								1				1
- Cultural Resource Investigation								1				1
- Project Review Request through NYSDOT					2			4				6
- Phase 1A (not Included)												0
- Parks (no involvement)												0
- Hazardous Waste Screening												0
- EDR review					2			4				6
- Field Visit								3				3
- Summarize finding in Design Report					1			2				3
- Asbestos (Record Review)					1			2				3
- Site Visit					3							3
- Summarize finding in Design Report	1							4				5
- Noise, Air Quality, and Energy					2			1				3
- Farmlands (no involvement)												0
- Visual Impacts, Critical Environmental Areas								1				1
- Complete Streets Checklist					1			3				4
4.05 Detailed Studies & Analyses - (not in Scope)												0
K. Asbestos												0
- Sampling (Included in 4.04 site visit)												0
- Asbestos Report	1				2			4				7
4.06 Permits & Approvals												0
- Joint Application for Permit	1				4				12			17
- Pre-filing Meeting request (Water Quality Cert.)	1				2			8	1			12
SUBTOTAL-SECTION 4	12	0	0	27	0	0	72	2	2	2	2	117
SECTION 5-RIGHT-OF-WAY												
5.01 Abstract Request & Title Search - NA												0
5.02 Right of Way Survey	8				12				9	9		38
5.03 Right of Way Mapping - NA												0
5.05 Right of Way Cost Estimates - NA												0
5.06 Public Hearings/Meetings - NA												0
5.07 Property Appraisals - NA												0
5.08 Appraisal Review - NA												0
SUBTOTAL-SECTION 5	0	8	0	0	12	0	0	0	9	9	0	38
SECTION 6-DETAILED DESIGN												
6.01 Preliminary Plans (25% Sub.)	2				40				64			106
6.02 Advance Detail Plans (90% Sub.)	2				32				32			66
6.03 Final Contract Documents	2				16				20			38
6.04 Cost Estimates (hours in 6.02 for each submission)	10				12							22
6.05 Utilities (hours in 6.02 for each submission)												0
6.06 Railroads (N/A)												0
6.09 WZTC Plans					4							4
SUBTOTAL-SECTION 6	16	0	0	104	0	0	116	0	0	0	0	236
SECTION 7-ADVERTISEMENT, BID OPENING & AWARD												
7.01 Advertisement (incl Addendum)					16							16
7.02 Bid Opening	4				4							8
7.03 Bid Analysis & Award	4				12							16
SUBTOTAL-SECTION 7	8	0	0	32	0	0	0	0	0	0	0	40
SECTION 8-CONSTRUCTION SUPPORT												
8.01 Construction Support - meetings	12				24							36
8.02 Federal Aid Construction Monitoring Requirements					4							4
A. Inspection Records												0
B. Compliance w. Constr. Safety & Health Provisions					4							4
C. Project Closeout Process	4				16			12				32
SUBTOTAL-SECTION 8	16	0	0	48	0	0	12	0	0	0	0	76

Consultant MBE/WBE/DBE Utilization Plan
 (to be submitted with the Consultant's fee proposal)

7/27/2022
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Town of Brighton - French Road Bridge over Allen Creek Rehabilitation

Submitted By (Prime Consultant): Ravi Engineering & Land Surveying, P.C.
Date: _____
Total Consultant Team Fee (1): \$150,019.28

Subconsultant	MBE	WBE	DBE	Description of Services	Phase			MBE Total		WBE Total		DBE Total	
					Basic Design Services	Special Services	CI/RPR Services	Fee (2)	% (3)	Fee (2)	% (3)	Fee (2)	% (3)
					Fee (2)	Fee (2)	Fee (2)	Fee (2)	% (3)	Fee (2)	% (3)	Fee (2)	% (3)
Lu Engineers			x	Detour analysis and WZTC plans	\$35,015.00							\$35,015.00	23.34%
TOTALS:					\$0.00	0.00%		\$0.00	0.00%	\$35,015.00		\$35,015.00	23.34%

Table A: Salary Schedule
French Rd over Allen Creek Bridge Rehab PIN 4BNY40
Lu Engineers

7/29/2022

Page 1

Job Title	Project Mid-Year				Overtime Category
	Current Year Ave. Hourly Rate (2022)	Point Ave. Hourly Rate (2023)	Current Year Max. Hourly Rate (2022)		
Managerial Engineer VI (A)	\$70.92	\$73.04	\$80.86		A
Senior Project Engineer V (A)	\$54.63	\$54.63	\$56.73		B
Project Engineer IV (A)	\$50.47	\$50.47	\$50.47		B
Engineer III (A)	\$43.08	\$43.08	\$50.99		B
Engineer II (A)	\$33.84	\$33.84	\$35.74		B
Technician IV (N)	\$53.56	\$53.56	\$55.62		C
Technician III (N)	\$42.64	\$42.64	\$48.41		C
Technician II (N)	\$31.95	\$31.95	\$38.93		C
Technician I (N)	\$19.31	\$19.31	\$21.63		C
Technicial Typist	\$25.24	\$25.24	\$25.24		C

Overtime Policy:

Category A: No OT

Category B: OT at straight time rate for hours worked in excess of 40 per week

Category C: OT at 1.50 times straight time rate for hours worked in excess of 40 per week

Table B: Staffing Table and Direct Labor Costs
French Rd over Allen Creek Bridge Rehab PIN 4BNY40
Lu Engineers

29-Jul-22
Page 2

I. DIRECT LABOR: REGULAR HOURS

Principle VII (A)	Job Title											Basic Design Services	
	Managerial Engineer VI (A)	Senior Project Engineer V (A)	Project Engineer IV (A)	Engineer III (A)	Engineer II (A)	Technician IV (N)	Technician III (N)	Technician II (N)	Technician I (N)	Technical Typist			
Project Mid-Point Ave, Hourly Rate		\$73.04	\$54.63	\$50.47	\$43.08	\$33.84	\$53.56	\$42.64	\$31.95	\$19.31	\$25.24	Total Hours	Direct Labor
Task/Description													
Section 1 - General		10	4	2								16	\$1,049.89
Section 2 - Data Collection		2	7	54				12				75	\$3,765.59
Section 3 - Preliminary Design													
Section 4 - Environmental													
Section 5 - Right-of-Way													
Section 6 - Detailed Design		4	16	44				48				112	\$5,433.77
Section 7 - Advertisement, Bid Opening and Reward													
Section 8 - Construction Support (Not Included)													
Section 9 - Construction Inspection (Not Included)													
TOTAL:		16	27	100				60				203	\$10,249.25

II. DIRECT LABOR: PREMIUM OVERTIME HOURS

Principle VII (A)	Job Title											Basic Design Services	
	Managerial Engineer VI (A)	Senior Project Engineer V (A)	Project Engineer IV (A)	Engineer III (A)	Engineer II (A)	Technician IV (N)	Technician III (N)	Technician II (N)	Technician I (N)	Technical Typist			
Project Mid-Point Prem. OT Hourly Rate		\$73.04	\$54.63	\$50.47	\$43.08	\$33.84	\$53.56	\$42.64	\$31.95	\$19.31	\$25.24	Total Hours	Direct Labor
Task/Description													
Section 1 - General													
Section 2 - Data Collection													
Section 3 - Preliminary Design													
Section 4 - Environmental													
Section 5 - Right-of-Way													
Section 6 - Detailed Design													
Section 7 - Advertisement, Bid Opening and Reward													
Section 8 - Construction Support (Not Included)													
Section 9 - Construction Inspection (Not Included)													
TOTAL:													

Managerial Engineer VI (A) Jonathan Ottman, P.E.
Senior Project Engineer V (A) Jason Messenger, P.E.
Project Engineer IV (A) Paul Valente, P.E.

Table C: Direct Non-Salary Costs
French Rd over Allen Creek Bridge Rehab PIN 4BNY40
Lu Engineers

29-Jul-22

Page 3

Table D: Summary of Costs
French Rd over Allen Creek Bridge Rehab PIN 4BNY40
Lu Engineers

<u>Description</u>	<u>Basic Design Services</u>
Direct Labor	\$10,249.25
Premium Overtime Labor	\$0.00
Direct Non-Salary Costs (excluding subs)	\$23.40
Overhead (129.0% on Direct Labor only)	\$13,221.53
Fixed Fee (15.0% on Direct Labor + Overhead)	\$3,520.62
Subcontractor Cost: Traffic Data Collection	<u>\$8,000.00</u>
	TOTALS: \$35,014.80
	Maximum Amount Payable (MAP): \$36,000.00

PROJECT ESTIMATING SHEET		PROJECT NAME: South Street (CR 3)over Drainage Ditch PIN 4BNY.42 Genesee County Genesee County Highway Department										DATE: 29-Jul-22	
LU ENGINEERS 339 EAST AVENUE, SUITE 200 ROCHESTER, NY 14604 585.385.7417		CATEGORY OF PERSONNEL / HOURS PER TASK										prep. by: JRM/JWO	
TASK NO.	DESCRIPTION	PRINCIPAL	MANAGER	SR. PROJ. ENGINEER	PROJECT ENGINEER	ENG.	ENG.	TECH	TECH	TECH	TECH	TECH TYPIST	DIRECT LABOR HOURS
		VII	VI	V	IV	III	II	IV	III	II	I	NA	
	projected rate		\$73.04	\$54.63	\$50.47	\$43.08	\$33.84	\$53.56	\$42.64	\$31.95	\$19.31	\$25.24	
SECTION 1 <u>GENERAL</u>													
1.05	Project Familiarization		2	2	2								6
1.06	Meetings >Design Review Mtgs (ADP WZTC)		2	2									4
1.07	Cost & Progress Reporting > assume 4 report periods		6										6
1.08	Policy & Procedures												
1.09	Specifications & Details												
1.10	Subconsultants												
1.11	Subcontractors > assume no subcontractor contract > \$20,000												
	Total Section 1		10	4	2								16

PROJECT ESTIMATING SHEET		PROJECT NAME: South Street (CR 3)over Drainage Ditch PIN 4BNY.42 Genesee County Genesee County Highway Department										DATE: 29-Jul-22	
LU ENGINEERS 339 EAST AVENUE, SUITE 200 ROCHESTER, NY 14604 585.385.7417		CATEGORY OF PERSONNEL / HOURS PER TASK										prep. by: JRM/JWO	
TASK NO.	DESCRIPTION	PRINCIPAL VII	MANAGER ENGINEER VI	SR. PROJ. ENGINEER V	PROJECT ENGINEER IV	ENG. ENGINEER III	ENG. II	TECH IV	TECH III	TECH II	TECH I	TECH TYPIST NA	DIRECT LABOR HOURS
	projected rate		\$73.04	\$54.63	\$50.47	\$43.08	\$33.84	\$53.56	\$42.64	\$31.95	\$19.31	\$25.24	
SECTION 2	DATA COLLECTION & ANALYSIS												
2.01	Design Survey >Review Subconsultant Mapping A. Ground Survey C. Stream Survey D. Survey of Wetland E. Supplemental Survey												
2.02	Design Mapping >covered under task 2.01												
2.03	Determination of Existing Conditions												
2.04	Accident Data and Analysis >Review data/prepare collision diagrams												
2.05	Traffic Counts >Review & forcast traffic data/ prepare traffic flow diagrams <i>Assume 5 Traffic Signals (AM/PM Peak Hr.TMC)</i>			1	6				12				19
2.06	Capacity Analysis >WZTC Detour LOS & Tech Memo		2	6	48								56
2.07	Future Plans >County will provide written statement												
2.08	Soil Investigation >Coordinate borings >Review geotechnical report/map borings												
2.09	Hydraulic Analysis >Hydraulic Analysis for Structure												
2.11	Pavement Evaluation >Detemine recommended pavement treatment												
	SECTION 2 TOTAL		2	7	54				12				75

PROJECT ESTIMATING SHEET		PROJECT NAME: South Street (CR 3)over Drainage Ditch PIN 4BNY.42 Genesee County Genesee County Highway Department										DATE: 29-Jul-22		
CLIENT: LU ENGINEERS 339 EAST AVENUE, SUITE 200 ROCHESTER, NY 14604 585.385.7417		CATEGORY OF PERSONNEL / HOURS PER TASK										prep. by: JRM/JWO lu proj. no. P21-68 file name: P21-68		
TASK NO.	DESCRIPTION	PRINCIPAL	MANAGER	SR. PROJ.	PROJECT	ENG.	ENG.	TECH	TECH	TECH	TECH	TECH	TECH TYPIST	DIRECT LABOR HOURS
		VI	V	IV	III	II	IV	III	II	I	NA			
	projected rate	\$73.04	\$54.63	\$50.47	\$43.08	\$33.84	\$53.56	\$42.64	\$31.95	\$19.31	\$25.24			
SECTION 6 DETAILED DESIGN														
6.01	Preliminary Bridge Plans >plans >cross sections (InRoads Model) >Structural Justification Report													
6.02	ADP Bridge Plans >Plans >Preliminary Contract Proposal >Cross sections (PS&E Submittal) >Plans >Contract Proposal >Cross sections													
6.03	Final Contract Documents >Final Contract Plans >Final Contract Proposal													
6.04	Cost Estimate >Develop, Provide Engineers Estimate (refer to section 3.03)													
6.05	Utilities >Coordination													
6.06	Railroads >not applicable													
6.07	Bridge Inventory and Load Rating Forms >Inventory Update Forms >Level 2 Load Rating Forms >not applicable													
6.08	Information Transmittal													
6.09	WZTC >Design Report >Final Design Plans (ADP, PSE) >Applicable Permits (NYSDOT, MCDOT)	4	2 12 2	40 4				48					2 104 6	
	Total Section 6	4	16	44				48					112	

NOTHNAGLE DRILLING, INC.

1821 Scottsville-Mumford Road
Scottsville, New York 14546
(585) 538-2328
Fax (585) 538-2357

July 29, 2022

Ravi Engineering & Land Surveying, P.C.
2110 South Clinton Avenue, Suite 1
Rochester, New York 14618

RE: Asphalt and Bridge Deck
Cores
French Road,
Brighton, NY

ATTN: James MacKecknie

Dear Jim:

Below please find applicable unit costs to perform drilling services at the above referenced location.

	EST. QTY.	COST	UNIT	EST. EXTENSION
1. Equipment and Crew				
A. Regular Time	1	\$2,350.00	Day	\$ 2,350.00
B. Over Time	0	\$430.00	Hour	0.00
2. Traffic Control-Signage and Flaggers	1	\$3,500.00	Day	3,500.00
3. Fast Set Concrete	4	\$85.00	Bag	<u>340.00</u>
TOTAL ESTIMATED COST : \$				6,190.00

Note: 1. Day rate based on 8 hours on site.
2. Bid is based on prevailing labor wage rates.
3. Traffic control will be completed by Comet Flasher Inc..

We have assumed all borings are accessible to a truck mount drill rig. All borings will be backfilled with native material and surface patched with fast set cement.

We appreciate the opportunity to submit this proposal.

Sincerely,

Stephen A. DiLaura
Vice President



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

July 27, 2022

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

Re: Highway Foreman
Salary Increase

Dear Chairperson DiPonzo and Committee Members

In January 2020 Pete Springer and Ernie Heinsbergen retired and Mark Hagreen and William Haefner were promoted to fill the vacant foreman's positions. The previous foremen were paid \$104,330 and \$101,585 respectively in 2019. During the foreman transition we debated the appropriate salary for the position since we felt that the new foremen would lack experience and would be less effective managing the Highway operations. We decided that a salary reduction of 5 to 7.5 percent, would be reflective of the lack of experience.

However, since accepting the foreman's position Mark and Bill have demonstrated leadership abilities akin to those of a veteran foreman. They have led the highway operation through the Covid 19 Pandemic; implemented a new lawn and garden debris pick-up policy; endured multiple employee conflicts that in three instances resulted in termination and navigated the never ending hiring process associated with employee retirements and our ongoing transition of highway personnel. In 2021 the highway department reduced leaf pick-up times, reduced lawn and garden pick up times, completed the construction of the Ashbourne Road intersection, chip sealed approximately 37,000 lf of town roadways and milled and filled 13,700 lf of roadway.

When hired the foreman's annual salary was \$96,500 following the probation period. It is understood that the foreman position warrants a reasonable amount of overtime work. I am suggesting that a 45-hour work week is reasonable. Based on a 45-hour work week the anticipated starting hourly rate for the foreman position would have been \$41.24. Mark Hagreen has accurately tracked his hours since accepting the foreman's position and in 2021 Mark worked 2715 hours and was paid \$98,430. This equates to 36.25 \$/hr. If Mark had been paid his anticipated starting hourly rate of \$41.24 for each hour worked in 2021, excluding overtime pay, he would have earned \$111,965.

Therefore, I am requesting that the Town Board consider increasing the foreman's annual salary to be commensurate with the effort required to perform the duties of the Highway Foreman. I do believe that the current foreman's lack of experience results in some inefficiencies but the disparity between their anticipated versus actual hourly rate should be rectified. Therefore, I am suggesting that the Foreman's annual pay be increased by 5% to an annual salary of \$105,418.40 effective on the pay period starting on 8/8/2022.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled August 3, 2022 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon
Commissioner of Public Works



Town of
Brighton

Office of the Town Clerk

Daniel Aman, RMC
Town Clerk & Receiver of Taxes

August 2, 2022

Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

Honorable Councilmembers,

The Brighton Town Clerk's Office currently has an open permanent part-time position and have selected a candidate to fill the permanent part time (17.5 hours per week) position of Office Clerk III in the Town Clerk's Office.

I request that the Honorable Town Board approve the appointment of Jazlynn Gamble to the position of Office Clerk III, at a rate of pay defined by the Town of Brighton Part-Time and Seasonal Employee Wage Schedule, Group V, Step 1, (\$17.86) effective on or about August 15, 2022, for a probationary period of 52 weeks, subject to successful completion of a background check.

Sincerely,

Daniel Aman, RMC
Town Clerk / Receiver of Taxes

Cc: Paula Parker, Finance Director
Tricia VanPutte, Personnel Director

TOWN OF BRIGHTON

2023 BUDGET PREPARATION - BUDGET WORKSHOP

WORKSHOP AGENDAS ***DRAFT***

Wednesday, August 17, 2022 4:00 PM

Auditorium

<u>Time</u>	<u>Allotment</u>	<u>Budget to be Reviewed</u>
4:00 PM	10 Minutes	Parks (7021-7125 & 8984)
4:10 PM	10 minutes	Town Clerk / Rec. of Taxes / Elections / Central Services
4:20 PM	5 Minutes	Assessor (1355)
4:25 PM	10 Minutes	Undistributed Revenues
4:35 PM	20 minutes	Public Works, Fire Marshal, Bldg / Planning (1490/3410/8020)
4:55 PM	10 Minutes	Facility Operations (1620)
5:05 PM	20 Minutes	Highway Department (A/D HWY)
5:25 PM	15 Minutes	Sanitary Sewer Districts and Extensions (8120 – 8135)
5:40 PM	5 Minutes	Consolidated Sidewalk District (5411)
5:45 PM	15 Minutes	Question and Answer Period, Open Issues
6:00 PM		End of Budget Workshop Session

Wednesday, August 24, 2022 4:00 PM

Auditorium

<u>Time</u>	<u>Allotment</u>	<u>Budget to be Reviewed</u>
4:00 PM	20 Minutes	Brighton Memorial Library (7410)
4:20 PM	5 Minutes	Town Board, Supervisor, Town Attorney (1010,1220,1420)
4:25 PM	10 Minutes	Brighton Volunteer Ambulance & Ambulance District (3600)
4:35,PM	5 Minutes	Town Historian, Historic Preservation Comm. (7510/7515)
4:40 PM	5 Minutes	Personnel Office (1430)
4:45 PM	5 Minutes	Information Systems (1680)
4:50 PM	20 Minutes	Police Dept. and Animal Control (3120 & 3510)
5:10 PM	15 minutes	Recreation Department (6772 - 8983)
5:25 PM	10 Minutes	Justice (1110)
5:35 PM	10 Minutes	Finance (1310, 1320)
5:45 PM	5 Minutes	Brighton Cable Commission (8060)
5:50 PM	10 Minutes	Question and Answer Period, Open Issues
6:00 PM		End of Budget Workshop Session

TOWN OF BRIGHTON
2023 OPERATING AND CAPITAL BUDGETS
BUDGET PREPARATION AND REVIEW CALENDAR

Wed. 3/31	Capital Improvement Plan (CIP) Request forms and Guidelines sent to Department Heads
Mon. 6/30	CIP Requests due to Finance Department (Using the new ClearGov software)
TBA	Supervisor's Budget Review Task Force (BRTF) kickoff meeting (1 HR)
Mon. 7/11 via email	Special Meeting with Department Heads, Distribution of the Operating Budget Preparation Packet – Town Hall Auditorium NOTE: Email & Department Head Meeting
TBA	Supervisor's Budget Review Task Force (BRTF) meeting to review the CIP
TBA	Supervisor's Budget Review Task Force (BRTF) meeting to review the CIP
TBA	Supervisor's Budget Review Task Force (BRTF) meeting to finalize priority recommendations for the CIP
TBA	Special Finance & Administrative Services Committee (FASC) meeting to review the CIP and BRTF / SOC recommendations
Fri. 7/29 End of day	All Department Budget Requests Due and Entered in the Financial Information System (FIS) (Earlier if you can)
Wed. 8/24 7:00 PM	Anticipated Town Board Adoption of the 2023-25 CIP for Town and Special Districts (Forming a Basis for 2023 Draft Capital Budget)
Wed. 8/17 4:00 PM	First Town Board 2023 Budget Workshop Session (Department and Division Budget Request Highlights), Downstairs Meeting Room at Town Hall Set 1 st & 2 nd Public Hearings for October 12, 2022 and October 26, 2022 respectively to consider adoption of the proposed Supervisor's 2023 preliminary Operating and Capital Improvement Budgets
	Set 1 st & 2 nd Public Hearings for October 12, 2022 and October 26, 2022 respectively to consider adoption of the proposed 2022 Assessment Rolls for Service Charges, Maintenance Charges, Capital Improvements and Sewer Rent Charges for Special Improvement Districts
Wed. 8/24 4:00 PM	Second Town Board 2023 Budget Workshop Session (Department and Division Budget Request Highlights), Downstairs Meeting Room at Town Hall
DATE TBA (Late August – Sept.)	BRTF Meeting to review major revenue estimates, fund balance levels and Department requests

Wed. 9/28 7:00 PM	Supervisor's Tentative 2023 Operating and Capital Budgets Presented to the Town Board and Community
Mon. 10/03	Submit legal notice for public hearings to Brighton Pittsford Post before noon. (Includes Elected officials' salaries)
Wed. 10/12 7:00 PM	1 st Public Hearing on the Supervisor's Tentative 2023 Operating and Capital Budgets
DATE TBA (October)	Meet with Supervisors Budget Review Task Force to review and advise on any proposed amendments.
Wed. 10/26 7:00 PM	2 nd Public Hearing on the 2023 Budget, Inclusive of Any Amendments Made by the Supervisor or Town Board. Anticipated Town Board Adoption of the 2023 Town and Special District Operating and Capital Budgets

***These dates are tentative**