

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

Meeting Date: Wednesday, March 1, 2023 (8:30 a.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the February 15, 2023 meeting.
2. Approve Group 1 Townwide speed limit reduction study with Stantec Consulting Services (Public Works Dept.) – Request from Mike Guyon for Town Board action to approve and authorize the Supervisor to sign the Group 1 townwide speed limit reduction study with Stantec Consulting Services in an amount not to exceed \$7,932 as outlined in their proposal. Further to authorize and direct the Finance Department to amend the 2023 budget to fund this project (see letter from M. Guyon).
3. Chelmsford Lane Culvert Design Services contract with Ravi Engineers (Highway Dept.) – Request from Mike Guyon for Town Board action to approve and authorized the Supervisor to execute a contract in an amount not to exceed \$60,000 with Ravi Engineers for the design of the Chelmsford Lane Culvert repair/replacement. These services are for design and design alternatives. Town staff will provide construction inspection services for the project. As per the last meeting request, since this project was not included in the budget, authorize the finance department to make the necessary amendments to the budget (see letter from M. Guyon).
4. Authorize appropriations and transfers for the 2022 budget year end processing and 2023 re-appropriations for grant projects (Finance Dept.) – Request from Paula Parker for Town Board action to approve the final list of transfers and appropriations necessary to reflect the actual activity that has occurred relative to the 2022 amended budget. This list is a draft and may need to be updated prior to the March 8th Board Meeting after the final closing of the 2022 fiscal year (see letter from P. Parker).

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, MARCH 15, 2023, at 8:30 a.m.
in the AUDITORIUM of 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, February 15, 2023 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzio (Chair)
Robin Wilt
William Moehle
Paula Parker (Staff to the Committee)

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Mike Guyon (Public Works/Highway)
Evert Garcia (Public Works)
Steve Zimmer (Highway/Sewer)
Connor Kimball (Enterprise Fleet Management)
Jim Berger (25 Esplanade)

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 February 1, 2023 meeting.

Town Bid/Proposal Authorizations and Awards:

Award bid for the 2023 bucket truck rental with operator to Terry Tree Service, LLC for an hourly rate of \$236 (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to award the bucket truck rental with operator to Terry Tree Service, LLC for an hourly rate of \$236.00. The contract is in an hourly rate and specifically for trimming services (not removal) and as is limited by amount as appropriated in the 2023 budget (see letter from C. Roscoe).

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

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Approve Equity Vehicle Lease program with Enterprise Fleet Management (Highway/Public Works Depts.) – The FASC discussed with Connor Kimball (Enterprise Fleet Management) and Mike Guyon the request for Town Board approval to enter into an Equity Lease agreement with Enterprise Fleet Management effective immediately and authorize the Supervisor to execute all related documents. This contract will provide vehicles to the Town, as authorized by the Town at approved lease pricing (see letter from M. Guyon). FASC recommends the Town Board take favorable action on this matter.

Renew Sirness Vending contract effective 10/28/2022 for a term of two years for an annual fee of \$350 for the Town Hall and Recreation locations (Public Works – Facilities Dept.) – The FASC discussed with Paula Parker the request from Gary Donofrio for Town Board action to approve the renewal agreement with Sirness Vending Service. This agreement is for a two-year term for an annual fee of \$350 for the Town Hall and Recreation locations. The fee is decreasing from \$500 to \$350 annual due to less sales at the Recreation location. The agreement may be renewed for up to two one-year periods (see letter from G. Donofrio).

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

Approve NYSDOT Agreement Adjustment/Calculation worksheet for the 2022/2023 snow season (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve and authorize the Supervisor to execute or amend the 2019 NYSDOT Snow & Ice Agreement for the 2022/2023 snow season. This amendment will add approximately \$39,017.08 to the base contract amount as illustrated on the worksheet bringing the 2022/2023 contract estimate to \$264,544.91 (see letter & worksheet from M. Guyon).

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

Budget Amendments and Transfers:

Authorize appropriations and transfers for the 2022 budget year end processing and 2023 re-appropriations for grant projects (Finance Dept.) – The FASC discussed with Paula Parker the request for Town Board action to approve the list of transfers and appropriations necessary to reflect the actual activity that has occurred relative to the 2022 amended budget. A complete list has not yet been finalized and will be available prior to the February 24th Board Meeting (see letter from P. Parker).

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

Personnel Matters:

Approve amendment to Flat Salaried / Wage Positions and approve stipend for Certified Arborist (Public Works Dept.) – The FASC discussed with Mike Guyon his request to amend the Flat Salaried / Wage Positions to add the title of CERTIFIED ARBORIST with a flat salary of \$3,000 annually to be paid out bi-weekly. Further to authorized Kyle Sears to perform the Certified Arborist services at the stipend amount of \$3,000 effective February 27, 2023 (see letter from Mike Guyon).

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

Approve the appointment of a Planning Technician effective February 27, 2023 at an annual salary of \$53,107.60 (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board approval to appoint Steven Naukam to the position of Planning Technician, full time (35 hours per week) with the salary set at \$53,107.60 (Group 5 Step 1) effective February 27, 2023. Mr. Naukam is being appointed from the most recent Monroe County Civil Service list, here he scored first on the list. This appointment is subject to a 52-week probationary period (see letter from M. Guyon).

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

Other Matters for Action of the Town Board:

Chelmsford Lane Culvert Design Services contract with Ravi Engineers (Highway Dept.) – The FASC discussed with Mike Guyon his request to negotiate a contract with Ravi Engineers for the design of the Chelmsford Lane Culvert repair/replacement. In order to expedite this project, permission is requested to forgo the procurement process and obtain a design fee directly from Ravi Engineering. Ravi Engineering is a NYSDOT Region 4 approved consultant and on the Region 4 Local Design Services Agreement list. Further since this project was not included in the budget, authorize the finance department to make the necessary amendments to the budget (see letter from M. Guyon). FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

DISCUSSION ITEM: Amend the Public Works Department's table of organization by creating one position of Grant Administrator and abolish one position of Planning Technician. The position is not currently on the Town's roster of approved Civil Service positions. The 222 creation process is underway. When the title is approved by the Civil Service Commission, Mike will return to have the Board take official action.

DISCUSSION ITEM: Mr. Jim Berger addressed the FASC regarding the ongoing RG&E billing issues and the possibility of forming a Monroe County Public Utility. Monroe County will have to spent 1 million dollars and upfront these funds to conduct the study Mr. Berger request that the Town Board communicate to Monroe County their support to conduct an implementation study.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

The meeting was adjourned at 10:07 a.m.

The next regularly scheduled meeting of the FASC will be held on

Wednesday, March 1st, 2023 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****



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

February 23, 2023

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

Re: Townwide Speed Limit
Townwide Speed Limit Reduction Study

Dear Councilperson DiPonzio and Committee Members:

The New York State vehicle and traffic law has recently been amended to allow municipalities to reduce speed limits within their jurisdictional boundaries from 30 mph to 25 mph. To establish this reduced speed limit within the Town, the amendment requires that engineering considerations and factors for the speed limits reductions be certified by a licensed professional engineer who specializes in traffic operations.

At the request of the PWC, Stantec Consulting Services provided a proposal to review the engineering considerations and factors for the speed limit reduction and where appropriate certify this information. The proposal considers two road groups, Group 1 low-volume residential roads and Group 2 higher volume roadways that serve as feeders for commercial and residential areas. Stantec estimates a cost of \$7,932 to complete the engineering evaluation for the Group 1 roads and a cost of \$9,200 to complete the Group 2 evaluation for French and North Landing Roads. A copy of the Stantec proposal is attached.

This proposal was reviewed by the PSC at their February 14, 2022 meeting. The PSC suggested pursuing the speed reduction on all Group 1 roadways for a cost not to exceed \$7,932. Therefore, we are requesting that the FASC recommend that the Town Board authorize the supervisor to enter into a contract with Stantec to provide those professional services necessary to complete a townwide speed reduction study for all Group 1 roadways for a price not to exceed \$7,932. Since this expenditure was not anticipated in 2022 and was not included in the 2023 budget, we are also requesting that the FASC recommend that the Town Board authorize the finance department to make the appropriate budget amendments to fund this study.

I will be in attendance at your regularly scheduled FASC meeting on March 1st to answer any questions or concerns of the committee.

Sincerely,

Michael E. Guyon

Attachment



Stantec Consulting Services, Inc.
61 Commercial Street Suite 100
Rochester, NY 14614-1009

December 5, 2022
Updated December 30, 2022
Revised January 20, 2023

Attention: Mr. Mike Guyon, PE, Commissioner Department of Public Works
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Mike,

Reference: Request for Proposal – Townwide Speed Limit Reduction Study
Town of Brighton, Monroe County, NY

Thank you for this opportunity to submit this traffic study proposal for a Townwide Speed Limit Reduction study. Below is our understanding of the project along with a summary of the proposed scope, fee, and assumptions for your review.

Project Understanding

The Town of Brighton recognizes the safety benefits of lower speed limits which have been demonstrated to increase safety by decreasing accident severity especially with vulnerable users. Lower speeds also provide the following benefits:

- Increase depth of perception and field of vision for motorists which increases the likelihood of seeing all road users especially children, cyclists, pedestrians, the elderly and those with disabilities.
- Promote walking and biking thru a safer street environment thereby increasing physical activity and decreasing dependence on the motor vehicles for shorter trips.
- Increase the probability of a ped-bike user surviving a crash with a motor vehicle which is significantly reduced when the vehicle speed is above 25 mph.
- Contribute to a more sustainable environment.

New York State vehicle and traffic law has recently been amended by Assembly Bill A1007A allowing municipalities the right to further reduce speed limits within their jurisdictional boundaries from 30 mph to 25 MPH. This includes Towns as stated in the amended Section 1662-a of Article 41:

*No such speed limit applicable throughout such towns or within designated areas of such towns shall be established at less than ~~[thirty]~~ **twenty-five miles per hour.***

In order to establish speed limits within the Town section 1662-a of the New York State vehicle and traffic law indicates the following is required:





*No speed limits shall be established pursuant to the provisions of this section except in accordance with the **engineering considerations and factors for speed limits set forth in the manual and specifications for a uniform system of traffic control devices maintained by the commissioner of transportation** pursuant to section sixteen hundred eighty of this title,*

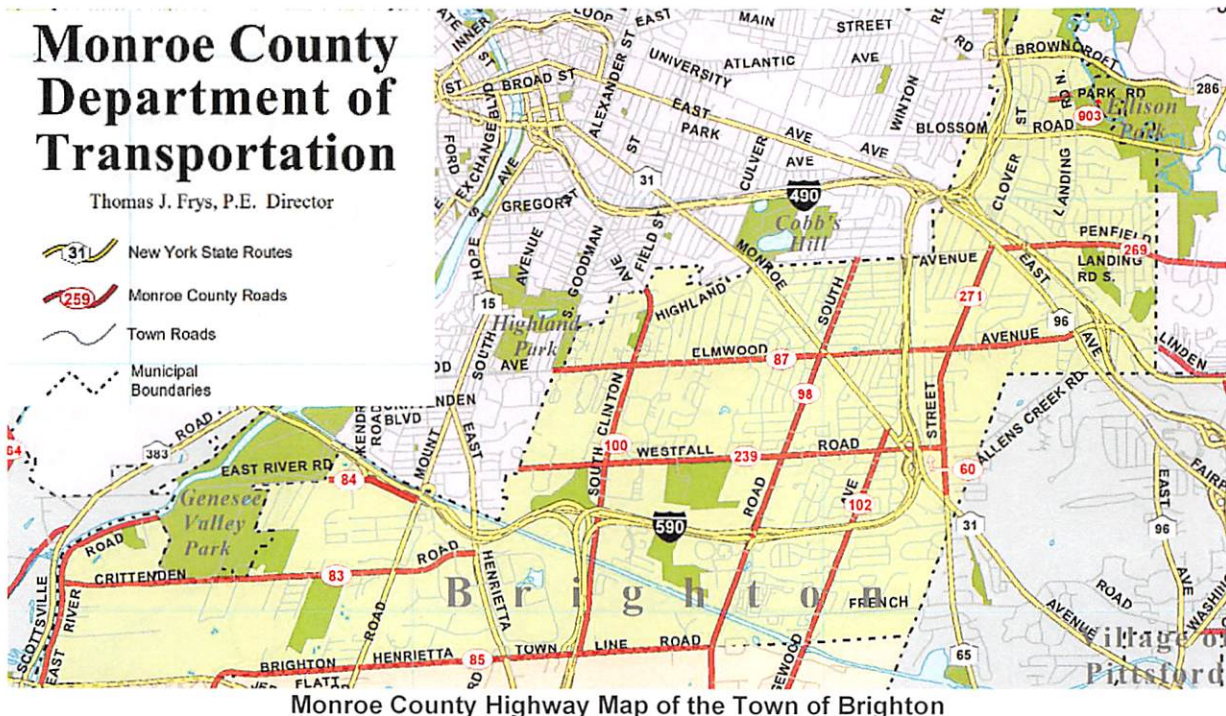
as such manual and specifications may be amended from time to time, **certified by a licensed professional engineer who specializes in traffic operations.**

- Operating speed (50th and 85th percentile)
- Annual average daily traffic
- Roadway characteristics and geometric conditions
- Level of development in the area around the road
- Crash and injury rates
- Presence of on-street parking,
- Extent of ped/bike activity

Monroe County Department of Transportation

Thomas J. Fry, P.E. Director

 New York State Routes
 Monroe County Roads
 Town Roads
 Municipal Boundaries



This is a detailed highway map of the Town of Brighton, Monroe County, New York. The map shows a network of roads including New York State Routes (yellow lines with route numbers like 31, 15, 84, 85, 87, 96, 98, 100, 102, 239, 259, 269, 286, 383, 60, 65, 96) and Monroe County Roads (red lines with route numbers like 84, 85, 87, 98, 100, 102, 239, 259, 269, 286, 383, 60, 65, 96). The map also shows town roads (dashed lines) and municipal boundaries (dotted lines). Key landmarks include Genesee Valley Park, Highland Park, and Cobbs Hill. The map is titled 'Monroe County Highway Map of the Town of Brighton' and is part of the 'Monroe County Department of Transportation' documents.

Design with community in mind

December 5, 2022

Mr. Mike Guyon, PE, Commissioner Department of Public Works

Page 3 of 6

Reference: Request for Proposal – Townwide Speed Limit Reduction Study Town of Brighton, Monroe County, NY

Project Approach

While all of the Town roadways are classified as 'Urban Local' there are distinctions based on the volume, setting and connectivity that will be considered in this study. The extent of engineering considerations applied will be dependent on the following two (2) primary Town roadway groupings:

1. Low-volume residential neighbourhood streets. Residential only street located within a neighbourhood and with expected low vehicle volumes. Within these roadways ped-bike activity is expected to be significant. Group 1 represents most all the Town roadways. A portion of the Group 1 roadways have already been converted to 25 mph.
2. Town roadways that serve as commercial/office feeders and/or see heavier traffic and higher speeds due to their connectivity. For the purpose of this study Group 2 town roadways include the following:
 - Allens Creek (a portion from NYS Route 96 to Clover Street)
 - French Road (from Town limits to Winton Road)
 - Lac De Ville Boulevard
 - Senator Keating Boulevard
 - North Landing Road
 - Town Portion of Highland Ave
 - Rue DeVille
 - Town portion of Kendrick Road (Canal to East River Road)

South Landing Road is also a Town Road but has already been posted at 25 mph.

Group 1 roadways

Group 1 roadways will consider the following characteristics :

- Residential setting and part of a neighborhood street grid
- Roadway characteristics
- Parking
- Potential for ped-bike activity

Based on the above data collection is not necessary for these roadways based on the residential setting. Desktop survey (Google Maps) to verify roadway characteristic and residential/neighborhood locations. A listing of each residential street is not necessary as it is assumed that any Town road that does not fall under the Group 2 roadways will be considered in Group 1. This study will assume that the residential characteristics of these roadways and their potential for ped-bike activity will be justification for any speed limit reduction.

December 5, 2022

Mr. Mike Guyon, PE, Commissioner Department of Public Works

Page 4 of 6

Reference: Request for Proposal – Townwide Speed Limit Reduction Study Town of Brighton, Monroe County, NY

Group 2 Roadways

These higher volume non-neighborhood Town roadways will consider the following:

- Operating speed (50th and 85th percentile)
- Annual average daily traffic
- Roadway characteristics and geometric conditions
- Level of development in the area around the road
- Crash and injury rates
- Presence of on-street parking
- Extent of ped/bike activity

The Group 2 roadways will require 24 hours of data collection at one mid-block location to determine volume (vehicle and ped-bike) and speed data. In addition, we will ask the Town to provide 3 years of crash data within the corridor review limits which will be summarized.

The Federal Highway Administration has a speed management assessment program called USLIMITS2 which is a web-based tool which helps in setting reasonable, safe and consistent speed limits for specific segments of roads. USLIMITS2 will be utilized as an objective second opinion in the review of the Group 2 Roadway speed limits in coordination with input from the Town.

The presence of schools and any associated school zone speed limits will be identified within the Group 2 roadways review however this study will not detail the requirements for any school zone speed limit adjustments.

Of the Group 2 roadways the Town has indicated their initial priority of converting segments of French Road (Winton to Edgewood) and North Landing (Penfield to Blossom) to 25 mph which will be the basis of the Group 2 fee for this proposal.

Deliverables

Stantec will summarize the findings in a Townwide Speed Limit Assessment study document which will include a summary of the data collection for the Group 2 roadways and recommendations for both the Group 1 and Group 2 roadways. Due to their common characteristics Group 1 roadways will be assessed as one (1) group.

One (1) draft of the study will be submitted to the Town for review and comment. We will update the draft study with Town input and submit a final study document for Town documentation. The Town speed limit amendments will be certified by Stantec.

Meetings

Stantec will attend two (2) in-person and/or virtual meetings with the Town as needed. Additional meetings will be billed as an additional service.

Design with community in mind

December 5, 2022

Mr. Mike Guyon, PE, Commissioner Department of Public Works

Page 5 of 6

Reference: Request for Proposal – Townwide Speed Limit Reduction Study Town of Brighton, Monroe County, NY

Lump Sum Fee

Group 1 Roadways

The **\$7,932** lump sum fee includes Stantec's base fee of \$7,900 plus \$32 for printing costs. Additional meetings will be billed at \$800 per meeting.

Group 2 Roadways

The **\$9,200** lump sum fee includes Stantec's base fee of \$6,200 plus \$3,000 for the traffic data vendor (Quality Counts). Additional meetings will be billed at \$800 per meeting.

The following table summarizes the labor and data collection for each roadway based on the length and associated crash analysis and desktop review effort:

Roadway	Stantec Labor	Data Collection	Total
French Road	\$3,200	\$1,500	\$4,700
North Landing Road	\$3,000	\$1,500	\$4,500
TOTALS	\$6,200	\$3,000	\$9,200

The total combined lump sum fee for Group 1 and Group 2 roadways is \$17,132.

Schedule

The study will be completed within 3 months of authorization to proceed assuming data collection and crash data can be obtained within one month of Notice to Proceed.

Assumptions

1. Desktop assessments of town roadway characteristics to be provided as described above.
2. 24 hour data traffic volume and speed data will only be required at two (2) locations under the Group 2 roadways.
3. No more than 25 accidents will be reviewed for the two (2) roadways.
4. Group 1 roadways will be assessed as one (1) group and not individual roadways due to their common characteristics. Listing of each Group 1 roadway in the study is not required unless the listing is provided by the Town.
5. A parking study is not included nor required.
6. Additional roadways can be added to Group 2 as an additional service.

December 5, 2022

Mr. Mike Guyon, PE, Commissioner Department of Public Works

Page 6 of 6

Reference: Request for Proposal – Townwide Speed Limit Reduction Study Town of Brighton, Monroe County, NY

Please review and let us know if you have any questions on our proposal. We look forward to working with the Town on this important study.

Regards,

Stantec Consulting Services, Inc



Jon Hartley, PE

Associate, Transportation

Cel: 585-770-0939

jon.hartley@stantec.com

Attachment: None

c. file

qd document1



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

February 24, 2023

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

Re: Chelmsford Lane Culvert
Design Services

Dear Councilperson DiPonzio and Committee Members:

At their February 22, 2023 meeting the Town Board approved the suspension of the Town's procurement process for design services from Ravi Engineering to expedite the replacement/ rehabilitation of the Chelmsford Lane Culvert which unexpectedly collapsed. The Town Board also authorized the Supervisor to execute a contract with Ravi Engineering for such services, and authorized the Finance Director to amend the budget as necessary to fund this project.

At the February 15th FASC I indicated that I would present the proposal from Ravi Engineering to the committee before seeking the supervisor's signature. We received a final proposal from Ravi Engineering that includes separate fees for design and construction services. The design services proposal includes; ground, photogrammetric and stream surveys of the area, the review of several design alternatives, a hydrologic study of Buckland Creek, permitting, preliminary and final design drawings, preparation of contract documents, Bidding and construction support for a not-to-exceed fee of \$60,000. The construction service proposal indicates that inspection services can be provided for an additional fee of \$30,000. A copy of the proposal is attached for your reference.

We are requesting that FASC recommend that the supervisor endorse the design services proposal for a not-to-exceed fee of \$60,000. Currently, we are proposing that Town staff provide construction inspection for the project.

I will be in attendance at the March 1, 2023 FASC meeting to address any questions.

Respectfully,

Michael E. Guyon

Attachment

Section 1 - General

1.01 Project Description and Location

Project Name: Chelmsford Lane over Buckland Creek
Project Description: Chelmsford Lane over Buckland Creek, Town of Brighton, Monroe County.
Project Limits: Chelmsford Lane over Buckland Creek culvert and approaches.
Sponsor: Town of Brighton
County: Town of Brighton
The anticipated start date of preliminary design: March 2023
The anticipated letting date: August 2023
The anticipated construction completion date: October 2023

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 locally funded and it is expected this will be 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

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, 7, 8 and 9.

1.05 Project Familiarization

The **Sponsor** will provide the **Consultant** with the following information, as needed:

- 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 culvert 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 local policies and procedures.

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 local policies.

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.

Survey Limits shall be as follows:

- 100' north of culvert and 150' south of culvert
- 40' east of centerline of road and 40' west of centerline of road

B. Photogrammetric Survey

Intentionally left blank.

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

C. Stream Survey

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

- 250 ft. Upstream of culvert
- 100 ft. Upstream of culvert
- 50 ft. Upstream of culvert
- Upstream culvert fascia
- Downstream culvert fascia
- 50 ft. Downstream of culvert
- 100 ft. Downstream of culvert
- 250 ft. Downstream of culvert

- Elmwood Avenue Culvert over Buckland Creek
- 10' each side of culvert (50' wide cross-section)
- Invert and top of structure both sides

~~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](#)² 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.

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

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 – NOT INCLUDED

Traffic data will be provided by the **Sponsor** or obtained through the NYSDOT Traffic Data Viewer.

2.05a Speed Study – A speed study will not be completed. Design speed is assumed to be posted speed + 5mph south of the structure and reviewed further if accidents patterns exist related to speed.

2.06 Capacity Analysis – NOT INCLUDED

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 that could affect the structure design.

2.08 Soil Investigations – NOT INCLUDED

~~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 Manual³](#).

2.10 Culvert to Removed and Replaced

A. Inspection

The **Consultant** will perform a field inspection of the culvert to confirm replacement is the best alternative.

~~B. Bridge Deck Evaluation – NOT INCLUDED~~

~~C. Load Rating of Existing Bridge~~

³ <https://www.dot.ny.gov/divisions/engineering/structures/manuals/bridge-manual-usc>

~~Considering overall conditions of the bridge a more detailed Level 1 load rating is not warranted. It is assumed that a Level 1 Load Rating will not be performed.~~

~~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 – NOT INCLUDED

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 [NYS DOT Project Development Manual](#)⁴

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

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.

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.

The replacement alternatives will consider, replacement in kind or a concrete box culvert. The rehabilitation alternatives must consider in-situ form slip lining and metal pipe slip lining.

B. Detailed Evaluations of Alternative(s)

⁴ <https://www.dot.ny.gov/divisions/engineering/design/dqab/pdm>

The **Consultant** will further evaluate the selected alternative with specific engineering analyses and considerations. Analyses will be conceptual and limited to determining the relative suitability of selected 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*](#).⁵
- 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.
- 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 the selected 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 the selected 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 – N/A

For this project, the Design Approval Document (DAD) will be a Project Scoping Report (PSR/FDR).

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

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 \(PDM\)](#).⁶

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

Intentionally left blank.

3.06 Public Information Meeting(s) and/or Public Hearing(s) – N/A

A. ~~Public Information Meeting~~

The ~~Consultant~~ will assist the ~~Sponsor~~ with developing an informational flyer to be mailed to advisory agencies, local officials, and citizens, the flyer will provide visual aids and present a brief technical discussion of the alternatives.

The ~~Sponsor~~ will arrange for the list of recipients of 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) Technical Memorandum

The ~~Consultant~~ will prepare the Technical Memorandum summarizing existing conditions, repair/replacement design options, environmental screenings related to those options, cost estimates, and public outreach efforts. The ~~Consultant~~ will incorporate changes resulting from the advisory agency review and all public information meetings.

The ~~Consultant~~ will submit an electronic file to the ~~Sponsor~~ for review. The ~~Sponsor~~ will review the Tech Memo and provide the ~~Consultant~~ with review comments. The ~~Consultant~~ will revise the Tech Memo to incorporate the comments.

The ~~Consultant~~ will submit an electronic file of the Final Tech to the Sponsor.

Section 4 – Environmental

4.01 NEPA Classification – N/A

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

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

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 FEAWS 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 FEAWS (using the FEAWS Shells) must be prepared and filed (or sent) prior to, or at the time of, the CE/environmental determination. The FEAWS 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 a memorandum to the **Sponsor**.

4.03 Smart Growth – N/A

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
- Historic Resources
- Parks

- Hazardous Waste
- Asbestos
- Invasive Species
- Critical Environmental Areas

Work will be performed and will document the results in the body of a memorandum to the Sponsor.

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:

- Asbestos

4.06 Permits and Approvals

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

- U.S. Army Corps of Engineers Section 404 Permit (Individual or Nationwide)
- NYSDEC Section 401 Water Quality Certification
- NYSDEC Article 15 Protection of Waters
-

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. [NOTE: Survey limits and standards should be listed here or in the Technical Assumptions Section.]

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 Culvert Plans

A. New and Replacement Culverts

The **Consultant** will prepare and submit to the **Sponsor** a Preliminary Culvert Plan in accordance with the [NYSDOT Bridge Manual](https://www.dot.ny.gov/divisions/engineering/structures/repository/manuals/brman-usc/NYSBOT_bridge_manual_US_5-2019.pdf).⁷ For each culvert, the **Consultant** will prepare and submit to the **Sponsor** a Structure Justification Report. The format

⁷ https://www.dot.ny.gov/divisions/engineering/structures/repository/manuals/brman-usc/NYSBOT_bridge_manual_US_5-2019.pdf

and content of the Structure Justification Report will be as outlined in the *NYSDOT Bridge Manual*.

B. Bridge Rehabilitations

For each bridge to be rehabilitated, the **Consultant** will prepare and submit to the **Sponsor** for review a Preliminary Bridge Rehabilitation Plan by letter. The plan should indicate maintenance and protection of traffic provisions and be accompanied by a cost estimate.

C. Selected Structural Treatment

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](#).⁸

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

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

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

⁸ https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm/hdm-repository/Chapt_21.pdf

The **Consultant** will submit the contract documents to the **Sponsor** for approval. Upon approval, the **Sponsor** will submit 3 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– NOT INCLUDED

It is assumed that the existing culvert will be replaced by a new culvert. The **Consultant** will complete and provide the **Sponsor** and NYSDOT with:

- Inventory Update forms, per the current NYSDOT Bridge Inventory Manual for Bridge Inventory and Inspection System, reflecting all proposed physical changes resulting from construction.
- Level 2 Load Rating Data Input forms, per NYSDOT User Manual for Structural Rating Program for Bridges and current NYSDOT guidance on the "Procedure for Inventorying, Inspecting, and Level 2 Load Rating, New, Replacement and Reconstructed or Rehabilitated Bridges".

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**.

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 **Consultant** will place the advertisements.

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

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

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

The Consultant will supply a NICET level III/IV inspector to act as the Resident Engineer. An office engineer will be provided for limited hours to complete necessary paperwork.

Section 10 - Estimating and Technical Assumptions

10.01 Estimating Assumptions

The following assumptions have been made for estimating purposes:

- | | |
|-----------|--|
| Section 1 | Estimate 3 meetings during the life of this agreement.
Estimate 6 cost and progress reporting periods will occur during the life of this agreement (including construction). |
| Section 2 | Assume that GPS methods and equipment will be used to establish local control points.

Estimate 0 accidents will require analysis.

Estimate 0 capacity analyses will be required.

Estimate 0 soil borings will be taken. Borings will be to refusal, with 0 possible rock cores. |
| Section 3 | Estimate 0 concept will be evaluated.

Estimate 4 design alternative(s) will be analyzed in addition to the null alternative.

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

Estimate 1 culvert will be replaced. |
| Section 4 | Estimate 3 permits will be required. <ul style="list-style-type: none">• NYSDEC Stream Disturbance and Water Quality• USACOE Nationwide• NYSDEC Article 15 Protection of Waters |
| 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: <ul style="list-style-type: none">• Development of highway and culvert 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 culvert will be replaced.

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

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

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

Section 8 Construction Support 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 Construction Inspection Services: 1 fulltime Resident Engineer will be utilized for 6 weeks. An Office Engineer will be utilized for 2 days.

10.02 Technical Assumptions

NYSDOT Standard Specifications will be utilized for all material specifications.

It is assumed that the project will be classified 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 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 Town of Brighton's Police Department or the NYS Trooper's.

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

No Geotechnical Investigation will be done for this project.

Environmental analysis will be completed for the preferred alternative only.

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

Regarding hazardous waste/contaminated materials, a search of the state and federal databases will be conducted for sites listed adjacent to the culvert. It is assumed that no hazardous waste/contaminated material (HW/CM) exists on the site.

Asbestos Containing Material (ACM) site observations will be limited to the culvert structure, and it is assumed that development and preparation of a sampling and analysis plan.

- Potentially asbestos containing materials if present will be sampled.
- For estimating purposes sampling of two potentially asbestos containing materials are included.
- The Town of Brighton will be contacted for approval prior to submitting the samples to the laboratory for analysis.

It is assumed that an ACM summary report will be prepared in letter format.

It is assumed that a detailed wetland delineation for Federal or State jurisdictional wetlands 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.

Buckland is assumed to be not located within a Coastal Zone.

Buckland Creek is classified as a Class B waterway.

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

It is assumed that the project is not located within an Archeological Sensitive Area and a Phase I study will not be required.

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 closed during construction and traffic will be detoured.

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 culvert structure.

It is assumed that materials to be prepared for public meetings will be a tri-fold pamphlet.

Salary Schedule
Chelmsford Road over Buckland Creek Culvert Project - Town of Brighton
Ravi Engineering & Land Surveying, P.C.

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Job Title	ASCE (A) or NICET (N) Grade			Max. Hourly Rate (2022)	Overtime Category
		Present 4/2/22	Projected 4/2/23		
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

Staffing Table and Direct Labor Costs
 Chelmsford Road over Buckland Creek Culvert Project - Town of Brighton
 Ravi Engineering & Land Surveying, P.C.

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I. DIRECT LABOR- REGULAR HOURS

ASCE (A) or NICET (N) Grade	Sen. Geotech. Engineer VI (A)	Project Manager V (A)	Licensed Party Chief V (A)	Party Chief (Office) IV (A)	Project Engineer III (A)	Sr. Drafter/CADD/Sr. Env. Tech III (N)	Instrument Person (Off.) II (N)	Drafter/CADD/Env. Tech II (N)	Technical Typist NA	Party Chief (Field) III (N)	Instrument Person (Field) II (N)				
Project Mid-Point Ave, Hourly Rate	\$84.76	\$73.32	\$60.32	\$48.62	\$50.96	\$43.04	\$36.22	\$30.80	\$44.72	\$45.24	\$36.22				
Task/Description												Basic Design Services		Construction Phase Services	
												Total Hours	Direct Labor	Total Hours	Direct Labor
Section 1 - General															
Section 2 - Data Collection		5	1	2		28	1		1	24	24	86	\$3,765.34		
Section 3 - Preliminary design		12			60			32				104	\$4,923.19		
Section 4 - Environmental		3			10			52				65	\$2,331.41		
Section 5 - Right-of-Way			4			12				6	6	28	\$1,246.54		
Section 6 - Detailed Design		16			72			64				152	\$6,813.75		
Section 7 - Advertisement, Bidding, Award		8			16			4				28	\$1,525.14		
Section 8 - Construction Support		2			8			2				12	\$615.93		
Section 9 - Construction Inspection															
TOTAL:		46	5	2	166	40	1	154	1	30	30	475	\$21,221.30		

Key Personnel

Project Manager (VI)	Rick Papaj, Nancy Van Dussen
Project Engineer	Dan Clark, Jim MacKecknie
Sen. Drafter/CADD	Tony Cretelle
Environmental Technician	Andrew Kita, Waldin Dilone
Technical Typist	Laura Meli

Direct Non-Salary Costs
Chelmsford Road over Buckland Creek Culvert Project - Town of Brighton
Ravi Engineering & Land Surveying, P.C.

2/10/2023
Page 3

<u>Description</u>		Basic Design Services	Special Services	Construction Inspection/RPR Services
Mileage	50 miles at \$0.65/mile (1/2023 rate)	\$ 32.50	\$ -	\$x.xx
Costs				
	Abstracts 2@ \$600	\$ 1,200.00	\$ -	\$x.xx
	1 Deeds/Maps/MISC	\$ 50.00	\$ -	\$x.xx
			\$ -	
Public Info Material	Postage/Mailings	\$ -		
Copies	500 copies at \$.15/copy	\$ -	\$ -	\$x.xx
Thumb Drives/CD's	25 at \$5.00	\$ -		
Sample Analysis	Paradigm Env. (6 samples)			
	- PLM \$7 ea.	\$ 42.00		
	- NOB-PLM w/prep. \$17 ea.	\$ 102.00		
	- TEM \$23 ea.	\$ 138.00		
Survey	Wage Differential			
	Party Chief	\$ 79.46	\$ -	
	Instrument/Rod Person	\$ 247.54	\$ -	
	Supplemental Benefits			
	Party Chief	\$ 856.80	\$ -	
	Instrument/Rod Person	\$ 856.80	\$ -	
				\$x.xx
TOTALS:		\$ 3,605.10	\$ -	\$x.xx

Summary of Costs
Chelmsford Road over Buckland Creek Culvert Project - Town of Brighton
Ravi Engineering & Land Surveying, P.C.

2/10/2023
Page 4

<u>Description</u>	<u>Basic Design Services</u>	<u>Special Services</u>	<u>Construction Inspection/RPR Services</u>	<u>Total</u>
Direct Labor	\$21,221.30	\$0.00	\$0.00	\$21,221.30
Premium Overtime Labor	\$xx.xx	\$xx.xx	\$xx.xx	\$0.00
Direct Non-Salary Costs (excluding subs)	\$3,605.10	\$0.00	\$0.00	\$3,605.10
Overhead (129% Design and 121% Field on Direct Labor only)	\$27,799.90	\$0.00	\$0.00	\$27,799.90
Fixed Fee (15% on Direct Labor + Overhead)	\$7,353.18	\$0.00	\$0.00	\$7,353.18
Subcontractor Cost:				
Subconsultant Cost:	\$0.00	\$xx.xx	\$xx.xx	\$0.00
Subconsultant Cost:	\$0.00	\$xx.xx	\$xx.xx	\$0.00
TOTALS:	\$59,979.48	\$0.00	\$0.00	\$59,979.48
			Say	\$ 60,000.00

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

Sample Table A: Salary Schedule

**Chelmsford Road over Buckland Creek Culvert Project - Town of Bri
Ravi Engineering and Land Surveying PC**

12-Feb-23

Page 1

Job Title	Current Year Max. Hourly Rate (2023)	Overtime Category
Resident Engineer	\$45.00	C
Office Engineer	\$42.00	C

Overtime Policy (Example):

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
Chelmsford Road over Buckland Creek Culvert Project - Town of Brighton
Construction Inspection
Ravi Engineering and Land Surveying PC

NAME		PRE	2023												TOTAL HOURS	MID POINT RATES	STRAIGHT LABOR COST	OT PREMIUM	TOTAL COST				
		CON	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP						OCT	NOV	DEC	Post Con
Resident Engineer	REG											40	173	40					253	\$45.00	\$ 11,385		\$ 11,385
	OT												4						4	\$22.50	\$ 180	\$ 90	\$ 270
Office Engineer	REG												8	4					12	\$42.00	\$ 504		\$ 504
	OT																						
TOTALS												40	177	40					257		\$ 12,069	\$ 90	\$ 12,159
																		TOTAL DIRECT LABOR COSTS: \$			12,069		
																		TOTAL OVERTIME PREMIUM: \$			90		

Sample Table C: Direct Non-Salary Costs

12-Feb-23

Chelmsford Road over Buckland Creek Culvert Project - Town of Brighton

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Ravi Engineering and Land Surveying PC

<u>Description</u>	<u>Construction Inspection/RPR Services</u>
On site Mileage 10miles/day x 21 days/mo x 1-1/2 months	\$204.75
Reporting Software - Appia 0 licenses	\$0.00
TOTALS:	\$204.75

Sample Table D: Summary of Costs
Chelmsford Road over Buckland Creek Culvert Project - Town of Brighton
Ravi Engineering and Land Surveying PC

12-Feb-23
Page 4

<u>Description</u>	Construction	
	Inspection/RP	
	R Services	Total
Direct Labor	\$12,069.00	\$12,069.00
Premium Overtime Labor	\$90.00	\$90.00
Direct Non-Salary Costs (excluding subs)	\$204.75	\$204.75
Overhead (122% Field on Direct Labor only)	\$14,724.18	\$14,724.18
Fixed Fee (11% on Direct Labor + Overhead)	\$2,947.25	\$2,947.25
<hr/>		
TOTALS:	\$30,035.18	\$30,035.18
Say :		\$30,000



Finance Department

Paula Parker
Director of Finance

March 1, 2023

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

RE: 2022 Final Budget Transfers and Appropriations
2023 Budget Re-appropriation for Grant Projects

Dear Board Members:

I am requesting Town Board authorization to record the 2022 budget transfers and appropriations and the re-appropriations for the 2023 budget for the approved grant and other projects not yet completed. These requested transfers and appropriations are necessary to reflect actual activity that has occurred relative to the 2022 amended budget and to re-appropriate unspent committed project funds for grant and other funded projects.

I will have an itemized list for you prior to the Board meeting on March 8, 2023. Unfortunately, the finance department is just finishing up our 2022 transactions and this information is necessary to accurately amend the 2022 budget and move funds to the 2023 budget where appropriate.

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

			TO REVENUE or ANY FUNDS AVAILABLE	TO EXPENSE
2023 Re-Appropriations				
General Fund (A)				
RESOLUTION #11-22-22-02 DOG HOLDING KENNEL PROJECT				Res11-22-22-02
POLICE DEPT - DOG HOLDING KENNEL	A.POLCE.3510.2.60	Facility Improvements		\$9,500
RESOLUTION #07-22-2022-03 NYSEDA GRANT FOR OPENGOV SOFTWARE RE-APPROPS.				Res04-22-20-02
DPW - Building & Planning Office				
Building & Planning Office	A.DPW.8020.3050	NYS Aid-Other Gen Govt	\$30,000.00	
Building & Planning Office	A.DPW.8020.4.15	Software Add Ons		\$6,945.00
RESOLUTION #04-22-2020-02 CLIMATE SMART GRANT BUDGET RE-APPROPS.				Res04-22-20-02
DPW - Public Works Office				
Public Works Office	A.DPW.1490.3089	NYS Aid-Other Gen Govt	\$17,969.03	
Public Works Office	A.DPW.1490.4.89	Miscellaneous Exp		\$4,884.00
*Res04-22-20-02 & RES10-27-21-11				Res10-27-21-11
RESOLUTION #04-22-2020-01 MULTIVERSITY GRANT BUDGET RE-APPROPS.				Res04-22-20-01
DPW - PLANNING/BUILDING OFFICE				
Planning/Building Office	A.DPW.8020.3089	NYS Aid-Other Gen Govt	\$58,290.00	
Planning/Building Office	A.DPW.8020.4.49	Other Contract Service		\$58,290.00
Planning/Building Office	A.DPW.8020.4.49	Other Contract Service		\$23,500.00
Planning/Building Office	A.DPW.8020.4.89	Miscellaneous Exp		\$2,875.00
*Res04-22-20-01				
RESOLUTION #06-12-19-01 SAM GRANT #17039 COBRA LIGHTS - TOWNWIDE STREET LIGHTING				Res06-12-19-01
DPW - Townwide Street Lights COBRA Head replacement				
Townwide Streetlights	A.DPW.5182.3989	State Aid - Sam Grant	\$125,000.00	
Townwide Streetlights	A.DPW.5182.2.60	Facility Improvement		\$30,757.35
RES06-12-19-01				
Need Resolution for Sam Grant Award				
DPW - Townwide Sidewalks				
Townwide Sidewalks	A.DPW.5410.3089	State Aid - Sam Grant	\$100,000.00	Need Resolution
2023 Sam Grant Award				
Sewer Fund (SS)				
Sewer Fund (SS)	SS.SEWER.8120.9.10	Transfer to Capital Projects		\$58,000
Capital Projects Fund (H)				
Library Roof Project				
Library Roof Project - Expense	H.LIBRY.ROOF.2.63	Building Improvements		\$28,042.82
Library Roof Project - Expense	H.LIBRY.ROOF.4.53	Attorney's Fees		\$5,000.00
Library Roof Project - Expense	H.LIBRY.ROOF.4.56	Acct/Fiscal Advisor Fees		\$5,000.00
Library Roof Project - Expense	H.LIBRY.ROOF.4.86	Legal Notice/Adv Chgs		
Farmer's Market Project				
Farmer's Market Project - Revenue	H.PARKS.FMRKT.3895	NYS Aid - Grant (SAM)	\$844,215.34	
Farmer's Market Project - Revenue	H.PARKS.FMRKT.3895	NYS Aid - Grant (SAM) 24666	\$500,000.00	
Farmer's Market Project - Expense	H.PARKS.FMRKT.2.63	Building Improvements		\$684,712.32
Farmer's Market Project - Expense	H.PARKS.FMRKT.2.63	Building Improvements		\$500,000.00
Farmer's Market Project - Expense	H.PARKS.FMRKT.4.49	Other Contracted Services		\$75,965.00
Highway 2021 (HWY21) Equipment				
Highway 2021 HWY21 Expense	H.TRUCK.HWY21.2.22	Trucks/Vans		\$6,464.47
Highway 2021 HWY21 Expense	H.TRUCK.HWY21.2.23	Tractors/Backhoes		\$2,796.57

			TO REVENUE or ANY FUNDS AVAILABLE	TO EXPENSE
2023 Re-Appropriations				
Highway 2022 (HWY22) Equipment				
Highway 2022 HWY22 Revenue	H.TRUCK.HWY22.5025	Transfer from Sewer District	\$58,000.00	
Highway 2022 HWY22 Expense	H.TRUCK.HWY22.2.22	Trucks / Vans		\$0.00
Highway 2022 HWY22 Expense	H.TRUCK.HWY22.2.23	Tractors/Backhoes		\$15,763.01
2022 Parkland Project (PRK22)				
Parkland Purchase 2022 (PRK22)	H.PARKS.PRK22.4.49	Other Contract Services		\$13,266.09
East Avenue Sidewalk Project (EASTA)				
East Avenue Sidewalk Project Revenue	H.SWALK.EASTA.3089	NYS Aid - Other Gen Govt	\$750,000.00	
East Avenue Sidewalk Project Expense	H.SWALK.EASTA.2.65	Sidewalk Const/Repair		\$557,670.00
East Avenue Sidewalk Project Expense	H.SWALK.EASTA.2.69	Easements/Right-of-Way		\$25,000.00
East Avenue Sidewalk Project Expense	H.SWALK.EASTA.4.53	Attorney Fees		\$27,480.00
			\$2,483,474.37	\$2,141,911.63
				\$4,625,386.00

			TO	FROM
<u>Transfers</u>			<u>Increase</u>	<u>Decrease</u>
West Brighton Capital Fire District (SF)				
West Brighton Capital Fire District	SF.FIRED.3415.4.49	Other Contract Services	\$195	
West Brighton Capital Fire District	SF.FIRED.3415.8.20	FICA - Employer	\$5	
West Brighton Capital Fire District	SF.FIRED.3415.7.20	Interest payment - Notes		\$200
		Totals:	\$200	\$200
Sewer District Fund (SS)				
Sewer District	SS.SEWER.8120.4.22	Telephone	\$155	
Sewer District	SS.SEWER.8120.4.12	Office Supplies		\$155
		Totals:	\$155	\$155
				TO
2022 Appropriations			INCREASE	
DEBT SERVICE FUND (V)				
DEBT SERVICE FUND	V.DEBT.9700.9.35	Transfer to Highway Fund	\$20	
		Totals:	\$20	

Department	Number	Journal Type	Sub Ledger	G/L Date	Description	Source	Reference	Reclassification	Journal Type
FIN - Finance	2022-00001977	BA	GL	12/31/2022	BUDGET MODIFICATIONS PER RESOLTUION AT 3/8/23 TOWN BOARD MEETING	TBM 3 8 23			
G/L Date	G/L Account Number	Account Description	Description	Source	Increase Amount	Decrease Amount			
12/31/2022	SS.SEWER.8120.4.12	Office Supplies	BUDGET MODIFICATIONS PER RESOLTUION AT 3/8/23 TOWN BOARD MEETING	TBM 3 8 23	.00	155.00			
12/31/2022	SS.SEWER.8120.4.22	Telephone Service Charges	BUDGET MODIFICATIONS PER RESOLTUION AT 3/8/23 TOWN BOARD MEETING	TBM 3 8 23	155.00	.00			
12/31/2022	SF.FIRED.3415.4.44	Contract Personnel Service	BUDGET MODIFICATIONS PER RESOLTUION AT 3/8/23 TOWN BOARD MEETING	TBM 3 8 23	195.00	.00			
12/31/2022	SF.FIRED.3415.7.30	Interest Payment-Interfund Loan	BUDGET MODIFICATIONS PER RESOLTUION AT 3/8/23 TOWN BOARD MEETING	TBM 3 8 23	.00	500.00			
12/31/2022	V.DEBT.9700.9.35	Transfer to Highway Fund	BUDGET MODIFICATIONS PER RESOLTUION AT 3/8/23 TOWN BOARD MEETING	TBM 3 8 23	20.00	.00			
12/31/2022	SF.FIRED.3415.8.20	Employer FICA Contribution	BUDGET MODIFICATIONS PER RESOLTUION AT 3/8/23 TOWN BOARD MEETING	TBM 3 8 23	5.00	.00			
					Number of Entries: 6	\$375.00	\$655.00		