

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

Meeting Date: Wednesday, November 5, 2025 (8:30 a.m.)

Location: Empire State University Room #159

1. Approval of Minutes – Receive and file minutes from October 15, 2025.
2. Approve FASC meeting schedule for 2026 to be included in the 2026 Organizational meeting (Finance) – Review the 2026 FASC meeting schedule and approve. The schedule will be included at the January 2, 2026 Organizational meeting (see final draft).
3. Request for the Town Board to authorize the Town Supervisor to enter into an agreement with the County of Monroe to accept STOP-DWI funding (Police) – Request from Chief Catholdi for the Town Board to authorize the Town Supervisor to enter into STOP-DWI agreements with the County of Monroe for the 2026 High Visibility Campaign for \$7,000.00 and 2026 Enhanced Enforcement for \$6,079.00 and accept any additional STOP-DWI funding for the remainder of 2026 (see letter from D Catholdi).
4. Request for Town Board to give permission to declare Axon Tasers as surplus and prepare them for repurposing to an agency still using this model (Police) – Request from Chief Catholdi for the Town Board to give permission to the Chief of Police to declare the listed outdated items including 38 Axon Tasers and related equipment such as holsters, cartridges and batteries as surplus and prepare them to be repurposed with another law enforcement agency or discarded (see letter from D Catholdi).
5. Request for Town Board to give permission to declare a 2018 Dodge Charger police vehicle as surplus and prepare it for auction or transfer to another department for continued use (Police) – Request from Chief Catholdi for the Town Board to give permission to the Chief of Police to declare a 2018 Dodge Charger police vehicle as surplus and prepare it for auction or transfer to another department for continued use (see letter from D Catholdi).
6. Request for the Town Board to approve the Town Supervisor to sign an agreement with Propio to provide translation services for over 55 languages and the required equipment purchase to use this app at the Town's Clerk Office (Supervisor) – Request from Miriam Moore in the Supervisor's Department for Town Board action to approve the Town Supervisor to sign an agreement with Propio to provide translation services for over 55 languages at the state rate of \$1.07 per minute with no minimum spend and the required iPad equipment purchase to use this app at the Town's Clerk Office in the amount of approximately \$415.00 (see letter from M Moore).

7. Request for Town Board to authorize the Town Supervisor to sign a change order with In/Ex Architecture in order to complete additional design work (PCO #7) which would exceed the approved 10% authorization (DPW) – Request from Glen Layton for the Town Board to authorize the Town Supervisor to sign a change order with In/Ex Architecture in the amount of \$17,700.00 in order to complete additional site design work to better align traffic flow, parking , pedestrian traffic and vehicular traffic calming measures (PCO #7) which would exceed the approved 10% authorization to exceed the base bid (see letter from G Layton).
8. Request for Town Board to authorize the Town Supervisor to sign a change order with Landry Mechanical in order to complete additional plumbing work (PCO #21) which would exceed the approved 10% authorization (DPW) – Request from Glen Layton for the Town Board to authorize the Town Supervisor to sign a change order with Landry Mechanical in the amount of \$4,173.24 in order to complete additional plumbing work (PCO #21) which would exceed the approved 10% authorization to exceed the base bid (see letter from G Layton).
9. Request for Town Board to authorize the Town Supervisor to sign a change order with Milestone Construction Partners in order to complete additional general construction work (PCO #44 & 45) which would exceed the approved 10% authorization (DPW) – Request from Glen Layton for the Town Board to authorize the Town Supervisor to sign a change orders with Milestone Construction Partners in the amount of \$3,110.00 in order to complete additional general construction work (PCO #44 & 45) which would exceed the approved 10% authorization to exceed the base bid (see letter from G Layton).
10. Request for Town Board to authorize the Department of Public Works (DPW) to solicit proposals from qualified professional planning and engineering firms to provide design services for the recreational amenities at the Town Hall site (DPW) – Request from Glen Layton for the Town Board to authorize the Department of Public Works (DPW) to solicit proposals from qualified professional planning and engineering firms to provide design services for the recreational amenities at the Town Hall site including site planning and community outreach activities (see letter from G Layton).
11. Request for Town Board to authorize the Town Supervisor to sign a supplemental agreement with Ravi Engineering to address further design and conditions not known at the time of the original award on March 8, 2023 which would exceed the approved 10% change order authorized (DPW) – Request from Ken Hurley for the Town Board to authorize the Town Supervisor to sign a supplemental agreement with Ravi Engineering in the amount of \$100,000.00 to address further design and conditions not known at the time of the original award on March 8, 2023 which would exceed the approved 10% change order authorized under the accepted BridgeNY grant funds of \$840,000 for the project (see letter from K Hurley).

12. Request for the Town Board to approve an expenditure not to exceed \$4,500.00 for the installation of a 300' Rumble Strip along French Road (Highway) – Request from William Haefner for Town Board to approve an expenditure not to exceed \$4,500.00 for the installation of a 300' Rumble Strip along French Road to provide an audible and tactile warning to motorists who may unintentionally drift toward the pedestrian walkway and approve an agreement with the only vendor to respond to quote the project with the necessary equipment (see letter from W Haefner).
13. Town Hall Renovation progress update (ongoing when necessary).

EXECUTIVE SESSION – Discuss employment of a particular person

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, November 19, 2025, at 8:30 a.m.
in ROOM #159 at Empire State University, 680 Westfall Road.
All members of the public are invited to attend FASC meetings.**

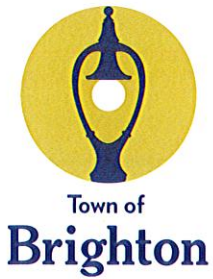
****AS PER THE REGULAR SCHEDULE****

FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
2026 MEETING SCHEDULE*

All meetings are scheduled to be held in Room #159
at Empire State University, 680 Westfall Road
At 8:30 a.m. (unless otherwise notified)

Wednesday, January 7
Wednesday, January 21
Wednesday, February 4
Wednesday, February 18
Wednesday, March 4
Wednesday, March 18
Wednesday, April 1
Wednesday, April 15
Wednesday, May 6
Wednesday, May 20
Wednesday, June 3
Wednesday, June 17
Wednesday, July 1
Wednesday, July 15
Wednesday, August 5
Wednesday, August 19
Wednesday, September 2
Wednesday, September 16
Wednesday, October 7
Wednesday, October 21
Wednesday, November 4
Wednesday, November 18
Wednesday, December 2
Wednesday, December 16

***Have communications and word documents to Director of Finance by 4pm on the prior Friday.**



Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



David Catholdi
Chief of Police

October 24, 2025

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

**RE: 2026 STOP-DWI Enhanced Enforcement
2026 STOP-DWI High Visibility Campaign**

Dear Board Members:

I hereby request that the Supervisor be authorized to enter into an agreement with the County of Monroe to accept the following funding:

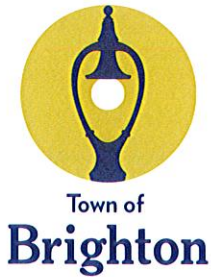
STOP-DWI Enhanced Enforcement 2026	\$ 6,079.00
STOP-DWI High Visibility Campaign 2026 (Holiday Enforcement)	<u>\$ 7,000.00</u>
	<u>\$13,079.00</u>

The funding will be used to augment the police department's STOP DWI enforcement efforts. This agreement will also allow for more funding to be received if it becomes available.

Respectfully,

David Catholdi
Chief of Police

CDC:jpo



Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



David Catholdi
Chief of Police

October 24, 2025

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

Re: Request to Declare Surplus Equipment – Axon X26P Tasers

Dear Board Members:

In January 2025, our department completed the transition from the Axon X26P Conducted Energy Weapon system to the newer Axon Taser 10 platform. The Axon X26P is now three generations behind our current model and is no longer supported or serviced by Axon. As such, the remaining X26P equipment in our inventory has no operational use to our department.

I am respectfully requesting that the following Axon X26P equipment be declared surplus:

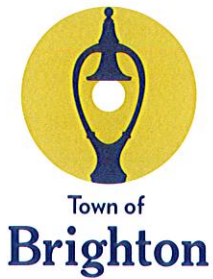
- 38 Axon X26P devices (various battery levels, from full charge to critically low)
- 35 Right-handed holsters
- 3 Left-handed holsters
- 160 Cartridges
- 17 Training batteries (nearly depleted)
- 3 New batteries

It is my intent, upon surplus declaration, to identify and offer these items to a local law enforcement agency that may be able to utilize them for parts, given Axon's discontinuation of service and support for the X26P model.

Accordingly, I request that the Honorable Town Board declare the above-listed equipment as surplus and authorize me to repurpose these items for parts to another agency.

Respectfully,

David Catholdi
Chief of Police



Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



David Catholdi
Chief of Police

October 24, 2025

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

Re: Request to Declare Vehicle as Surplus

Dear Board Members:

I respectfully request permission to declare the following vehicle as surplus:

Control #126 2018 Dodge Charger VIN: 2C3CDXKT8JH319388

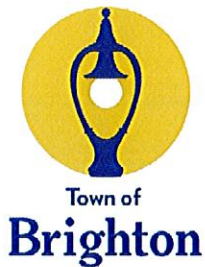
I defer to the discretion of this Board to determine whether the vehicle should be disposed of through the Annual Municipal Equipment Auction or transferred internally to another Town department for continued use.

Upon your declaration, the Police Department will make the necessary arrangements to prepare and transport the vehicle to the designated auction site, if that is the chosen course of action.

Thank you for your consideration. I am available to answer any questions you may have regarding this request.

Respectfully,

David Catholdi
Chief of Police



Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



David Catholdi
Chief of Police

MEMORANDUM

To: Chief Catholdi

From: Lt. K.E. Woodard

Subject: Surplus Vehicle Request

Date: 9/23/25

I am requesting permission to declare the following police vehicle as surplus and prepare it for auction. 2018 Dodge Charger. The VIN# is 2C3CDXKT8JH319388 and the control number is 126. The vehicle has 92,236 miles. The vehicle is in need of engine and front end repair. The vehicle interior is also in need of repair. The vehicle it is at the end of it's life as a police fleet vehicle.

Respectfully Submitted,

Lt. Keith Woodard

CC Captain Caraballo
Administrative Analyst J.P. O'Brien



Miriam M. Moore
Chief Diversity Officer

October 31, 2025

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

Re: Town of Brighton | Town Hall | Translation Services

Dear Honorable Town Board:

I submit this letter to solicit your support for the Town Hall translation solution. The recommended translation company is Propio, which has a current contract with New York State and Monroe County. For the sake of continuity, I am asking the Town of Brighton to also enter into a contractual agreement with Propio. Propio as a translation solution will offer ASL, and over 55+ additional languages on demand. Propio is an app, and can be accessed over the phone, and through screen time.

Propio requires a (1) year contract, with no contract fees. Subscribers may cancel at any time and will not be penalized with a cancelation fee. Because the State has a contract in place, the Town of Brighton will be offered a rate of \$1.07 per minute, with no minimum spend.

The steepest cost requires the purchase of an iPad at approximately \$415.00. The iPad will be housed at the Town Clerk's desk. Should an internal meeting outside of the Clerk's office require translation, staff members may check the iPad out for the duration of the meeting. Should the Town move forward with the proposed translation solution, I recommend department heads receive a demo.

Please note, it is recommended that we push this ask forward prior to the end of 2025. Should you have any questions regarding this matter, please feel free to contact me.

Thanks and regards,

Miriam M. Moore



Public Works Department

Glen Layton
Commissioner of Public Works

November 3, 2025

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

November 3, 2025

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

Re: Town Hall Renovation- In/Ex Contract

At the April 10, 2024, Town Board meeting, the Board approved awarding of the Town Hall Renovation design contract to In/Ex architecture for \$820,647. The Board further approved the Supervisor to be authorized to execute necessary change orders up to 10% of the contract, with the condition that the proposal cost for each individual consultant not be exceeded by more than 10% of their portion of the contract. Under the design contract, In/Ex had an individual cost of \$235,170 for the architectural component of the contract. Ten percent of the architectural portion of the contract would be \$23,517. Currently the Supervisor has approved change orders in the amount of \$28,165.00.

After review of the site construction plans prepared to date, and in coordination with members of the Planning Board, the Town has requested modifications to the site design to better align traffic flow, parking, pedestrian traffic, and vehicular traffic calming measures. The cost for these requested design modifications from IN/EX is \$17,700.00.

This proposal would increase the total change order amount over the authorized 10% of the base general construction contract amount. I recommend that the Supervisor be authorized to sign a change order for this work in the amount of \$17,700.00.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled November 5, 2025, meeting in the event that you have any questions regarding this matter.

Sincerely,

Glen Layton
Commissioner of Public Works

October 29, 2025

ATTN:

Ken Hurley, P.E.
Town Engineer
Town of Brighton
(o) 585.784.5225
(e) ken.hurley@townofbrighton.org

Dear Mr. Hurley:

INEX Architecture is pleased to provide the Town of Brighton (Client) with this amendment to the existing proposal for the Brighton Town Hall project in Rochester, New York.

- **Add Service Proposal – Site Redesign**

- Per Client direction, INEX and EDR are requested to supply updated Drawings and/or Specifications to reflect Town directed changes to the 100% CD submission set, dated 2025-06-25. The revised documents shall be used to complete a final pricing estimate to be furnished to the Town.
 - INEX Fee - \$4,000
 - EDR Fee - \$10,200
 - Trophy Point Fee - \$3,500 (Town previously authorized 90% estimate)

INEX respectfully requests \$17,700 including reimbursable expenses, in additional fee to provide the services described above. This includes attendance of two, inperson meetings.

Sincerely,

Vanessa E. Villeneuve

Vanessa E. Villeneuve, R.A.
LEED Green Associate
Principal
IN/EX Architecture P.C.

Name: _____ Signature: _____ Date: _____



October 29, 2025

Heather Landis
Project Manager
IN/EX Architecture P.C.
133 S. Fitzhugh Street
Rochester, NY 14608

**RE: Amendment 5 - Additional Services – Brighton Town Hall Phase II
EDR Project No. 24170**

Dear Heather:

Environmental Design & Research, Landscape Architecture, Engineering & Environmental Services, D.P.C. (EDR) is pleased to provide IN/EX Architecture, P.C. (Client) with this proposal for additional services for the Brighton Town Hall Phase II (Project). This proposal has been developed based on previous meetings and correspondence, as related to ongoing site design modifications.

SCOPE OF SERVICES

Based on our understanding, we offer the following scope of services:

Task 1 – Site Redesign based on Town Requests

- Revise SWPPP document to include new design
- Revise drainage maps and any calculations
- Incorporate Client comments into Construction Documents
- Update grading as needed
- Finalize landscape design
- Update site and landscape details and specifications
- Attend one in-person meeting with Client to review additional comments as needed.
- Incorporate Client comments into 100% submittal
- QA/QC Review
- Prepare Itemized bid list

SCHEDULE

EDR will initiated work on these scope of services items (described herein) after Client/Owner approval of the proposal/agreement. Assuming the approval is received by November 3, 2025, the schedule would be as follows:

- Alternates sent to EDR - October 31st.
- All design changes or tweaks from the Town received - October 31st.
- 100% plans and specifications due – November 17th EOD.

Heather Landis, Project Manager
IN/EX Architecture P.C.
October 29, 2025

FEE PROPOSAL

EDR will perform the services identified above on a lump sum basis for the fee described below in accordance with this executed agreement.

TOTAL FEE \$10,200

Please contact us if you have comments or questions about the information included in this proposal. Should you find this proposal acceptable, please forward your subconsultant agreement for our review.

Sincerely,

Thomas FJ Dussing, PE
Principal, Engineering

Town of Brighton

Town Hall Evaluation

**For IN/EX Architecture P.C.
Attn: Heather Landis
133 South Fitzhugh Street
Rochester, NY 14608**

**In Response To:
Request for Proposal
Call with Heather Landis on 8/8/2025**



Fee Proposal for Cost Estimating Services

8/11/2025

Trophy Point, LLC

Blasdell, NY

Pittsburgh, PA

New York, NY

Downers Grove, IL

**Contact: Rich Chudzik
Phone: 716-823-0006
Email: rchudzik@trohypoint.com**

Fee Proposal



In direct response to the referenced solicitation, Trophy Point proposes to provide **Construction Cost Estimating** services in support of the **Town of Brighton – Town Hall Evaluation** project for the following:

Fixed Fee Amounts

Interior Fit-Out - Estimating	Fee
90% Design Estimate	\$4,850
100% Design Estimate	\$3,500
Total	\$8,350

The estimates will be prepared in CSI format.

This proposal does not include time for Trophy Point attendance at meetings. Should Trophy Point's participation be required at meetings, our Commercial Rates will be applied.

The pricing above does not include site walkthroughs. If required, Trophy Point will provide such services against our Commercial Rates. Travel expenses will be billed at cost to the client for such visits.

Value Engineering / Scope Reduction pricing is not included in this proposal and, if required, will be billed on an hourly basis against our Commercial Rates.

This proposal does not include the reconciliation of the estimates with a construction manager, third party estimating firm, or another party at any point in time.

This proposal is based on estimates for any loose FF&E being provided by others, if required.

In the event that an estimate for a given phase is no longer required, Trophy Point reserves the right to provide an updated quote.

Reimbursable expenses (i.e. printing of plans, travel, mileage), if required, will be billed at cost to the client.

Upon receipt of the drawings and the authorization-to-proceed, a deliverable schedule will be mutually agreed upon.



Should you have any questions, please do not hesitate to contact me directly.

We are excited to work with you in achieving your vision!

Respectfully,

Richard G. Chudzik



President & Owner
Trophy Point, LLC
4588 South Park Avenue
Blasdell, NY 14219
Phone: 716-823-0006
Email: rchudzik@trohypoint.com

Signature of this proposal below represents the acceptance of all pricing and terms as noted above.

AUTHORIZED BY:

Printed Name

Title

Signature

Date





Public Works Department

Glen Layton
Commissioner of Public Works

November 3, 2025

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

Re: Town Hall Renovation -Landry Mechanical (Contract #3)

At the November 13, 2024 Town Board Meeting, the Board approved awarding of the Town Hall Renovation Contract #3 (Plumbing) to Landry Mechanical for the bid amount of \$396,482.00. The Board further approved the Supervisor to be authorized to execute necessary change orders up to 10% of the base bid (\$39,648.20). Currently the Supervisor has approved change orders in the amount of \$161,720.97.

Landry Mechanical has submitted a Change Order (CO) for the Plumbing work being done as part of the Town Hall Renovation. Below is a description of the work to be done the CO.

1. PCO#21 is \$4,173.24, which reflects additional work associated with relocating a gas vent pipe that is close to the generator transfer switch and must be moved to meet electrical code requirements.

This proposal would increase the total change order amount over the authorized 10% of the base general construction contract amount. I recommend that the Supervisor be authorized to sign a change order for this work in the amount of \$4,173.24.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled November 5, 2025, meeting in the event that you have any questions regarding this matter.

Sincerely,

Glen Layton
Commissioner of Public Works

October 28, 2025

Brighton Town Hall
2300 Elmwood Ave
Rochester NY 14618

Attn: Evert Garcia

Re: Relocate Gas Vent



164 Flint Hill Road
Leroy NY 14482
t 585.538.6000
f 585.538.6006

Landry Mechanical Contractors, Inc.

<u>Labor</u>					
Installation	17	Hours	\$100.00	Hour	\$1,700.00
	0	Hours	\$100.00		\$0.00
					\$0.00
					\$0.00
<u>Material & Equipment</u>					
Pipe and fittings					\$1,858.00
					\$0.00
					\$0.00
Consumables/Expendables					\$27.87
<u>Subcontractors</u>					
					\$0.00
					\$0.00
					\$0.00
				Subtotal	\$3,585.87
	OH&P		15%		\$537.88
	Subcontractor OH&P		5%		\$0.00
				Subtotal	\$4,123.75
		Bond	1.2%		\$49.49
				Total	\$4,173.24

Please do not hesitate to contact us if any further information is needed.

Regards,

Brandon Mcgrain

Brandon Mcgrain
Project Manager
Landry Mechanical Contractors, Inc.

Authorized Signature*

Labor Summary List

Company: Landry Mechanical Contractors Inc
Site: FastEST-Shared.site
Job: FastEST-Shared>>BRIGHTON TOWN HALL PLUMBING (Plumbing)

Type: Selected Sections
Report Includes: Pipe
Report Sections: 20

Sect	Area	System	Job Hours
20	Relocate Gas vent		17.8
			17.8

Material Summary List

Company: Landry Mechanical Contractors Inc
Site: FastEST-Shared.site
Job: FastEST-Shared>>BRIGHTON TOWN HALL PLUMBING (Plumbing)

Type: Selected Sections
Report Includes: Pipe
Report Sections: 20

Group Name	Net Total
Steel Pipe	\$715.66
Viega MegaPress CS Fittings	\$1,121.02
Joints	\$1.54
Hangers & Supports	\$19.69
	\$1,857.91



Public Works Department

Glen Layton
Commissioner of Public Works

November 3, 2025

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

Re: Town Hall Renovation – Milestone (Contract #1)

Dear Board Members:

At the November 13, 2024 Town Board Meeting, the Board approved awarding of the Town Hall Renovation Contract #1 (General Construction) to Milestone Construction Partners Inc. for the bid amount of \$3,860,000.00. The Board further approved the Supervisor to be authorized to execute necessary change orders up to 10% of the base bid (\$386,000). Currently the Supervisor has approved change orders in the amount of \$553,761.02.

Milestone has submitted Potential Change Orders (PCO) for the General Construction work being done as part of the Town Hall Renovation. Below is a description of the work to be done for each of the PCOs.

1. PCO#44 is \$1,544.00, which reflects additional work associated with performing field modifications for the beam alignment at the cast in place footing and CMU wall support.
2. PCO#45 is \$1,566.00, which reflects additional work associated with reallocating fencing in the rear of the Town Hall to consolidate construction work areas, and provide a pedestrian traffic lane for the winter months.

This proposal would increase the total change order amount over the authorized 10% of the base general construction contract amount. I recommend that the Supervisor be Authorized to sign a change order for this work in the amount of \$3,110,00.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled November 5, 2025, meeting in the event that you have any questions regarding this matter.

Sincerely,

Glen Layton
Commissioner of Public Works

Milestone Construction Partners
 100 Tech Park Drive
 Rochester, New York 14623
 Phone: (585) 247-5179

Project: - Brighton Town Hall (BTH)
 2300 Elmwood Avenue
 Brighton, New York 14618

Prime Contract Potential Change Order #044: RFI #53 Beam Alignment at CIP Footing and CMU Wall 11.S501

TO:	Town of Brighton 2300 Elmwood Avenue Rochester, New York 14618	FROM:	Milestone Construction Partners 100 Tech Park Drive Suite C Rochester, New York 14623
PCO NUMBER/REVISION:	044 / 0	CONTRACT:	1 - Brighton Town Hall (BTH) Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Raphael Cardamone (Milestone Construction Partners)
STATUS:	Pending - In Review	CREATED DATE:	10/27/2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	Yes		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	0 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$1,544.00

POTENTIAL CHANGE ORDER TITLE: RFI #53 Beam Alignment at CIP Footing and CMU Wall 11.S501

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

RFI #53 Beam Alignment at CIP Footing and CMU Wall 11.S501

SCOPE: Per RFI response and SSK-03, existing CMU bearing was fully demolished, requiring field modification of the steel assembly. Work includes field cutting the steel post and field welding the new steel beam to the existing joists as directed.

COST: Total labor and materials = \$1,544

*Note Milestone has elected to not apply any markup to this cost.

ATTACHMENTS:

Heather Landis (IN/EX Architecture P.C.)
 133 South Fitzhugh Street
 Rochester, New York 14608

Town of Brighton
 2300 Elmwood Avenue
 Rochester, New York 14618

Milestone Construction Partners
 100 Tech Park Drive Suite C
 Rochester, New York 14623

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

Milestone Construction Partners
 100 Tech Park Drive
 Rochester, New York 14623
 Phone: (585) 247-5179

Project: - Brighton Town Hall (BTH)
 2300 Elmwood Avenue
 Brighton, New York 14618

Prime Contract Potential Change Order #045: Relocation of Fencing

TO:	Town of Brighton 2300 Elmwood Avenue Rochester, New York 14618	FROM:	Milestone Construction Partners 100 Tech Park Drive Suite C Rochester, New York 14623
PCO NUMBER/REVISION:	045 / 0	CONTRACT:	1 - Brighton Town Hall (BTH) Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Raphael Cardamone (Milestone Construction Partners)
STATUS:	Pending - In Review	CREATED DATE:	10/27/2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	Yes		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	0 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$1,566.00

POTENTIAL CHANGE ORDER TITLE: Relocation of Fencing

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

Fence Relocation:
 Relocate approximately 454ft of fencing panels, clamps, and blocks per layout.

Total + GC Markup = \$1,566

ATTACHMENTS:

Heather Landis (IN/EX Architecture P.C.)
 133 South Fitzhugh Street
 Rochester, New York 14608

Town of Brighton
 2300 Elmwood Avenue
 Rochester, New York 14618

Milestone Construction Partners
 100 Tech Park Drive Suite C
 Rochester, New York 14623

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE



Public Works Department

Glen Layton
Commissioner of Public Works

November 3, 2025

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

Re: Town Hall Recreation Amenities Design Services

Dear Board Members:

The Department of Public Works (DPW) is seeking authorization to solicit proposals from qualified professional planning and engineering firms to provide design services for the recreation amenities (pavilion, pool, splash pad, and ADA accessible playground) in the rear of the Town Hall site. This proposed contract will provide public outreach to solicit feedback from the community, site planning to align the amenities on the site, and design services to create construction drawings.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled November 5, 2025, meeting in the event that you have any questions regarding this matter.

Sincerely,

Glen Layton
Commissioner of Public Works



Public Works Department

Ken Hurley, P.E.
Town Engineer

November 3, 2025

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

Re: Chelmsford Lane Culvert
Ravi Supplemental Agreement

Dear Councilperson Salzman and Committee Members:

At the March 8, 2023, Town Board meeting, the Board approved awarding of the Chelmsford Lane Culvert project to Ravi Engineers for the amount of \$60,000. The Board further approved the Supervisor to be authorized to execute necessary change orders up to 10% of the agreement (\$6,000.00). On June 25, 2025, the Town Board accepted and authorized receipt of \$840,000 from BridgeNY grant funds. The Town Board further authorized that \$30,000 of the grant money to be allocated to NYSDOT for right-of-way services for the project at the same meeting.

Ravi Engineers have submitted a supplemental agreement to address further design, address conditions that were unknown at the time of the original agreement, support for the BridgeNY grant and NYSDOT right-of-way work, and deliverables that were not included in the original agreement. Rick Papaj met with Town Staff and the Supervisor to discuss the agreement and provided a comparison of work conducted in the initial agreement and work that would be covered under the Supplemental Agreement (attached). The Supplemental Agreement cost is \$100,000 and is attached.

This proposal amount would increase the total project amount over the authorized 10% of the original contract amount. I recommend that the Supervisor be authorized to sign the Supplemental Agreement for this work in the amount of \$100,000.

A staff member from DPW will be in attendance at your regularly scheduled November 5, 2025, meeting in the event that you have any questions regarding this matter. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

Ken Hurley, P.E.
Department of Public Works
Cc: Glenn Layton

Monday, October 18th, 2025

4BNY92 – Chelmsford Lane Culvert Replacement

Comparison of scope of initial contract in 2023 vs. the supplemental for 2025:

Original Contract for \$60,000.

- Produce only an abbreviated technical memorandum
- Reduced in detail set of plans for :
 - Potential Town forces to install (size dependent)
 - Or for bid using Town standards
- Did not include Right of Way Acquisition Mapping
- Plan was to look for funding as we determined the scope :
 - later it was determined to seek BridgeNY funding
 - hours allocated to the application
- Abbreviated environmental focused on permitting only.
- Minimal construction support budgeted assuming local forces build or local bid.
- No public outreach in the scope.

Supplemental Agreement for \$100,000 (100% State funded).

- Design Report Document needed for the State funding.
 - Draft Design Report (to State/Town for comment)
 - Final Design Report produced
- More extensive Environmental screening and review needed with additional forms (wetland, Smart Growth, SEERC, and SHPO outreach).
- Right-of-way mapping and acquisition coordination needed.
- Plan development to a greater degree
 - Design Report Plans and estimate.
 - Advanced Plans and estimate.
 - Final plans and estimate
 - NYSDOT level Proposal Book
- Construction Support – increased level for shop drawing review and materials testing coordination.

Total Chelmsford Lane design fee to deliver BridgeNY project - \$160,000

Total contract design fees for similar projects:

4BNY50 - Jacobs Road over Yanty Creek, Monroe Co : ROW needed - \$230,000

4BNY80 – Middle St over Marsh Creek, City of Geneva: Rehab, ROW - \$205,000

4BNY95 – Melvin Hill Road culvert, Town of Phelps: No ROW - \$170,000

4BNY96 – East Maple Avenue over Marbletown Creek, V of Newark: ROW needed - \$195,000

4BNY95 – Eagle Harbor/Knowlesville Road culvert, Orleans Co : No ROW - \$170,000

4BNY69 – Phipps Road over Otter Creek, T of Albion : ROW - \$177,000

4BNY40 - French Road Rehabilitation, T of Brighton: No ROW - \$150,000

Section 1 - General

1.01 Project Description and Location

Project Name: 4BNY92 - 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: June 2026
The anticipated construction completion date: December 2026

1.02 Project Manager

The **Sponsor's** Project Manager for this project is Ken Hurley, PE who can be reached at (585) 784-5225.

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. Sections 8 and 9 to be added as a supplemental.

1.05 Project Familiarization – NA (completed in original scope)

~~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 (Road/ROW/stream survey complete in original agreement)

~~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~~

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

~~Intentionally left blank.~~

~~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 [NYS DOT Land Surveying Standards and Procedures Manual²](#) 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 - NA (completed in original scope)

² <https://www.dot.ny.gov/divisions/engineering/design/design-services/land-survey/repository/LSSPM09.pdf>

~~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 - NA (completed in original scope)

~~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 - NA (completed in original scope)

~~The **Consultant** will perform a hydraulic analysis in accordance with the principles outlined in the [Section 3.2.3 of the NYSDOT Bridge Manual](#)³.~~

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

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

~~C. Load Rating of Existing Bridge~~

~~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 [NYSDOT 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.

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

B. Detailed Evaluations of Alternative(s)

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

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

The **Consultant** will prepare the DAD 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

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

~~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 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

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

There is a need to acquire additional property in order to construct the new bridge. The NYSDOT Office of Right of Way will perform ROW Incidental and Acquisition tasks for the project. The **Consultant** will provide support to the NYSDOT and the Town. ROW-related work shall follow all ROW requirements in the LPM, HDM, PDM and ROW Mapping Procedure Manual including but not limited to the Uniform Act and NYS EDPL. All required ROW documents/tables shall be included in the DAD as outlined in the PDM.

A. ROW Survey and Analysis

The work in this subsection occurs during the Preliminary Engineering Phases I-IV.

1. Right-of-Way Survey, Record Research and Analysis

The **Consultant** will perform records search and survey needed to accurately determine existing right-of-way limits and establish property lines. For establishment of existing ROW (Highway Boundaries), existing property lines and easements, refer to Section 1.202.G.

The NYSDOT Office of Right of Way will order title data to determine the ownership and other possible interests in all property to be acquired, including all liens and encumbrances.

2. Right-of-Way Mapping

The **Consultant** will meet with the Town and State Office of ROW 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 format provided by NYSDOT and will be reviewed by NYSDOT ROW Mapping. 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.

B. Preliminary ROW Mapping

The work in this subsection occurs during the Preliminary Engineering Phases I-IV.

1. Abstract Request Map

Consultant tasks will include, but not be limited to, establishing proposed ROW lines, preparation of the Acquisition Request Map (ARM) including any revisions, and preparation of ROW acquisition table for each viable design alternative. ARM will be reviewed by NYSDOT ROW Mapping. In submitting the Abstract Request Map for Department approval, The Consultant shall include the latest deed of record for each property to which a Temporary Reference Number has been assigned.

2. Conceptual Stage Relocation Plan

If relocations are required, preparation of a Conceptual Stage Relocation Plan will be required. This will be prepared by the NYSDOT Office of Right of Way.

3. Take-Line Review

The **Consultant** shall determine the limits and types (e.g. FEE, PE, TE) of proposed acquisitions, in conformance with guidance provided in Section 5.5 of the Highway Design Manual (HDM).

The **Consultant** shall prepare materials (design plans with proposed ROW acquisition lines) and participate in Taking Line Review meeting(s) as described in Section 5.5 of the HDM. Proposed ROW lines shall be revised in response to the Town and State's review. Temporary Easements shall not be combined with Fee or Permanent Easement acquisitions.

C. Detailed ROW Mapping

The work in this subsection occurs during Detailed Design Phase V.

1. Final ROW Lines and Acquisitions

The **Consultant** shall incorporate all final ROW lines and acquisitions into the project plans, as required in Section 5.5 of the HDM. The map and parcel numbers shall be shown. A "Table of Right of Way Acquisitions" and other applicable Miscellaneous ROW Tables (e.g. Survey Monuments) (see Chapter 21 of the HDM) shall be prepared and submitted to the Town and State Office of ROW.

Temporary Easements shall not be combined with Fee or Permanent Easement acquisitions.

2. Right of Way Impact Sketches

The **Consultant** shall prepare ROW Impact Sketches at the request of the NYSDOT Office of Right of Way to assist with negotiations.

3. Right of Way Maps

The **Consultant** shall prepare and submit to the Town the following ROW Maps (see Chapters 5, 7 & 8 of the ROW MPM), and shall revise them as necessary in response to the Town's review prior to submitting to the State for their review and comment:

- Fee Maps
- Temporary Easement (TE) Maps
- Permanent Easement (PE) Maps
- Abandonment Maps
- Transfer of Jurisdiction (T) Maps
- Conveyance (C) Maps
- Deed (D) Maps

Temporary Easements shall not be combined with Fee or Permanent Easement acquisitions.

All Town and State review comment revisions shall be incorporated into the final maps. Final maps shall be provided both on paper and electronically.

4. Highway Boundary (Right-of-Way) and Proposed Acquisitions

The **Consultant** shall include the Highway Boundary (Right of Way) information on the design plans for the project (see Chapter 6 of the ROW MPM), and shall revise it as necessary in response to the Town's and State's review or to reflect all ROW acquisition changes.

The **Consultant** shall also refer to the LPM, HDM and PDM for any additional ROW requirements.

D. Right-of-Way Cost Estimates

The NYSDOT Office of Right of Way will complete the 353c ROW Incidentals cost estimate during Preliminary Engineering. The 353c will be updated by NYSDOT during Detailed Design to include the ROW acquisition cost estimate. A cost estimate is required for all alternatives being considered. The **Consultant** will provide assistance on any updates to the estimates, as necessary.

E. Property Appraisals

The NYSDOT Office of Right of Way will prepare property appraisals establishing an opinion of value for any damages caused by the acquisition(s).

F. Appraisal Review

The NYSDOT Office of Right of Way will perform the property appraisals for this project. The NYSDOT appraisal reviewer will recommend a value of "just compensation" to the Town.

G. Negotiations and Acquisition of Property

The NYSDOT Office of Right of Way will perform negotiations and acquisition of property.

The NYSDOT Office of Right of Way will negotiate with property owners for the acquisition of their property.

H. Right-of-Way Clearance Certificate

The **Consultant** will assist the NYSDOT Office of Right of Way and Town, as needed, in completing the Right-of-Way Clearance Certificate to be transmitted to the NYSDOT. The Right-of-Way Clearance Certificate must be approved and signed the NYSDOT Real Estate Officer prior to Construction Authorization and Advertisement.

I. Property Grading Releases

The **Consultant** shall identify all properties, including Town-owned parcels within the Project Limits where proposed work is within twelve (12") inches of the right-of-way to obtain property grading releases in accordance with NYSDOT.

The **Consultant** shall prepare a Property Grading Release Table that shall be included in the plans with property address, property owner name, owner address, date the property grading release was signed.

The **Consultant** shall prepare *NYSDOT Permission to Perform Contract Work on Private Lands* form, letters to property owners and sketches showing the impacts to private lands. The **Consultant** shall submit the documents to the Town for review.

The **Town's** Resident Project Representative will obtain property grading releases during the construction phase of the project. If property grading releases cannot be obtained, the proposed work may need to be eliminated from the contract.

J. Property Encroachment and Property Impact Sketches

~~The **Consultant** shall prepare property encroachment sketches for all properties that have privately owned features that encroach within the right-of-way. These sketches will be utilized by the Town Zoning Division to inform owners that they are responsible for removing the encroached feature prior to construction.~~

The **Consultant** shall prepare property impact sketches for all properties requiring an acquisition map. These sketches shall include disposition of all existing features within close proximity to the right-of-way. These sketches will be utilized for the right-of-way negotiation process.

A single sketch depicting both property encroachments and disposition of existing features within close proximity to the right-of-way may be developed.

The **Town** will provide the Consultant with sample sketches if requested by the Consultant.

K. Right-of-Way Assumptions

1. The project will require **XXX (X)** property acquisitions (easements or fee takings)
2. The project will require **XXX (X)** property grading releases
3. If relocations are required, Conceptual Relocation Plan will be an additional service.
4. If required, Relocation Assistance will be performed by the NYSDOT Office of Right of Way with the assistance of the Town.
5. If required, Property Management will be performed by the Town

L. Meetings

Refer to Section 1.201.B

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*](#).⁷ For each culvert, the **Consultant** 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~~

~~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:

⁷ https://www.dot.ny.gov/divisions/engineering/structures/repository/manuals/brman-usc/NYSDOT_bridge_manual_US_5-2019.pdf

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

- 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.

The **Consultant** will submit the electronic 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 12 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 4 properties will require title searches.

Estimate 4 ROW maps will be required.

Estimate 4 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 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 publication 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 TBD. An Office Engineer will be utilized for TBD.

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

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

Salary Schedule
Chelmsford Lane over Buckland Creek - Supplemental 1
Ravi Engineering & Land Surveying, P.C.

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Job Title	ASCE (A) or NICET (N)	Present 4/1/24	Projected 4/1/25	Max. Hourly	Max. Hourly	Max. Hourly	Overtime Category
	Grade			Rate (2024)	Rate (2025)	Rate (2026)	
Principal	IX (A)	\$91.00	\$94.64	\$91.00	\$94.64	\$98.43	A
Sen. Geotech. Engineer	VI (A)	\$86.00	\$89.44	\$86.00	\$89.44	\$93.02	A
Quality Control Engineer	V (A)	\$76.50	\$79.56	\$79.00	\$82.16	\$85.45	B
Se. Proj. Engineer	V (A)	\$74.00	\$76.96	\$74.00	\$76.96	\$80.04	B
Sen Environmental Engineer	IV (A)	\$55.50	\$57.72	\$55.50	\$57.72	\$60.03	B
Project Manager	V (A)	\$74.17	\$77.14	\$80.00	\$83.20	\$86.53	B
Licensed Party Chief	V (A)	\$60.00	\$62.40	\$60.00	\$62.40	\$64.90	B
Team Leader	IV (A)	\$73.88	\$76.84	\$80.00	\$83.20	\$86.53	B
Design Engineer	IV (A)	\$68.00	\$70.72	\$68.00	\$70.72	\$73.55	B
Party Chief (Office)	IV (A)	\$52.50	\$54.60	\$61.50	\$63.96	\$66.52	B
Project Engineer	III (A)	\$52.40	\$54.50	\$55.00	\$57.20	\$59.49	B
Assistant Team Leader	III (A)	\$50.62	\$52.64	\$71.50	\$74.36	\$77.33	B
Junior Engineer	II (A)	\$36.75	\$38.22	\$40.00	\$41.60	\$43.26	B
Sr. Drafter/ CADD/Sr. Env. Tech	III (N)	\$45.17	\$46.98	\$55.50	\$57.72	\$60.03	B
Instrument Person (Off.)	II (N)	\$33.62	\$34.96	\$51.00	\$53.04	\$55.16	C
Drafter/ CADD/Env. Tech	II (N)	\$34.20	\$35.57	\$45.00	\$46.80	\$48.67	C
Jr. Drafter/CADD / Jr. Env. Tech	I (N)	\$24.50	\$25.48	\$25.00	\$26.00	\$27.04	C
Chief Inspector	IV (N)	\$63.63	\$66.18	\$78.00	\$81.12	\$84.36	C
Office Engineer	IV (N)	\$57.48	\$59.78	\$68.00	\$70.72	\$73.55	C
Senior Inspector	III (N)	\$49.37	\$51.34	\$67.00	\$69.68	\$72.47	C
Construction Inspector	II (N)	\$38.27	\$39.80	\$49.44	\$51.42	\$53.47	C
Trainee	II (N)	\$33.00	\$34.32	\$33.00	\$34.32	\$35.69	C
Trainee	I (N)	\$22.00	\$22.88	\$22.00	\$22.88	\$23.80	C
Rod Person (Off.)	I (N)	\$33.00	\$34.32	\$33.00	\$34.32	\$35.69	C
Technical Typist	NA	\$48.50	\$50.44	\$48.50	\$50.44	\$52.46	C
Party Chief (Field)	III (N)	\$45.50	\$47.32	\$46.00	\$48.00	\$49.92	C
Instrument Person (Field)	II (N)	\$33.62	\$34.96	\$51.00	\$53.04	\$55.16	C
Rod Person (Field)	I (N)	\$33.00	\$34.32	\$33.00	\$34.32	\$35.69	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)	\$50.65	\$50.93	\$47.32	\$0.32	\$0.27	\$0.59
Instrument Person	II (N)	\$46.54	\$46.79	\$34.96	\$1.06	\$0.63	\$1.69
Rod Person	I (N)	\$34.55	\$34.70	\$34.32	\$0.03	\$0.63	\$0.66

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)	\$31.30	\$1.00	\$27.90	\$0.00	\$2.51	\$30.41
Instrument Person	II (N)	\$31.30	\$1.00	\$27.90	\$0.00	\$2.51	\$30.41
Rod Person	I (N)	\$31.30	\$1.00	\$27.90	\$0.00	\$2.51	\$30.41

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 Lane over Buckland Creek - Supplemental 1
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I. DIRECT LABOR: REGULAR HOURS

	Project Manager	Licensed Party Chief	Design Engineer	Project Engineer	Sr. Drafter/CADD/Sr. Env. Tech	Drafter/CADD/Env. Tech		
ASCE (A) or NICET (N) Grade	V (A)	V (A)	IV (A)	III (A)	III (N)	II (N)		
Project Mid-Point Ave, Hourly Rate	\$83.20	\$62.40	\$70.72	\$57.20	\$57.72	\$46.80	Basic Design Services	
Task/Description							Total Hours	Direct Labor
Section 1 - General								
Section 2 - Data Collection								
Section 3 - Preliminary design	8		16	40		40	104	\$5,957.12
Section 4 - Environmental	8			12		32	52	\$2,849.60
Section 5 - Right-of-Way	8	10			54		72	\$4,406.48
Section 6 - Detailed Design	20		16	104	80		220	\$13,361.92
Section 7 - Advertisement, Bidding, Award	16		16	40	24		96	\$6,136.00
Section 8 - Construction Support	4		24	32	24		84	\$5,245.76
Section 9 - Construction Inspection								
TOTAL:	64	10	72	228	182	72	628	\$37,956.88

Key Personnel

Project Manager (VI)	Rick Papaj, Sean Baldwin, Ben Reddy
Sen. Geotech. Engineer	Ray Teeter
Design Engineer	Jim MacKecknie, Anisha Ravindra
Project Engineer	Ed Farrell
Sr. Drafter/CADD-Environmental Tech	Tony Cretelle, Emma Tirado
Drafter CADD/Environmental Technician	Adam Zyla, Waldin Dilone

Direct Non-Salary Costs
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<u>Description</u>		Basic Design Services	Special Services	Construction Inspection/RPR Services
Survey Mileage	0 miles at \$0.70/mile	\$ 70.00	\$ -	\$x.xx
Env Mileage	100 miles at \$0.70/mile			
Costs				
	Abstracts 0 @ \$650	\$ -		\$x.xx
	0 Deeds/Maps/MISC			\$x.xx
			\$ -	
Public Info Material	Postage/Mailings	\$ 200.00		
Copies	500 copies at \$.15/copy		\$ -	\$x.xx
Thumb Drives/CD's	25 at \$5.00			
Environmental	Data Base Search	\$ 200.00		
Sample Analysis	Paradigm Env. (6 samples)			
	- NOB-PLM w/prep. \$25 ea.	\$ -		
	- TEM \$35 ea.	\$ -		
	Sediment Samples (2 samples)			
	- Arsenic			
	- Cadmium			
	- Lead			
	- Mercury			
	- Total BTX			
	- Total PAH			
	- DDT, DDE, DDD, Dieldrin			
	- PCBs (Total)			
	- Total Organic Carbon			
Survey	Wage Differential			
	Party Chief	\$ -	\$ -	
	Instrument/Rod Person	\$ -	\$ -	
	Supplemental Benefits			
	Party Chief	\$ -	\$ -	
	Instrument/Rod Person	\$ -	\$ -	
				\$x.xx
TOTALS:		\$ 470.00	\$ -	\$x.xx

Summary of Costs
Chelmsford Lane over Buckland Creek - Supplemental 1
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<u>Description</u>	Basic Design Services	Special Services	Construction Inspection/RPR Services	Total
Direct Labor	\$37,956.88	\$0.00	\$0.00	\$37,956.88
Premium Overtime Labor	\$0.00	\$0.00	\$0.00	\$0.00
Direct Non-Salary Costs (excluding subs)	\$470.00	\$0.00	\$0.00	\$470.00
Overhead (132% Design and 121% Field on Direct Labor only)	\$50,103.08	\$0.00	\$0.00	\$50,103.08
Fixed Fee (13% on Direct Labor + Overhead)	\$11,447.80	\$0.00	\$0.00	\$11,447.80
Subcontractor Cost:	\$0.00	\$0.00	\$0.00	\$0.00
Subconsultant Cost:	\$0.00	\$0.00	\$0.00	\$0.00
Subconsultant Cost:	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS:	\$99,977.76	\$0.00	\$0.00	\$99,977.76
			Say	\$ 100,000.00



Highway Department

William Haefner
Highway Superintendent

October 30, 2025

The Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

RE: Request for Approval of Expenditure Not to Exceed \$4,500 for Installation of Rumble Strip

Dear Supervisor Members of the Finance and Administration Services Committee,

I am writing to request approval for an expenditure not to exceed **\$4,500** for the installation of a 300' **rumble strip** between the roadway and adjacent sidewalk along **French Rd.**

This project is being proposed as a **safety enhancement** measure to provide an audible and tactile warning to motorists who may unintentionally drift toward the pedestrian walkway. The installation of a rumble strip will serve to:

- Reduce the likelihood of vehicle encroachment onto the sidewalk;
- Enhance pedestrian safety, particularly in high-traffic or limited-visibility areas; and
- Support our department's ongoing efforts to improve roadway safety and accessibility for all users.

We requested 3 quotes with only one vendor with the equipment necessary to perform the job.

We respectfully request the Committee's approval to proceed with this expenditure in the interest of public safety and infrastructure improvement.

Thank you for your consideration of this request. Please let me know if any additional information or documentation is needed to support this proposal.

Sincerely,

William Haefner

Superintendent of Highways

