

**PUBLIC WORKS COMMITTEE
DPW AGENDA
February 23, 2023**

Committee Members: CONOVER, Dickinson, Bruno, Thomas, Merlino, Braymer and Wild

I. Committee meeting called to order by Chair

II. Approval of minutes of prior Committee Meeting

III. Privilege of the floor and public comment

IV. Action Agenda/New Business Items

1. Request: New Contract(s)
Rationale: For the construction award for the 2023 road projects
2. Request: New Contract
Rationale: For the construction of the Quaker Road Pavement Preservation Project
3. Request: Establish Capital Project
Rationale: For the Warren County Culvert Assessments and Asset Management Plan
4. Request: Miscellaneous
Rationale: Enter into a MOA with the Lake Champlain and Lake George Regional Planning Board
5. Request: Apply for a Grant (*Pending receipt from NYS DOT*)
Rationale: Authorize a Master State-Local Agreement Adirondack Bridge and Beaver Pond Bridge Replacements (T/O Horicon)
6. Request: Establish Capital Project
Rationale: For project H425 for Adirondack Bridge and Beaver Pond Bridge Replacements (T/O Horicon)
7. Request: New Contract
Rationale: For the design of the Adirondack Bridge and Beaver Pond Bridge Replacements (T/O Horicon)
8. Request: Amend Grant (*Pending receipt from NYS DOT*)
Rationale: Amend grant for H393 Johnsbury Bridge Replacements (T/O Johnsbury) to add right of way acquisition, construction and construction inspection funds
9. Request: Increase Capital Project
Rationale: Add funds to project H393 Johnsbury Bridge Replacements (T/O Johnsbury) for right of way acquisition, construction and construction inspection services
10. Request: Amend Contract
Rationale: Add right of way acquisition and construction inspection services for H393 Johnsbury Bridge Replacements (T/O Johnsbury)
11. Request: Miscellaneous – Rescind Resolution
Rationale: Rescind Resolution 216 of 2021
12. Request: Amend Grant (*Pending receipt from NYS DOT*)
Rationale: Amend grant for H322 Palisades Road (CR 26) over Brant Lake Inlet Bridge Replacement (T/O Horicon) to add construction and construction inspection funds
13. Request: Increase Capital Project
Rationale: Add funds to project H322 Palisades Road (CR 26) over Brant Lake Inlet Bridge Replacement (T/O Horicon) for construction and construction inspection services
14. Request: Amend Contract
Rationale: Add construction inspection services for H322 Palisades Road (CR 26) over Brant Lake Inlet Bridge Replacement (T/O Horicon)
15. Request: Miscellaneous – Authorize Superintendent to Execute Change Order
Rationale: Authorize Superintendent to execute change order for additional construction services pursuant to H322

V. Discussion Items

1. Project Updates
2. Warrensburg School District connection to County Sewer Force Main.

VI. Referrals/Pending Items

VII. Privilege of the floor and public comment

VIII. Motion to Adjourn

Attachments:

1. Resolution Request Form No. 3 – New Contract
2. Resolution Request Form No. 3 – New Contract
3. Resolution Request Form No. 8 - Establish Capital Project
4. Resolution Request Form No. 20 – Miscellaneous
5. Resolution Request Form No. 5 – Grant Agreement
6. Resolution Request Form No. 8 – Establish Capital Project
7. Resolution Request Form No. 3 – New Contract
8. Resolution Request Form No. 6 – Amend Grant
9. Resolution Request Form No. 9 – Increase Capital Project
10. Resolution Request Form No. 4 – Amend Contract
11. Resolution Request Form No. 20 – Miscellaneous
12. Resolution Request Form No. 6 – Amend Grant
13. Resolution Request Form No. 9 – Increase Capital Project
14. Resolution Request Form No. 4 – Amend Contract
15. Resolution Request Form No. 20 – Miscellaneous

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW

DATE: 2/23/23

- (a) Is this a Result of a Bid or Request for Proposal? WC 3-23 Warren County 2023 Highway Project (Various Town)
- (b) Purpose of Contract: To award construction contract(s) to lowest responsive bidder(s) (Bid opening 2/28/23)
- (c) Name of Contractor: TBD
- (d) Address of Contractor: TBD
- (e) Contractor's Contact Person and Telephone Number: TBD
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon Execution
- (h) Termination Date of Contract: Upon Completion
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: Various Projects in D.5112 County Roads

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW

DATE: 2/23/23

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 1-23

- (b) Purpose of Contract: Construction contract for Quaker Road (CR 47/CR70) Pavement Preservation (Town of Queensbury) (Bids Due 3/2/2023)

- (c) Name of Contractor: TBD

- (d) Address of Contractor: TBD

- (e) Contractor's Contact Person and Telephone Number: TBD

- (f) Has or will the Contract be provided, if so, please attach:

- (g) Commencement Date of Contract: Upon Execution

- (h) Termination Date of Contract: Upon Completion

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: H404.9550 280 Quaker Road (CR47/CR70) Pavement Preservation

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: DPW

DATE: 2/23/23

- (a) Exact Title **and** Number of Project (**must be obtained from Treasurer's Office**): H409 Warren County Culvert Assessments and Asset Management Plan
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$82,650 (\$75,000 through the Lake Champlain Basin Program, \$7,650 Local Match through in-kind services).
- (e) Source of Funding (including name & title of codes, etc.): Lake Champlain Basin Program (through the Lake Champlain Lake George Regional Planning Board).
- (f) Purpose of Establishment: To assess approximately 420 culverts (approximately 1/4 of all the Culverts within Warren County) that are located within the County, within the Lake Champlain Basin and establish an asset Management plan.



Clean Water and Healthy Ecosystems Projects Proposal Form 2022

A. Summary Page

TITLE: Warren County Culvert Assessments and Asset Management Plan

POINT OF CONTACT:

Kevin Hajos, PE, Superintendent of Warren County Public Works
4028 Main Street Warrensburg, NY 12885
Ph: (518) 761-6556 Email: khajos@warrencountydpw.com

AUTHORIZED REPRESENTATIVE:

Kevin Geraghty, Chairman, Warren County Board of Supervisors
1340 State Route 9 Lake George, NY 12845
Ph: (518) 761-6535 Email: kevin.geraghty@townofwarrensburg.net

TRACKING INFORMATION:

Federal Tax Identification Number: 14-6002576
UEI Number: Y9MNG1LPZ7B9
Certified Disadvantaged Business Enterprise (DBE): No

ORGANIZATION MISSION STATEMENT: The Warren County Department of Public Works is responsible for the transportation infrastructure within Warren County, including roads, bridges, and culverts. The Department is seeking a way to become more proactive in asset management for the betterment of the County, its communities, and the environment.

PROJECT CATEGORY:

3. Clean water – grant for planning

ONE-SENTENCE SUMMARY: The Warren County DPW will perform a comprehensive assessment of all county-owned culverts in the Lake Champlain watershed and create a repair/replacement prioritization plan and digital asset management program.

TOTAL REQUEST AMOUNT: \$75,000

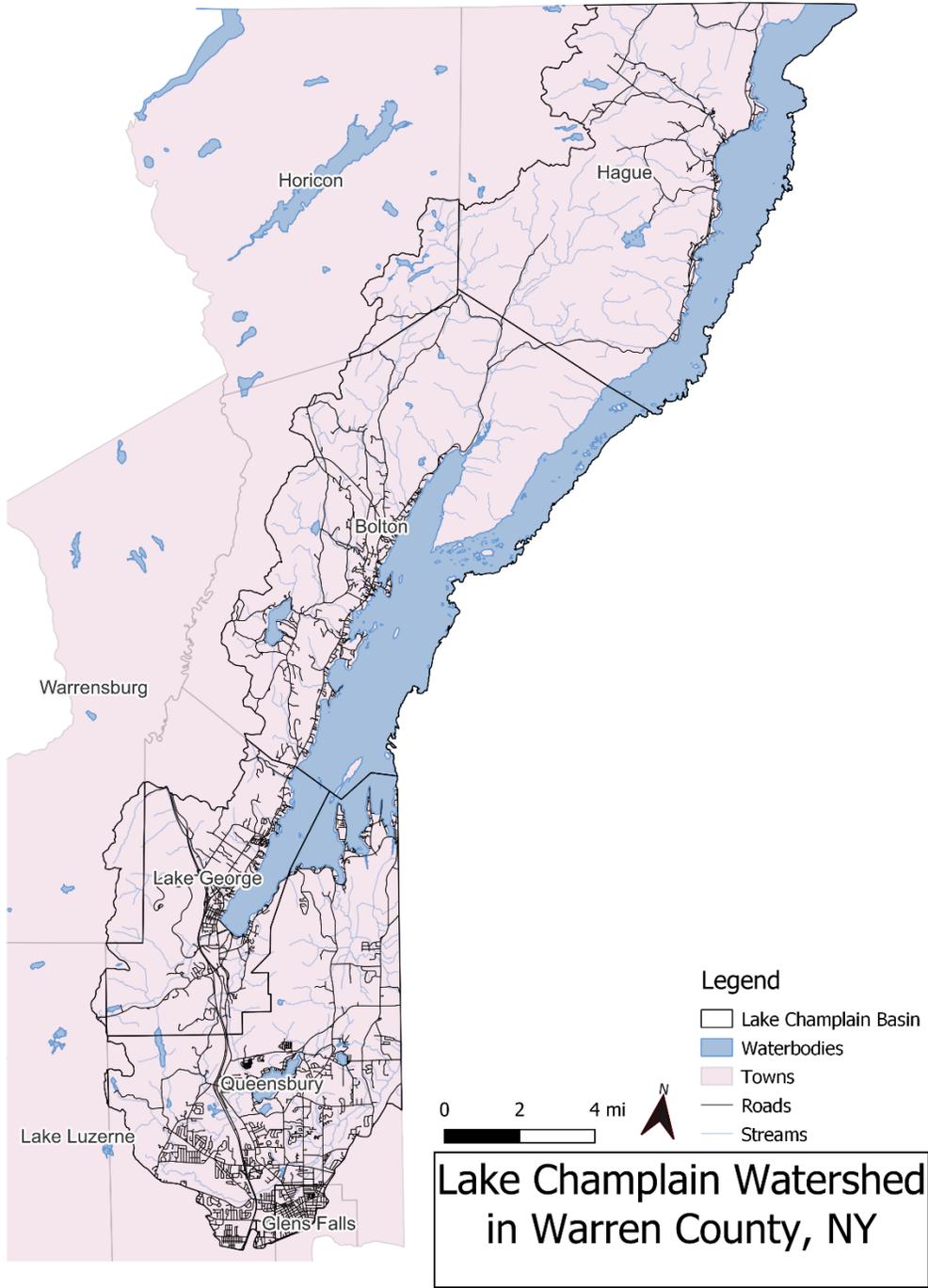
NON-FEDERAL MATCH AMOUNT: \$7,650

TOTAL PROJECT COST: \$82,650

ABSTRACT: The Warren County DPW will hire an engineering firm to perform a comprehensive assessment of the county's culverts within the Lake Champlain watershed. The objective of the project is to gain comprehensive knowledge of the county's culvert assets and ascertain each culvert's risk of failure. The output is to use that information to prioritize culverts for repair/replacement and include the data in the county's digital asset management program. The outcome will be a reduction in the number of culvert collapses and emergency culvert and streambank repairs.

PROJECT LOCATION: Warren County, NY portions of the South Basin (HUC 8: 04150408) and Poultney – Mettawee Basin (HUC 8: 04150401). Towns of Queensbury, Lake George, Bolton, Hague, and Horicon.

Land use in this area varies and includes urban, suburban, agriculture, and forested land. As a culvert planning grant, this project encompasses the approximately 319 county owned culverts in the southern Lake Champlain watershed.



B. Proposal content

BACKGROUND AND PROJECT OVERVIEW:

The Lake Champlain watershed is enveloped with transportation systems that span across our many waterways. Most of this infrastructure was installed decades ago and have surpassed their useful lifespan. This, coupled with the increased volume of stormwater that the region is experiencing due to climate change, is causing a host of issues, including culvert failures that result in damage to the road and its underlying stream.

With the more intense and frequent storms in the region, Warren County is experiencing a heightened number and severity of culvert collapses. In 2022 alone, two major county culvert collapses occurred due to high stormflow. The largest, on Bay Road (within the Lake Champlain watershed) turned into a large sinkhole and occurred because of the age of the culvert. The collapse occurred at the end of March 2022 and is still being repaired due to the cost of repair and the lack of funding available for emergency culvert repairs. The culvert must also be upgraded to the heightened DEC standards for culverts, which caused repair delays, including to the underlying stream. To address this, the County will complete a comprehensive culvert assessment of all the county owned culverts within the Lake Champlain watershed. This assessment is aimed at understanding the current condition of all the culverts, so that information can be used to prioritize culverts for repair/replacement and create an asset management program for the infrastructure. The goal is for the Warren County DPW to gain a better understanding of the age and condition of its infrastructure to avoid costly and environmentally damaging culvert collapses in the future.

Project Description

The Warren County DPW will hire a consulting engineering firm to complete culvert assessments on all the county owned culverts within the Lake Champlain watershed. It is estimated that there are 319 culverts within the eight HUC-12 subwatersheds located in Warren County; (1) Headwaters Halfway Creek, (2) Halfway Creek, (3) Headwater Lake George, (4) Indian Brook/Lake George, (5) Northwest Bay Brook, (6) Sabbath Day Point/Lake George, (7) Outlet Lake George, and (8) LaChute River.

The assessments will be performed by a licensed engineer and conducted in low water conditions in accordance with the NYSDOT Culvert Inventory and Inspection Manual. The protocol will include compilation of information on the culvert size, material, age, condition, and structural integrity; assessments of the spans, headwalls, invert, and end sections; evaluation of the upper and lower channel along with the waterway opening, alignment, scour, and debris; and evaluation of the pavement condition, shoulders, guide rail, and embankment condition. The assessment will also include evaluation of the potential risks in the structure. The risk information will be used to create a prioritization plan that will include remedial actions to ensure functionality and stability of the county's culverts, which will in turn be used to create a replacement/repair and maintenance schedule.

All the culvert location and assessment data will be fed into the County's GIS based asset management program. This program includes information on municipally owned infrastructure, including roads, bridges, and water and sewer infrastructure. However, there is currently minimal information on culverts. Adding all the data collected through this effort will assist the county in managing their culvert assets and provide a central location to obtain information on needs related to culvert repair, replacement, and maintenance. This system can also help track remedial efforts for budgeting and grant writing purposes.

Demonstrated Need

Degraded and undermined culverts pose a public safety and environmental risk with the increased frequency and heightened severity of storms that the region is experiencing. The influx of water volume into streams and rivers furthers degrades and destabilizes streambanks, causing them to erode faster and with heightened severity. In extreme cases, like in Warren County, these storms cause culvert collapses where debris and sediment are moved downstream. This, in turn, strips riparian habitat for macroinvertebrates and small fish and deposits sediment downstream that fills in fish spawning beds, restricts fish migration and creates habitat for invasive species. Completion of this assessment is the first step in understanding what the risks are for all county owned culverts, so that the county can proactively manage the assets and avoid costly and damaging culvert collapses.

In 2011, the Lake Champlain – Lake George Regional Planning Board released the *Lake Champlain Non-Point Source Pollution Subwatershed Assessment and Management Plan*. This plan outlines specific projects within priority HUC-12 subwatersheds for implementation to better water quality on the New York side of the Lake Champlain basin. It also outlines regional projects to be completed for the betterment of water quality in the region. Regional Project 5 is “Comprehensive County and Town culvert assessments to identify road crossings that are creating streambank erosion and causing localized flooding.” In addition, part of the watershed is within the County’s NYSDEC MS4 area, and work to prioritize repair and replacement of the culverts will assist the county in going above and beyond MS4 requirements for stormwater improvements.

This project also advances both the Clean Water and Healthy Ecosystems goals within Opportunities for Action:

Goal 1. Clean Water. I.C.1: Reduce nutrient inputs from streambanks, I.C.1.b: Fund and promote programs to protect or enhance river corridors for nutrient reduction and flood resilience. The County’s culvert assessment will identify culverts that have actively eroding banks, as well as identify culverts that are structurally unsound or undermined. The first step in protecting stream and river coordinators is to identify where the greatest problems exist, which will be determined by this assessment.

Goal 1. Clean Water. I.D.2: Adapt to climate change-caused water resources impacts, I.D.2.a: Fund and promote clean water implementation programs that have co-benefits for adapting to climate change. The greatest impetus for this project is the effect that climate change is having on the county’s transportation assets. Currently, the county is in reaction mode, where issues with culverts are not addressed until it’s too late, and a collapse or blowout has created an emergency. This plan is the county’s first step in trying to address the water quantity issues that will prevail as the more frequent and higher intensity storms become the norm. Identification of the needs will lead to implementation of improvement projects that will provide resilience to climate change within the county’s infrastructure.

Goal 2. Healthy Ecosystems. II.C.1: Work with Lake Champlain management partners to prioritize, protect and restore important riparian, shoreland and wetland habitat areas, II.C.1.a: Fund and promote projects that protect and restore riparian corridors and floodplains. By better understanding their culvert infrastructure, the county is protecting existing stream and wetland habitat, including all the tributaries to Lake George (most of which are AA-Special waterbodies that are listed as impaired for silt/sediment), Halfway Creek (AA-T waterbody), and Glen Lake Brook, as well as all the surrounding

wetlands. Prioritizing culvert repairs and replacements, with ecologically designed culverts as required by NYSDEC, will prevent costly and ecologically damaging culvert failures.

Equity and Inclusion. Although this project does not directly address equity and inclusion, it is important to note that Warren County, NY is a designated *Area of Persistent Poverty*, which is defined by the federal government as a county that has consistently had greater than or equal to 20 percent of the population living in poverty over the past several decennial censuses. Through this project, the county government is working to better their ability to serve its population.

Project Relation to RFP Goals

Completion of this project will assist Warren County in its preparedness for future climate change by supporting a planning and prioritization project that will inform budgeting for maintenance, repair, and replacement of county-owned culverts, therefore protecting the region’s natural resources from the detrimental effects of culvert failure.

Project Team

This project is a partnership between the Warren County DPW and the Lake Champlain – Lake George Regional Planning Board (LCLGRP). The LCLGRP will assist the county in managing the grant and producing and filing reports with LCBP to ensure all grant management requirements are met. The LCLGRP has a long history of successfully managing LCBP grants.

The County will procure and manage the consultant and assist in the completion of the project deliverables. The engineering staff at the county has decades of combined experience in managing consultants and utilizing the type of information that will be collected. GIS staff at the County Planning Department will input all the GIS information into the County’s GIS based asset management plan, which they manage.

PROJECT TASK TABLE:

Task	Task Title	Task Objective	Deliverable/Output	Timeline
1	Procure Consultant	A consultant will be procured using County and LCBP procurement policies	Contract with consultant for work	March – April 2023
2	Develop QAPP	Describe quality assurance procedures to maintain project performance	Approved QAPP	April - June 2023
3	Perform Culvert Assessments	Field work to complete culvert assessments	Culvert assessments complete	June – Oct 2023
4	Create Prioritization Plan	Plan identifying culvert replacement/repair prioritization	Prioritization Plan complete	Oct – Feb 2023
5	Create GIS database	Input GIS information into county asset management database	Digital asset management input complete	Oct – Feb 2023

6	Reporting	<p>Complete quarterly reporting requirements.</p> <p>Compile project summary and all project deliverables (plans, maps, articles, photographs, etc.) in a final report.</p>	<p>Quarterly Reports</p> <p>Approved Final report</p> <p>Data and photos submitted</p> <p>Project metrics report</p>	<p>Quarterly reports submitted throughout contract period.</p> <p>Final Report due March 31, 2023</p>
---	-----------	---	--	---

PROJECT TASK DESCRIPTIONS:

Task 1. Procure Consultant. The County DPW will work the County Purchasing Department to procure an engineering firm to complete the assessment and prioritization plan and create all the digital mapping layers and metadata.

Task 2. Develop QAPP. The engineering staff at the County DPW will work with the consultant and LCBP staff to develop the QAPP for collection of data. This will include methods for data collection, generation, compilation, management, analysis, and evaluation. It will also include information on all produced data, including GIS layers.

Task 3. Perform Culvert Assessments. The contractor will perform all culvert assessments throughout the summer of 2023. It is anticipated that this will take approximately 60 days to complete. The contractor will utilize a tablet with a standard assessment form to collect information on the pipe size, material, age, condition, and structural integrity; the spans, headwalls, invert, and end sections; the upper and lower channel along with the waterway opening, alignment, scour, and debris; and the pavement condition, shoulders, guide rail, and embankment condition. The assessment will also include evaluation of the potential risks in the structure. Pictures of each end and the inside of the culverts will be taken and geocoded to a GPS point that will be input into the county GIS system.

It is important to note that this assessment is not the same as an assessment collected through the NAACC database. The NAACC database is focused on the aquatic passibility of a culvert. Although there is minor information on the pipe structure and condition in the NAACC assessment, this county culvert assessment will be performed by a licensed engineer and will focus on the structural integrity of the pipe, as it relates to possible failure, as well as stream condition up and downstream of the culvert. Garnering this level of information will assist the county in prioritizing repairs/replacement and reduce the risk of culvert failures that will negatively impact streambanks.

Task 4. Create Prioritization Plan. The prioritization plan will outline each culvert and rank them for prioritization for replacement/repair based on structural integrity. This plan will be used by the DPW to create an asset management plan for culverts and budget each year for culvert replacement/repair to ensure the county’s culverts are correctly sized, structurally intact, and not causing an adverse effect to the stream they are located in.

Task 5. Create GIS Database. A GIS database of all the points and corresponding metadata will be created and housed at the County DPW. All GIS data will adhere to the requirements of EPA’s National Geospatial Data Policy.

Task 6. Reporting. The County will MOA with the Lake Champlain – Lake George Regional Planning Board (LCLGRP) for grant reporting. The LCLGRP has combined decades of experience in managing LCBP grants and efficiently and effectively closing out planning projects.

ANTICIPATED OUTCOMES:

The anticipated outcomes of this project include a heightened understanding of existing infrastructure and its integrity, as it relates to climate change, and a roadmap for the county to prioritize maintenance and replacements to reduce the risk of environmental degradation caused by culvert collapses. The county is taking this holistic watershed approach to more efficiently utilize limited resources to adapt its infrastructure to climate change and reduce the risk of future emergency stream repairs.

BUDGET TABLE AND DETAILED BUDGET JUSTIFICATION:

Task number	Task title	Personnel	Fringe	Travel	Supplies	Prof. services	Indirect costs	Total budget
1	Choose consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Develop QAPP	\$ -	\$ -	\$ -	\$ -	\$1,000	\$ -	\$1,000
3	Perform Culvert Assessment	\$ -	\$ -	\$ -	\$ -	\$60,000	\$ -	\$60,000
4	Create Prioritization Plan	\$ -	\$ -	\$ -	\$ -	\$7,000	\$ -	\$7,000
5	Create GIS database	\$ -	\$ -	\$ -	\$ -	\$2,000	\$ -	\$2,000
6	Reporting	\$ -	\$ -	\$ -	\$ -	\$5,000	\$ -	\$5,000
All tasks		\$ 0	\$ 0	\$ 0	\$ 0	\$75,000	\$ 0	\$75,000

Required non-federal match table format:

Personnel	\$ 7,650
Fringe	\$
Volunteer time	\$ -
Travel	\$
Supplies	\$
Professional services	\$ -
Indirect	\$ -
Total match	\$ 7,650

Budget Justification:

- **Personnel (in-kind match):**
 - County engineering staff procuring the consultant (Task 1), Assisting in development of the QAPP (Task 2), assisting with project execution and QA/QC data collected by the consultant (Task 6). 80 hrs @ \$80/hr
 - County GIS staff uploading and managing digital data (Task 5) 25 hrs @ \$50/hr

- **Professional Services (grant funding):**

- Engineering Consultant (TBD): QAPP development (Task 2) 10 hrs @ \$100/hr, perform culvert assessments (Task 3) 600 hrs @ \$100/hr, assess data and create prioritization plan (Task 4) 70 hrs @ \$100/hr, create metadata and deliver digital data to the county (Task 5) 20 hrs @ \$100/hr.
- LCLGRP: Assisting with procurement requirements (Task 1), providing guidance on QAPP requirements (Task 2), Staff time performing grant management (Task 6). \$1,250/quarter for 4 quarters.



LAKE CHAMPLAIN-LAKE GEORGE

**REGIONAL
PLANNING**

**BETH GILLES
DIRECTOR**

PO BOX 765
LAKE GEORGE, NY 12845
618-658-6773
WWW.LCLGRP.ORG

October 12, 2022

Eric Howe, Director
Lake Champlain Basin Program
54 West Shore Road
Grand Isle, VT 05458

Dear Director Howe,

Please accept this letter of support and participation for the *Warren County Culvert Assessments and Asset Management Plan* grant. This grant will catalog and assess the county owned culverts within the Lake Champlain Basin and utilize that information to create a prioritization and asset management plan.

Culverts within Warren County have exceeded their anticipated lifespan and are succumbing to the pressure of the effects of climate change on the region. The heightened frequency and intensity of storms in the county has caused multiple culvert collapses. Funding from this grant will help the county identify their weakest culverts and prioritize them for replacement and repair, therefore avoiding environmental damage down the road.

We fully support this grant request and will assist the Warren County DPW in proactively managing their culvert assets and plan for the improvement of waterways within the County.

Thank you for your consideration of this request.

Sincerely,

Beth Gilles
Director



54 West Shore Road
Grand Isle
Vermont 05458

802/372-3213
800/468-LCBP
www.lcbp.org

December 20, 2022

Kevin Hajos
Warren County
4028 Main Street
Warrensburg, NY 12885

Dear Kevin,

Congratulations! It is my pleasure to inform you that the Lake Champlain Basin Program (LCBP) will award funding of \$75,000 to Warren County for the project you recently proposed entitled, *Warren County Culvert Assessments and Asset Management Plan*, subject to the conditions noted below. Your proposal received very strong peer reviews, and the Lake Champlain Executive Committee approved funding for this project during a recent meeting.

The conditions of the grant award are as follows:

- To remain eligible for funding for this project, a **draft workplan must be submitted to Mae Kate Campbell (your Project Officer) via [this online submission form](#) no later than February 6th, 2023.**
- **You must create your workplan using the workplan and budget table templates**, available on our [Grantee Toolkit website](#). Workplan approval by LCBP is necessary before we can develop and sign a contract which will then allow you to proceed with your funded project. Much of the detail needed for the workplan was already provided in your grant application.
- **All contractors doing business with the federal government must have a Unique Entity Identifier (UEI) number, in place of a DUNS number.** To apply for the UEI, all new contractors must register through The System for Award Management (“SAM”) which is a web-based system [available at this link](#). Contractors must submit a copy of their SAM registration along with their workplan to obtain an Agreement. Contract initiation cannot move forward until we have this information.
- **A completed [NEIWPC Subrecipient Risk Assessment Form](#) must also be submitted with your workplan.** Please review the form carefully. If you cannot agree to the terms in the form and in [EPA’s General Terms and Conditions](#), your organization will not be eligible to receive this award. As a prime recipient and a pass-through entity of Federal awards, NEIWPC is responsible for monitoring sub-recipients to ensure proper stewardship of Federal funds. Sub-recipient monitoring is essential at all stages of the sub-award process from proposal to award closeout. This US Environmental Protection Agency sub-award requirement applies to not-for-profit organizations, institutes of higher education, and governmental entities.



54 West Shore Road
Grand Isle
Vermont 05458

802/372-3213
800/468-LCBP
www.lcbp.org

- **All contractors and subcontractors must follow [NEIWPCCC's COVID-19 vaccination requirements](#).** Please review the policy and contact your LCBP project officer with any questions.
- Once your workplan is approved, you will receive via email a copy of the contract from NEIWPCCC, the fiscal agent for the LCBP. The contract must be signed and returned promptly to NEIWPCCC for their signature. The NEIWPCCC office in Lowell, MA will then return a signed copy to you for your files, and work may begin. **This process may take several weeks**, so please plan your timeframe accordingly. Please remember that NEIWPCCC, our fiscal agent and the organization with which you will enter the contract, **cannot pay for work performed prior to the signing of the contract.**
- **Quarterly reports must be filed at the end of each calendar year quarter.** These brief reports will keep the LCBP updated on the status of the tasks identified in your workplan. You may submit your quarterly reports to the project officer for this grant, by mail or electronically. If you have any concerns or questions about your grant, please contact your project officer directly. **Quarterly reports must be up to date for invoices to be processed.**
- Procurement of supplies, equipment and services that are greater than \$10,000 and do not cost more than \$250,000 require that your organization obtain multiple price quotes through a documented competitive process. Good faith efforts to obtain services from disadvantaged business enterprises should also be made, including contacting the small business administration and minority business development agency to inform them about the opportunity for businesses to submit price quotes as part of the competitive process. At least three price quotes for the contract work must be secured. The selected item or service does not need to be the lowest cost if it does not meet your requirements or you can otherwise demonstrate that the higher price offers the “best value.” Justification must be provided for the outcome of the bid process. For further information, please contact your project officer.
- **An approved Quality Assurance Project Plan (QAPP) will be needed for certain aspects of this project.** Please be aware that per NEIWPCCC and LCBP requirements, data collection or analysis may not begin before a QAPP has been signed by all parties. To expedite review and approval of the workplan, I recommend that you simply reference the development of a QAPP as a work item listed in the workplan. QAPP development typically requires 20-30 hours of staff time, and the complete process may take as long as 10 weeks, from initial development to final approval. Your project officer for this grant will be available to assist you during your QAPP development process. More information about the QAPP process can be



54 West Shore Road
Grand Isle
Vermont 05458

802/372-3213
800/468-LCBP
www.lcbp.org

found on our QAPP information website: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/qapp/>

- To support the tracking and accounting of progress toward LCBP's goals, you will be asked to work with your Project Officer to provide information on various pollution reduction and habitat improvement metrics. This data will be used to report on LCBP's activities and will be submitted to VTDEC (where appropriate) to track annual TMDL progress for the Vermont Clean Water Initiative Annual Performance Report.

Thank you for your interest and participation in our watershed efforts. It's important for people to know that the reason that the LCBP is supporting your project is not only because it's a sound project, but also because it helps to implement *Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*. We look forward to working with you over the next few months. Congratulations again on your award!

Sincerely,

A handwritten signature in cursive script that reads "Eric C. Howe".

Eric Howe

Director, Lake Champlain Basin Program

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: DPW

DATE: 2/23/23

- (a) Purpose of Request: Enter into an MOA with the Lake Champlain and Lake George Regional Planning Board (LCLGRP)

- (b) Details: To administer Capital Project for H409 Warren County Culvert Assessments and Asset Management Plan.

- (c) Previous Resolution Number: NA

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: H409 Warren County Culvert Assessments and Asset Management Plan

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

MEMORANDUM OF AGREEMENT

Between Warren County and the Lake Champlain – Lake George Regional Planning Board

This memorandum of agreement is between the Lake Champlain – Lake George Regional Planning Board, hereafter called the LCLGRP, and Warren County, hereafter called County, to fully execute the objectives, tasks and deliverables under the NEIWPC Lake Champlain Basin Program grant Job Cost Code: 0364-002-001, *Warren County Culvert Assessments and Asset Management Plan*.

The LCLGRP agrees to perform the following services;

1. Perform all management tasks for the grant, including coordinating with the County and project partners and compiling all narrative and fiscal information (receipts, vouchers, etc.) for the projects, and
2. Write all quarterly reports and produce all reimbursement requests for submission to the Lake Champlain Basin Program and New England Interstate Water Pollution Control Commission, and
3. Act as project liaison and communicate with Lake Champlain Basin Program staff on Contract status and manage any contract amendments or issues,

for a sum of no more than \$5,000. It is understood that the LCLGRP will bill the County \$1,250 per quarter for work performed beginning April 1, 2023 and ending March 31, 2024. Invoices will be sent within thirty (30) days after a standard quarter has ended.

It is understood that the County will reimburse the LCLGRP for tasks undertaken within thirty (30) days of submission of a request. The County will also provide the LCLGRP with any and all assistance needed for task performance and completion.

This agreement is in effect immediately upon acceptance of both signatures until Job Cost Code: 0364-002-001 is closed out with the funding agency. This agreement may be amended or expanded upon at any time, only in writing and signed by both parties.

Kevin Geraghty, Chairman, Board of Supervisors
Warren County

Date

Beth Gilles, Director
Lake Champlain – Lake George Regional Planning Board

Date

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: DPW

DATE: 2/23/23

- (a) Purpose of Grant: Master State-Local Agreement for PIN 1761.49 Adirondack Bridge & Beaver Pond Bridge Replacements, Town of Horicon (H425)
- (b) Name of Grantor: NYSDOT
- (c) Address of Contractor: 50 Wolf Road, Albany, NY 12205
- (d) Grantor's Contact Person and Telephone Number: Lorenzo Distefano
518.485.1715
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
- (f) Effective Date of Grant: TBD
- (g) Termination Date of Grant: TBD
- (h) Total Dollar Amount Involved (not to exceed): \$440,307.00
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
- (j) Is a Budget amendment required? If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? If Yes, Where are the Funds? List Budget Code (with title), Object Code (with title), and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: H425.9550 280 Adirondack Bridge and Beaver Pond Bridge Replacements

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: DPW

DATE: 2/23/23

(a) Exact Title **and** Number of Project (**must be obtained from Treasurer's Office**): Adirondack Bridge & Beaver Pond Bridge Replacements, Town of Horicon (PIN 1761.49) H425.9550 280

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Project: \$440,307.00

(e) Source of Funding (including name & title of codes, etc.):

\$352,245.60 Federal Share (80%)
\$ 66,046.05 State "Marchiselli" Share (15%)
\$ 22,015.35 Local Match Share (5%) (transfer from D.9950 910 Transfers - Capital Projects)

(f) Purpose of Establishment: To fund the preliminary engineering phase of the project

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW

DATE: 2/23/23

- (a) Is this a Result of a Bid or Request for Proposal? RFP

- (b) Purpose of Contract: Preliminary engineering for the Adirondack Bridge & Beaver Pond Bridge Replacements Project (H425)

- (c) Name of Contractor: Colliers Engineering & Design, C.T, P.C.

- (d) Address of Contractor: 18 Computer Drive East, Suite 203, Albany, NY 12205

- (e) Contractor's Contact Person and Telephone Number: Brett Reynolds
518.807.6159

- (f) Has or will the Contract be provided, if so, please attach:

- (g) Commencement Date of Contract: Upon Execution

- (h) Termination Date of Contract: Upon Completion

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: H425.9550 280 Adirondack Bridge & Beaver Pond Bridge Replacements

**Architectural/ Engineering
Consultant Contract**

PIN (s) 1761.49 Municipal Contract No. NA

Agreement made this __ day of February, 2023 by and between

Warren County

(municipal corporation)

having its principal office at 1340 State Route 9 Lake George NY 12845 (to be known throughout this document as the "**Sponsor**")

and

Colliers Engineering & Design, CT, P.C. (dba Maser Consulting Engineering & Land Surveying) with its office at 18 Computer Drive East, Suite 203, Albany, New York 12205 (to be known throughout this document as the "**Consultant**")

WITNESSETH:

WHEREAS, in connection with a federal-aid project funded through the New York State Department of Transportation ("NYSDOT") identified for the purposes of this contract as PIN 1761.49 / BIN's 3305280 & 3305300, Replacement of the Adirondack and Beaver Pond Bridges over the Mill Brook in the Town of Horicon, NY (as described in detail in Attachment A annexed hereto, the "Project") the Sponsor has sought to engage the services of a Consultant Engineer) to perform the scope of services described in Attachment B annexed hereto; and

WHEREAS, in accordance with required consultant selection procedures, including applicable requirements of NYSDOT and/or the Federal Highway Administration ("FHWA"), the Sponsor has selected the Consultant to perform such services in accordance with the requirements of this Contract; and

WHEREAS, Chairman, Warren County Board of Supervisors, is authorized to enter this Contract on behalf of the Sponsor,

NOW, THEREFORE, the parties hereto agree as follows:

Attachment A
Architectural/ Engineering Consultant Contract
Project Description and Funding

PIN: 1761.49

Term of Agreement Ends: January 31, 2025

BIN's: 3305280 and 3305300

Main Agreement Amendment to Contract [add identifying #] Supplement to Contract

[add identifying #]

Phase of Project Consultant to work on:

P.E./Design ROW Incidentals ROW Acquisition
 Construction, C/I, & C/S

Dates or term of Consultant Performance:

Start Date: March 13, 2023

Finish Date: January 31, 2025

PROJECT DESCRIPTION:

Replacement of the Adirondack and Beaver Pond Bridges over the Mill Brook

Project Location:
Town of Horicon, NY

Consultant Work Type(s): See Attachment B for more detailed Scope of Services.

MAXIMUM AMOUNT OF FUNDS FOR ALL COMPENSATION PAYABLE UNDER THIS AGREEMENT FOR THE SCOPE OF WORK DESCRIBED IN ATTACHMENT B FOR THE PROJECT DESCRIBED IN THIS ATTACHMENT A, OTHERWISE IN ACCORDANCE WITH THE CHOSEN METHOD OF COMPENSATION AND OTHER TERMS OF THIS AGREEMENT:

\$440,307.00

EXHIBIT "A"
Salary Schedule
Colliers Engineering & Design

Adirondack Bridge and Beaver Pond Bridge Replacements
Replacements of BIN's 3305280 and 3305300
PIN 1741.49

JOB TITLE	ASCE (A) NICET (N) GRADE	AVERAGE HOURLY RATES			MAXIMUM HOURLY RATE			OVERTIME CATEGORY
		PRESENT DATE	PROJECTED DATE	PROJECTED DATE	TO Dec 2023	TO Dec 2024	TO Dec 2025	
		March 1, 2023	February 29, 2024	March 2025				
Principal	IX (A)	\$92.00	\$96.60	\$101.43	\$96.00	\$100.80	\$105.84	A
Project Director	VIII (A)	\$78.00	\$81.90	\$86.00	\$82.00	\$86.10	\$90.41	A
Project Manager	VII (A)	\$62.00	\$65.10	\$68.36	\$66.00	\$69.30	\$72.77	A
Asst. Project Manager	V (A)	\$49.00	\$51.45	\$54.02	\$53.00	\$55.65	\$58.43	A
Sr. Engineer	IV (A)	\$42.00	\$44.10	\$46.31	\$46.00	\$48.30	\$50.72	A
Engineer	III (A)	\$39.00	\$40.95	\$43.00	\$43.00	\$45.15	\$47.41	A
Jr. Engineer	I/II (A)	\$32.00	\$33.60	\$35.28	\$36.00	\$37.80	\$39.69	A
Technician III	III (N)	\$35.00	\$36.75	\$38.59	\$39.00	\$40.95	\$43.00	B
Technician I	I (N)	\$32.00	\$33.60	\$35.28	\$36.00	\$37.80	\$39.69	B
Sr. CADD Operator	IV (N)	\$42.00	\$44.10	\$46.31	\$46.00	\$48.30	\$50.72	B
CADD Operator	III (N)	\$38.00	\$39.90	\$41.90	\$42.00	\$44.10	\$46.31	B
Jr. CADD Operator	I(N)	\$32.00	\$33.60	\$35.28	\$36.00	\$37.80	\$39.69	B
Resident Engineer	IV (N)	\$65.00	\$68.25	\$71.66	\$69.00	\$72.45	\$76.07	C
Inspector	III (N)	\$60.00	\$63.00	\$66.15	\$64.00	\$67.20	\$70.56	C
Director of Survey	VII (A)	\$70.00	\$73.50	\$77.18	\$74.00	\$77.70	\$81.59	A
Chief of Party **	IV (N)	\$47.37	\$49.74	\$52.23	\$47.37	\$49.74	\$52.23	C
Instrument Person **	III (N)	\$43.51	\$45.69	\$47.97	\$43.51	\$45.69	\$47.97	C
Rod Person **	II (N)	\$32.26	\$33.87	\$35.56	\$32.26	\$33.87	\$35.57	C
Technical Typist	N/A	\$32.00	\$33.60	\$35.28	\$36.00	\$37.80	\$39.69	B

NOTES:

Hourly rates shall not exceed those shown above, except as approved by client

** Estimated. Current Prevailing Wage rate applies. Supplemental Benefits and Per Diem added in accordance with NYS DOL.

ADJUSTED MAXIMUM AMOUNT PAYABLE:

Category A - No overtime compensation.

Category B - overtime compensated at straight time rate.

Category C - overtime compensated at straight time rate x 1.50

EXHIBIT "D"
SUMMARY
Colliers Engineering & Design

Adirondack Bridge and Beaver Pond Bridge Replacements
Replacements of BIN's 3305280 and 3305300
PIN 1741.49

DESIGN

	Tasks 1-5 Prelim. Design	Tasks 6-7 Final Design	Total
I. DIRECT TECHNICAL LABOR	\$72,837.00	\$49,122.00	\$121,959.00
IIA DIRECT NON-SALARY COST (Includes Subcontractor)	\$6,204.30	\$ -	\$6,205.00
IIB DIRECT NON-SALARY COST (Subconsultant)	\$77,250.00	\$ -	\$77,250.00
III OVERHEAD 166%	\$120,909.00	\$81,543.00	\$202,452.00
IV Fixed Fee 10%	\$19,375.00	\$13,067.00	\$32,441.00
Totals:	\$296,575.00	\$143,732.00	\$440,307.00

ADJUSTED MAXIMUM AMOUNT PAYABLE:

\$440,307.00

RESOLUTION REQUEST FORM NO. 6

Request to Amend or Extend Existing Grant

DEPARTMENT NAME: DPW

DATE: 2/23/23

- (a) Purpose of Grant Amendment: To add construction phase funding for PIN 1761.43 Johnsbury Bridge Replacements, Town of Johnsbury (H393)
- (b) Resolution No. which Authorized Original Application and Grant: 570 of 2019
- (c) Name of Grantor: NYSDOT
- (d) Address of Grantor: 50 Wolf Road, Albany, NY 12232
- (e) Grantor's Contact Person and Telephone Number: Josephine Carrasquillo 518-242-5074
- (f) Has or Will the Grant Amendment or Grant Extension be provided, if so, Please Attach? Attached
- (g) Effective Date of Amendment or Extension: upon execution
- (h) Termination Date of Amendment or Extension: TBD
- (i) Total Dollar Amount Involved (not to exceed): increase of \$2,973,686
- (j) Is a Budget amendment required? If yes, please complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (l) Is a Local Share Required? If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: H393.9550 280 Johnsbury Bridge Replacements

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 9

Request to Increase or Decrease or Amend Existing Capital Project or Capital Reserve Project*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: DPW

DATE: 2/23/23

(a) Exact Title and Number of Project*: H393 Johnsbury Bridges (Dippikill Road & Glen Creek Road over Glen Creek - Town of Johnsbury)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable): \$2,825,003.00

(e) Amount of Decrease (if applicable): N/A

(f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$2,378,949.00 Federal Share (80%)
\$ 446,054.00 State Marchiselli Share (15%)
\$ 0.00 Local Match (None needed at this time)

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: To fund right of way acquisitions, construction and construction inspection services

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: DPW

DATE: 2/23/23

- (a) Purpose of Contract Change: To add right of way acquisition and construction inspection services
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 489 of 2021
- (c) Name of Contractor: Creighton Manning Engineering
- (d) Address of Contractor: 2 Winners Circle, Suite 201, Albany, NY 12205
- (e) Contractor's Contact Person and Telephone Number: Ed Woods 518.446.0396
- (f) Commencement Date of Extension: Upon Execution
- (g) Termination Date of Extension: Upon Completion
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed increase of 507,206.00
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: H393.9550 280 Johnsbury Bridge Replacements

Architectural/ Engineering Consultant Contract

PIN: **1761.43** Municipal Contract No. _____

Agreement made this ____ day of _____, 2023 by and between

Warren County

(municipal corporation)

having its principal office at **1340 State Route 9**, in **Lake George** (to be known throughout this document as the
"Sponsor")

and

Creighton Manning Engineering, L.L.P with its office at **2 Winners Circle, Albany, New York** (to be known
throughout this document as the "***Consultant***")

WITNESSETH:

WHEREAS, in connection with a federal-aid project funded through the New York State Department of Transportation ("NYSDOT") identified for the purposes of this contract as **Dippikill Road over Glen Creek (BIN 3305490) & Glen Creek Road over Glen Creek (BIN 3305500) – Bridge Replacement** (as described in detail in Attachment A annexed hereto, the "Project") the Sponsor has sought to engage the services of a Consultant (Engineer) to perform the scope of services described in Attachment B annexed hereto; and

WHEREAS, in accordance with required consultant selection procedures, including applicable requirements of NYSDOT and/or the Federal Highway Administration ("FHWA"), the Sponsor has selected the Consultant to perform such services in accordance with the requirements of this Contract; and

WHEREAS, the **Chairperson of the Board of Supervisors**, is authorized to enter this Contract on behalf of the Sponsor,

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 1. DOCUMENTS FORMING THIS CONTRACT

This contract consists of the following:

- **Agreement Form** - this document titled "Architectural/Engineering Consultant Contract";
- **Attachment "A"** - Project Description and Funding;
 - Appendix A – Standard Clauses for New York State Contracts
 - Appendix B – Requirements for Federally-Aided Transportation Contracts
- **Attachment "B"** – Scope of Services
- **Attachment "C"** - as applicable, Staffing Rates, Hours, Reimbursables and Fee.

CM (12/16)

ARTICLE 31. MISCELLANEOUS

31.1 Executory Contract. This Contract shall be deemed only executory to the extent of the monies available, and no liability shall be incurred by the Sponsor beyond the monies legally available for the purposes hereof.

IN WITNESS WHEREOF, the parties have duly executed this Contract effective the day and year first above written.

Reference: Sponsor Contract # _____

Sponsor	Consultant
by: _____	by: <u>Edward V Woods</u>
Date: _____	Date: <u>1/24/23</u>

Municipality Acknowledgement

STATE OF NEW YORK

ss:

COUNTY OF WARREN

On this _____ day of _____, 2023 before me, the subscriber, personally appeared to me known, who, being by me duly sworn, did depose and say; that he/she resides in the Town of Queensbury, New York; that he/she is the Chairperson of the Warren County Legislature, the corporation described in and which executed the foregoing instrument; that he/she is the authorized with the execution of the matter herein provided for, and that he/she signed and acknowledged the said instrument in his/her position as a duly authorized representative of Sponsor.

Notary Public, _____ County, N.Y.

Consultants Acknowledgement

STATE OF NEW YORK

ss:

COUNTY OF ALBANY

On this 24th day of January 2023 before me, Edward V. Woods, personally appeared to me known, who, being by me duly sworn, did depose and say; that he resides in the Town of Voorheesville, New York; that he is a Partner in Creighton Manning Engineering, LLP and that this instrument was signed on behalf of said Limited Liability Partnership by authority of its partners and principals agreement; and said Edward V. Woods, acknowledge this instrument to be the free act and deed of said Limited Liability Partnership.

Edward V. Kosinski

Notary Public, Montgomery County, N.Y.

EDWARD V. KOSINSKI
Notary Public, State of New York
County of Montgomery
No. 01-KG482617
Commission Expires June 23, 2026

**Attachment C
Salary Schedule**

**Creighton Manning Engineering, LLP
PIN 1761.43
Dippikill Road over Glen Creek (BIN 3305490) & Glen Creek Road over Glen Creek (BIN 3305500)
Town of Johnsburg, Warren County, New York**

Job Title	ASCE (A) OR NICET (N) GRADE		Average Hourly Rates				Maximum Hourly Rate ⁽¹⁾ 2022	Overtime Category
	Present 2022	Projected 2023	Projected 2024	Contract Midpoint				
Engineer IX	IX	A	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	A
Engineer VIII	VIII	A	\$86.54	\$90.00	\$90.00	\$90.00	\$86.54	A
Engineer VII	VII	A	\$79.43	\$84.20	\$89.25	\$84.20	\$86.54	A
Engineer VI	VI	A	\$69.49	\$73.66	\$78.08	\$73.66	\$85.00	A
Engineer V	V	A	\$55.95	\$59.31	\$62.87	\$59.31	\$71.16	A
Engineer IV	IV	A	\$50.76	\$53.81	\$57.04	\$53.81	\$72.00	B
Engineer III	III	A	\$40.39	\$42.81	\$45.38	\$42.81	\$55.08	B
Engineer II	III	A	\$33.77	\$35.80	\$37.95	\$35.80	\$35.12	B
Principal Engineering Technician IV	IV	N	\$62.50	\$66.25	\$70.23	\$66.25	\$62.50	B
Engineering Technician IV	IV	N	\$49.76	\$52.75	\$55.92	\$52.75	\$49.76	B
Engineering Technician III	III	N	\$46.17	\$48.94	\$51.88	\$48.94	\$57.32	B
Engineering Technician II	II	N	\$27.75	\$29.42	\$31.19	\$29.42	\$29.14	C
Senior Planner V	V	A	\$71.16	\$75.43	\$79.96	\$75.43	\$71.16	B
Planner III	III	A	\$55.88	\$59.23	\$62.78	\$59.23	\$58.84	B
Planner II	II	A	\$42.80	\$45.37	\$48.09	\$45.37	\$42.80	B
Construction Manager - A	IV	A	\$65.52	\$69.45	\$73.62	\$69.45	\$65.52	B
Construction Manager - N	IV	N	\$57.32	\$60.76	\$64.41	\$60.76	\$57.32	B
Resident Engineer IV - A	IV	A	\$71.40	\$75.68	\$80.22	\$75.68	\$86.54	C
Resident Engineer IV - N	IV	N	\$69.00	\$73.14	\$77.53	\$73.14	\$69.00	C
Inspector IV - A	IV	A	\$61.57	\$65.26	\$69.18	\$65.26	\$62.14	C
Inspector IV - N	IV	N	\$63.89	\$67.72	\$71.78	\$67.72	\$69.00	C
Chief Inspector/OE IV - A	IV	A	\$60.91	\$64.56	\$68.43	\$64.56	\$65.52	C
Chief Inspector/OE IV - N	IV	N	\$62.54	\$66.29	\$70.27	\$66.29	\$66.30	C
Senior Inspector/OE III- A	III	A	\$58.04	\$61.52	\$65.21	\$61.52	\$61.00	C
Senior Inspector/OE III- N	III	N	\$55.67	\$59.01	\$62.55	\$59.01	\$57.32	C
Inspector III -A	III	A	\$51.41	\$54.49	\$57.76	\$54.49	\$55.08	C
Inspector III - N	III	N	\$48.30	\$51.20	\$54.27	\$51.20	\$51.50	C
Inspector II - A	II	A	\$37.11	\$39.34	\$41.70	\$39.34	\$38.92	C
Inspector II - N	II	N	\$37.21	\$39.44	\$41.81	\$39.44	\$42.86	C
Inspector I - N	I	N	\$25.70	\$27.24	\$28.87	\$27.24	\$26.40	C
Principal Surveyor V	V	N	\$62.50	\$66.25	\$70.23	\$66.25	\$62.50	B
Land Surveyor III	III	N	\$47.48	\$50.33	\$53.35	\$50.33	\$47.48	B
Survey Crew Chief II	II	N	\$33.92	\$35.96	\$38.12	\$35.96	\$33.92	C
Instrument Person II	II	N	\$33.92	\$35.96	\$38.12	\$35.96	\$33.92	C
Instrument Person I	I	N	\$30.30	\$32.12	\$34.05	\$32.12	\$30.30	C
Technical Typist	N/A	N/A	\$32.78	\$34.75	\$36.84	\$34.75	\$46.38	C

NOTES

(1) Hourly rates shall not exceed those shown above or the current NYS DOT Maximum Allowable.

OVERTIME POLICY

Category A - No overtime compensation.

Category B - Overtime compensated at straight time rate.

Category C - Overtime compensated at straight time rate x 1.50.

Overtime applies to hours worked in excess of the normal working hours of 40 hours per week.

Prevailing Wage Rates:

Warren County	NICET (N) GRADE		Prevailing Rate	Contract Mid- Point Rate	Difference	Payroll Additive	Total
	Party/Survey Crew Chief (Field)	II	(N)	\$41.40	\$35.96	\$5.44	\$0.00
Instrument Person (Field)	I/II	(N)	\$38.02	\$32.12	\$5.90	\$0.00	\$5.90

Supplemental Benefits:

Warren County	NICET (N) GRADE		Prevailing Benefit	Normal Rate	Difference (Net)	Payroll Additive	Total
	Party/Survey Crew Chief (Field)	II	(N)	\$24.90	\$4.13	\$20.77	\$0.00
Instrument Person (Field)	I/II	(N)	\$24.90	\$3.52	\$21.38	\$0.00	\$21.38

**Attachment C
Summary of Costs**

**Creighton Manning Engineering, LLP
PIN 1761.43
Dippikill Road over Glen Creek (BIN 3305490) & Glen Creek Road over Glen Creek (BIN 3305500)
Town of Johnsburg, Warren County, New York**

		PIN 1761.43.121	PIN 1761.43.221	PIN 1761.43.222	PIN 1761.43.321 (Construction Inspection and Support)	PIN 1761.43 Total
		(Design)	(ROW Incidentals)	(ROW Acquisition)		
Item I, Direct Technical Salaries (estimated) (subject to audit)	Office	\$ -			\$ 16,630	\$ 16,630
	Field	\$ -			\$ 169,527	\$ 169,527
						\$ 186,157
Item IB, Direct Technical Salaries Premium Portion of Overtime (estimated) (subject to audit)		\$ -			\$ 11,466	\$ 11,466
Item II, Direct Non-Salary Cost (estimated) (subject to audit)		\$ -			\$ 10,497	\$ 10,497
Item II, Direct Non-Salary Cost (estimated) (Sub-Contractor Cost) (subject to audit)		\$ -			\$ 40,500	\$ 40,500
	Precast Plant Inspection	\$ 25,000				
	Material Testing	\$ 15,500				
Item IV, Overhead (estimated) (subject to audit)	Office (121%)	\$ -			\$ 20,122	\$ 20,122
	Field (109%)	\$ -			\$ 184,785	\$ 184,785
						\$ 204,907
Item V, Fixed Fee (negotiated)		\$ -			\$ 48,573	\$ 48,573
Item II, Direct Non-Salary Cost (estimated) (Sub-Consultant Cost) (subject to audit)		\$ -	\$ -	\$ 5,106.00	\$ -	\$ 5,106
	RK Hite Acquisition	\$ 5,106.00				
ITEM VI - Maximum Amount Payable		\$ -	\$ -	\$ 5,106	\$ 502,100	\$ 507,206

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: DPW

DATE: 2/23/23

- (a) Purpose of Request: Rescind Resolution 216 of 2021

- (b) Details: Resolution 216 of 2021 authorized Supplement Agreement No. 4 between the County and NYSDOT pursuant to Capital Project H322 - Palisades Road (CR 26) over Brank Lake Inlet bridge replacement. The supplemental agreement authorized under Resolution 216 of 2021 increased available funding for the construction of the project due to higher than anticipated low bid construction costs. At DPW's request, NYSDOT did not execute this prior authorized supplemental agreement and has revised it to its current form that increases available federal and state funds to cover all additional construction and construction inspection costs. Therefore, DPW requests Resolution 216 of 2021 be rescinded so that a new resolution can be progressed to authorize a new supplemental agreement that encompasses all additional funds needed to fully fund the project.

- (c) Previous Resolution Number: 216 of 2021

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 6

Request to Amend or Extend Existing Grant

DEPARTMENT NAME: DPW

DATE: 2/23/23

- (a) Purpose of Grant Amendment: To add construction phase funding for PIN 1759.28 Palisades Road (CR 26) over Brant Lake Inlet Bridge Replacment, Town of Horion (H322)
- (b) Resolution No. which Authorized Original Application and Grant: 242 of 2011
- (c) Name of Grantor: NYSDOT
- (d) Address of Grantor: 50 Wolf Road, Albany, NY 12232
- (e) Grantor's Contact Person and Telephone Number: Josephine Carrasquillo 518-242-5074
- (f) Has or Will the Grant Amendment or Grant Extension be provided, if so, Please Attach? Attached
- (g) Effective Date of Amendment or Extension: upon execution
- (h) Termination Date of Amendment or Extension: TBD
- (i) Total Dollar Amount Involved (not to exceed): increase of \$646,442.00
- (j) Is a Budget amendment required? If yes, please complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (l) Is a Local Share Required? If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: H322.9550 280 Palisades Road (CR 26) over Brant Lake Inlet

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 9

Request to Increase or Decrease or Amend Existing Capital Project or Capital Reserve Project*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: DPW

DATE: 2/23/23

- (a) Exact Title and Number of Project*: H322 Palisades Road (CR 26) over Brant Lake Inlet (T/O Horicon)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$461,308.00
- (e) Amount of Decrease (if applicable): N/A
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
 - \$386,197.00 Federal Share (80%)
 - \$ 72,412.00 State Marchiselli Share (15%)
 - \$ 2,699.00 Local Match (Transfer from D.9950 910)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund construction and construction inspection services

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: DPW

DATE: 2/23/23

- (a) Purpose of Contract Change: To add construction inspection services

- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 102 of 2021

- (c) Name of Contractor: Foit Albert Associates

- (d) Address of Contractor: 435 New Karner Road, Albany, NY 12205

- (e) Contractor's Contact Person and Telephone Number: Jerry Sentz 716.856.3933

- (f) Commencement Date of Extension: Upon Execution

- (g) Termination Date of Extension: Upon Completion

- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed increase of 218,362.00
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (i) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: H322.9550 280 Palisades Road (CR 26) over Brant Lake Inlet

Architectural/Engineering Consultant Agreement

NYSDOT PIN 1759.28 Municipal Contract No. _____

Agreement made this _____ day of _____, 2023 by and between

Warren County

Having its principal office at 1340 State Route 9, Lake George, NY 12945 (the "Municipality")

And

Foit-Albert Associates, PC with its office at Hanover Square, 435 New Karner Road, Albany, NY 12205 (the "Consultant").

WITNESSETH:

WHEREAS, in connection with a federal-aid project funded through the New York State Department of Transportation ("NYSDOT") identified for the purposes of this agreement as Palisades Road (CR 26) over Brant Lake Inlet Bridge Repairs, PIN 1759.28, the Municipality has sought to engage the services of a Consultant Engineer to perform the scope of services described in Attachment "A" annexed hereto; and

WHEREAS, in accordance with required Consultant selection procedures, including applicable requirements of NYSDOT and/or the Federal Highway Administration ("FHWA"), the Municipality has selected the Consultant to perform such services in accordance with the requirements of this Agreement; and

WHEREAS, this Supplemental Agreement No. 4, shall supplement and amend the agreement entered into between the County of Warren and Foit-Albert Associates, P.C. on June 23, 2011, for engineering services relative to the repair of the Palisades Road Bridge over Brant Lake Inlet bridge in the Town of Horicon, New York, and

WHEREAS, the Chairman of the Warren County Board of Supervisors, is authorized to enter this Agreement on behalf of the Municipality,

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 1. DOCUMENTS FORMING THIS AGREEMENT

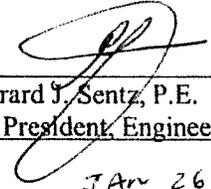
This contract consists of the following:

- **Agreement Form** - this document titled "Architectural/Engineering Consultant Agreement";
- **Attachment "A"** –
- Scope of Services;
- **Attachment "B"** – Salary Schedule (Exhibit A), Direct Non-salary Costs (Exhibit B), Staffing Tables (Exhibit C), and Summary of Cost (Exhibit D).

ARTICLE 2. SCOPE OF SERVICES/STANDARD PRACTICES AND REQUIREMENTS.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective the day and year first above written.

Reference: Municipality Contract # _____

<u>Municipality -- Warren County</u> By: _____ Title: _____ Date: _____	<u>Consultant</u> By:  _____ Gerard J. Sentz, P.E. Title: <u>Vice President, Engineering</u> Date: <u>Jan 26, 2023</u>
--	--

ACKNOWLEDGEMENT OF WARREN COUNTY

STATE OF NEW YORK

ss:

COUNTY OF WARREN

On this _____ day of _____, 20__ before me, the subscriber, personally came _____ to me known, who, being by me duly sworn, did depose and say; the he/she resides in _____, New York; that he/she is the _____ of the _____, the corporation described in and which executed the foregoing instrument; that he/she is the authorized with the execution of the matter herein provided for, and that he/she signed and acknowledged the said instrument in his/her position as a duly authorized representative of Municipality.

Notary Public, _____ County, N.Y.

ACKNOWLEDGEMENT OF THE CONSULTANT

STATE OF NEW YORK

ss:

COUNTY OF Erie

On this 26th day of January, 20 23 before me personally came Gerard J. Sentz to me known and known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged to me that he executed same.


Notary Public, ERIE County, N.Y.

CHRISTY R. STOEBE
NOTARY PUBLIC, STATE OF NEW YORK
QUALIFIED IN ERIE COUNTY
My Commission Expires 10/20/2024

Attachment A
Architectural/ Engineering Consultant Agreement
Project Description and Funding

PIN: 1759.28

Term of Agreement Ends: March 1, 2023

BIN:

Main Agreement Amendment to Agreement [#] Supplement to Agreement [#] 4

Phase of Project Consultant to work on:

P.E./Design ROW Incidentals ROW Acquisition

Construction, C/I, & C/S* (***CS ONLY**)

Dates or term of Consultant Performance:

Start Date: May 1, 2021

Finish Date: March 1, 2023

PROJECT DESCRIPTION:

The project will involve the replacement of the Palisades Road bridge (CR 26) over Brant Lake Inlet.

Project Location:

Town of Horicon, Warren County

Consultant Work Type(s): See Attachment B for more detailed Task List.

MAXIMUM AMOUNT OF FUNDS FOR ALL COMPENSATION PAYABLE UNDER THIS AGREEMENT FOR THE SCOPE OF WORK DESCRIBED IN ATTACHMENT B FOR THE PROJECT DESCRIBED IN THIS ATTACHMENT A, OTHERWISE IN ACCORDANCE WITH THE CHOSEN METHOD OF COMPENSATION AND OTHER TERMS OF THIS AGREEMENT:

\$ 218,362

Footnotes:

**Foit-Albert Associates
Attachment B; Exhibit A
Salary Schedule
Palisades Road (CR 26) over Brant Lake Inlet
Warren County**

JOB TITLE	ASCE (A) OR NICET (N) GRADE				OVERTIME CATEGORY
		Existing Rate	Projected Rate	Max Rate	
		June 2022	June 2022	2022	
Senior Project Manager	VIII (A)	\$87.23	\$87.23	87.23	A
Project Manager	VI (A)	59.83	\$59.83	65.00	B
Sr. Engineer	V (A)	52.34	\$52.34	55.64	B
Engineer	III (A)	35.90	\$35.90	37.00	B
Jr. Engineer	I/II (A)	31.29	\$31.29	36.04	C
Senior Environmental Scientist	IV (N)	44.75	\$44.75	44.75	A
Environmental Scientist	III (N)	38.00	\$38.00	38.00	C
Sr. CADD Designer	III (N)	40.04	\$40.04	40.04	C
CADD Designer	I/II (N)	36.40	\$36.40	36.40	C
Construction Inspector IV	IV (N)	54.08	\$54.08	61.95	C
Construction Inspector IV (OT)	IV (N)	54.08	\$54.08	61.95	C
Construction Inspector III	III (N)	47.08	\$47.08	47.78	C
Construction Inspector III (OT)	III (N)	47.08	\$47.08	47.78	C

NOTES:

- (1) Hourly rates shall not exceed those shown above
- (2) Written approval from Warren County must be received by the Consultant before using titles shown in the Salary Schedule but not shown in the Staffing Table.

OVERTIME POLICY

- Category A - No overtime compensation.
- Category B - Overtime compensated at straight time rate.
- Category C - Overtime compensated at straight time rate x 1.50.

Overtime applies to hours worked in excess of the normal working hours of 8 hours per day.

Night shift work shall be compensated at ten (10) percent above the regular hourly rate for the hours worked during a night shift period, as approved by the County for this agreement. Reimbursement for the night shift work shall be paid at the overtime rate or at the night shift differential rate, which ever is higher, but not in combination of the two rate. All overtime policies stated herein shall apply when determining a reimbursement, Night shift differential shall be paid for hours worked between 4 PM and 6 AM.

**Foit-Albert Associates
Attachment B; Exhibit D
Summary**

**Palisades Road (CR 26) over Brant Lake Inlet
Warren County**

		Total	PIN .221	PIN ,321
Item IA, Direct Technical Salaries Office (estimated)	subject to audit	\$ 25,050	\$ -	\$ 25,050
Item IA, Direct Technical Salaries Field (estimated)	subject to audit	\$ 62,501		\$ 62,501
Item IB, Direct Technical Salaries, Premium Portion of Overtime (estimated)		\$ 4,326		\$ 4,326
Item II, Direct Non-Salary Cost (estimated) subject to audit	subject to audit	\$ 10,761		\$ 10,761
Item IIA, Sub Consultant Cost	subject to audit	\$ -	\$ -	
Item III, Overhead Field (estimated)	subject to audit 95%	\$ 59,376		\$ 59,376
Item III, Overhead Office (estimated)	subject to audit 138%	\$ 34,569	\$ -	\$ 34,569
Item IV, Net Fee (negotiated)	12%	\$ 21,780	\$ -	\$ 21,780
Total Estimated Cost		\$ 218,362	\$ -	\$ 218,362
MAXIMUM AMOUNT PAYABLE		\$ 218,362		

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: DPW

DATE: 2/23/23

- (a) Purpose of Request: Authorize Superintendent of Public Works to execute change order with Harrison Burrowes Bridge Constructors, Inc. relating to H322 Palisades Road (CR 26) over Brant Lake Inlet (T/O Horicon)

- (b) Details: Resolution 237 of 2022 authorizes the Superintendent of Public Works to execute change orders for construction contracts, when sufficient funding is available, provided the change does not exceed 10% of the original contract cost or \$50,000, whichever amount is greater. The subject change order is to reconcile final approved work items with Harrison Burrowes Bridge Constructors in regards to the Palisades Road (CR 26) over Brant Lake Inlet bridge replacement project in the Town of Horicon. All necessary work has been completed and the final quantities and costs have been reviewed by the DPW, contractor, County's engineering consultant and NYSDOT and deemed appropriate. The final change order is \$264,382.76 which exceeds the thresholds for authority designated to the Superintendent (original contract cost is \$1,699,699.99). Therefore, the Superintendent requests authority to execute the subject change order with Harrison Burrowes regarding the Palisades Road (CR 26) over Brant Lake Inlet bridge replacement project.

- (c) Previous Resolution Number: 237 of 202

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

