

**PUBLIC WORKS COMMITTEE
DPW AGENDA
May 22, 2025**

Committee Members: CONOVER, Strainer, Bruno, Bean, Crocitto, Turner and Merlino

- 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
Rationale: Preliminary Design, Right-of-way Acquisitions/Incidentals, CI/CS for H439 and H440 CR35 Diamond Point Road Smith Brook, West & East Projects
- V. Discussion Items**
- VI. Referrals/Pending Items**
- VII. Privilege of the floor and public comment**
- VIII. Motion to Adjourn**

Attachments:

1. Resolution Request No. 3 – New Contract

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW

DATE: 5/22/25

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

- (b) Purpose of Contract: Preliminary Design, ROW Incidentals, ROW Acquisition, Construction Support and Construction Inspection for Diamond Point Rd (CR 35) over Smith Brook WEST (H439) & Diamond Point Road (CR35) over Smith Brook EAST (H440), Town of Lake George

- (c) Name of Contractor: CHA Consulting Inc.

- (d) Address of Contractor: 3 Winners Circle, Albany, NY 12205

- (e) Contractor's Contact Person and Telephone Number:
Iana Headley-Koll

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

- (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 \$980,000
 - 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:
H439.9550 280 Diamond Point Rd (CR35) over Smith Brook WEST
H440.9550 280 Diamond Point Rd (CR 35) over Smith Brook EAST

Architectural/ Engineering Consultant Agreement

PIN (s) 1763.01, 1763.02 Municipal Contract No. _____

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

Warren County

(municipal corporation)

having its principal office at 1340 State Route 9; Lake George, NY 12845 (the "Municipality")
and

CHA Consulting, Inc. with its office at 3 Winners Circle, 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 – **PIN 1763.01 - Diamond Point Road (CR 35) over Smith Brook (West) and PIN 1763.02 - Diamond Point Road (CR 35) over Smith Brook (East)** (as described in detail in Attachment A annexed hereto, the "Project") the Municipality 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 Municipality has selected the Consultant to perform such services in accordance with the requirements of this Agreement; and

WHEREAS, the **Chairman of the 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 agreement consists of the following:

■ Agreement Form - this document titled "Architectural/Engineering Consultant Agreement";

■ Attachment "A" - Project Description and Funding;

■ Attachment "B" - Task List;

■ Attachment "C" - as applicable, Staffing Rates, Hours, Reimbursables and Fee.

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

Reference: Municipality Contract # _____

Municipality	Consultant
by: _____	by: _____
Date:	Date:

Warren County

STATE OF NEW YORK

ss:

COUNTY OF _____

On this _____ day of _____, 20 ____ 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 _____, New York; that he/she is the _____ of the _____, the entity 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.

CHA Consulting, Inc.

STATE OF NEW YORK

ss:

COUNTY OF ALBANY

On this _____ day of _____, 20 ____ before me, the subscriber, personally appeared to me known, who, being by me duly sworn, did depose and say; that he resides in the County of _____, New York; that he is the _____ of CHA Consulting, Inc., which executed the foregoing instrument; that he is authorized with the execution of the matter herein provided for, and that he signed and acknowledged the said instrument in his position as a duly authorized representative of Consultant.

Notary Public, _____ County, N.Y.

Attachment A
Architectural/ Engineering Consultant Agreement
Project Description and Funding

PINs: 1763.01, 1763.02

BIN: N/A

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

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: upon execution

Finish Date: upon completion

PROJECT DESCRIPTION:

PIN 1763.01 – Diamond Point Road (CR 35) over Smith Brook (West)

PIN 1763.02 – Diamond Point Road (CR 35) over Smith Brook (East)

Project Location:

Town of Lake George, Warren County, New York

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:

\$980,000

Exhibit C, Page 1
Summary

WARREN COUNTY DEPT. OF PUBLIC WORKS
PIN 1763.01 – Diamond Point Road (CR 35) over Smith Brook (West)

CHA Consulting, Inc.
1-May-25

	Design Phase I-VI	Construction Support/ Administration & Inspection Services	Total
Direct Technical Labor	\$93,305	\$62,830	\$156,135
Overtime, Premium Portion	\$0	\$1,999	\$1,999
Direct Non-Salary Costs (Estimated Subject to Audit)	\$740	\$4,320	\$5,060
Overhead	\$130,627	\$32,427	\$163,054
	Office (140%)	\$44,428	\$44,428
	Field (112%)	\$14,100	\$36,500
Net Fee	\$22,400	\$9,840	\$34,190
Direct Non-Salary Costs (Subcontractor Cost) (Estimated Subject to Audit)	\$24,350	\$0	\$24,350
Direct Non-Salary Costs (Subconsultant Cost)	\$47,700	\$0	\$47,700
TOTAL ESTIMATED COST	\$320,000	\$170,000	\$490,000

Exhibit C, Page 1
Summary

WARREN COUNTY DEPT. OF PUBLIC WORKS
PIN 1763.02 – Diamond Point Road (CR 35) over Smith Brook (East)

CHA Consulting, Inc.
1-May-25

	Design Phase I-VI	Construction Support/ Administration & Inspection Services	Total
Direct Technical Labor	\$93,305	\$62,830	\$156,135
Overtime, Premium Portion	\$0	\$1,999	\$1,999
Direct Non-Salary Costs (Estimated Subject to Audit)	\$740	\$4,320	\$5,060
Overhead	\$130,627	\$32,427	\$163,054
Net Fee	\$22,400	\$44,428	\$66,828
		\$14,100	\$14,100
Direct Non-Salary Costs (Subcontractor Cost) (Estimated Subject to Audit)	\$24,350	\$9,840	\$34,190
Direct Non-Salary Costs (Subconsultant Cost)	\$47,700	\$0	\$47,700
TOTAL ESTIMATED COST	\$320,000	\$170,000	\$490,000

Exhibit C, Page 1
Summary

WARREN COUNTY DEPT. OF PUBLIC WORKS
PIN 1763.01 – Diamond Point Road (CR 35) over Smith Brook (West)
PIN 1763.02 – Diamond Point Road (CR 35) over Smith Brook (East)
COMBINED ESTIMATED COST (BOTH PINS)

CHA Consulting, Inc.
30-Apr-25

	Design Phase I-VI	Construction Support/ Administration & Inspection Services	Total
Direct Technical Labor	\$186,610	\$125,659	\$312,269
Overtime, Premium Portion	\$0	\$3,998	\$3,998
Direct Non-Salary Costs (Estimated Subject to Audit)	\$1,300	\$8,640	\$9,940
Overhead (140% Office) (112% Field)	\$261,254	\$64,854 \$88,856	\$326,108 \$88,856
Net Fee	\$44,800	\$28,200	\$73,000
Direct Non-Salary Costs (Subcontractor Cost) (Estimated Subject to Audit)	\$48,700	\$19,680	\$68,380
Direct Non-Salary Costs (Subconsultant Cost)	\$95,400	\$0	\$95,400
TOTAL ESTIMATED COST	\$640,000	\$340,000	\$980,000