

## **LAW & FINANCE**

**AGENDA**  
June 9, 2021  
4:00pm

Chair: Jonathan Schopf

Members:

Phil Barrett - VC  
Tara Gaston  
Kevin Tollisen  
Matthew Veitch  
Sandra Winney  
Tom Wood

Welcome and Attendance

Approval of the minutes from May 12, 2021

### **HUMAN RESOURCES & INSURANCE**

- Authorizing the position of Clerk Part Time within the Purchasing Department to be changed to Facilities Distribution Coordinator Part Time and amending the 2021 Compensation Schedule.  
(Marcy McNamara, Director of Human Resources)  
**BUDGET IMPACT:** None.
- Authorizing an amendment to Chapter 3 Section D of the Saratoga County Policies and Procedures Manual for the revision of the Vacancy Review Policy and Process.  
(Marcy McNamara, Director of Human Resources)  
**BUDGET IMPACT:** None.

### **HEALTH & HUMAN SERVICES**

- Authorizing major contracts with 11 different ambulance services throughout Saratoga County to facilitate continuation of COVID vaccination for homebound, vulnerable, or under-served residents.  
(Michael McEvoy, EMS Coordinator)  
**BUDGET IMPACT:** None. Funds have been allocated in the 2021 budget.
- Authorizing the acceptance of a contribution to the Office of the Aging in the amount of \$500 from Gerald and Carolyn Crawmer.  
(Sandi Cross, Director of Aging)  
**BUDGET IMPACT:** The donation of \$500 will be used to supplement the funding for the Senior Nutrition Program.
- Authorizing the Chairman of the Board to sign the 2021-2022 annual update to the 2020-2024 four year service plan from the Office for the Aging.  
(Sandi Cross, Director of Aging)  
**BUDGET IMPACT:** None.

- Authorizing the acceptance of Expanding Access to COVID-19 Vaccines via the Aging Network (VAC5) funding in the amount of \$25,333.  
 (Sandi Cross, Director of Aging)  
**BUDGET IMPACT:** 100% State Aid. The 2021 budget will be amended to accept these funds and authorize the related expenses.
- Authorizing the acceptance of Aging and Disability Resource Centers Program/No Wrong Door (ADRC/NWD) Vaccine Access Supplemental Funding through the Coronavirus Response and Relief Supplemental Appropriations act of 2021 in the amount of \$22,037.  
 (Sandi Cross, Director of Aging)  
**BUDGET IMPACT:** 100% State Aid. The 2021 budget will be amended to accept these funds and authorize the related expenses.
- Authorizing the acceptance of \$697,838 in funding under the American Rescue Plan Act (ARP) of 2021.  
 (Sandi Cross, Director of Aging)  
**BUDGET IMPACT:** 100% Federal Aid. The 2021 budget will be amended to accept these funds and authorize the related expenses.

## **PUBLIC SAFETY**

- Authorizing a renewal agreement with Albany Medical Center for the use of laboratory and Morgue facilities needed by the County Coroner in an amount not to exceed \$30,000 effective January 1, 2021 to December 31, 2021.  
 (Susan Hayes-Masa, David DeCelle, County Coroner)  
**BUDGET IMPACT:** None. Funds for this service have been allocated in the 2021 budget.
- Authorizing the acceptance of a \$250,000 grant from the Dormitory Authority of the State of New York (DASNY) State and Municipal Facilities Program for the procurement of a new mobile communications command vehicle.  
 (Carl Zeilman, Commissioner of Emergency Services)  
**BUDGET IMPACT:** 100% State Aid. The 2021 budget will be amended to accept these funds and authorize the related expenses.
- Authorizing the transfer of \$15,000 from the STOP DWI program reserve for two Sheriff Deputies to attend the Drug Recognition Expert Training held in Orlando Florida and amending the 2021 budget in relation thereto.  
 (Steve Bulger, County Administrator)  
**BUDGET IMPACT:** This transfer will reduce the balance in the DWI Reserve to \$93,074.87.
- Authorizing the acceptance of the Aid to Defense Grant of \$14,656 for the term of April 1, 2021 to March 31, 2022.  
 (Andrew Blumenberg, Public Defender)  
**BUDGET IMPACT:** 100% State Aid. The 2021 budget will be amended to accept these funds and authorize the related expenses.

## **BUILDINGS & GROUNDS**

- Authorizing a change order to the agreement with Morton Buildings Inc. for the addition of a vinyl system in the future Animal Run-In Building in the amount up to \$20,000  
(Penny Heritage, Animal Shelter Director)  
**BUDGET IMPACT:** None. Funds are allocated within the 2021 budget.

## **ECONOMIC DEVELOPMENT**

- Designating the Saratoga County Chamber of Commerce as the County's Tourism Promotion Agency and authorizing the Saratoga County Chamber of Commerce to apply for an "I Love New York" grant in 2021.  
(Steve Bulger, County Administrator)  
**BUDGET IMPACT:** None.

## **PUBLIC WORKS**

- Authorizing the implementation, and funding in the first instance 100% of the federal-aid and State "Marchiselli" Program-aid eligible costs, of a transportation federal-aid project, and appropriating funds for the replacement of a culvert on County Road 31 (Fortsville Road over the North Branch of the Snook Kill, in the Town of Moreau, LIN 250, PIN 1761.40, in the amount of \$950,056 for construction, construction support and inspection services.  
(Chad Cooke, Public Works Commissioner)  
**BUDGET IMPACT:** The County's 5% share of \$12,603 will require a transfer from the General Fund.
- Authorizing the chairman to enter into an amended agreement with Clark Patterson Engineers, Surveyors, Architects and Landscape Architect, DPC for the construction support and inspection services related to the replacement of a culvert on County Road 31 (Fortsville Road over the North Branch of the Snook Kill, in the Town of Moreau, LIN 250, PIN 1761.40, in the amount of \$98,746.  
(Chad Cooke, Public Works Commissioner)  
**BUDGET IMPACT:** None. Funds were already allocated from the previous resolution.

## **GOVERNMENT REVIEW & EFFICIENCY**

- Amending Resolution 1 of 2021 – Rules of the Saratoga County Board of Supervisors.  
(Therese Connolly, Clerk of the Board)  
**BUDGET IMPACT:** None.

## **LAW & FINANCE**

- Adopting a Local Law authorizing the conveyance of the Roberts Lane Bridge to Synergy Park, LLC.  
(Chad Cooke, Public Works Commissioner)  
**BUDGET IMPACT:** This will result in an increase of \$1,000 in 2021 revenues.
- Requesting Home Rule Legislation to authorize the renaming of the Saratoga County Supreme Court Law Library as the Hon. Thomas D. Nolan Jr. Supreme Court Law Library.  
(Supervisor Matt Veitch)  
**BUDGET IMPACT:** None.
- Authorizing a contract amendment with GPI to increase the scope and fee of the work to be performed for the SCSD's Storage Building and HVAC design.  
(Dan Rourke, Executive Director of Sewer District)  
**BUDGET IMPACT:** None. Funds for this fee increase are allocated within the 2021 budget.

### **Litigation Update – Michael Hartnett, County Attorney (Executive Session if necessary)**

#### Other Business

- **Setting agenda for Board Meeting Scheduled For June 15, 2021**

Adjourn

Due to public health and safety concerns related to COVID-19, there is limited capacity in the Boardrooms. The public will have an opportunity to hear the meeting live via an audio signal using this call-in number and access code:

Dial: 1-978-990-5145

Access Code: 1840389



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office

**FROM:** County Attorney's Office o/b/o Supervisor Veitch

**DATE:** June 3, 2021

**RE:** Supreme Court Law Library - Home Rule

**COMMITTEE:** Law and Finance

1. Is a Resolution Required:  YES or  NO  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed:  YES or  NO  
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)
4. Specific details on what the resolution will authorize:  
Requesting Home Rule Legislation to authorize the renaming of the Saratoga County Supreme Court Law Library as the Hon. Thomas D. Nolan, Jr., Supreme Court Law Library. Judiciary Law 814 provides the establishment and naming of Supreme Court Law Libraries in each county throughout the State. The Saratoga County Supreme Court Law Library Board of Trustees has recommended to rename the law library in honor of Judge Nolan.
5. Does this item require hiring a Vendors/Contractors:  YES or  NO
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
  - i. Is this a renewal agreement:  YES or  NO
  - j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  YES or  NO  
(If yes, attach the last approved resolution)
- a. What were the terms of the prior resolution
  - b. Are the terms changing:
  - c. What is the reason for the change in terms:
7. Is a new position being created:  YES or  NO
- a. Effective date
  - b. Salary and grade
8. Is a new employee being hired:  YES or  NO
- a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
9. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
- Judiciary Law 814 provides the establishment and naming of Supreme Court Law Libraries in each county throughout the State. The Saratoga County Supreme Court Law Library Board of Trustees has recommended to rename the law library in honor of Judge Nolan, and has requested that the County Board of Supervisors consider a resolution requesting home rule legislation to effectuate the naming of the library. Home Rule Legislation is required to rename the Law Library.



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Mike Hartnett, County Attorney  
Pam Wright, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Therese Connolly, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, Confidential Secretary/County Attorney's Office

**FROM:** Dan Rourke, Sewer District

**DATE:** 6/3/21

**RE:** GPI Contract Amendment

**COMMITTEE:** Sewer Commission

1. Is a Resolution Required:  YES or  NO  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed:  
(If yes, budget lines and impact must be provided)  
NO

3. Are there Amendments to the Compensation Schedule:  
(If yes, provide details)  
NO

4. Specific details on what the resolution will authorize:

This Resolution will authorize the Chairmen of the board to execute a contract amendment with GPI to increase the scope and fee of the work to be performed for SCSD's Storage Building and HVAC design. The increased scope includes preparing a site survey and Stormwater Pollution Prevention Plan (SWPPP) for the project. These scope items were not in the original proposal as the projected disturbed area was <1 Acre, and is not greater than 1 acre. The increased fee for the additional work is \$37,250.00 This will increase the total cost to \$277,365

5. Does this item require hiring a Vendors/Contractors:

- a. Were bids/proposals solicited: Yes
- b. Is the vendor/contractor a sole source: No
- c. Commencement date of contract term: TBD
- d. Termination of contract date: TBD
- e. Contract renewal and term: N/A
- f. Contact information: John Rizzo 80 Wolf Road Suite 300 Albany NY 12205
- g. Is the vendor/contractor an LLS, PLLC or partnership: Inc
- h. State of vendor/contractor organization: New York
- i. Is this a renewal agreement:  YES or  NO
- j. Vendor/Contractor comment/remarks:

(518) 898-9539



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  
(If yes, attach the last approved resolution)
  - a. What were the terms of the prior resolution NO
  - b. Are the terms changing:
  - c. What is the reason for the change in terms:
  
7. Is a new position being created:
  - a. Effective date NO
  - b. Salary and grade
  
8. Is a new employee being hired:
  - a. Effective date of employment NO
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
  
9. Is a grant being accepted:
  - a. Source of grant funding: NO
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. Time period grant covers:
  
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

This amendment is attached.



May 19, 2021

Re: Proposal for Supplemental Professional Services: Site Survey, Stormwater Management Design, Wetland Permitting, and associated CA Services

GPI thanks you for the opportunity to present our proposal for professional services associated with the referenced project to the Saratoga County Wastewater Treatment Plant (SCWTP) – District 1, (hereinafter referred to as the “Client”). The following proposal has been developed based upon our discussions and correspondence with you as well as the conceptual design development for the site.

**Project Understandings**

GPI has completed a cursory review of project information and understands the following:

- The scope and fees for site survey services has been developed based upon the area identified in Figure 1.



*Figure 1*

- The area of disturbance for the site improvements associated the proposed storage building will exceed one acre and, therefore, a Stormwater Pollution Prevention Plan (SWPPP) will be required for the project.
- The stormwater management design will be developed in conformance with the New York State Department of Environmental Conservation (NYSDEC) and any local Municipal Separate Storm Sewer System (MS4) regulations. The local MS4 will be engaged during the design process so they are prepared to sign-off prior to request of the NYSDEC Notice of Intent.

## Scope of Services

### **SECTION I: SITE SURVEY SERVICES**

#### **Task 1 – Partial Topographic and Utility Survey**

A partial topographic survey at a 1' contour interval will be prepared for the site within the approximate limits identified in Figure 1. Topography will be based upon a conventional ground survey in accordance with "National Map Accuracy Standards" based upon NAVD 88 datum. The survey will include locations of existing site improvements, limits of vegetation, hardscaped/paved areas, flagged wetland boundary, and surface features of underground utilities. Utility rim and invert elevations will be expressed to the nearest tenth of a foot. Underground utilities will be shown to the extent that surface evidence and existing record mapping (as provided by the owner) will be available. Finished floor elevations will be indicated at existing buildings entries (if within the survey limits) along with building corners/edges. Note that this survey effort does not include subsurface utility location services, deed/title research, or boundary location.

### **SECTION II: DESIGN DEVELOPMENT SERVICES (for Stormwater Related Additional Work)**

#### **Task 2 –Schematic Design Plan - Stormwater**

GPI will coordinate with your office staff during the schematic design process to ensure that stormwater area set asides as well as both open and closed stormwater conveyance routing is considered in the overall project approach.

The Schematic Design level stormwater management plan will be reviewed with the Client to ensure that advancement of the approach (into Design Development) for handling stormwater runoff from the site improvements will be located on the SCWTP campus in a manner that satisfies the NYSDEC requirements while meeting the Client's needs and long-term maintenance objectives.

#### **Task 3 – Design Development Plans - Stormwater**

Upon receipt of final comments from the Client on the Schematic Design Plans outlined in Task 2, the stormwater management will be advanced to Design Development level with detailing suitable for submission to the local Authority Having Jurisdiction (AHJ). Under this task, GPI will also revise the plan set based upon return of any AHJ review comments. Up to eight (8) hours of time for plan revisions and response to AHJ review comments is included within the scope of this proposal.

The stormwater management design plans provided to the Client will include:

**a. Erosion and Sediment Control Plan:**

To prevent soil erosion and sedimentation during construction, relevant measures will be identified on the plan. Measures will consider the NYS Standards and Specifications for Erosion and Sediment Control.

**b. Stormwater Management Detailing:**

Detailing for storm water management practices will be developed in concert with the SWPPP analysis and report (see Task 5). Test pit investigations and falling head permeability tests will be required to verify the feasibility of the use of infiltration practices. Once the design has been developed to a level of detail sufficient to determine the locations and quantity of tests required, a subsurface investigation program will be reviewed with the Client. For purposes of this proposal, it is assumed that the Client will provide a backhoe and operator for up to one day of field time to perform the necessary excavation and backfilling work associated with deep test pits. The scope and fee outlined herein includes one eight (8) hour day for a field engineer to perform perc tests and witness deep tests including documentation of soil and drainage characteristics. The deep test pits and perc tests will be located utilizing handheld GPS instrumentation and will be added to the site survey.

#### **Task 4 - Construction Drawings and Specifications - Stormwater**

Once approved by the AHJ, the Design Development Plans outlined above will be expanded upon for any additional construction related detailing not required for site plan approval but required for bidding and construction purposes. Specifications will be provided for products and material designations including notes on the plans and details and site related sections for inclusion in the project manual.

#### **Task 5 – Storm Water Pollution Prevention Plan & Report**

The site work for the proposed storage building will result in an overall land disturbance that will exceed one acre and therefore, a NYSDEC State Pollutant Discharge Elimination System (SPDES) General Permit GP-0-20-001 will be required. A hydrologic and hydraulic analysis will be performed to evaluate pre- and post-development site conditions. A computer model will be created for both conditions and simulations run for standard NYSDEC intervals.

A Storm Water Pollution Prevention Plan (SWPPP) and report will be prepared in accordance with the requirements of NYSDEC SPDES General Permit GP-0-20-001. Supplemental information required by the New York State Storm Water Management Design Manual will be included in the appendices and will include existing and proposed drainage conditions mapping, the Notice of Intent (NOI), a Notice of Termination (NOT), the Contractor Certification form, and system inspection and maintenance requirements. The SWPPP will be developed for the purpose of local MS4 and NYSDEC review and approval and will be in accordance with NYSDEC's 5-day NOI process. MS4 review will be initiated at this stage of the project.

### **SECTION III: WETLAND PERMITTING SERVICES**

#### **Task 6 – Wetland Permitting**

GPI Environmental staff previously delineated portions of a wetland along the northwest/west edge of the proposed project site for the new storage building. Pre-screening map review of this area indicated that this wetland is over 60 acres in size. Since this is a state wetland as well as a federal wetland, there will be a 100-foot protected buffer around the wetland boundary. The project design will be advanced to avoid any direct impacts to the wetland itself, however, given the existing site constraints in this portion of the campus, it will be necessary to perform grading activities and construct hardscape elements (driveways, gravel areas, etc.) within the 100-foot buffer. As such, there will be no permit needed from the US Army Corps of Engineers (COE), however, an Article 24 Freshwater Wetland Permit will be required from the NYS Department of Environmental Conservation (DEC). Under this task, GPI's Environmental Scientists will prepare the necessary applications with accompanying documents, figures, and photo logs. These items will be submitted to and coordinated with the DEC. The fee for this task also includes up to 8 hours of time to respond to DEC review comments and make any necessary changes to the permit application package.

### **SECTION IV: CONSTRUCTION PHASE SERVICES (for Stormwater Related Additional Work)**

#### **Task 7 –Shop Drawing Review**

After the construction contract has been awarded, GPI will review the contractor's submittals and shop drawings for stormwater related elements to ensure conformance with the contract drawings. Electronic versions of each submittal and shop drawing reviewed will be returned to the Client via email for distribution.

#### **Task 8 - SWPPP Preconstruction Services**

##### **a. MS4 Sign off & NYSDEC Notice of Intent (NOI) 5-Day Coordination**

GPI will coordinate with the Contractor, Owner and the Municipality to process the required forms for applying for the project MS4 Sign-off, NYSDEC Notice of Intent (NOI) and to obtain the projects SPDES General Permit Number

**b. Site Logbook**

GPI will prepare three (3) binders for maintenance of the site logbook. The original binder will be maintained on-site as required by General Permit GP-0-20-001. The second binder will be provided to the Owner prior to the start of construction for their records and documentation of maintenance requirements and GPI will retain the third binder for its records.

**c. Pre-Construction Conference**

GPI will prepare for and attend a pre-construction conference with the Client and General Contractor to discuss site construction issues, SWPPP responsibilities, and General Permit GP-0-20-001 documentation.

**d. Pre-Construction Certification**

While on site for the pre-construction outlined above, GPI will conduct an initial assessment of the site prior to the commencement of construction. Upon determination that the appropriate erosion and sediment control measures described in the SWPPP and as required by General Permit GP-0-20-001 have been adequately installed or implemented, GPI will prepare the required Pre-Construction Certification. This certification will be filed in the site log book.

**Task 9 - Weekly SWPPP Assessments and Reports**

GPI will conduct site assessments of site construction activities in accordance with the NYSDEC State Pollutant Discharge Elimination System (SPDES) General Permit GP-0-20-001. The total fee associated with these services will depend on the number of weeks for the construction duration (including the removal of all temporary erosion and sediment control measures and the site achieving final stabilization). For purposes of this proposal, it is anticipated that site related construction activities and final stabilization will take place over the course of 36 consecutive weeks. Note that the NYSDEC requires weekly site SWPPP assessments from the start of construction activities until achievement of final stabilization - even when no work is occurring on site. As such, if the site construction time frame extends beyond 36 weeks (including any potential non-active time), additional weekly site assessments will be required.

During each inspection, GPI will evaluate overall pollutant control system performance as well as particular details of individual system components. At a minimum, the following evaluations will be performed:

- a. Locations where vehicles enter and exit the site will be inspected for evidence of off-site sediment tracking.
- b. Sediment barriers will be inspected.
- c. Inspections will evaluate disturbed areas and areas used for storing materials that are exposed to rainfall for evidence of, or the potential for, pollutants entering the drainage system.
- d. Disturbed areas will be inspected to confirm that temporary stabilization measures are performing accurately, that non-stabilized areas are limited to 5 acres or less and that final stabilization of restored areas has achieved the necessary vegetative cover as required by the NYSDEC Standards.
- e. All discharge points will be inspected to determine whether erosion control measures are effective in preventing significant impacts to receiving waters.

Weekly Inspection reports will be completed. An important aspect of the inspection report is the description of additional measures that need to be taken to enhance plan effectiveness. The inspection report will identify whether the site was in compliance with the SWPPP at the time of inspection and specifically identify incidents of non-compliance with any recommendations for corrective action.

**Task 10 - Notice of Termination of Permit Coverage**

The Notice of Termination (NOT) requires the qualified inspector certify that “all post-construction stormwater management practices have been constructed in conformance with the SWPPP”. The NOT needs to be submitted once construction activities have been completed and the project site is considered stabilized.

Prior to filing the Notice of Termination (NOT) for the end of the permit term, GPI will perform a final site inspection. This site inspection is intended to verify that the site has undergone final stabilization using either



vegetative or structural stabilization methods and that all temporary erosion and sediment control measures not needed for long-term erosion control have been removed.

Upon review of the completed contractor provided as-built plan(s), evaluation of the completed stormwater management facilities, and upon determination that the stormwater management facilities have been constructed in accordance with the SWPPP, GPI will certify the completed system.

GPI will prepare a draft of the Notice of Termination for the Owners signature and submission to the MS4 and/or NYSDEC as required by General Permit GP-0-20-001. The Owner and Contractor binders will be updated incorporating the Final Inspection Certification and the NOT. The Original Binder (which was maintained on-site during construction) will be submitted to the Owner for their records.

#### **Task RE00 – Reimbursable Expenses**

This scope of services includes only the cost for the preparation of the work as outlined above and does not include our direct expenses, such as mileage, overnight mailings, and photocopying and map reproductions. These direct costs will be billed under this task as incurred.

#### **Services By Others or Not Currently Anticipated/Included**

The following items are presently not included in work to be provided by GPI.

- A Formal Phase I Cultural Resource Investigation or Phase II Site Evaluation.

#### **Substantive Revisions**

Please note that the AHJs may request additional technical studies and documents not outlined herein. Should such work be requested, it will be initiated upon receipt of an executed additional services proposal. Client requested changes to the plans after the originals are submitted to the AHJ, may also constitute a change in services and require a scope and fee modification.

#### **Professional Services Fee Schedule**

GPI proposes to bill each task as indicated in the following Fee Schedule Summary. Invoices will be issued monthly for all services performed during that month and are payable upon receipt. Lump Sum tasks will be billed commensurately with the percentage of the task which has been completed. Time and Materials tasks will be billed based on the actual hours and reimbursable expenses incurred, at the rates listed below. GPI will make its best effort to complete each of these tasks within the estimated amounts; however, it is possible that it will be necessary to exceed these amounts in order to complete the scope of services. GPI will not exceed any estimated fee amounts without first obtaining your authorization.

If required, all work authorized by the client, beyond the Scope of Services presented in this proposal will be performed on a time and material basis according to the hourly rates of the staff utilized to perform the work.

### Fee Summary

Task No.	Task Description	Lump Sum Fee Bill	Time & Materials
<b>PHASE I: SITE SURVEY SERVICES</b>			
1	Partial Topographic and Utility Survey		\$6,500
<b>Total Phase I Fee</b>		<b>\$6,500</b>	
<b>PHASE II: DESIGN DEVELOPMENT (for Stormwater Related Additional Work)</b>			
2	Schematic Design Plan	\$2,250	
3	Design Development Plans	\$5,250	
4	Construction Drawings and Specifications	\$1,750	
5	Stormwater Pollution Prevention Plan & Report (SWPPP)	\$10,500	
<b>Total Phase II Fee</b>		<b>\$19,750</b>	
<b>PHASE III: WETLAND PERMITTING SERVICES</b>			
6	Wetland Permitting	\$6,250	
<b>Total Phase III Fee</b>		<b>\$6,250</b>	
<b>PHASE IV: CONSTRUCTION PHASE SERVICES (for Stormwater Related Additional Work)</b>			
7	Shop Drawing Review	\$1,250	
8	SWPPP Preconstruction Services	\$2,500	
9	Weekly SWPPP Site Assessments and Reports	(*See Below)	
10	Notice of Termination of Permit Coverage	\$1,000	
<b>Total Phase IV Fee</b>		<b>\$4,750</b>	
RE00	Reimbursable Expenses	<i>To be billed as incurred</i>	
<b>Total Estimated Cost</b>		<b>**\$37,250</b>	

\*As noted in the scope description for Task 9, weekly SWPPP site assessments are required by the NYSDEC for the duration of site construction until achievement of final site stabilization. In an effort to keep the overall project costs to the Client down, GPI will invoice the required weekly assessments against the Construction Phase Inspection fee already established within our original proposal. The time for our staff to visit the site, document the required information, and prepare/provide an assessment report results in a weekly assessment rate of \$325.00. Based on the anticipated 36-week duration of construction, the corresponding anticipated total fee for weekly assessments would be \$11,700. As these weekly assessments are an additional service not included within our original scope/fee, we will track these efforts separately. In the event that the duration of construction or the requested/required quantity of Construction Phase Inspection services exceed the 400 hours as outlined within the project RFP and as included within our contracted scope of work, GPI will coordinate with the Client for providing a proposal modification for extension of professional services.

\*\*The total fee shown herein is a not-to-exceed fee. If supplemental survey work is required/requested for coordination with the adjacent Barton & Loguidice project, the corresponding additional scope/fee will be coordinated under that contract.