



# Public Works Committee

**Tuesday, February 7, 2023 3:30PM**

40 McMaster Street, Ballston Spa, NY 12020

Chair: Philip Barrett

Members:

Diana Edwards  
Jack Lawler  
Jonathan Schopf  
Mike Smith  
Matthew Veitch  
Tom Wood

- I. Welcome and Attendance
- II. Approval of the minutes of the December 7, 2022 meeting.
- III. Appointment of a Vice-Chair.
- IV. Accepting funding for the CR 109 (Kinns Road) Plank Road Intersection Improvements Project, PIN 1759.19, for preliminary design, detailed design and right-of-way incidentals for \$207,844, and amending the 2023 Budget in relation thereto - Chad Cooke, Public Works
- V. Authorizing an agreement with CPL Architects for preliminary design, detailed design and right of way services related to the Plank Road Intersection Improvement Project on CR109 (Kinns Rd) in the Town of Clifton Park – Chad Cooke, Public Works
- VI. Other Business
- VII. Adjournment



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Department of Public Works

**DATE:** January 26, 2023

**COMMITTEE:** Public Works

**RE:** Funding acceptance for intersection improvement project

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

Funding acceptance for intersection improvement project

3. Specific Details on what the resolution will authorize:

Resolution 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 therefore for the CR 109 (Kinns Road) intersection improvement project with Plank Road in the Town of Clifton in the amount of \$207,844 for preliminary design, detailed design and right-of-way.

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted

4. Is a Budget Amendment needed:  YES or  NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
 Consulted

Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
A-0599.B	App Fund Balance	\$10,393
H2023.50-3590	State Aid	\$31,176
H2023.50-4590	Federal Aid	\$166,275

Expense

Account Number	Account Name	Amount
H2023.50.100-7098	Pro Srv for Cap Purposes	\$207,844

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other
\$10,393	\$31,176	\$166,275	

5. Identify Budget Impact:

The budget will be amended to accept these funds and authorize the related expenses

- a. G/L line impacted See above
- b. Budget year impacted 2023
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

7. Does this item require hiring a Vendors/Contractors:  Y  N

a. Were bids/proposals solicited:  Y  N

b. Type of Solicitation

c. Is the vendor/contractor a sole source:  Y  N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department?  Y  N  N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

County Administrator's Office  
Consulted

8. Is a grant being accepted:  YES or  NO

a. Source of grant funding:

Federal

b. Agency granting funds:

FHWA/NYS DOT

c. Amount of grant:

FHWA (\$166,275), NYSDOT (\$31,176)

d. Purpose grant will be used for:

Intersection improvement

e. Equipment and/or services being purchased with the grant:

Professional design and inspection services

f. Time period grant covers:

5 years

g. Amount of county matching funds:

\$10,393

h. Administrative fee to County:

9. Supporting Documentation:

Marked-up previous resolution

No Markup, per consultation with County Attorney

Program information summary

Copy of proposal or estimate

Copy of grant award notification and information

Other sample resolution

10. Remarks:

The project includes the addition of a left turn lane for westbound traffic on CR 109 (Kinns Road) heading southbound onto Plank Road as well as the replacement of Saratoga County Culvert No. 269.10 (west of the intersection) which is necessary to widen the roadwa.





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**CC:** John Warmt, Director of Purchasing  
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Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Department of Public Works

**DATE:** January 26, 2023

**COMMITTEE:** Public Works

**RE:** Authorize a contract with CPL Architects, Engineers, Landscape Architect and Surveyor, D.P.C. for professional services associated with the Plank Road intersection improvement project on Kinns Road in the Town of Clifton Park.

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorize a contract with CPL Architects, Engineers, Landscape Architect and Surveyor, D.P.C.

3. Specific Details on what the resolution will authorize:

Authorize a contract with CPL Architects, Engineers, Landscape Architect and Surveyor, D.P.C. for professional services in the amount of \$207,844 associated with the Plank Road intersection improvement project on Kinns Road in the Town of Clifton Park.

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted

4. Is a Budget Amendment needed:  YES or  NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
 Consulted

Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

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- a. G/L line impacted
- b. Budget year impacted
- c. Details



6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted

7. Does this item require hiring a Vendors/Contractors:  Y  N

a. Were bids/proposals solicited:  Y  N

b. Type of Solicitation Professional Service

c. Is the vendor/contractor a sole source:  Y  N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department?  Y  N  N/A

e. Commencement date of contract term: Upon contract execution

f. Termination of contract date: Upon project completion

g. Contract renewal and term: N/A

h. Contact information: CPL Architects, Engineers, Landscape Architect and Surveyor, D.P.C.  
255 Woodcliff Drive, Suite 200  
Fairport, NY 14450

i. Is the vendor/contractor an LLC, PLLC or partnership: No

j. State of vendor/contractor organization: NY

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

County Administrator's Office Consulted <input type="checkbox"/>
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a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other draft resolution

10. Remarks:

11/19/19



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION - 2023**

**Introduced by Supervisors Barrett, Edwards, Lawler, Schopf, Smith, Veitch and Wood**

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH CPL ARCHITECTS, ENGINEERS, LANDSCAPE ARCHITECT AND SURVEYOR, D.P.C. FOR PRELIMINARY DESIGN, DETAILED DESIGN AND RIGHT-OF-WAY SERVICES RELATED TO THE PLANK ROAD INTERSECTION IMPROVEMENT PROJECT ON CR 109 (KINNS ROAD) IN THE TOWN OF CLIFTON PARK**

WHEREAS, pursuant to Resolution \_\_\_\_\_-2022, this Board of Supervisors approved the proposed project for Plank Road intersection improvements on CR 109 (Kinns Road), PIN 1759.19, in the Town of Clifton Park; and

WHEREAS, the County is authorized to contract with any of the consultants designated by the New York State Department of Transportation (NYSDOT) to provide services for locally administered federal and/or state-aided municipal highway, bridge, and related projects that require architectural/engineering/surveying services in NYSDOT Region 1; and

WHEREAS, the Saratoga County Department of Public Works has evaluated and ranked all firms on NYSDOT's Region 1 Local Design Service Agreement List, and has selected CPL Architects, Engineers, Landscape Architect and Surveyor, D.P.C. to provide preliminary design, detailed design and right-of-way services related to intersection improvements on CR 109 (Kinns Road) in the Town of Clifton Park; and

WHEREAS, our Public Works Committee and the Commissioner of the County Department of Public Works have recommended that a contract for preliminary design, detailed design and right-of-way services related to the Plank Road intersection improvements on CR 109 (Kinns Road) in the Town of Clifton Park be awarded to CPL Architects, Engineers, Landscape Architect and Surveyor, D.P.C. at a cost not to exceed \$207,844; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with CPL Architects, Engineers, Landscape Architect and Surveyor, D.P.C. of Fairport, New York for the provision of preliminary design, detailed design and right-of-way services related to Plank Road intersection improvements on CR 109 (Kinns Road) in the Town of Clifton Park, at a cost not to exceed \$207,844; and be it further

RESOLVED, that the form and content of such agreement shall be subject to the approval of the County Attorney; and, be it further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No budget impact.