



# Public Works Committee

**Tuesday, June 6, 2023 3:30PM**  
40 McMaster Street, Ballston Spa, NY 12020

Chair: Philip Barrett

Members:

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

- I. Welcome and Attendance
- II. Approval of the minutes of the April 4, 2023 meeting.
- III. Authorizing an intermunicipal agreement with the Town of Wilton, amending the agreement with Greenman-Pedersen, Inc, and amending the County budget in relation thereto - Chad Cooke, Public Works
- IV. Other Business
- V. 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:** May 18, 2023

**COMMITTEE:** Public Works

**RE:** Authorize an intermunicipal agreement with the Town of Wilton for highway improvements within the County Route 33 (Ballard Road) corridor and amend the budget in relation thereto.

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorize intermunicipal agreement with the Town of Wilton

3. Specific Details on what the resolution will authorize:

Authorize an intermunicipal agreement with the Town of Wilton for highway improvements within the County Route 33 (Ballard Road) corridor in the amount of \$587,651 and amend the budget in relation thereto, amend GPI's contract in the amount of \$16,000 for additional construction inspection services for the Town portions of the the project and recognize additional CHIPs funding in the amount of \$215,282 for the County's portions of the project.

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
D.50-2306	Roads and Bridges Charges	\$587,651
D.50-3590	State Aid-Transportation	215,282

Expense

Account Number	Account Name	Amount
D.50.510-7052	Contracted Highway Srv	\$786,933
D.50.510-8130	Architects/Engineers	\$16,000

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other
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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

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

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:

Purchasing Office Consulted ☒

8. Is a grant being accepted: ☐ YES or ☒ NO

County Administrator's Office  
Consulted ☐

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 \_\_\_\_\_

10. Remarks:

The County Route 33 (Ballard Road) project's original construction budget totaled \$1,476,597 for rehabilitation of 1.84 miles. The Town of Wilton requested improvements on Town owned infrastructure that abut Ballard Road and those portions of the project were included in the bid documents. The project was put out to bid and the low bidder was determined to be Kubricky Construction Corporation totaling \$2,263,529. Of this amount, the Town of Wilton is responsible for \$587,651. The remaining that exceeds the original budget will be funded through additional CHIPs funding the County has received totaling \$215,282. GPI's additional services totaling \$16,000 are for construction administration and inspection services to cover the Town's portion of the project and are included in the Town's share of the project.

GPI Precedent Resolution: 235 of 2022

May 18, 2023

Mr. Chad Cooke  
Commissioner  
Saratoga County Department of Public Works  
3654 Galway Road  
Ballston Spa, New York 12020

**County Road 33 (Ballard Road)  
Construction Inspection/Support Supplemental Fee Schedule**

Dear Mr. Cooke,

GPI is pleased to submit our supplemental fee request for Construction Inspection and Construction Support services for the Town's portion of the work on the County Road 33 (Ballard Road) project.

The attached fee schedule assumes a two (2) week construction duration and one (1) week of construction support for the additional Town work. Please note the two-week duration is based on typical construction production rates and may change due to unforeseen field conditions, contractor scheduling, or any additional scope being added to the project.

Thank you for utilizing GPI to provide these additional services and if you have any questions, please do not hesitate to contact me.

Sincerely,

**GPI/Greenman-Pedersen, Inc.**



Tyler J. Vyce  
Project Engineer

Consultant Fee Estimate Worksheet

Project No.

ALB-2200135.00

Project Description: <i>(Project Title, Facility Name and Address)</i>	Task	Date: 5/18/2023
County Road 33 (Ballard Road) from Route 9 to I-87 Bridge Town of Wilton Additional Work	As Noted	Phase: Construction
		Agency: Saratoga County
		Prepared By: T.Vyce

Breakdown of Tasks									
Task Description	Employee Hours per Task								Total Hours
	Employee Title	Resident Engineer	Project Engineer						
Task 8 - Construction Support			8.00						8.00
Task 9 - Construction Inspection		100.00							100.00
Subtotal Employee Hours		100.00	8.00						108.00
x Hourly Rate		\$48.00	\$38.00						
Total Direct Cost		\$4,800.00	\$304.00						\$5,104.00
								x Multiplier	2.86
Total Personnel Days	13.5							Total Consultant Labor	\$14,597.44

Reimbursable Expenses: <i>(when required)</i>		No.	Contract Rate	
Mileage:	Estimate miles at Contract rate <i>(over 35 miles one way)</i> .	200	miles @ \$0.66	\$131.00
Lodging:	At Contract per diem rates <i>for the location of the facility</i> .	0	night(s) @ \$94.00	\$0.00
Meals:	At Contract per diem rates <i>for the location of the facility</i> .	0	overnight(s) @ \$55.00	\$0.00
Other Allowable Expenses: Identify expenses below.				
A.	Premium Time (20 Hours)			\$500.00
B.				
C.				
Total Reimbursable Expenses				\$631.00
Total Lump Sum Fee				\$16,000.00