

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, August 5, 2024
7:00 p.m.

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, August 5, 2024, at 7:00 p.m. in the City Court Room, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

PUBLIC HEARING

RESOLUTIONS

- | | |
|--------------------|--|
| Resolution No. 1 - | To Settle Proceeding to Review Real Property Assessment Challenge at 924 Arsenal St, Watertown, NY 13601 Parcel No. 8-05-104.001 |
| Resolution No. 2 - | Authorizing Sale of Real Property, Parcel No. 04-26-322.000, Known as 58 Spring Street to Mark Parker, 829 Water Street, Watertown, New York 13601 |
| Resolution No. 3 - | Authorizing Professional Design Services for the Rehabilitation of the Southern Bridge on Mill Street, BIN 2220230 – Lu Engineers, PC |
| Resolution No. 4 - | Authorizing Adjustment to the 2024-25 City Tax Bill for 240 Main Street East, Parcel No. 03-02-214.000 |
| Resolution No. 5 - | Readopting Fiscal Year 2024-25 General Fund Budget – Thompson Park Invasive Species and Brush Clearing Project |
| Resolution No. 6 - | Accepting Bid for Thompson Park Invasive Species and Brush Clearing Project – John Anderson Construction, Inc. DBA Tri-State Clearing & Tree Service |
| Resolution No. 7 - | Accepting Bid for Thompson Park Bandstand Roof Construction Project – Capital Construction & Development Corp |

Resolution No. 8 - Accepting Bid for DPW Salt Storage Facility – Eagle Associates of Cazenovia, LLC

ORDINANCES

LOCAL LAW

OLD BUSINESS

STAFF REPORTS

1. Sale of Surplus Hydro-electricity – June 2024
2. Sales Tax Revenue – June 2024
3. Proposed Housing Development at VL-4 Massey Street South

NEW BUSINESS

EXECUTIVE SESSION

1. To discuss the employment history of a particular individual
2. To discuss proposed, pending or current litigation
3. To discuss collective bargaining

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, AUGUST 19, 2024, AT 7:00 PM.

To: The Honorable Mayor and City Council

From: Brian Phelps, City Assessor

Subject: To Settle Proceeding to Review Real Property Assessment Challenge at
924 Arsenal St, Watertown, NY 13601 Parcel No. 8-05-104.001

924 Arsenal St is a 5,300+- square foot McDonalds fast food restaurant constructed in 2007 and renovated in 2021 on a 140' X 293' lot.

The property assessment was challenged, following the renovations and subsequent increase of \$108,700 in 2022. The property had been the subject of past challenges from 2014 to 2018 that was settled in 2018.

The proposed settlement for your consideration calls for no reduction to the current year with a reduction of \$28,700 to \$1,580,000 for the upcoming 2025 assessment roll. This reduction would be subject to Real Property Tax Law 727 effectively locking in the assessment for the 2025, 2026 & 2027 roll years.

Assuming the settlement is in place in time for the 2025 City Tax bills (July 2025) there would be no refunds due.

RESOLUTION

Page 1 of 2

To Settle Proceeding to Review
Real Property Assessment Challenge at
924 Arsenal St, Watertown, NY 13601
Parcel No. 8-05-104.001

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS certain premises owned by Lake Creek Properties LLC and Lingo Associates LLC in the City of Watertown at 924 Arsenal St, Parcel No.: 8-05-104.001 is assessed for the following tax years:

2022	\$1,608,700
2023	\$1,608,700
2024	\$1,608,700

, and

WHEREAS Lake Creek Properties has heretofore duly instituted in the Supreme Court Proceedings to review the assessments for tax years 2022, 2023, and 2024, and

WHEREAS the parties have agreed that the total assessment for the property shall remain at the current assessments, but the subsequent 2025 total assessment will be lowered to \$1,580,000 for a reduction of \$28,700, and

WHEREAS the property owners and the City agree to be bound to the provisions of RPTL §727 limiting the ability to challenge or change future assessments for tax years 2025, 2026 or 2027, and

WHEREAS a compromise and settlement of the aforesaid proceedings upon the above basis is deemed in the best interest of the Respondents,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York that the City attorneys of the City of Watertown be and are hereby authorized, empowered and directed to enter into a formal Stipulation & Order of the aforesaid proceedings with counsel for Lake Creek Properties LLC on the following terms and conditions:

1. The assessments of the subject property shall be set for the following years as follows:

2022, 2023, 2024	\$1,608,700
2025	\$1,580,000

RESOLUTION

Page 2 of 2

To Settle Proceeding to Review
Real Property Assessment Challenge at
924 Arsenal St, Watertown, NY 13601
Parcel No. 8-05-104.001

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

2. That an Order of the Supreme Court shall be made and entered settling the aforesaid proceedings to review said assessment without costs to either party as against the other and upon the terms and conditions set forth above, and

BE IT FURTHER RESOLVED by the City Council that City Assessor and all other municipal officers, agents or employees are hereby directed to do such acts and things as may be necessary to give full force and effect to the aforesaid settlement, and

BE IT FURTHER RESOLVED by the City Council that this Resolution shall take effect immediately.

Seconded by _____

Res No. 2

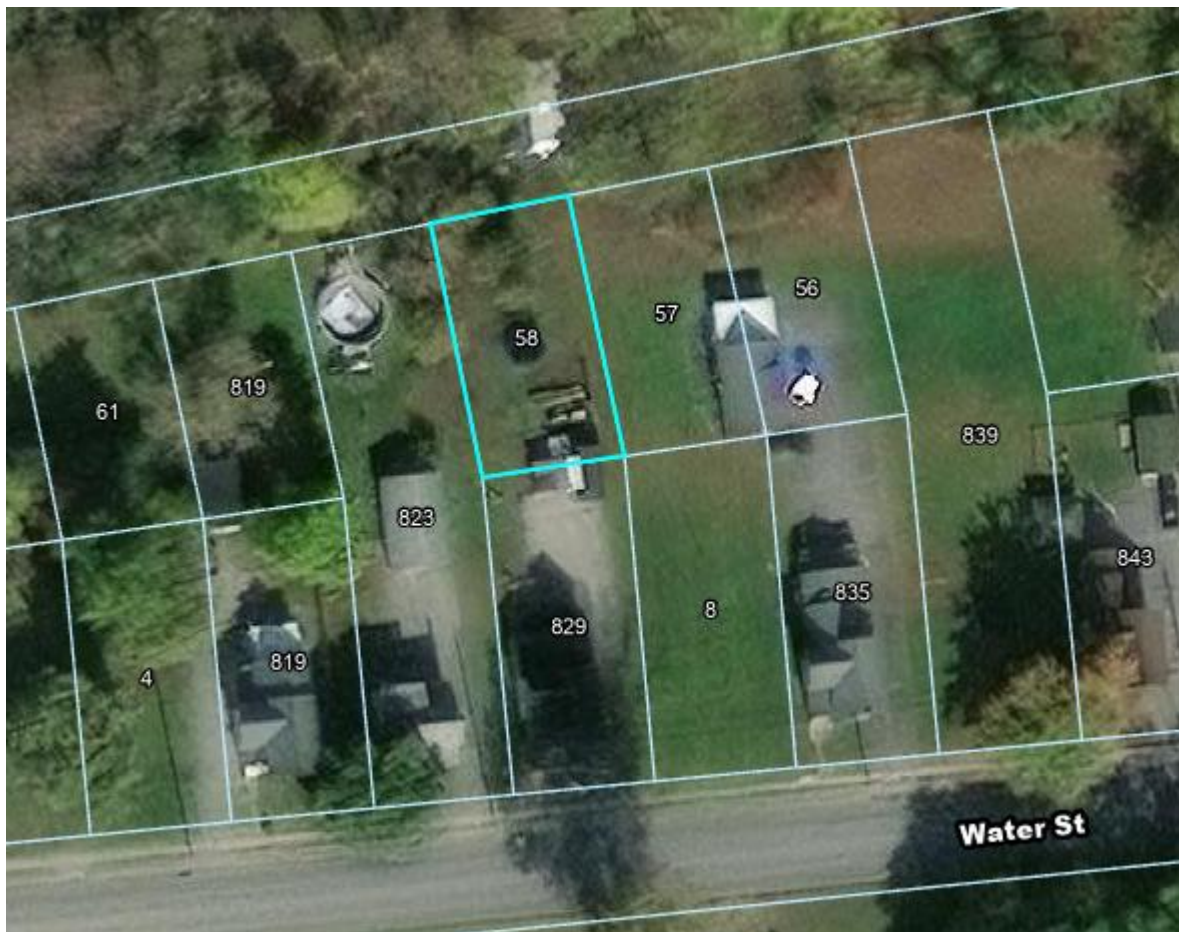
July 23, 2024

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Authorizing Sale of Real Property, Parcel No. 04-26-322.000, Known as 58 Spring Street to Mark Parker, 829 Water Street, Watertown, New York 13601

The City has received a purchase offer in the amount of \$2,000 from Mark Parker for 58 Spring Street. The City acquired the parcel from St. Michael Properties in July 2022 as a result of the tax sale certificate process. St. Michael Properties had purchased the parcel from the City in 2010. The amount of unpaid taxes and interest was \$106.14. Mr. Parker purchased 829 Water Street in 2020. A resolution to authorize the sale has been prepared for City Council consideration.



RESOLUTION

Page 1 of 1

Authorizing Sale of Real Property,
Parcel No. 04-26-322.000, Known as 58 Spring
Street to Mark Parker, 829 Water Street,
Watertown, New York 13601

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City of Watertown acquired the tax deed to real property commonly known as 58 Spring Street, an approximate 50' x 94' parcel, known and designated as tax parcel number 04-26-322.000, and

WHEREAS said real property has never been assigned by the City Council to a public use, and

WHEREAS the City Council desires to sell the property, but wishes to ensure it is brought into compliance with all applicable provisions of the Uniform Construction Codes as defined by Chapter 120 of the Watertown City Code and other applicable provisions of the Code of the City of Watertown within one (1) year from the date of delivery of the Quitclaim Deed to the buyer,

NOW THEREFORE BE IT RESOLVED that, pursuant to Section 247 of the Charter of the City of Watertown, the offer of \$2,000.00 submitted by Mark Parker for the purchase of parcel number 04-26-322.000, is deemed a fair and reasonable offer, the same is, therefore, hereby accepted, and

BE IT FURTHER RESOLVED that the Mayor is authorized, empowered and directed to execute and deliver a Quitclaim Deed of said real property to Mark Parker upon receipt of the above-mentioned sum of money in cash only by the City Comptroller; and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that, if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and all other Codes of the City of Watertown within one (1) year from the date of delivery of the deed and that, if not, the City shall have the right to seek, in any court of competent jurisdiction, reversion of title to the City.

Seconded by _____



Property Description Report For: 58 Spring St, Municipality of City of Watertown

No Photo Available

Status:	Active
Roll Section:	Taxable
Swis:	221800
Tax Map ID #:	4-26-322.000
Account #:	18103940
Property Class:	340 - Vacant indus
Site:	RES 1
In Ag. District:	No
Site Property Class:	340 - Vacant indus
Zoning Code:	R - Residential
Neighborhood Code:	00708
School District:	Watertown
Total Assessment:	2024 - \$1,350 2023 - \$1,350
Total Acreage/Size:	50 x 94
Land Assessment:	2024 - \$1,350 2023 - \$1,350
Full Market Value:	2024 - \$1,700 2023 - \$1,600
Equalization Rate:	----
Deed Book:	2022
Grid East:	1004501
Property Desc:	50x94 426322
Deed Page:	12587
Grid North:	1451071

Area

Living Area:	0 sq. ft.	First Story Area:	0 sq. ft.
Second Story Area:	0 sq. ft.	Half Story Area:	0 sq. ft.
Additional Story Area:	0 sq. ft.	3/4 Story Area:	0 sq. ft.
Finished Basement:	0 sq. ft.	Number of Stories:	0
Finished Rec Room	0 sq. ft.	Finished Area Over Garage	0 sq. ft.

Structure

Building Style:	0	Bathrooms (Full - Half):	0 - 0
Bedrooms:	0	Kitchens:	0
Fireplaces:	0	Basement Type:	0
Porch Type:	0	Porch Area:	0.00
Basement Garage Cap:	0	Attached Garage Cap:	0.00 sq. ft.
Overall Condition:	0	Overall Grade:	
Year Built:		Eff Year Built:	

Owners

City of Watertown
245 Washington St Ste 203
Watertown NY 13601

Sales

Sale Date	Price	Property Class	Sale Type	Prior Owner	Value Usable	Arms Length	Addl. Parcels	Deed Book and Page
7/14/2022	\$13,770	340 - Vacant indus	Land & Building	St Michael Properties	No	No	Yes	2022/12587
6/26/2010	\$82	340 - Vacant indus	Land Only	City of Watertown	No	No	No	2010/13587
4/17/2007	\$41,300	340 - Vacant indus	Land & Building	Price, Hollis	Yes	Yes	Yes	2007/6367
3/29/2007	\$1	340 - Vacant indus	Land & Building	Price, Hollis	No	No	Yes	2007/6366
1/14/2005	\$1	311 - Res vac land	Land & Building	Price, Hollis	No	No	Yes	2005/794

Utilities

Sewer Type:	None	Water Supply:	None
Utilities:	Electric	Heat Type:	0
Fuel Type:	0	Central Air:	No

Improvements

Structure	Size	Grade	Condition	Year
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Land Types

Type	Size
Residual	50 × 94

Taxes

Year	Description	Amount
2023	County	\$10.52
2023	School	\$14.95
2022	City	\$11.86
2022	County	\$10.89
2022	School	\$15.04

*** Taxes reflect exemptions, but may not include recent changes in assessment.**

James Mills

From: Kim Harten <kimberlyharten@yahoo.com>
Sent: Tuesday, July 2, 2024 5:55 AM
To: James Mills; Mark Parker
Subject: City Property Purchase 58 Spring Street

You don't often get email from kimberlyharten@yahoo.com. [Learn why this is important](#)

To whom It May Concern,

Would like to purchase 58 Spring Street, Watertown, NY 13601 to merge with my currently owned property at 829 Water Street, Watertown, NY 13601.

I would like to offer \$2,000 for the purchase.

If you need any additional information, please let me know.

Please confirm receipt of this request.

Thank you,
Mark Parker
315-767-6177

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Authorizing Professional Design Services for the Rehabilitation of the Southern Bridge on Mill Street, BIN 2220230 – Lu Engineers, PC.

The City applied for, and was successfully awarded a total of \$1.542 Million in funding for this project through the BRIDGE NY Program in August 2023. The program funds 95% of the design, construction, and inspection costs for bridge and culvert projects, excluding betterments. Construction is anticipated for the 2027 season.

Enclosed is a copy of the proposal from Lu Engineers for Design services for the rehabilitation of the Mill Street Bridge (South span) in the amount of \$274,800.83 for City Council review and approval.

The proposal covers preliminary and final design, environmental, right of way survey, and bidding services.

This project is a Federal “Pass Through” project and is being progressed under the Procedures for Locally Administered Federal Aid Projects. The consultant was selected from the City of Watertown Locally Driven Selection Arrangement (LDSA) shortlist. This shortlist of was developed from the NYSDOT Regional List of pass through consultants.

The resolution prepared for City Council consideration authorizes the Professional Services Agreement with Lu Engineers commensurate with the attached proposal.

RESOLUTION

Page 1 of 1

Authorizing Professional Design Services
for the Rehabilitation of the Southern Bridge on
Mill Street, BIN 2220230 - Lu Engineers, PC.

Council Member KIMBALL, Robert O.
Council Member OLNEY III, Clifford G.
Council Member RUGGIERO, Lisa A.
Council Member SHOEN, Benjamin P.
Mayor PIERCE, Sarah V.C.
Total

YEA	NAY

Introduced by _____

WHEREAS a project BIN 2220230 US Route 11 (Mill Street) over Black River (the “Project”) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 95% Federal funds and 5% non-federal funds, and

WHEREAS at the October 2, 2023 meeting, the City of Watertown authorized to advance the Project by making a commitment of 100% of the costs of the work for the Project or portions thereof, and

WHEREAS Lu Engineers, Inc. has submitted a Scope of Services and Fee Schedule for the design of the Rehabilitation of US Route 11 (Mill Street) over Black River Overflow (BIN 2220230) in the amount of \$274,800.83, and

WHEREAS the City of Watertown desires to advance the Project by making a commitment of 100% of the costs of the Design Phase in the amount of \$274,800.83,

NOW THEREFORE BE IT RESOLVED that the City Council of Watertown does hereby approve entering into a Professional Services Agreement with Lu Engineers reflective of the terms and fee schedule in the attached proposal, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign the Professional Services Agreement with Lu Engineers, PC.

Seconded by _____

Lu Engineers Salary Schedule

Date: 7/23/2024

Job Title	Grade		Average Hourly Rates		Maximum Hourly Rates			Overtime
			Present	Projected	2024	2025	2026	Category
			(5/2024)	(5/2025)				
Managing Engineer	VI	(A)	\$ 73.00	\$ 76.47	\$ 73.00	\$76.47	\$ 80.10	A
Quality Control Engineer	V	(A)	\$ 72.50	\$ 75.94	\$ 73.00	\$76.47	\$ 80.10	A
Project Manager	IV	(A)	\$ 56.00	\$ 58.66	\$ 56.00	\$58.66	\$ 61.45	B
Senior Engineer	V	(A)	\$ 60.50	\$ 63.37	\$ 60.50	\$63.37	\$ 66.38	B
Project Engineer	IV	(A)	\$ 56.00	\$ 58.66	\$ 56.00	\$58.66	\$ 61.45	B
Design Engineer	III	(A)	\$ 44.00	\$ 46.09	\$ 44.00	\$46.09	\$ 48.28	B
Junior Engineer	II/I	(A)	\$ 35.00	\$ 36.66	\$ 35.00	\$36.66	\$ 38.40	B
Team Leader	IV	(A)	\$ 68.88	\$ 72.15	\$ 73.00	\$76.47	\$ 80.10	B
Assistant Team Leader	II/I	(A)	\$ 44.62	\$ 46.74	\$ 47.50	\$49.76	\$ 52.12	B
Senior Environmental Specialist	III	(A)	\$ 47.58	\$ 49.84	\$ 57.00	\$59.71	\$ 62.54	B
Environmental Specialist	II/I	(A)	\$ 43.50	\$ 45.57	\$ 44.00	\$46.09	\$ 48.28	B
Senior Environmental Technician	II	(N)	\$ 40.07	\$ 41.97	\$ 50.00	\$52.38	\$ 54.86	C
Environmental Technician	I	(N)	\$ 24.80	\$ 25.98	\$ 28.85	\$30.22	\$ 31.66	C
Resident Engineer	IV	(N)	\$ 57.50	\$ 60.23	\$ 68.00	\$71.23	\$ 74.61	C
Office Engineer	III	(N)	\$ 48.12	\$ 50.41	\$ 56.12	\$58.79	\$ 61.58	C
Senior Inspector	III	(N)	\$ 48.12	\$ 50.41	\$ 56.12	\$58.79	\$ 61.58	C
Inspector	II	(N)	\$ 40.07	\$ 41.97	\$ 50.00	\$52.38	\$ 54.86	C

Legend

(N) - NICET

(A) - ASCE

Overtime:

Category A - No overtime compensation

Category B - Overtime compensated at straight time rate for hours worked in excess of 40 per week

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.

Lu Engineers

PIN 7754.18

Route 11 (Mill Street) over Black River Overflow Rehabilitation

Design Direct Non-Salary Cost Estimate

1. Travel, Lodging, and Subsistence

Trips to:	No. trips	No. Miles	Total Miles	Cost/Mile	Cost
Project Site from Rochester	4	300	1,200	\$ 0.67	\$ 804.00
Project Site from Buffalo (Bridge Inspection Team)	1	440	440	\$ 0.67	\$ 294.80
Project Meeting	3	300	900	\$ 0.67	\$ 603.00

Lodging and Subsistence, per diem

	No. Days	Cost/Day	Cost
Lodging (TL)	2 days	\$ 250.00	\$ 500.00
Per Diem (Meals for Zip 13601 - 75% 1st and last days) (TL)		\$ 59.00	\$ 147.50
Lodging (ATL)	2 days	\$ 250.00	\$ 500.00
Per Diem (Meals for Zip 13601 - 75% 1st and last days) (ATL)		\$ 59.00	\$ 147.50

Total Travel, Lodging, and Subsistence = \$2,996.80

****Rates shall not exceed the federal reimbursement rates**

2. Supplemental Wage Benefits

Title	Hours	Rate	Cost
			\$ -
			\$ -
Total Supplemental Wage Benefits =			\$ -

3. Reproduction

Item	No. Sets	Sheets/set	Cost/set	Cost
				\$ -
				\$ -
Total Reproduction =				\$ -

4. Postage (estimated)

5. Owners Protective Insurance (estimated)

6. Miscellaneous

		Cost
Asbestos Analytical PLM Analysis :	10 samples @ \$7.50 per sample	\$ 75.00
Asbestos Analytical NOB TEM Analysis :	20 samples @ \$18 per sample	\$ 360.00
Asbestos Analytical NOB TEM Analysis :	20 samples @ \$35 per sample	\$ 700.00
Bridge Inspection Materials		\$ 75.00

Total Direct Non-Salary Cost = \$4,206.80

Lu Engineers

PIN 7754.18

Route 11 (Mill Street) over Black River Overflow Rehabilitation

Construction Direct Non-Salary Cost Estimate

1. Travel, Lodging, and Subsistence

Trips to:	No. trips	No. Miles	Total Miles	Cost/Mile	Cost
Project Site from Rochester	8	300	2,400	\$ 0.67	\$1,608.00
			0		\$ -
Lodging and Subsistence, per diem					
			No. Days	Cost/Day	Cost
Per Diem					\$ -
Meals					\$ -

Total Travel, Lodging, and Susistence = \$1,608.00

**Rates shall not exceed the federal reimbursement rates

2. Supplemental Wage Benefits

Title	Hours	Rate	Cost
			\$ -
			\$ -
Total Supplemental Wage Benefits =			\$ -

3. Reproduction

Item	No. Sets	Sheets/set	Cost/set	Cost
				\$ -
				\$ -
Total Reproduction =				\$ -

4. Postage (estimated)

5. Owners Protective Insurance (estimated)

6. Miscellaneous

	Cost
Appia License	\$2,250.00

Total Direct Non-Salary Cost = \$3,858.00

Lu Engineers

PIN 7754.18

Route 11 (Mill Street) over Black River Overflow Rehabilitation

Design Direct Non-Salary Sub-Contractor Cost Estimate

1. Miscellaneous		Cost
Decking Cores and Testing	\$	2,500.00
Bridge Inspection Special Access (UBIU) 2 days @ \$3,500	\$	7,000.00
Bridge Inspection WZTC 2 days @ \$3,500	\$	7,000.00
Total Direct Non-Salary Cost =		\$ 16,500.00

Lu Engineers

PIN 7754.18

Route 11 (Mill Street) over Black River Overflow Rehabilitation

Construction Direct Non-Salary Sub-Contractor Cost Estimate

1. Miscellaneous	Cost
Material Testing	\$ 5,000.00
Total Direct Non-Salary Cost = \$ 5,000.00	

Lu Engineers

PIN 7754.18

Route 11 (Mill Street) over Black River
Overflow Rehabilitation

Staffing Table

Job Title	Grade		Section 1		Section 2			
			1.05	1.06	2.01	2.02	2.03	2.10
Managing Engineer	VI	(A)		12				
Quality Control Engineer	V	(A)						12
Project Manager	IV	(A)	4	12	2	2	4	4
Senior Engineer	V	(A)	4				8	24
Project Engineer	IV	(A)	4			2	8	40
Design Engineer	III	(A)						
Junior Engineer	II/I	(A)						
Team Leader	IV	(A)	4					48
Assistant Team Leader	II/I	(A)	2					48
Senior Environmental Specialist	III	(A)	4		2			
Environmental Specialist	II/I	(A)	2					
Senior Environmental Technician	II	(N)	4					
Environmental Technician	I	(N)	2					
Resident Engineer	IV	(N)						
Office Engineer	III	(N)						
Senior Inspector	III	(N)						
Inspector	II	(N)						
Totals			30	24	4	4	20	176

Lu Engineers

PIN 7754.18

Route 11 (Mill Street) over Black River

Overflow Rehabilitation

Staffing Table

Job Title	Grade		Section 3					
			3.01	3.02	3.03	3.04	3.06	3.07
Managing Engineer	VI	(A)					8	
Quality Control Engineer	V	(A)						
Project Manager	IV	(A)	2	8	2	8	8	2
Senior Engineer	V	(A)	2	40	4	40		4
Project Engineer	IV	(A)	2	80	16	64	4	16
Design Engineer	III	(A)		40	16	16	8	4
Junior Engineer	II/I	(A)						
Team Leader	IV	(A)						
Assistant Team Leader	II/I	(A)						
Senior Environmental Specialist	III	(A)						
Environmental Specialist	II/I	(A)						
Senior Environmental Technician	II	(N)						
Environmental Technician	I	(N)						
Resident Engineer	IV	(N)						
Office Engineer	III	(N)						
Senior Inspector	III	(N)						
Inspector	II	(N)						
Totals			6	168	38	128	28	26

Lu Engineers

PIN 7754.18

Route 11 (Mill Street) over Black River
Overflow Rehabilitation

Staffing Table

Job Title	Grade		Section 4					
			4.01	4.02	4.03	4.04	4.05	4.06
Managing Engineer	VI	(A)						
Quality Control Engineer	V	(A)						
Project Manager	IV	(A)						
Senior Engineer	V	(A)						
Project Engineer	IV	(A)						
Design Engineer	III	(A)						
Junior Engineer	II/I	(A)						
Team Leader	IV	(A)						
Assistant Team Leader	II/I	(A)						
Senior Environmental Specialist	III	(A)	4	2	1	30	2	24
Environmental Specialist	II/I	(A)	12	2	4	40		16
Senior Environmental Technician	II	(N)				24	2	
Environmental Technician	I	(N)				16		
Resident Engineer	IV	(N)						
Office Engineer	III	(N)						
Senior Inspector	III	(N)						
Inspector	II	(N)						
Totals			16	4	5	110	4	40

Lu Engineers

PIN 7754.18

Route 11 (Mill Street) over Black River

Overflow Rehabilitation

Staffing Table

Job Title	Grade		Section 5	Section 6						
			5.02	6.01	6.02	6.03	6.04	6.05	6.07	6.08
Managing Engineer	VI	(A)								
Quality Control Engineer	V	(A)								
Project Manager	IV	(A)	2	8	24	8	2	12	2	2
Senior Engineer	V	(A)		24	40	16	8		16	
Project Engineer	IV	(A)	2	40	80	40	24		40	
Design Engineer	III	(A)		40	80	40	16			
Junior Engineer	II/I	(A)								
Team Leader	IV	(A)								
Assistant Team Leader	II/I	(A)								
Senior Environmental Specialist	III	(A)								
Environmental Specialist	II/I	(A)								
Senior Environmental Technician	II	(N)								
Environmental Technician	I	(N)								
Resident Engineer	IV	(N)								
Office Engineer	III	(N)								
Senior Inspector	III	(N)								
Inspector	II	(N)								
Totals			4	112	224	104	50	12	58	2

Lu Engineers

PIN 7754.18

Route 11 (Mill Street) over Black River
Overflow Rehabilitation

Staffing Table

Job Title	Grade		Section 7			Section 8	Section 9	Total Hours	Projected Hourly Rate	Direct Technical Labor
			7.01	7.02	7.03	8.01	9.02			
Managing Engineer	VI	(A)						20	\$ 76.47	\$ 1,529.35
Quality Control Engineer	V	(A)						12	\$ 75.94	\$ 911.33
Project Manager	IV	(A)	2	6	2	80		208	\$ 58.66	\$ 12,201.28
Senior Engineer	V	(A)						230	\$ 63.37	\$ 14,575.96
Project Engineer	IV	(A)			16			478	\$ 58.66	\$ 28,039.48
Design Engineer	III	(A)				60		320	\$ 46.09	\$ 14,748.80
Junior Engineer	II/I	(A)						0	\$ 36.66	\$ -
Team Leader	IV	(A)						52	\$ 72.15	\$ 3,751.89
Assistant Team Leader	II/I	(A)						50	\$ 46.74	\$ 2,336.97
Senior Environmental Specialist	III	(A)						69	\$ 49.84	\$ 3,438.96
Environmental Specialist	II/I	(A)						76	\$ 45.57	\$ 3,463.04
Senior Environmental Technician	II	(N)						30	\$ 41.97	\$ 1,259.20
Environmental Technician	I	(N)						18	\$ 25.98	\$ 467.60
Resident Engineer	IV	(N)				2	640	642	\$ 60.23	\$ 38,668.46
Office Engineer	III	(N)					160	160	\$ 50.41	\$ 8,064.91
Senior Inspector	III	(N)						0	\$ 50.41	\$ -
Inspector	II	(N)						0	\$ 41.97	\$ -
Totals			2	6	18	142	800	2365		\$ 133,457.24

Lu Engineers

PIN 7754.18

Route 11 (Mill Street) over Black River Overflow Rehabilitation

Summary

	Design	Construction	Total
Direct Technical Salaries	\$ 86,723.87	\$ 46,733.37	\$ 133,457.24
Direct Technical Salaries Premium Portion of Overtime	\$ -	\$ -	\$ -
Direct Non-Salary Cost	\$ 4,206.80	\$ 3,858.00	\$ 8,064.80
Direct Non-Salary Cost (Sub-Contractor Cost)	\$ 16,500.00	\$ 5,000.00	\$ 21,500.00
Design Phase Overhead (133%)	\$ 115,342.74		\$ 115,342.74
Construction Phase Overhead (109%)		\$ 50,939.38	\$ 50,939.38
Fixed Fee (11%)	\$ 22,227.33	\$ 10,744.00	\$ 32,971.33
Direct Non-Salary Cost (Aubertine and Currier, PLLC)	\$ 21,300.00	\$ -	\$ 21,300.00
Direct Non-Salary Cost (Patriot Design and Consulting)	\$ 8,500.00	\$ -	\$ 8,500.00
Total Estimated Cost	\$ 274,800.73	\$ 117,274.76	\$ 392,075.49
MAXIMUM AMOUNT PAYABLE			\$ 392,000.00

CITY OF WATERTOWN

PASS THRU DESIGN SCOPE

BRIDGE NY PROJECT

**Route 11 (Mill Street) over Black River Overflow
Highway/Bridge Rehabilitation**

P.I.N. 7754.18

B.I.N. 2220230

**SCOPING, PRELIMINARY ENGINEERING,
FINAL DESIGN
TASK LIST**

July 2024

PROJECT PHASES I THRU VI

Lu Engineers
280 E. Broad Street, Suite 170
Rochester, New York 14604

Section 1 - General

1.01 Project Description and Location

Project Name: **Route 11 (Mill Street) over Black River Overflow**

PIN: **7754.18**

Project Description: **Rehabilitate BIN 2220230 over Black River Overflow**

Project Limits: **Mill Street bridge over Black River Overflow and approaches (approximately 350ft) (20ft south of the begin abutment and 330ft north of the end abutment))**

Sponsor: **City of Watertown**

City, Town **City of Watertown**

County(ies): **Jefferson County**

The anticipated start date of preliminary design **September 2024**

The letting date **January 2026**

The construction completed date. **November 2026**

The anticipated design costs. **275k**

The anticipated construction costs or range of costs: **1.112M plus 155k for Construction Inspection**

1.02 Project Manager

The **Sponsor's** Project Manager for this project is **Thomas Compo, PE, City Engineer**, who can be reached at

315.785.7740 or by email at **tcompo@watertown-ny.gov**.

All correspondence to the **Sponsor** should be addressed to

**City of Watertown
Suite 305, City Hall
245 Washington Street
Watertown, New York 13601**

The Project Manager should receive copies of all project correspondence directed other than to the **Sponsor**.

1.03 Project Classification

This project is assumed to be a Class **II** action under USDOT Regulations, [23 CFR 771](#), in which **Federal Highway Administration (FHWA)** will be the lead agency. Classification under the New York State Environmental Quality Review Act (SEQRA) Part 617, Title 6 of the Official Compilation of Codes, Rules, and Regulations of New York State (6 NYCRR Part 617) is assumed to be **Type II**, in which the **Sponsor** will be the lead agency.

1.04 Categorization of Work

Project work is generally divided into the following sections:

Section 1	General
Section 2	Data Collection & Analysis
Section 3	Preliminary Design
Section 4	Environmental
Section 5	Right-of-Way
Section 6	Detailed Design
Section 7	Advertising, Bid Opening, and Award
Section 8	Construction Support
Section 9	Construction Inspection
Section 10	Estimating & Technical Assumptions

When specifically authorized in writing to begin work, the **Consultant** will render all services and furnish all materials and equipment necessary to provide the **Sponsor** with reports, plans, estimates, and other data specifically described in Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10.

1.05 Project Familiarization

The **Sponsor** will provide the **Consultant** with the following information:

- Approved project initiation document (Initial Project Proposal or similar documentation) indicating project type, project location, cost estimate, schedule, and fund source(s).
- Transportation needs.
 - Plans for future related transportation improvements or development in the area of the project.
 - ~~Traffic data.~~
 - ~~Accident records and history.~~
 - Most recent bridge inspection and condition report, NYSDOT weighted-average bridge condition rating, FHWA sufficiency rating, and NYSDOT Bridge Management System rating.
 - Record as-built plans.
 - Pavement history.
 - ~~Anticipated permits and approvals (initial determination).~~
 - ~~Terrain data requirements for design.~~
 - ~~Available project studies and reports.~~
- Other relevant documents pertaining to the project.

The **Consultant** will become familiar with the project before starting any work. This includes a thorough review of all supplied project information and a site visit to become familiar with field conditions.

1.06 Meetings

The **Consultant** will prepare for and attend all meetings as directed by the **Sponsor's Project Manager**. Meetings may be held to:

- Present, discuss and receive direction on the progress and scheduling of work in this contract.
- Present, discuss, and receive direction on project specifics.
- Discuss and resolve comments resulting from the review of project documents, advisory agency review, and coordination with other agencies.
- Preview visual aids for public meetings.
- Manage subconsultants and subcontractors.

The **Consultant** will be responsible for the preparation of all meeting minutes; the minutes will be submitted to meeting attendees within one (1) week of the meeting date.

1.07 Cost and Progress Reporting

For the duration of this contract, the **Consultant** will prepare and submit to the **Sponsor** on a monthly basis a Progress Report in a format approved by the **Sponsor**. The Progress Report must contain the [Cost Control Report](#) (Appendix 6-11). The beginning and ending dates defining the reporting period must correspond to the beginning and ending dates for billing periods so this reporting process can also serve to explain billing charges. (In cases where all work under this contract is officially suspended by the **Sponsor**, this task will not be performed during the suspension period.)

~~Additionally, the **Consultant** will prepare all necessary NYSDOT Sponsor Reimbursement forms including FIN 426LL and 427LL and submit to the **Sponsor** on a regular basis.~~

1.08 Policy and Procedures

- The design of this project will be progressed in accordance with the current version of the [NYSDOT Local Projects Manual \(LPM\)](#) including the latest updates.
- The design of the project will incorporate all applicable EI/EB/ED, effective prior to the project letting.
- If there are conflicts between local policies and procedures and those listed in the [LPM](#) those listed in the *LPM* take precedence.

1.09 Standards & Specifications

The project will be designed and constructed in accordance with the current edition of the NYSDOT Standard Specifications for Construction and Materials, including all applicable revisions.

[EB 11-007](#)

1.10 Subconsultants

The **Consultant** will be responsible for:

- Coordinating and scheduling work, including work to be performed by subconsultants.
- Technical compatibility of a sub-consultant's work with the prime consultant's and other subconsultants' work.

Aubertine and Currier, PLLC - Survey and Mapping Services, Utility Coordination and Design

Patriot Design & Consulting - Electrical Design Services

1.11 Subcontractors

The procurement of subcontractors must be in accordance with the requirements set forth in the *NYSDOT LPM*.

Section 2 - Data Collection and Analysis

2.01 Design Survey - Subconsultant - Aubertine and Currier, PLLC

A. Ground Survey

The **Consultant** will provide terrain data required for design by means of a topographic field survey and locate all prominent features.

The **Consultant** shall conduct all surveys and provide digital terrain data required for design in accordance with the *Land Surveying Standards & Procedures Manual*, Chapters 20 & 21 of the *Highway Design Manual (HDM)*, and the specific requirements of the jurisdictional NYSDOT Region.

The **Consultant** shall use GPS Relative Positioning techniques to tie into NYSNet CORS and establish Primary Horizontal Project Control on the Azimuth Pairs at the project site. The coordinate system shall be the New York State Plane Coordinate System (NYSPCS) NAD 83 (2011) EPOCH 2010, **Central** Zone.

The **Consultant** shall use GPS to establish Primary Vertical Project Control at the project site. The vertical datum shall be NAVD 88. NSRS NAVD 88 bench marks of first or second order accuracy classification shall be used.

The **Consultant** shall obtain 3-dimensional digital terrain data by means of a ground survey. All feature codes and file formats shall conform to those specified in Chapter 20 of the *HDM* and CADD Standards and Procedure Manual.

1" = 40' scale base mapping for the entire project

Survey limits - US Route 11 (Mill Street) from Black River Parkway / Factory Street to Moulton Street locating all prominent features within approximately 70ft of the centerline of the roadway (building face to building face). Define Black River Overflow channel and bridge wingwalls / retaining walls. Survey of the river bottom is not required. Survey to locate all utilities, bridge inspection staff will locate utility

hangers attached to the superstructure deck and where utilities are located on the abutment stem walls.

~~B. Photogrammetric Survey~~

~~The **Consultant** will obtain terrain data required for design by means of a photogrammetric survey. The **Consultant** will:~~

- ~~• Provide aerial photography for the project.~~
- ~~• Determine the horizontal and vertical ground control necessary to orient the aerial photography.~~
- ~~• Provide a ground control survey for photogrammetric mapping.~~
- ~~• Perform the aerotriangulation.~~
- ~~• Perform the stereo compilation.~~
- ~~• Provide 1: scale contact prints or enlargements of aerial photography.~~
- ~~• Perform the field survey and field edit necessary to obtain data required for design which is not obtainable from aerial photography and add the data to the map files.~~

C. Stream Survey

The **Consultant** will perform field surveys necessary to provide stream cross-sections for the hydraulic analysis of the (name of stream(s)). The location and width of the sections will be sufficient to satisfactorily perform a hydraulic analysis of the named stream(s).

D. Survey of Wetland Boundaries

The **Consultant** will perform the field survey necessary to accurately locate delineated wetland boundaries. This survey should be performed as soon after delineation as possible.

E. Supplemental Survey

The **Consultant** will provide supplemental surveys when needed for design purposes and to keep the survey and mapping current.

F. Standards

The survey will be done in accordance with the standards set forth in the [**NYS**DOT Land Surveying Standards and Procedures Manual](#) and in accordance with local standards described in Section 10 of the SOS.

2.02 Design Mapping - Aubertine and Currier, PLLC

The **Consultant** will provide the following design mapping:

- ~~• 1:2500 scale mapping (large-scale projects only).~~
- 1:40 scale mapping with 1-foot contour intervals.

The **Consultant** will provide supplemental mapping when needed for design purposes and keep the mapping current for the duration of the project.

2.03 Determination of Existing Conditions

The **Consultant** will determine, obtain, or provide all information needed to accurately describe in pertinent project documents the existing conditions within and adjacent to the project limits.

2.04 ~~Accident Data and Analysis~~

~~The **Sponsor** will provide accident records for the last three years for roads within the project limits plus one-tenth of a mile immediately outside of the project limits. The **Consultant** will prepare collision diagrams and associated summary sheets and note any clusters of accidents or patterns implying inadequate geometrics, or other safety problems, within the project limits.~~

2.05 ~~Traffic Counts~~

~~The **Consultant** will provide traffic count data for existing conditions, growth factors for forecasting, and forecast data, in accordance with the requirements noted in the [NYSDOT Traffic Monitoring Standards for Contractual Agreements Manual](#).~~

~~The **Consultant** will provide flow diagrams for appropriate peak periods (e.g., am, noon, pm) showing existing and design year volumes on the mainline, on each approach of all intersections, and at major traffic generators.~~

2.06 ~~Capacity Analysis~~

~~The **Consultant** will perform capacity analyses using the latest version of the Transportation Research Board's *Highway Capacity Manual* at mainline and intersection locations within the project limit to determine:~~

- ~~▪ Existing level of service.~~
- ~~▪ Design year level of service.~~
- ~~▪ Estimates of the duration of the poor level of service where it occurs during commuter travel periods.~~

~~The **Consultant** will develop project travel speed and delay estimates for the peak hour and average hour for:~~

- ~~• Existing traffic conditions.~~
- ~~• Design year traffic for the null alternative.~~

2.07 Future Plans for Roadway and Coordination with Other Projects

The **Sponsor** will provide a brief written statement specifying whether or not plans exist to reconstruct or widen the highway segments immediately adjacent to the project within the next twenty years.

The **Sponsor** will determine the influence, if any, of other existing or proposed projects or proposed developments in the vicinity of this project (e.g., whether a nearby highway widening would influence this project's design traffic volumes).

The **Sponsor** will provide all the necessary information pertaining to the other projects or developments.

2.08 Soil Investigations

~~The **Consultant** will determine the boring locations, diameters, and sampling intervals; designate soil boring numbers; stake out the locations; take the soil borings; document the resulting subsurface information; and survey and map the actual boring locations.~~

2.09 Hydraulic Analysis

~~The **Consultant** will perform a hydraulic analysis in accordance with the principles outlined in [Section 3.2.3 of the NYSDOT Bridge Manual](#).~~

2.10 Bridges to be Rehabilitated

A. Inspection

The **Consultant** will perform a field inspection of each bridge to determine the Condition for the structure's principal elements, to establish the rehabilitation work necessary to meet the project's objectives, and to prepare a Level 1 load rating.

The **Consultant** will perform and document the findings of in-depth inspection of each bridge in accordance with the current [NYSDOT Bridge Manual](#) and the [NYSDOT Bridge Inspection Manual](#) requirements and guidance on performing a field inspection.

B. Bridge Deck Evaluation

For Bridges in which the deck will be rehabilitated, the **Consultant** will perform a bridge deck evaluation in accordance with [NYSDOT Bridge Deck Evaluation Manual](#) and [NYSDOT Bridge Inspection Manual](#).

The **Consultant** shall develop various conceptual rehabilitation strategies to restore/improve the structural condition of the deck to safely manage the risk.

The **Consultant** will document the results of the Bridge Deck Evaluation in accordance with the NYSDOT Bridge Deck Evaluation Manual. The relative advantages, disadvantages, and approximate cost of each feasible rehabilitation strategy along with a specific recommendation(s) shall be documented in the report. The results of the Bridge Deck Evaluation shall be summarized in a report to the **Sponsor**.

The Bridge Deck Evaluation will include but not limited to visual deck examination, sounding of the deck and deck coring.

C. Load Rating of Existing Bridge

The **Consultant** will perform a Level 1 load rating of each existing bridge in accordance with NYSDOT's *Uniform Code of Bridge Inspection*. Immediately upon completion, the **Consultant** will transmit two copies of the load rating calculations and summary sheets to the **Sponsor** and the Regional Local Projects Liaison for filing.

D. Fatigue Evaluation

The **Consultant** will analyze, in accordance with the current AASHTO's *The Manual for Bridge Evaluation*, those metal structural elements which will or may be retained in the rehabilitated bridge. Where this guide specification does not apply (e.g., severe corrosion, mechanical damage, repaired fatigue damage, wrought

iron instead of steel, etc.), the **Consultant** will develop an appropriate approach for comprehensive fatigue evaluation while maintaining close coordination with the **Sponsor** for guidance and input. The **Consultant** will then conduct the evaluation accordingly.

For situations where the calculated remaining safe life is less than the planned remaining service life, the **Consultant** will develop various conceptual strategies to improve fatigue performance and/or safely manage the risk. The **Consultant** will prepare and submit to the **Sponsor** a technical memorandum documenting the relative advantages, disadvantages, and approximate costs of each strategy along with specific recommendations.

The **Sponsor** will determine the strategy to be adopted.

For situations where the calculated remaining safe life is equal to or greater than the planned remaining service life, the **Consultant** will prepare and submit to the **Sponsor** a technical memorandum documenting the results of the fatigue evaluation.

2.11 — Pavement Evaluation

~~The **Consultant** will perform a pavement evaluation in accordance with the [NYS DOT Comprehensive Pavement Design Manual](#). Analyses will consider thickness design.~~

~~The **Consultant** shall perform a field distress survey of pavement and shoulders.~~

~~The **Consultant** shall perform pavement coring to verify existing conditions. Specifically:~~

~~The **Consultant** will develop and transmit copies of a draft report along with the cores to the **Sponsor** for review.~~

~~The **Sponsor** will determine recommended pavement treatments as part of this review and will provide the **Consultant** with all comments including the recommended treatments.~~

~~The **Consultant** will revise the report to incorporate review comments (assumed minor) and to add the recommended treatment(s) to the "Recommendations" section. The **Consultant** will include a summary in the DAD and retain the report in the project files.~~

Section 3 - Preliminary Design

3.01 Design Criteria

The **Consultant** will identify the applicable design standards to be used for this project and will establish project-specific design criteria in accordance with the [NYSDOT Project Development Manual \(PDM\)](#) and the *NYSDOT Bridge Manual*.

The **Sponsor** will approve the selected project design criteria and will obtain NYSDOT concurrence (either by written submission or at a meeting).

Based on the selected design criteria, the **Consultant** will identify all existing non-standard features that are within and immediately adjacent to the project limits. Non-standard features that correlate with a high accident rate will be noted.

3.02 Development of Alternatives

A. Selection of Design Alternative(s)

The **Consultant** will identify and make rudimentary evaluations of potential design alternative concepts that would meet the **Sponsor's** defined project objectives. These evaluations are not to be carried beyond the point of establishing the feasibility of each concept as a design alternative; only those significant environmental and geometric design constraints that bear on the feasibility should be identified.

For each concept the **Consultant** will prepare rudimentary sketches of plan, profile, and typical section views which show:

- **On plan:** proposed centerlines; pavement edges; curve radii and termini; and existing ROW limits.
- **On profile:** theoretical grade lines; critical clearances; vertical curve data; grades; and touchdown points.
- **On typical section:** lane, median, and shoulder widths; ditches; gutters; curbs; and side slopes.
- **Where necessary:** important existing features.
- **Where pertaining to feasibility:** significant environmental and geometric design constraints, labeled as such.

These sketches will include only the minimum information needed to select design alternatives to be studied in further detail.

The **Consultant** will meet with the **Sponsor** to discuss the concepts, using the sketches as discussion aids to describe the relative order-of-magnitude costs, advantages, disadvantages, and problem areas of each. From these concepts, the **Sponsor** will select one or in some cases more, design alternative(s) for further development.

B. Detailed Evaluations of Alternative(s)

The **Consultant** will further evaluate each design alternative and the null alternative with specific engineering analyses and considerations. Analyses will be conceptual and limited to determining the relative suitability of each design alternative, and will include:

- Design geometry, including the identification and comparison of alignment constraints and (where applicable) justification for retaining nonstandard design features, per the [NYSDOT Highway Design Manual](#).
- Environmental constraints and potential environmental impact mitigation measures (identified under Section 4 tasks).
- Traffic flow and safety considerations, including signs, ~~signals, and level of service analysis for intersections.~~
- Pavement.
- Structures, including bridges, retaining walls, ~~major culverts, and building alterations~~ (limited to establishing basic concepts, accommodating clearances and streamflow, and estimating costs). Bridge investigative work (inspection, deck coring, etc.) is covered under Section 2.
- ~~Parking impacts/accommodations.~~
- ~~Drainage and stormwater treatment systems.~~
- ~~Guide-trail location and type.~~
- Driveway modifications.
- Maintenance responsibility.
- Maintenance and protection of traffic during construction.
- ~~Soil and foundation considerations.~~
- Utilities.
- ~~Railroads.~~
- ~~Right-of-way acquisition requirements.~~
- ~~Conceptual landscaping (performed by a Registered Landscape Architect).~~
- Accessibility for pedestrians, bicyclists and the disabled.
- Lighting.
- Construction cost factors.

The **Consultant** will prepare the following drawings for each design alternative analyzed:

- 1:40 plans showing (as a minimum) stationed centerlines; roadway geometrics; major drainage features; construction limits; cut and fill limits; and proposed right-of-way acquisition lines.
- Profiles, at a scale of 1:40 horizontal and 1:8 (maximum) vertical, showing (as a minimum) the vertical datum reference; significant elevations; existing ground line; theoretical grade line; grades; vertical curve data including sight distances; critical clearances at structures; centerline stations and equalities; construction limits; and superelevation data.
- Typical sections showing (as a minimum) lane, ~~median,~~ and shoulder widths; ~~ditches; gutters;~~ curbs; and side slopes.

3.03 Cost Estimates

The **Consultant** will develop, provide and maintain a cost estimate for each design alternative.

The **Consultant** will update the estimate periodically and as necessary to incorporate significant design changes.

3.04 Preparation of Draft Design Approval Document

For this project, the Design Approval Document (DAD) will be a **IPP/FDR**.

The **Sponsor** will make all determinations not specifically assigned to the **Consultant** which are needed to prepare the Draft DAD.

The **Consultant** will prepare a Draft DAD, which will include the results of analyses and/or studies performed in other Sections of this document. The DAD will be formatted as specified in the NYSDOT [Project Development Manual \(PDM\)](#).

The **Consultant** will submit the Draft DAD to the **Sponsor** for review. The **Sponsor** will review the Draft DAD and provide the **Consultant** with review comments. The **Consultant** will revise the Draft DAD to incorporate the comments.

The **Sponsor** will submit 3 an electronic copy to NYSDOT's RLPL for preliminary NYSDOT and/or FHWA review.

The **Consultant** will revise the DAD to reflect NYSDOT and/or FHWA comments. The **Sponsor** will sign the cover sheet and submit ~~three (3)~~ an electronic copy of the revised report to the NYSDOT for signature(s) by the FHWA.

~~3.05 Advisory Agency Review~~

~~The **Consultant** will provide the **Sponsor** with _____ copies of the signed Draft DAD for distribution to advisory agencies.~~

~~The **Sponsor** will distribute the Draft DAD to the advisory agencies.~~

~~The **Consultant** will assist the **Sponsor** in evaluating and preparing individual responses to the review comments received.~~

3.06 Public Information Meeting(s) and/or Public Hearing(s)

A Public Information Meeting(s)

The **Consultant** will assist the **Sponsor** at **two (2)** public information meeting with ~~advisory agencies~~, local officials, and citizens, at which the **Consultant** will provide visual aids and present a technical discussion of the alternatives.

The **Sponsor** will arrange for the location of public information meeting. The **Consultant** will assist the **Sponsor** with appropriate notification.

B. Public Hearing(s)

~~The **Sponsor** will arrange for the date, time, and location of the public hearing and the **Consultant** will provide stenographic services.~~

~~The **Consultant** will assist the **Sponsor** with appropriate notification and will produce, modify as necessary, and provide _____ copies of an informational brochure for distribution.~~

~~The **Consultant** will provide an outline for the public hearing presentation and will provide visual aids and displays specifically for use at the public hearing.~~

~~All products prepared by the Consultant will be provided to the **Sponsor** for review, discussion, and modification as necessary in advance of the public hearing.~~

~~The **Consultant** will attend the public hearing, which will be conducted by the **Sponsor**. The **Consultant** will present the technical discussion of the design alternatives. The **Consultant** will assist the **Sponsor** with erecting, managing, and dismantling informational displays and other visual aids.~~

~~The **Consultant** will assist the **Sponsor** in analyzing the public hearing transcript and written statements.~~

C. Miscellaneous Public Involvement Activities

The **Consultant** shall assist the **Sponsor** in the development and operation of the following:

- community outreach
- ~~• review of news media for project related news items~~
- project information mailing list
- ~~• project website~~
- ~~• project newsletter~~
- ~~• project information office~~

3.07 Preparation of Final Design Approval Document (DAD)

The **Sponsor** will obtain all necessary approvals and concurrences and will publish all applicable legal notices.

The **Consultant** will prepare the Design Recommendation and will modify the DAD to include the Design Recommendation, re-title the DAD in accordance with the *PDM* Manual, and update existing conditions and costs as necessary. The **Consultant** will incorporate changes resulting from ~~the advisory agency review~~ and all public information meetings and public hearings.

The **Consultant** will submit the Final DAD to the **Sponsor** for review. The **Sponsor** will review the Final DAD and provide the **Consultant** with review comments. The **Consultant** will revise the Final DAD to incorporate the comments.

The **Sponsor** will submit the Final DAD to NYSDOT for a Final Environmental Determination. NYSDOT will make the determination or obtain FHWA's determination. If necessary, NYSDOT will transmit the Final DAD to FHWA for final review and

concurrence. The **Consultant** will again revise the Final DAD to incorporate changes (assumed minor) resulting from the NYSDOT and/or FHWA review.

The **Sponsor** will grant or obtain, from or through NYSDOT, Design Approval.

Section 4 – Environmental

4.01 NEPA Classification

The **Consultant** will verify the anticipated NEPA Classification.

The project is assumed to be a **Class II Categorical Exclusion (CE)** action, the **Consultant** will complete the NEPA Checklist, and forward the completed checklist to the **Sponsor** for forwarding to NYSDOT (with the Final DAD) for a final NEPA determination.

The Lead Agency for NEPA is the **Federal Highway Administration (FHWA)**.

4.02 SEQRA Classification

The **Consultant** will assist the **Sponsor** in complying with SEQRA (6 NYCRR Part 617). The **Sponsor** is the Lead Agency. Consultant tasks include, but are not limited to:

- Drafting letters to involved agencies to determine the lead agency.
- Drafting Environmental Assessment Form(s).
- Drafting a negative declaration.
- Drafting a positive declaration.
- Drafting notices.

The **Consultant** will document the results of SEQRA processing in the body of the Design Approval Document (DAD) and will include documentation of the final SEQRA determination in the Appendix of the DAD.

4.03 Smart Growth

The **Consultant** will complete the Smart Growth Checklist developed by NYSDOT to measure whether and to what extent a project conforms to the principles and objectives of Smart Growth and submit the same to the Sponsor for attestation.

4.04 Screenings and Preliminary Investigations

The **Consultant** will screen and perform preliminary investigations to determine potential impacts resulting from the design alternative(s) for:

- General Ecology and Endangered Species
- Ground Water
- Surface Water
- State Wetlands
- Federal Jurisdictional Wetlands
- Floodplains
- ~~Coastal Zone Management~~
- ~~Navigable Waterways~~
- Historic Resources

- ~~Parks~~
- Hazardous Waste
- Asbestos
- ~~Noise~~
- ~~Air Quality~~
- ~~Energy~~
- ~~Farmlands~~
- Invasive Species
- Visual Impacts
- Critical Environmental Areas
- Smart Growth
- ~~Environmental Justice~~

Work will be performed, as summarized in the LPM and detailed in the PDM and the TEM, to determine whether further detailed analysis or study is required. The results of these screenings and preliminary investigations will be summarized in the appropriate sections of the DAD.

4.05 Detailed Studies and Analyses

Based on the work performed in Section 4.03, the **Consultant** will determine whether detailed analysis or study is required. Prior to commencing such detailed study or analysis, the **Sponsor** must concur with the **Consultant's** determination.

Detailed study or analysis work will be performed and documented as detailed in the LPM, as well as in the PDM and the TEM. The results of the detailed study or analysis will be summarized in the appropriate section of the DAD.

Detailed study or analysis will be done for:

- A. ~~General Ecology and Endangered Species~~
- B. ~~Ground Water~~
- C. ~~Surface Water~~
- D. ~~State Wetlands~~
- E. ~~Federal Wetlands~~
- F. ~~Floodplains~~
- G. ~~Coastal Zone Management~~
- H. ~~Historic Resources~~
- I. ~~Parks – Section 4(f) and Section 6(f) Evaluations~~
- J. Hazardous Waste
- K. Asbestos
- L. Noise
- M. Air Quality
- N. Energy
- O. Farmlands
- P. Invasive Species
- Q. Visual Impacts
- R. Critical Environmental Areas
- S. Smart Growth
- T. Environmental Justice

4.06 **Permits and Approvals**

The **Consultant** will obtain all applicable permit(s) and certification(s), including but not necessarily limited to:

- ~~Article 24 Freshwater Wetlands Permit~~
- ~~Article 25 Tidal Wetlands Permit~~
- ~~FHWA Executive Order 11990 Wetlands Finding~~
- ~~U.S. Coast Guard Section 9 Permit~~
- ~~U.S. Army Corps of Engineers Section 10 Permit (Individual or Nationwide)~~
- U.S. Army Corps of Engineers Section 404 Permit (Individual or Nationwide)
- NYSDEC Section 401 Water Quality Certification
- ~~NYSDEC State Pollution Discharge Elimination System (SPDES) Permit~~
- ~~NYSDEC Article 15 Protection of Waters Permit~~
- ~~Safe Drinking Water Act Section 1424(e)~~
- ~~Migratory Bird Treaty Act~~
- ~~Coastal Zone Consistency~~
- ~~Scenic, Wild and Recreational Rivers~~

4.07 ~~Public Hearing~~

~~The **Consultant** will provide exhibits to supplement reports.~~

~~Before the hearing, the **Consultant** will meet with the **Sponsor** to review the permit or certification application.~~

~~The **Consultant** will attend the hearing and, as required, provide expert testimony relevant to the particular application. The **Sponsor** will arrange for and provide any necessary legal assistance at the hearing. The **Consultant's** expert witnesses will have personally been in responsible charge of those aspects of the study to which their testimony is directed.~~

Section 5 - Right-of-Way

5.01 ~~Abstract Request Map and/or Title Search~~

~~The **Consultant** will engage a qualified title company to complete title searches (abstracts of title) for properties to be acquired by the **Sponsor**.~~

5.02 **Right-of-Way Survey - Subconsultant - Aubertine and Currier, PLLC**

The **Consultant** will perform survey needed to accurately determine existing right-of-way limits and establish side property lines.

5.03 ~~Right-of-Way Mapping~~

~~The **Consultant** will meet with the **Sponsor** to discuss the types of right-of-way acquisitions required and the limits of acquisition lines.~~

~~The **Consultant** will prepare acquisition maps in accordance with the format provided by the **Sponsor**.~~

~~All right-of-way mapping will show dimensions in U.S. Customary units of measurement.~~

~~The **Consultant** will prepare all map revisions or additions which are determined necessary during the construction of the project.~~

5.04 Right-of-Way Plan

~~The **Consultant** will prepare the Right-of-Way Plan(s) in accordance with the LPM.~~

5.05 Right-of-Way Cost Estimates

~~The **Consultant** will provide cost estimates for the right-of-way to be acquired by the **Sponsor** on all alternatives being considered and will provide updated estimates, as necessary.~~

5.06 Public Hearings/Meetings

~~The **Consultant** will conduct any public hearings and/or informational meetings as may be required by the Eminent Domain Procedure Law. Public hearings will be included under Section 3.06.~~

5.07 Property Appraisals

~~The **Consultant** will prepare property appraisals establishing an opinion of value for any damages caused by the acquisition(s). The **Consultant** will also prepare estimates for the rental of occupied property(ies).~~

5.08 Appraisal Review

~~The **Sponsor** must have a Certified General Appraiser review the property appraisals. The appraisal reviewer will recommend a value of "just compensation" to the Sponsor. The Sponsor must set the value of just compensation prior to offers being made to the property owners.~~

5.09 Negotiations and Acquisition of Property

~~Property offers must not be made until authorization is granted to the **Sponsor** by the NYSDOT.~~

~~The **Consultant** will negotiate with property owners for the acquisition of their property, including completion of all documents required by the **Sponsor** in order to obtain the property.~~

5.10 Relocation Assistance

~~The **Consultant** will administer relocation assistance to displaced persons and businesses and oversee their relocation and vacating the property. The consultant must coordinate with the NYSDOT Regional Right-of-Way Liaison.~~

5.11 Property Management

~~The **Consultant** will:~~

- ~~• Prepare an inventory of all improvements acquired.~~
- ~~• Prepare and deliver all required rental notices, rental permits, and rental information.~~
- ~~• Collect rentals and payments for salvaged items.~~
- ~~• Maintain improvements in safe and secure manner.~~
- ~~• Oversee the removal of improvements by owners or third-party purchasers.~~
- ~~• Demolish improvements when available prior to project construction.~~
- ~~• Dispose of excess right-of-way.~~

Section 6 - Detailed Design

6.01 Preliminary Bridge Plans

~~A. New and Replacement Bridges~~

~~The **Consultant** will prepare and submit to the **Sponsor** a Preliminary Bridge Plan in accordance with the [NYSDOT Bridge Manual](#). For each bridge, the **Consultant** will prepare and submit to the **Sponsor** a Structure Justification Report. The format and content of the Structure Justification Report will be as outlined in the *NYSDOT Bridge Manual*.~~

B. Bridge Rehabilitations

For each bridge to be rehabilitated, the **Consultant** will prepare and submit to the **Sponsor** for review a Preliminary Bridge Rehabilitation Plan, which will be sufficiently developed to:

- Show basic concepts and major details (including all existing and proposed utilities).
- Acquaint affected parties with the project and project components.
- Serve as an instrument for initial approval.
- Provide a basis for the development of final plans.

The plan should indicate maintenance and protection of traffic provisions and be accompanied by a cost estimate.

C. Selected Structural Treatment

The **Consultant** will modify the Structure Justification Report, Preliminary Bridge Plan and/or Preliminary Bridge Rehabilitation Plan to incorporate **Sponsor** review comments.

The **Sponsor** will approve the selected structural treatment and will obtain NYSDOT concurrence (either by a written submission or at a meeting).

6.02 Advance Detail Plans (ADP)

The **Consultant** will develop the approved design alternative to the ADP stage. At this stage, all plans, specifications, estimates and other associated materials will be **90%** complete.

As part of this task, the **Consultant** will prepare templated cross-sections at 25 ft intervals, which outline and annotate the existing ground and proposed roadway surfaces for areas for reconstruction.

Advance Detail Plans will be in accordance with [Chapter 21 of the NYSDOT Highway Design Manual](#).

The ADP's are anticipated to include but are not limited to the following contract sheet drawings:

- Title Sheet
- Index, legend & abbreviations
- Typical sections
- Plan and profile (1:40 scale)
- Maintenance and protection of traffic
- Construction sign text data
- Temporary traffic signal plans and details
- Maintenance jurisdiction plan and table
- Survey baseline and benchmark ties
- Miscellaneous tables
- Miscellaneous details
- General Plans (1:40 and 1:_____ scales)
- General Profiles (1:40 h/1:8 v and 1:_____h/1:_____v scales)
- ~~Landscape & grading (1:_____ scale)~~
- Signs & pavement marking (1:40 scale)
- Sign text data
- ~~Street name sign details~~
- Lighting plans
- ~~Traffic signal plans~~
- ~~Microcomputer signal operation plan and details~~
- Utility and drainage plans (1:40 and 1:_____ scales)
- ~~Intersection plans (1:40 scale)~~
- ~~Special drainage structures~~
- ~~Culverts~~
- ~~Retaining walls~~
- ~~Overhead sign structures~~
- Erosion and Sediment Control Plan
- ~~Stormwater Pollution Prevention Control Plan—containing an Erosion and Sediment Control Plan component and a Stormwater Management component addressing (as appropriate) on-site capture of the "first flush", peak flow attenuation, and control of thermal discharges to cold water fishery streams.~~
- ~~ITS plans and details~~

The **Consultant** will prepare and submit the ADP's to the **Sponsor** for review. The **Consultant** will modify the design to reflect the review of the ADP package.

6.03 Contract Documents

The **Consultant** will prepare a complete package of bid-ready contract documents. The package will include:

- Instructions to bidders.
- Bid documents.
- Contract language, including applicable federal provisions and prevailing wage rates.
- Special notes.
- Specifications.
- Plans.
- A list of supplemental information available to bidders (i.e., subsurface exploration logs, record as-built plans, etc.).
- Other pertinent information.

The **Consultant** will submit the contract documents to the **Sponsor** for approval. Upon approval, the **Sponsor** will submit contract bid documents to NYSDOT as described in the *LPM Ch 12*.

6.04 Cost Estimate

The **Consultant** will develop, provide, and maintain the construction cost estimate for the project. The **Consultant** will update the estimate periodically and as necessary to incorporate significant design changes and will develop and provide the final Engineer's Estimate, including all quantity computations.

6.05 Utilities

The **Consultant** will coordinate with affected utility companies to ensure the timely relocation of utility poles and appurtenances. The **Consultant** will assist the **Sponsor** in preparing any necessary agreements with utility companies. Any agreements containing reimbursable relocations must be approved and signed by the Design Support Section of the NYSDOT Design Quality Assurance Bureau (see LPM Appendix 10-8).

~~6.06 Railroads~~

~~The **Consultant** will coordinate with affected railroads and will assist the **Sponsor** in preparing all necessary Railroad Agreements.~~

6.07 Bridge Inventory and Load Rating Forms

The **Consultant** will complete and provide the **Sponsor** and NYSDOT with:

- Inventory Update forms, per the current NYSDOT Bridge Inventory Manual for Bridge Inventory and Inspection System, reflecting all proposed physical changes resulting from construction.
- Level 2 Load Rating Data Input forms, per NYSDOT User Manual for Structural Rating Program for Bridges and current NYSDOT guidance on the "Procedure for Inventorying, Inspecting, and Level 2 Load Rating, New, Replacement and Reconstructed or Rehabilitated Bridges".

6.08 Information Transmittal

Upon completion of the contract documents, the **Consultant** will transmit to the **Sponsor** all project information, including electronic files. The electronic information will be in the format requested by the **Sponsor**.

Section 7 - Advertisement, Bid Opening and Award

7.01 Advertisement

The **Consultant** will prepare the advertisement for bids to be placed in the NYS Contract Reporter and any other newspaper or publication identified by the **Sponsor**. The **Consultant** will submit the ad(s) to the **Sponsor** for review and will revise the ad(s) to reflect comments generated by that review. Upon approval by the **Sponsor**, the **Consultant** will place the advertisements.

Advertisements must not be placed until authorization is granted to the **Sponsor** by NYSDOT.

7.02 Bid Opening (Letting)

The **Sponsor** will hold the public bid opening. During the bid phase, the **Consultant** will answer questions from prospective bidders and if necessary, issue any necessary addendum prior to the bid opening. The **Consultant** will attend the bid opening.

7.03 Award

The **Consultant** will analyze the bid results. The analysis will include:

- Verifying the low bidder.
- Ensuring receipt of all required bid documents (non-collusive bid certification, debarment history certification, etc.).
- Breaking the low bid into fiscal shares, if necessary.
- Determining whether the low bid is unbalanced.
- For pay items bid more than 25% over the Engineer's Estimate:
 - Checking accuracy of quantity calculations.
 - Determining the appropriateness of price bid for work in the item.
- Determining whether the low bidder is qualified to perform the work.

The **Consultant** will assist the **Sponsor** in preparing and compiling the package of information to be transmitted to the NYSDOT.

The **Sponsor** will award the contract and will transmit the award package to the RLPL as described in the LPM, Chapter 14.

Section 8 - Construction Support

8.01 Construction Support

The **Consultant** will provide design response to unanticipated or changed field conditions, analyze and participate in proposed design changes, and interpret design plans.

Work under this section will always be in response to a specific assignment from the **Sponsor** under one of the tasks below:

- In response to unanticipated and/or varying field conditions or changes in construction procedures, the **Consultant** will conduct on-site field reconnaissance and, where required, prepare Field Change Sheets modifying pertinent contract plan sheets.
- The **Consultant** will analyze and make recommendations on the implementation of changes proposed by the **Sponsor** or the construction contractor. This includes the Traffic Control Plan.
- The **Consultant** will interpret and clarify design concepts, plans and specifications.
- The **Consultant** will review and approve shop drawings for construction.

Not reimbursable under this Section are:

- Corrections of design errors and omissions
- Straightforward interpretations of plans and designer intentions

Section 9 - Construction Inspection

9.01 Equipment

The **Contractor** will furnish office space and basic office furnishings for the **Consultant**, as part of the contract.

The **Consultant** will furnish all other office, field and field laboratory supplies and equipment required to properly perform the inspection services listed below.

9.02 Inspection

The **Consultant** must provide, to the satisfaction of the **Sponsor**, contract administration and construction inspection services from such time as directed to proceed until the completion of the final agreement and issuance of final payment for the contract. The **Consultant** must assume responsibility, as appropriate, for the administration of the contract including maintaining complete project records, processing payments, performing detailed inspection work and on-site field tests of all materials and items of work incorporated into the contract consistent with federal policies and the specifications and plans applicable to the project.

9.03 Municipal Project Manager

This Project Manager will be the **Municipality's** official representative on the contract and the **Consultant** must report to and be directly responsible to said Project Manager.

9.04 Ethics

Prior to the start of work, the **Consultant** will submit to the **Sponsor** a statement regarding conflicts of interest.

9.05 Health and Safety Requirements

The **Consultant** must provide all necessary health and safety related training, supervision, equipment, and programs for their inspection staff assigned to the project.

9.06 Staff Qualifications and Training

The **Consultant** must provide sufficient trained personnel to adequately and competently perform the requirements of this agreement. The **Consultant** will recommend inspectors to the Sponsor for approval prior to their assignment to the project. Resumes, proof of required certification and the proposed initial salary shall be furnished. The Sponsor may want to interview before approval, and reserves the right to disapprove any application. The employment of all consultant personnel is conditional, subject to satisfactory performance, as determined by the Sponsor.

For all construction inspection agreements, it is mandatory that all technician personnel be identified by the National Institute for Certification in Engineering Technologies (NICET) certification levels in the staffing tables. In addition, all Transportation Engineering Technicians-Construction assigned to the project at and above level III, Engineering and Senior Engineering Technicians, must be certified by NICET. Transportation Engineering Technicians-Construction below level III assigned to the project must have successfully completed the General Work Element requirements and at least those Special Work Elements which apply to their specific project assignments at the level of their rating.

In lieu of the NICET certification requirements, the Sponsor may accept evidence that the person proposed for employment (1) has satisfactorily performed similar duties as a former NYS Department of Transportation (NYSDOT) employee or (2) has a combination of education and appropriate experience commensurate with the scope of the position in question.

Technicians employed by the **consultant** that perform field inspection of Portland cement concrete shall possess a current certification from the American Concrete Institute (ACI) as a Concrete field-testing Technician-Grade 1, or have completed all of the following NICET work elements, which are equivalent to the ACI certification:

NICET LEVEL	NICET CODE	NICET WORK ELEMENT
I	82019	Sample Fresh Concrete
I	82020	Slump Test
II	84068	Air Content, Pressure
II	84069	Air Content, Gravimetric
II	84070	Air Content, Volumetric
II	84076	Field Prepared Test Specimens

Inspectors designated as the responsible person in charge of work zone traffic control must have sufficient classroom training, or a combination of classroom training and experience, to develop needed knowledge and skills. Acceptable training should consist of a formal course presented by a recognized training program which includes at least two full days of classroom training. A minimum of two days classroom training is normally required, although one day of classroom training plus responsible experience may be considered. Recognized training providers include American Traffic Safety Services Association (ATSSA), National Safety Council (NSC), Federal Highway Administration's National Highway Institute (FHWA-NHI), and accredited colleges and universities with advanced degree programs in Civil/Transportation/Traffic Engineering. Former DOT employees may be considered on the basis of at least one day of formal classroom training combined with responsible M&PT experience.

Technicians employed by the **consultant** who perform field inspection of geotechnical construction (earthwork), including, but not limited to embankment construction, subbase placement, structure and culvert backfill placement, and testing of earthwork items for in-place density and/or gradation, shall possess a current certification and/or proof of training from the following organization:

North East Transportation Technician Certification Program (NETTCP) Soils and Aggregate Inspector Certification. An alternative to the certification/training listed above would be proof of previous training (within the past 5 years) of the NYSDOT Earthwork Inspectors School, given by the Department's Geotechnical Engineering Bureau.

9.07 Scope of Services/Performance Requirements

A. Quality

The Consultant will enforce the specifications and identify in a timely manner to the **Sponsor** local conditions, methods of construction, errors on the plans or defects in the work or materials which would conflict with the quality of work, and conflict with the successful completion of the project.

B. Record Keeping & Payments to the Contractor

- 1) All records must be kept in accordance with the directions of the **Sponsor and must be consistent with the requirements of the [NYSDOT Manual of Uniform Recordkeeping \(MURK\)](#)**. The **Consultant** must take all measurements and collect all other pertinent information necessary to prepare daily inspection reports, monthly and final estimates, survey notes, record plans showing all changes from contract plans, photographs of various phases of construction, and other pertinent data, records and reports for proper completion of records of the contract.
- 2) Any record plans, engineering data, survey notes or other data provided by the Sponsor should be returned to the Sponsor at the completion of the contract. Original tracings of record plans, maps, engineering data, the final estimate and any other engineering data produced by the Consultant will bear the endorsement of the Consultant. Any documents that require an appropriate review and approval of a Professional Engineer (P.E.) licensed and registered to practice in New York State must be signed by the P.E.

- 3) Unless otherwise modified by this agreement, the **Sponsor** will check, and when acceptable, approve all structural shop drawings.
- 4) The **Consultant** must submit the final estimate of the contract to the **Sponsor** within four (4) weeks after the date of acceptance of the contract. All project records must be cataloged, indexed, packaged, and delivered to the **Sponsor** within five (5) weeks after the date of the acceptance of the contract.

C. Health & Safety/Work Zone Traffic Control

- 1) The **Consultant** must ensure that all inspection staff assigned to the project are knowledgeable concerning the health and safety requirements of the contract per **Sponsor** policy, procedures and specifications and adhere to all standards. Individual inspectors must be instructed relative to the safety concerns for construction operations they are assigned to inspect to protect their personal safety and to ensure they are prepared to recognize and address any contractor oversight or disregard of project safety requirements.
- 2) The **Consultant** is responsible for monitoring the Contractor's and Subcontractor's efforts to maintain traffic and protect the public from damage to person and property within the limits of, and for the duration of the contract.

D. Monitoring Equal Opportunity/Labor Requirements

The **Consultant** must assign to one individual the responsibility of monitoring the Contractor's adherence to Equal Opportunity and Labor requirements contained in the contract. When monitoring the Contractor's Equal Opportunity and Labor compliance, the Consultant, will utilize the guidance contained in the contract, standard specifications, and the **Sponsor's** policies. The Consultant is also to input required disadvantaged business enterprise (DBE) information into the NYSDOT maintained [Equitable Business Opportunities \(EBO\) database](#).

Section 10 - Estimating and Technical Assumptions

10.01 Estimating Assumptions

The following assumptions have been made for estimating purposes:

- | | |
|-----------|--|
| Section 1 | Estimate five (5) meetings during the life of this agreement.
Estimate twelve (12) cost and progress reporting periods will occur during the life of this agreement. |
| Section 2 | Assume that GPS methods and equipment will (not) be used to establish local control points.

Estimate zero (0) accidents will require analysis.

Estimate zero (0) capacity analyses will be required.

Estimate zero (0) soil borings will be taken. |
| Section 3 | Estimate two (2) concepts will be evaluated.

Estimate two (2) design alternative(s) will be analyzed in addition to the null alternative.

Estimate two (2) cost estimate(s) plus two (2) updates will be required.

Estimate one (1) bridges will be rehabilitated.

Estimate a public hearing will be conducted as a combined PIM/EDPL. |
| Section 4 | Estimate two (2) permits will be required.
U.S. Army Corps of Engineers Section 404 Permit (Individual or Nationwide)
NYSDEC Section 401 Water Quality Certification |
| Section 5 | Estimate zero (0) properties will require title searches.

Estimate zero (0) ROW maps will be required.

Estimate zero (0) property acquisitions will be required. |
| Section 6 | Detailed Design or Final Design

Final Design will include but not be limited to: <ul style="list-style-type: none">• Development of highway and bridge plans.• Structural rehabilitation design.• Highway design.• Preparation of right-of-way plans and acquisition maps.• Development and design for public utilities.• Maintenance and protection of traffic during construction. |

- Preparation and submission of final Plans, Specifications, and Estimate (PS&E) for the project.

Estimate **one (1)** cost estimate(s) plus **three (3)** updates will be required.

Estimate **zero (0)** bridges will be replaced and **one (1)** will be rehabilitated.

Estimate **three (3)** utility companies and **zero (0)** railroad agencies will be affected.

Section 7 Estimate **zero (0)** copies of the final contract bid documents will be needed for prospective bidders. Documents will be produced electronically.

Estimate advertisements will be placed in **one (1)** publications in addition to the NYS Contract Reporter.

Section 8 Construction Support will include but not be limited to:

- Providing technical support during construction on questions relating to the design.
- Providing assistance in construction bid proceedings.
- Analysis of bids.
- Review of shop drawings (if necessary).

Estimate requests that require effort will be made during the construction phase of the project.

Section 9 Construction Inspection will include but not be limited to:

- Providing on-site construction inspection and oversight to ensure the quality of construction and conformity with the final plans and specifications.
- Preparation of as-built plans.

Estimate construction will begin on **May 2026** and will be completed by **October 2026**.

10.02 Technical Assumptions

Section 2 - Aubertine and Currier, PLLC

- **two (2)** persons comprise of the survey party
- Normal party day is 8 hours
- Travel time to and from the project site is included in the survey effort.
- Pavement elevations will be taken at **five (5)** feet intervals at (edge of pavement), (centerline), (curbline), (sidewalk)
- **six (6)** party days will be required for topographic field survey
- **seven (7)** office staff days will be required for survey reports and CADD files
- ~~Microstation~~ AutoCAD design file format (~~.dgn~~ .dwg file format) will be used to prepare mapping

- Assume one staff day of mapping for each party day of field edit survey
- Assume one staff day of mapping for each party day of supplemental field survey
- **One (1)** office staff days will be required for supplemental mapping
- **One (1)** bridge sites will require 1"=40' scale mapping
- ~~A total of _____ borings at an average drilling depth of _____ will be required.~~
- ~~Existing base mapping or plans can be used to discuss approximate boring locations.~~
- ~~Boring locations are approximate.~~
- ~~A subcontractor will be used to take soil borings.~~

Section 3

- **Two (2)** design feasible alternatives will be analyzed in addition to the null.
- An initial submission plus **One (1)** updates of the cost estimate will be required during preliminary design.
- For this project the Design Approval Document (DAD) shall be developed as a **IPP/FDR**
- **Minor** changes in content and format to the DAD will be required.
- **Zero (0)** copies of the Draft DAD submission will be needed. The Draft DAD will be submitted electronically.
- Draft DAD review NYSDOT and Sponsor comments will require minor responses.
- **Two (2)** public information meetings will be required.
- A Public Hearing **will not** be required.
- ~~_____ minor modifications to the Public Hearing preparations will be required.~~
- A formal community outreach plan **will not** be required for this project.
- **Minor** changes in content and format to the Final DAD will be required.
- **Zero (0)** copies of the Final DAD submission will be needed. The Final DAD will be submitted electronically.
- Final DAD review NYSDOT and Sponsor comments will require minor responses.

Section 4

- Preparation of environmental studies of a preliminary and/or screening nature requiring minor effort and not expected to result in significant impact.
- Project **is** classified as a NEPA Categorical Exclusion.
- This project is **an Automatic Categorical Exclusion**
- The project is a SEQRA Type II.
- No significant effects on the environment are anticipated and the SEQRA environmental determination is anticipated to have a Determination of No Significant Effect (DONSE).
- The Consultant shall prepare the following permit forms:
 - U.S. Army Corps of Engineers Section 404 Permit (Individual or Nationwide)
 - NYSDEC Section 401 Water Quality Certification
 - NYS Perm 33
- Sole source aquifer review **is not** required.
- **Zero (0)** potential ecological impacts will be analyzed for avoidance, minimization and mitigation.
- **Zero (0)** alternatives will be studied for endangered or rare species.
- A detailed endangered and threatened species study **is not** warranted.
- Wetland field delineation shall be performed between March 15 and November 15.
- The COE Section 404 report **will** require a Wetland Delineation Report.
- Revisions to the draft report will be minor.
- Project **is** federally funded and **will** require a Wetlands Finding Letter.
- The State will provide guidance on the format of the Wetlands Finding Letter.

- Revisions to the draft Wetlands Finding Letter will be minor.
- Project **is** classified as **NEPA Class II** and **SEQRA Type II**.
- An individual Section 401 Water Quality Certification is required.
- The project involves clearing and grubbing, grading, or excavation and an Erosion and Sediment
- A **SPDES** permit will not be required.
- The project **will not** involve right-of-way acquisition, ~~soil disturbance, utility relocation,~~ building modification or building demolition with a hazardous waste/contaminated materials screening.
- Effort is to perform preliminary screening to identify potential sources of hazardous waste/contaminated materials only.
- Three years have elapsed since the last project major action and a reevaluation statement **will not** be needed.
- Comments on the Reevaluation Statement will be minor.
- Revisions will be minor.

Section 5 - Aubertine and Currier, PLLC - TBD

- Existing ROW information is available.
- **Zero (0)** ROW parcels need to be surveyed.
- Only properties having proposed takings will need ROW survey.
- Highway right-of-way boundary will need to be surveyed for entire length of project.
- Exact parcel ROW boundaries will need to be surveyed for this effort.
- **One (1)** office staff days will be needed to add the survey to the project mapping.
- **One (1)** staff days will be needed for highway boundary determination and mapping.
- ~~• ARM will show affected properties of all alternatives.~~
- ~~• affected properties will need to be mapped for the ARM.~~
- ~~• ARM property boundaries are approximate only and accurate, detailed survey is not needed.~~
- ~~• office staff days will be needed to prepare the ARM.~~
- ~~• affected properties will need to be mapped for ROW Plan Preliminary Acquisition Plan.~~
- ~~• The Acquisition Plan is developed from the Preliminary Acquisition Plan.~~
- ~~• ROW Acquisition Maps need to be prepared.~~

Section 6

- An initial submission plus **three (3)** cost estimate updates will be required, including an update at the Advanced Detailed Plan stage and the final Engineer's Estimate transmitted with the PS&E.
- The project **is not** subject to a SPDES or NPDES permit.
- Minor ADP revisions will be needed.

Res No. 4

July 29, 2024

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Authorizing Adjustment to the 2024-25 City Tax Bill for 240 Main Street East,
Parcel No. 03-02-214.000

Trash was removed from 240 Main Street East after failure of the property owner to address the issue. An invoice of \$459.00 went unpaid and was therefore relieved onto the 2024-25 City tax bill. Subsequently it was discovered that there was a change in property ownership and the correct owners were not notified.

A resolution abating the Code Enforcement invoice and adjusting the 2024-25 City property tax bill has been prepared for City Council's consideration.

RESOLUTION

Page 1 of 1

Authorizing Adjustment to the 2024-25
City Tax Bill for 240 Main Street East,
Parcel No. 03-02-214.000

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS an amount of \$459.00 representing an unpaid Code Enforcement invoice for trash removal was relevied to the 2024-25 City tax bill for 240 Main Street East, and

WHEREAS the full amount of the relevied Code Enforcement invoice was subsequently determined to have been billed in error to the incorrect property owner,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby reduces the 2024-25 City property tax bill for 240 Main Street East, Parcel No. 03-02-214.000, by \$459.00 for the erroneously relevied Code Enforcement invoice for trash removal charges, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that the above amount is abated and the City Comptroller is hereby authorized to mark the books and records accordingly.

Seconded by _____

CITY OF WATERTOWN
ABATE REQUEST



DATE:

Name: Ferreira Helder- Secondary owner: Geral Prout

Address: 78 Sunnycrest Rd. Trumbull CT 06611

Address in Violation: 240 Main St E

Parcel #: 3-02-214.000

Invoice #: 78688

Invoice Date: 4/29/2024

Invoice \$ \$459.00

Reason: Property had been sold when the initial violation
letter was sent, however, our records were not
updated and the letter was sent to the previos owner.
City Manager has agreed to a full abatement.
Emails, original invocie and violation letters attached.

APPROVED BY:

DATE:

Department Head

Comptroller

City Manager

07/24/24
7/24/24
7/24/24

This bill was relieved 6/14/24

CITY OF WATERTOWN
INVOICE

Customer Id CODE0008894

FERREIRA HELDER
Attn: RE: 240 MAIN ST E
78 SUNNYCREST RD
TRUMBULL CT 06611

Invoice Number 2024/60/0078688
Invoice Date 4/29/2024
Invoice Due Date 5/29/2024

Mail Remittance To:
CITY COMPTROLLER'S OFFICE
ROOM 203, CITY HALL
245 WASHINGTON STREET
WATERTOWN NY 13601
(315) 785-7754

Desc: TRASH REMOVAL BY 3RD PARTY

Prop Loc: 240 MAIN ST E



Muni/Sbl: 221800 3-0002-214.000

Service	Quantity	Unit	Unit Price	Amount
TRASH REMOVAL	1.00		325.00	325.00 tx
1ST SURCHARGE	1.00		100.00	100.00 tx
SALES TAX: CODE				34.00

2nd any Owner: Gerald Proant
23309
Diane Dr.
Watertown NY 13601

Total Amount Due 459.00

PAYABLE ON-LINE AT: www.watertown-ny.gov

Please Make Check Payable To: CITY COMPTROLLER

Please Reference Invoice Numbers On All Remittance

Morgan Baker

From: Logan Eddy
Sent: Monday, July 22, 2024 10:05 AM
To: Morgan Baker
Cc: Dana Aikins
Subject: FW: Invoice Number 2024/60/0078688 240 MAIN ST

Morgan—

Can we please initiate abatement paperwork for this invoice, CM has approved a full abatement.

-Logan



Logan Eddy

Assistant City Manager

City of Watertown

245 Washington St, Rm 302 | Watertown, NY 13601

P: 315-785-7729 | F: 315-782-9014 | E: leddy@watertown-ny.gov

[City of Watertown, New York – City Manager \(watertown-ny.gov\)](https://www.watertown-ny.gov/city-manager)

View open employment opportunities and
upcoming civil service exams on our website:



From: Eric Wagenaar <ewagenaar@watertown-ny.gov>
Sent: Monday, July 22, 2024 10:04 AM
To: Logan Eddy <leddy@watertown-ny.gov>
Subject: RE: Invoice Number 2024/60/0078688 240 MAIN ST

yes

Mr. Eric Wagenaar
City Manager
City of Watertown
Suite 302, City Hall
245 Washington Street
Watertown, New York 13601

ewagenaar@watertown-ny.gov

Office: 315.785.7768

Cell: 315-418-6505



Please view the QR CODE for open employment opportunities and upcoming civil service exams on our website:



From: Logan Eddy <leddy@watertown-ny.gov>
Sent: Monday, July 22, 2024 10:03 AM
To: Eric Wagenaar <ewagenaar@watertown-ny.gov>
Subject: FW: Invoice Number 2024/60/0078688 240 MAIN ST

Good Morning—

We received the following abatement request; the building was between owners and Dana recommends a full abatement of this invoice.

Please advise and we can start the abatement process.

-Logan



Logan Eddy
Assistant City Manager
City of Watertown
245 Washington St, Rm 302 | Watertown, NY 13601
P: 315-785-7729 | F: 315-782-9014 | E: leddy@watertown-ny.gov
[City of Watertown, New York – City Manager \(watertown-ny.gov\)](http://www.watertown-ny.gov)
View open employment opportunities and
upcoming civil service exams on our website:



From: gerald prout <glnproperties@gmail.com>
Sent: Monday, July 22, 2024 9:54 AM
To: Logan Eddy <leddy@watertown-ny.gov>
Subject: Fwd: Invoice Number 2024/60/0078688 240 MAIN ST

You don't often get email from glnproperties@gmail.com. [Learn why this is important](#)

Logan,

Per our conversation. 240 e main st Watertown was already sold when we received the letter and the new owner never received it. I talked to Code multiple times to advise of owner ship changes and was told we were all set.

Code manager advised us that he would approve to have fine waived. Below you can see my call records. The fine was given to new owner but he never received a letter. We also never received breakdown of what was done. I know a tenant picked stuff up.

Please let us know

Thank you

----- Forwarded message -----

From: **gerald prout** <glnproperties@gmail.com>

Date: Mon, Jul 8, 2024, 1:14 PM

Subject: Re: Invoice Number 2024/60/0078688 240 MAIN ST

To:

Cc: <daikins@watertown-ny.gov>, <codeenforcement@co.jefferson.ny.us>

Hello

We have not heard anything about this. When talking to Code multiple times about this I was told it would probably be waived. The property was sold when you sent the letter and I called multiple times. The new owner never received a letter but I know most of stuff was picked up.

On Tue, May 7, 2024, 5:24 PM Lou Ferreira <louferreira@snet.net> wrote:

In reference to the attached . please note we were not the owners of the property at the time of this notice.

We have made several calls but the changes still have not been made. See proof attached of calls

Please have the bill changed from our name, the new owner is:

DP Development And Properties LIC
Dan Powell
18705 Woodruff Settlement Rd
Watertown, NY 13601
315-767-4222

Let us know if we need to copy our attorney Tim Farley's office

Invoice Number 2024/60/0078688
Invoice Date
4/29/2024
Invoice Due Date

ENF2024-04-00354

Created by COM2024-04-00356

1st SURCHARGE \$100.00 TD AROUND...

STATUS

> Closed

04/18/2024 by Nathan Kirchoff

LOCATION

> 240 Main St E

Watertown, NY 13601

CONTACT

> None Provided

Menu

New

Delete

Look Up

Help

Summary

Inspections (3)

Workflow

Related Records

Documents (25)

Data Fields

<input type="checkbox"/>	Name	Address	City	State	Zip	E-mail	Phone	Primary
<input type="checkbox"/>	Gerald J Prout	23309 Diana Dr	Watertown	NY	1360...			No
<input type="checkbox"/>	Holder L Ferreira	78 Sunnycrest Rd	Trumbull	CT	06611			Yes



CITY OF WATERTOWN, NEW YORK

BUREAU OF CODE ENFORCEMENT

Suite 105, City Hall
245 Washington Street
Watertown, New York 13601
Tel. (315) 785-7735
Fax (315) 785-7854

Case Number: [ENF2024-04-00354](#)

Date: 4/10/2024

To: Helder L Ferreira
78 Sunnycrest Rd
Trumbull, CT 06611

Parcel Number: 3-02-214.000
Property Location: 240 Main St E, Watertown, NY 13601

Dear Property Owner:

Notice is hereby given, that you are in violation of the Code of the City of Watertown. The nature of this violation is as follows:

The referenced property is in violation of the Code of the City of Watertown Section 161.1, relating to

GARBAGE, RUBBISH AND REFUSE:

trash, rubbish, tires, refuse, and debris are accumulated and neglected on this property, as shown in the attached photograph(s).

The junk, rubbish and debris located at the referenced property must be removed within **forty-eight (48) hours from the date of this notice. Unless all junk, rubbish and debris have been removed within the stated timeframe**, this task will be referred to the Department of Public Works and action will be taken to bring your property into compliance. Any costs incurred by the City to achieve compliance will be placed as a lien upon the property.

If you have any questions, please contact this office.

Sincerely,

A handwritten signature in black ink, appearing to read "Dana P. Aikins".

Dana Aikins
Code Enforcement Officer

By: Nathan Kirchoff
Code Enforcement Officer

Nathan Kirchoff/MMB
Attachment
CC: Tenant/Occupant



CITY OF WATERTOWN, NEW YORK

BUREAU OF CODE ENFORCEMENT

Suite 105, City Hall
245 Washington Street
Watertown, New York 13601
Tel. (315) 785-7735
Fax (315) 785-7854

Case Number: [ENF2024-04-00354](#)

Date: 4/10/2024

To: Gerald J Prout
23309 Diane Dr
Watertown, NY 13601-4182

Parcel Number: 3-02-214.000
Property Location: 240 Main St E, Watertown, NY 13601

Dear Property Owner:

Notice is hereby given, that you are in violation of the Code of the City of Watertown. The nature of this violation is as follows:

The referenced property is in violation of the Code of the City of Watertown Section 161.1, relating to

GARBAGE, RUBBISH AND REFUSE:

trash, rubbish, tires, refuse, and debris are accumulated and neglected on this property, as shown in the attached photograph(s).

The junk, rubbish and debris located at the referenced property must be removed within **forty-eight (48) hours from the date of this notice. Unless all junk, rubbish and debris have been removed within the stated timeframe**, this task will be referred to the Department of Public Works and action will be taken to bring your property into compliance. Any costs incurred by the City to achieve compliance will be placed as a lien upon the property.

If you have any questions, please contact this office.

Sincerely,

A handwritten signature in cursive script that reads "Dana P. Aikins".

Dana Aikins
Code Enforcement Officer

By: Nathan Kirchoff
Code Enforcement Officer

Nathan Kirchoff/MMB
Attachment
CC: Tenant/Occupant

Res No. 5

July 23, 2024

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Readopting Fiscal Year 2024-25 General Fund Budget – Thompson Park
Invasive Species and Brush Clearing Project

Included in tonight's agenda is a resolution to consider accepting the bid submitted by John Anderson Construction Inc. dba Tri-State Clearing and Tree Service in the amount of \$75,750 for Thompson Park invasive species and brush clearing project. This project is recommended to be funded by the American Rescue Plan Act of 2021 award. A resolution to re-adopt the Fiscal Year 2024-25 General Fund budget to add the revenue and appropriation for this project has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2024-25 General
Fund Budget – Thompson Park Invasive
Species and Brush Clearing Project

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS on June 3, 2024 the City Council passed a resolution adopting the Budget for Fiscal Year 2024-25, of which \$57,714,496 was appropriated for the General Fund, and

WHEREAS the City was awarded \$22,265,728 in funding from the American Rescue Plan Act of 2021, and

WHEREAS park improvements such as an invasive species and brush clearing project in Thompson Park are an allowable use of the American Rescue Plan Act of 2021 funds, and

WHEREAS the project was not included in the Fiscal Year 2024-25 General Fund budget,

NOW BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the General Fund Budget for Fiscal Year 2024-25 and makes the following adjustments in the re-adopted General Fund Budget:

GENERAL FUND

Revenues:

A.0000.4960 Federal Aid – American Rescue Plan Act of 2021 \$ 75,750

Expenditures:

A.7110.0430 Thompson Park - Contracted Services \$ 75,750

Seconded by _____

July 18, 2024

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager
Michael A. Lumbis, Planning & Community Development Director

SUBJECT: Accepting Bid for Thompson Park Invasive Species and Brush Clearing Project – John Anderson Construction, Inc. DBA Tri-State Clearing & Tree Service

The City's Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for the Thompson Park Invasive Species & Brush Clearing Project, per City specifications and publicly opened and read the sealed bids on July 10, 2024, at 11:00 a.m. EST. Bids were provided to seven (7) plan houses and thirteen (13) potential vendors.

The Purchasing Department received four (4) sealed bid submittals and the bid tabulations are shown below:

Vendor Name, Address, Point of Contact and email address	John Anderson Construction, Inc. DBA Tri-State Clearing & Tree Service	B&R Tree Experts LLC	D&S Excavating, LLC	Farney Tree & Excavation LLC
	2033 PA Ave. E., PO Box 676	30300 Hadley Rd.	106 Putnam Estate Dr.	7610 Yousey Road
	Warren, PA 16365	Black River, NY 13612	Frankfort, NY 13340	Croghan, NY 13327
	F Michael Richards	Brian Percy	Darwin Putnam	John M. Farney
	janderson@jacinco.com	bpervy34@yahoo.com	dputnam69@yahoo.com	farneytree_exc@yahoo.com
Total Base Bid	\$75,750.00	\$86,550.00	\$91,100.00	\$98,475.00
ADD Alternate #1	\$32,220.00	\$65,500.00	\$22,500.00	\$13,425.00
ADD Alternate #2	\$14,040.00	\$55,550.00	\$12,500.00	\$2,400.00

The Purchasing Manager and Planning & Community Development Department reviewed the responses to ensure compliance with the specifications and hereby recommend that City Council award the total base bid for the Thompson Park Invasive Species & Brush Clearing Project to John Anderson Construction, Inc. DBA Tri-State Clearing & Tree Service as the lowest responsive responsible bidder at a total price of **\$75,750.00**.

The City Council initially designated \$3,636,000 in American Rescue Plan Act (ARPA) funds for various projects within Thompson Park. Several other projects in Thompson Park were also included in the ARPA plan and have been completed including the completion of the Thompson Park Master Plan, Phase 1 of the Invasive Species and Brush Clearing Project, stonework improvements to the Pinnacle Pavilion and the purchase of a trail groomer. The disc golf project was also funded and is currently underway.

In July 2023, the City Council decided to reallocate \$3,000,000 of the ARPA funding that was designated for Thompson Park to other projects but left a total of \$636,000 for two projects, the Thompson Park West Sector Trail Project and the next phase of Thompson Park Invasive Species and Brush Clearing Project. Bids for the trail project have been approved by the City Council and construction is scheduled to begin later this summer. For the invasive species and brush removal project, \$50,000 of the remaining Thompson Park ARPA funds were allocated for the work. With the low base bid of \$75,750, there is a \$25,750 funding gap. Staff are proposing to reduce the \$50,000 budget of the ARPA funded Black River Parks & Trails – Vegetation Management Project by \$25,750 to make up the shortfall for this project.

While this will reduce the scope of what can be accomplished for clearing along the river, significant improvements will still be able to be made with the remaining funding.

The invasive species and brush clearing at Thompson Park is a high priority as other projects currently underway are dependent on this work being completed. One project is the disc golf course being designed and developed by the Parks & Recreation Department. The brush clearing project is key to removing understory brush and clearing areas to open up space for the installation of the tee boxes and baskets and opening up fairways. The brush clearing work will also help to improve the health of the forest by removing invasive species, will open up areas in the western section of the park for additional recreational opportunities, will improve views and will aid in the development of the trail system.

In addition, this contracted work will build upon the success of the first phase of the project and the years of volunteer effort that has been completed by numerous groups led by the Friends of Thompson Park.

The Thompson Park Invasive Species & Brush Clearing Project will be funded by the American Rescue Plan Act of 2021.

If there are any questions concerning this recommendation, please contact me at your convenience.

RESOLUTION

Page 1 of 1

Accepting Bid for Thompson Park Invasive Species and Brush Clearing Project – John Anderson Construction, Inc. DBA Tri-State Clearing & Tree Service

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City desires the selective clearing of brush, dead or dying trees and invasive species within several defined areas located throughout Thompson Park, along and near Joseph M. Butler, Jr. Drive (West Entrance Drive) at 1 Thompson Park Watertown, New York, and

WHEREAS the Purchasing Department advertised and received four (4) sealed bids for the Thompson Park Invasive Species & Brush Clearing Project, and


WHEREAS on July 10, 2024, at 11:00 a.m. the bids received were publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the bids received with the Planning and Community Development Department and it is their recommendation that the City Council accept the lowest responsive responsible bid submitted by John Anderson Construction, Inc. DBA Tri-State Clearing & Tree Service,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid received from John Anderson Construction, Inc. DBA Tri-State Clearing & Tree Service in the amount of \$75,750.00, and

BE IT FURTHER RESOLVED that the City Manager of the City Watertown is hereby authorized and directed to execute the Agreement on behalf of the City of Watertown.

Seconded by _____

		CITY OF WATERTOWN, NEW YORK			
			CITY HALL		
			245 WASHINGTON STREET		
			WATERTOWN, NEW YORK 13601-3380		
		Project:	Thompson Park Invasive Species and Brush Clearing Project		
		Bid / RFP Number:	Bid #2024-17		
		Opening Date:	Wednesday July 10, 2024 @ 11:00 AM		
<i>The following results are bids as presented at the bid opening and do not represent an award.</i>					
Vendor Name, Address, Point of Contact and email address	John Anderson Construction, Inc. DBA Tri-State Clearing & Tree Service	B&R Tree Experts LLC	D&S Excavating, LLC	Farney Tree & Excavation LLC	
	2033 PA Ave. E., PO Box 676	30300 Hadley Rd.	106 Putnam Estate Dr.	7610 Yousey Road	
	Warren, PA 16365	Black River, NY 13612	Frankfort, NY 13340	Croghan, NY 13327	
	F Michael Richards janderson@jacincpa.com	Brian Percy bpercy34@yahoo.com	Darwin Putnam dputnam69@yahoo.com	John M. Farney farneytree_exc@yahoo.com	
Total Base Bid	\$75,750.00	\$86,550.00	\$91,100.00	\$98,475.00	
ADD Alternate #1	\$32,220.00	\$65,500.00	\$22,500.00	\$13,425.00	
ADD Alternate #2	\$14,040.00	\$55,550.00	\$12,500.00	\$2,400.00	
Addendum Acknowledgement (if any)	Y	Y	N	N	
Bid Bond or Check (B / C)	B	C	B	C	
Non-Collusive Bidding Certificate	Y	Y	Y	Y	
Certificate of Compliance with the Iran Divestment Act	Y	Y	Y	Y	
Sexual Harassment Form	Y	Y	Y	Y	
SAM's & NYS Debarred	N	N	N	N	

July 30, 2024

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager
Michael A. Lumbis, Planning & Community Development Director

SUBJECT: Accepting Bid for Thompson Park Bandstand Roof Construction Project – Capital Construction & Development Corp.

The City's Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for the Thompson Park Bandstand Roof Construction Project, per City specifications and publicly opened and read the sealed bids on July 16, 2024, at 11:00 a.m. EST. Bids were provided to seven (7) plan houses and fifty-seven (57) potential vendors.

The Purchasing Department received three (3) sealed bid submittals and the bid tabulations are shown below:

Vendor Name, Address, Point of Contact and email address	Capital Construction Corp.	Powis Contracting Inc.	D.E.W. Builders Inc.
	PO Box 6419	9421 Number Three Rd.	14398 US Rt 11, PO Box 200
	Watertown, NY 13601	Copenhagen, NY 13626	Adams Center, NY 13606
	Anthony Machia info@capitalconstructioncorp.com	Hollie Powis powiscontracting1@gmail.com	Jeff Greene jgreene@widrickconstruction.com
Total Base Bid	\$167,495.00	\$184,000.00	\$220,933.00
ADD Alternate Bid #1	\$24,850.00	\$52,000.00	\$26,498.00
DEDUCT Alternate Bid#1	-\$5,562.00	-\$5,000.00	-\$5,844.00
DEDUCT Alternate #2	-\$12,310.00	-\$7,000.00	-\$8,964.00

The Purchasing Manager and Planning & Community Development Department reviewed the responses to ensure compliance with the specifications and hereby recommend that City Council award the total base bid for the Thompson Park Bandstand Roof Construction Project to Capital Construction & Development Corporation as the lowest responsive responsible bidder in the base bid amount of **\$167,495.00** and accept DEDUCT Alternate Bid #1 in the amount of **-\$5,562.00** for a total contract price of **\$161,933.00**.

The City Council may recall that the initial bids for this project were rejected on April 15, 2024, for lack of funding. The project has since been redesigned and rebid.

The Thompson Park Bandstand Roof Construction Project will be funded by funds raised by the volunteer group raising funds (Bandstand Roof Committee) for the project in the amount of \$140,000.00 and \$50,000.00 committed by the City Council for a total of \$190,000.00. The overall project cost, when you add the construction cost of \$161,933.00 with the design fee of \$23,400.00 is \$185,333.00, which is within the amount committed by the City and raised by the Bandstand Roof Committee.

If there are any questions concerning this recommendation, please contact me at your convenience.

RESOLUTION

Page 1 of 1

Accepting Bid for Thompson Park Bandstand
Roof Construction Project – Capital
Construction & Development Corp.

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City desires to construct a new roof on the bandstand located in Thompson Park across the street from the Honor the Mountain Monument, and

WHEREAS the Purchasing Department advertised and received three (3) sealed bids for the Thompson Park Bandstand Roof Construction Project, and

WHEREAS on July 16, 2024, at 11:00 a.m. the bids received were publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the bids received with the Planning and Community Development Department and it is their recommendation that the City Council accept the lowest responsive responsible bid submitted by Capital Construction & Development Corp.,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the base bid received from Capital Construction & Development Corp. in the amount of \$167,495.00 and accept DEDUCT Alternate Bid #1 in the amount of -\$5,562.00 for a total contract price of \$161,933.00, and

BE IT FURTHER RESOLVED that the City Manager of the City Watertown is hereby authorized and directed to execute the Agreement on behalf of the City of Watertown.

Seconded by _____



CITY OF WATERTOWN, NEW YORK

CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Project:

Thompson Park Bandstand Roof Construction Project

Bid / RFP Number:

Bid #2024-18

Opening Date:

Tuesday July 16, 2024 @ 11:00 AM

The following results are bids as presented at the bid opening and do not represent an award.

Vendor Name, Address, Point of Contact and email address

Capital Construction Corp.

Powis Contracting Inc.

D.E.W. Builders Inc.

PO Box 6419

9421 Number Three Rd.

14398 US Rt 11, PO Box 200

Watertown, NY 13601

Copenhagen, NY 13626

Adams Center, NY 13606

Anthony Machia

Hollie Powis

Jeff Greene

info@capitalconstructioncorp.com

powiscontracting1@gmail.com

jgreene@widrickconstruction.com

Total Base Bid

\$167,495.00

\$184,000.00

\$220,933.00

ADD Alternate Bid #1

\$24,850.00

\$52,000.00

\$26,498.00

DEDUCT Alternate Bid#1

-\$5,562.00

-\$5,000.00

-\$5,844.00

DEDUCT Alternate #2

-\$12,310.00

-\$7,000.00

-\$8,964.00

Addendum Acknowledgement (if any)

N/A

N/A

N/A

Bid Bond or Check (B / C)

B

C

B

Non-Collusive Bidding Certificate

Y

Y

Y

Certificate of Compliance with the Iran Divestment Act

Y

Y

Y

Sexual Harassment Form

Y

Y

Y

SAM's & NYS Debarred

N

N

N

July 31, 2024

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Accepting Bid for DPW Salt Storage Facility – Eagle Associates of Cazenovia, LLC

The City's Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for the DPW Salt Storage Facility, per City specifications and publicly opened and read the sealed bids on July 30, 2024, at 11:00 a.m. EST. Bids were provided to seven (7) plan houses and fifty-seven (57) potential vendors.

The Purchasing Department received four (4) sealed bid submittals and the bid tabulations are shown below:

Eagle Associates of Cazenovia, LLC	Hybrid Building Solutions, LLC	Powis Contracting Inc.	D.C. Building Systems, Inc.
PO Box 322, 3592 Cobblestone Drive	850 Main Road	9421 Number Three Road	1015 Water Street
Cazenovia, NY 13035	Corfu, NY 14036	Copenhagen, NY 13626	Watertown, NY 13601
Robert McCorry	Charles Whitbourne	Hollie Powis	Robert L. Porter
contract@eagleassociates.us	charles@hybridbuildingsolutions.com	powiscontracting1@gmail.com	rporter@dc-buildingsystems.com
\$283,400.00	\$426,578.18	\$438,000.00	\$482,900.00

The Purchasing Manager and Department of Public Works and Engineering Departments, in consultation with Barton & Loguidice, reviewed the responses to ensure compliance with the specifications and hereby recommend that City Council award the total base bid for the DPW Salt Storage Facility to Eagle Associates of Cazenovia, LLC as the lowest responsive responsible bidder in the base bid amount of **\$283,400.00**.

The DPW Salt Storage Facility will be funded by a New York State Department of Environmental Conservation (DEC) Water Quality Improvement Project (WQIP) 2023 program grant.

If there are any questions concerning this recommendation, please contact me at your convenience.

RESOLUTION

Page 1 of 1

Accepting Bid for DPW Salt Storage Facility –
Eagle Associates of Cazenovia, LLC

Council Member KIMBALL, Robert O.

Council Member OLNEY III, Clifford G.

Council Member RUGGIERO, Lisa A.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total

YEA	NAY

Introduced by _____

WHEREAS the City desires to construct a new Department of Public Works salt storage facility located at 521 Newell Street, Watertown, NY, and

WHEREAS the Purchasing Department advertised and received four (4) sealed bids for the DPW Salt Storage Facility, and


WHEREAS on July 30, 2024, at 11:00 a.m. the bids received were publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the bids received with the Department of Public Works and Engineering Departments, in consultation with Barton and Loguidice, and it is their recommendation that the City Council accept the lowest responsive responsible bid submitted by Eagle Associates of Cazenovia, LLC,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the base bid received from Eagle Associates of Cazenovia, LLC in the amount of \$283,400.00, and

BE IT FURTHER RESOLVED that the City Manager of the City Watertown is hereby authorized and directed to execute the Agreement on behalf of the City of Watertown.

Seconded by _____

		CITY OF WATERTOWN, NEW YORK			
		CITY HALL			
		245 WASHINGTON STREET			
		WATERTOWN, NEW YORK 13601-3380			
		Project:	DPW Salt Storage Facility		
		Bid / RFP Number:	Bid #2024-20		
		Opening Date:	Tuesday July 30, 2024 @ 11:00 AM		
		<i>The following results are bids as presented at the bid opening and do not represent an award.</i>			
Vendor Name, Address and Point of Contact		Eagle Associates of Cazenovia, LLC	Hybrid Building Solutions, LLC	Powis Contracting Inc.	D.C. Building Systems, Inc.
		PO Box 322, 3592 Cobblestone Drive	850 Main Road	9421 Number Three Road	1015 Water Street
		Cazenovia, NY 13035	Corfu, NY 14036	Copenhagen, NY 13626	Watertown, NY 13601
		Robert McCorry	Charles Whitbourne	Hollie Powis	Robert L. Porter
		contract@eagleassociates.us	charles@hybridbuildingsolutions.com	powiscontracting1@gmail.com	rporter@dc-buildingsystems.com
Total Base Bid		\$283,400.00	\$426,578.18	\$438,000.00	\$482,900.00
Addendum Acknowledgement (if any)		N/A	N/A	N/A	N/A
Bid Bond or Check (B / C)		B	B	C	B
Non-Collusive Bidding Certificate		Y	Y	Y	Y
Certificate of Compliance with the Iran Divestment Act		Y	Y	Y	Y
Sexual Harassment Form		Y	Y	Y	Y
SAM's & NYS Debarred		N	N	N	N

July 10, 2024

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sale of Surplus Hydro-electricity – June 2024

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last June, the sale of surplus hydro-electric power on an actual-to-actual basis was up \$142,678 or 60.72%. In comparison to the budget projection for the month, revenue was down \$38,062 or 9.16%. The year-to-date actual revenue is up \$714,957 or 14.07%, while the year-to-date revenue on a budget basis is up \$645,225 or 12.53%.

	<u>Actual</u> <u>2020-21</u>	<u>Actual</u> <u>2021-22</u>	<u>Actual</u> <u>2022-23</u>	<u>Actual</u> <u>2023-24</u>	<u>Variance</u>	<u>%</u> <u>Inc/(Dec)to</u> <u>Prior Year</u>
July	\$ 1,937	\$ 673,456	\$ 165,435	\$ 380,883	\$ 215,448	130.23%
August	\$ 1,819	\$ 612,155	\$ 157,460	\$ 26,670	\$ (130,790)	(83.06%)
September	\$ 1,164	\$ 307,692	\$ 442,559	\$ 181	\$ (442,378)	(99.96%)
October	\$ 117,331	\$ 523,734	\$ 216,702	\$ 184,779	\$ (31,924)	(14.73%)
November	\$ 410,218	\$ 731,273	\$ 373,674	\$ 682,240	\$ 308,566	82.58%
December	\$ 366,126	\$ 702,586	\$ 533,542	\$ 826,789	\$ 293,247	54.96%
January	\$ 255,650	\$ 293,374	\$ 522,759	\$ 533,340	\$ 10,581	2.02%
February	\$ 175,736	\$ 246,124	\$ 477,279	\$ 626,162	\$ 148,883	31.19%
March	\$ 449,166	\$ 661,611	\$ 612,321	\$ 923,928	\$ 311,607	50.89%
April	\$ 669,698	\$ 897,945	\$ 872,321	\$ 785,870	\$ (86,450)	(9.91%)
May	\$ 433,690	\$ 539,059	\$ 471,237	\$ 446,726	\$ (24,512)	(5.21%)
June	<u>\$ 85,233</u>	<u>\$ 418,974</u>	<u>\$ 234,979</u>	<u>\$ 377,657</u>	<u>\$ 142,678</u>	60.72%
YTD	<u>\$2,967,768</u>	<u>\$6,604,983</u>	<u>\$5,080,268</u>	<u>\$5,795,225</u>	<u>\$ 714,957</u>	<u>14.07%</u>

	<u>Original</u> <u>Budget</u> <u>2023-24</u>	<u>Actual</u> <u>2023-24</u>	<u>Variance</u>	<u>%</u>	<u>Power</u> <u>Purchased</u> <u>from</u> <u>National</u> <u>Grid</u>
July	\$ 303,717	\$ 380,883	\$ 77,166	25.61%	\$ -
August	\$ 164,291	\$ 26,670	\$ (137,621)	(83.77%)	\$ 23,562
September	\$ 150,939	\$ 181	\$ (150,758)	(99.88%)	\$ 30,739
October	\$ 399,149	\$ 184,779	\$ (214,370)	(53.71%)	\$ -
November	\$ 583,691	\$ 682,240	\$ 98,549	16.88%	\$ -
December	\$ 492,044	\$ 826,789	\$ 334,745	68.03%	\$ -
January	\$ 378,093	\$ 533,340	\$ 155,247	41.06%	\$ -
February	\$ 298,599	\$ 626,162	\$ 327,563	109.70%	\$ -
March	\$ 536,386	\$ 923,928	\$ 387,542	72.25%	\$ -
April	\$ 820,488	\$ 785,870	\$ (34,618)	(4.22%)	\$ -
May	\$ 606,884	\$ 446,726	\$ (160,158)	(26.39%)	\$ -
June	<u>\$ 415,719</u>	<u>\$ 377,657</u>	<u>\$ (38,062)</u>	<u>(9.16%)</u>	
YTD	<u>\$5,150,000</u>	<u>\$5,795,225</u>	<u>\$ 645,225</u>	<u>12.53%</u>	<u>\$ 54,301</u>

July 11, 2024

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sales Tax Revenue – June 2024

Sales tax revenue was down \$23,787 or 0.93% compared to last June. In comparison to the original budget projection for the month, sales tax was up \$517,068 or 25.53%. The year-to-date actual receipts are up \$269,017 or 1.09%, while the year-to-date receipts on a budget basis are up \$98,732 or 0.40%.

	<u>Actual 2020-21</u>	<u>Actual 2021-22</u>	<u>Actual 2022-23</u>	<u>Actual 2023-24</u>	<u>Variance</u>	<u>Monthly % Inc/(Dec)to Prior Year</u>	<u>Quarterly % Inc/(Dec)to Prior Year</u>
July	\$ 1,493,210	\$ 1,948,809	\$ 2,035,333	\$ 2,353,567	\$ 318,234	15.64%	
August	\$ 1,515,827	\$ 1,888,806	\$ 2,008,482	\$ 2,186,214	\$ 177,732	8.85%	
September	\$ 2,783,423	\$ 2,725,797	\$ 2,757,376	\$ 2,490,458	\$ (266,917)	(9.68%)	3.37%
October	\$ 1,488,167	\$ 1,678,723	\$ 1,847,562	\$ 1,907,106	\$ 59,544	3.22%	
November	\$ 1,331,668	\$ 1,643,509	\$ 1,818,188	\$ 1,904,366	\$ 86,178	4.74%	
December	\$ 2,493,688	\$ 2,374,453	\$ 2,232,223	\$ 2,223,964	\$ (99,259)	(4.27%)	0.78%
January	\$ 1,290,702	\$ 1,649,030	\$ 1,849,036	\$ 1,851,962	\$ 2,926	0.16%	
February	\$ 1,181,566	\$ 1,429,187	\$ 1,643,774	\$ 1,645,921	\$ 2,147	0.13%	
March	\$ 2,284,533	\$ 2,253,672	\$ 2,041,305	\$ 1,899,459	\$ (141,846)	(6.95%)	(2.47%)
April	\$ 1,566,858	\$ 2,064,386	\$ 1,888,370	\$ 1,908,041	\$ 19,671	1.04%	
May	\$ 1,626,958	\$ 2,023,137	\$ 1,835,982	\$ 1,970,375	\$ 134,393	7.32%	
June	<u>\$ 3,144,514</u>	<u>\$ 1,949,070</u>	<u>\$ 2,566,086</u>	<u>\$ 2,542,299</u>	<u>\$ (23,787)</u>	<u>(0.93%)</u>	2.07%
YTD	<u>\$ 22,201,114</u>	<u>\$23,628,579</u>	<u>\$ 24,614,716</u>	<u>\$ 24,883,732</u>	<u>\$ 269,017</u>	<u>1.09%</u>	
			<u>Original Budget 2023-24</u>	<u>Actual 2023-24</u>	<u>Variance</u>	<u>%</u>	<u>%</u>
July			\$ 2,055,686	\$ 2,353,567	\$ 297,881	14.49%	
August			\$ 2,028,566	\$ 2,186,214	\$ 157,648	7.77%	
September			\$ 2,784,949	\$ 2,490,458	\$ (294,491)	(10.57%)	2.34%
October			\$ 1,866,037	\$ 1,907,106	\$ 41,069	2.20%	
November			\$ 1,836,370	\$ 1,904,366	\$ 67,996	3.70%	
December			\$ 2,346,455	\$ 2,223,964	\$ (122,491)	(5.22%)	(0.22%)
January			\$ 1,867,527	\$ 1,851,962	\$ (15,565)	(0.83%)	
February			\$ 1,660,211	\$ 1,645,921	\$ (14,920)	(0.86%)	
March			\$ 2,061,718	\$ 1,899,459	\$ (162,259)	(7.87%)	(3.44%)
April			\$ 2,147,581	\$ 1,908,041	\$ (239,540)	(11.15%)	
May			\$ 2,104,669	\$ 1,970,375	\$ (134,294)	(6.38%)	
June			<u>\$ 2,025,231</u>	<u>\$ 2,542,299</u>	<u>\$ 517,068</u>	<u>25.53%</u>	2.28%
YTD			<u>\$ 24,785,000</u>	<u>\$ 24,883,732</u>	<u>\$ 98,732</u>	<u>0.40%</u>	

Staff Report

July 30, 2024

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planning and Community Development Director

Subject: Proposed Housing Development at VL-4 Massey Street South

At the March 18, 2024, meeting, the City Council received a request from John Bellanger to grant an access easement across a city owned parcel located in the City Center Industrial Park, along the eastern boundary of the parcel known as VL Roundhouse Drive, Parcel Number 9-43-101.211.

The city parcel in question is located to the west of Roundhouse Drive. Due to the existence of several New York State regulated wetlands on the City's parcel, much of it is not suitable for development. The easement that Mr. Bellanger asked to obtain is within an area along the eastern property line and is over two hundred feet from the NYS DEC delineated wetland boundary and over one hundred feet from the 100-foot regulated adjacent area.

The purpose of the easement would be to allow Mr. Bellanger access to his 17.28-acre parcel, VL-4 Massey Street South, which is landlocked. While Mr. Bellanger has an existing access easement across parcels that front on Massey Street South, the easement is essentially useless for access to his parcel due to the presence of regulated wetlands on those parcels.

Mr. Bellanger requested an easement from the City in order to develop his vacant parcel for new housing. Mr. Bellanger plans to construct between one and three new homes on the parcel. While a portion of his parcel contains regulated wetlands, there is room for the construction of homes that will avoid the wetlands and the regulated 100-foot adjacent area.

Staff from various City departments began reviewing this easement request and expressed concern that the granting of an easement could lead to potential problems for the City in the future. Among the concerns were the design of a proposed access driveway on the easement and whether it would be adequate for emergency vehicle access. Another concern was regarding who would be responsible for the future maintenance (plowing, paving) of the driveway or road. Staff's concern was that while Mr. Bellanger has pledged to maintain the driveway, future owners may not adequately do so and the responsibility for maintaining it and providing emergency access to the parcel may fall to the City. This could create problems like we are presently seeing on other "paper" streets such as Cayuga Ave.

These concerns were relayed to Mr. Bellanger who has now offered to purchase a 50' wide strip of land rather than request an easement. He says that this would alleviate any maintenance concerns and contends that as the owner, he would have to maintain the proposed driveway if it were on his property.

Staff would be in favor of selling a strip of land to Mr. Bellanger for the construction of one single unit dwelling on the property, which would be allowed under the zoning ordinance. The strip of land would have to be combined with the main parcel by way of a new metes and bounds description that is filed with the County Clerk. Combining the strip of land with Mr. Bellanger's lot would ensure that the strip of land is part of the main parcel and not in any way in the City's control.

The house proposed for the property would be at least 600' away from the nearest City street and would be served by a long driveway. Staff would recommend that the sale of the land be conditioned on the driveway being constructed in such a way that it would adequately support emergency vehicles, including the City's fire trucks, in the event of an emergency. Specifications would include, minimally, a driveway with an 18" gravel sub-base that is a minimum of 24' wide.

Mr. Bellanger has proposed the possible construction of up to three homes on the parcel as detailed in his sketch provided to the Council in March. Staff would be supportive of this as well; however, several conditions would need to be met. As noted above, a single unit dwelling would be allowed on the parcel. In order to build more than one home, the parcel would need to be subdivided and follow the City's standard subdivision process. This would include an application to and approval from the Planning Commission. The subdivision would be considered a major subdivision and Staff would recommend that the project include provisions for the development of a City street to serve the various lots and homes that would be constructed. The street would have to be constructed to City standards which would minimally include gravel subbase, a standard pavement section and possibly a water line for fire protection. Once constructed, the street would have to be accepted by the City Council and deeded back to the City. Maintenance of the street would then be the responsibility of the City.

The attached parcel map depicts the approximate location of the proposed 50' wide strip of land that Mr. Bellanger would like to purchase. Mr. Bellanger has previously provided draft survey maps with his formal request to the City Council. He is prepared to finalize those maps and prepare any required survey descriptions at his expense if the Council concurs with granting the request.

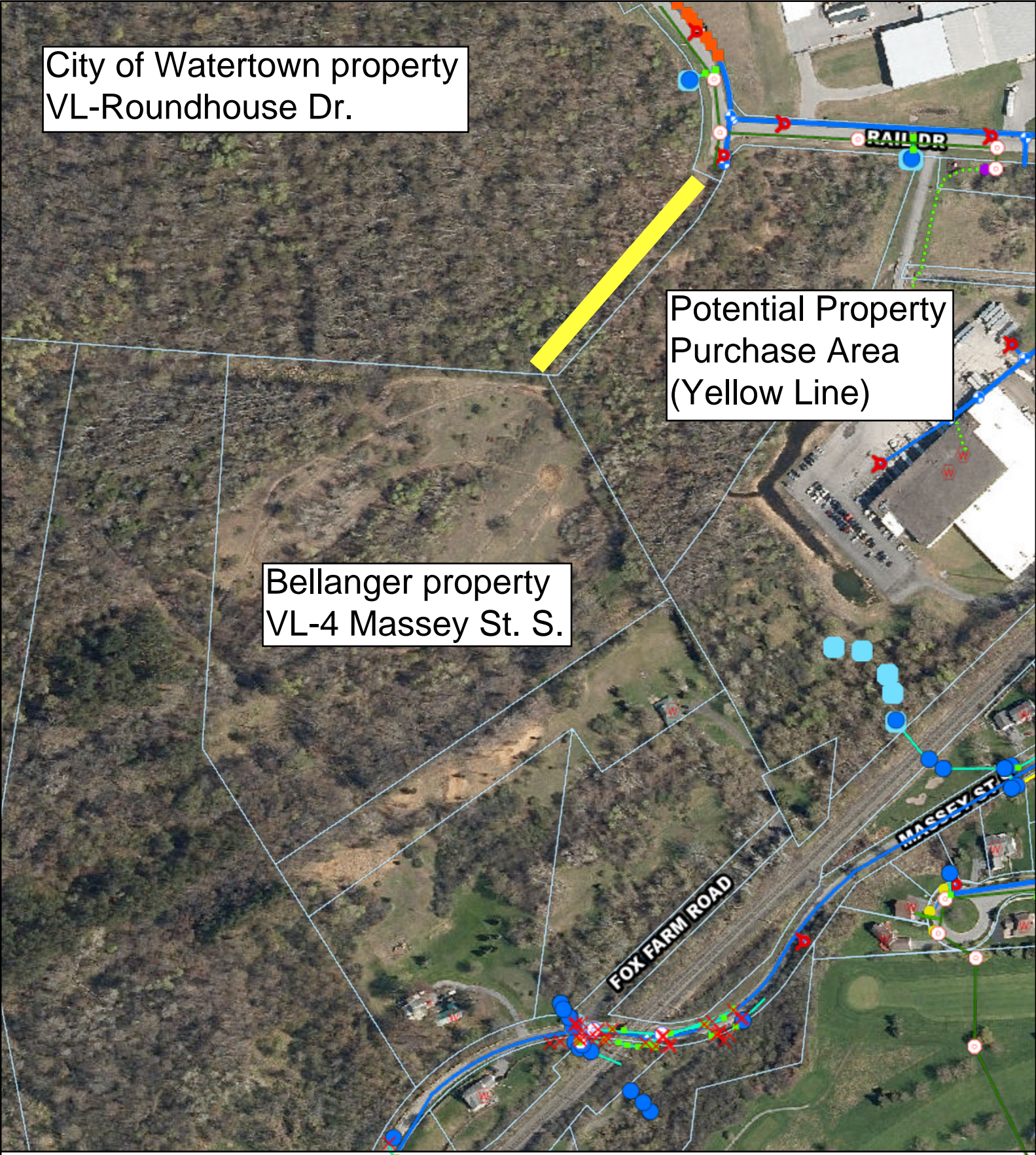
Also attached is the June 17, 2024, letter from Mr. Bellanger in which he requests to purchase a 50' strip of land from the City and his original March 8, 2024, letter when he was initially just requesting an easement.

Staff is looking for direction from the City Council as to how to proceed with this request.

City of Watertown property
VL-Roundhouse Dr.

Potential Property
Purchase Area
(Yellow Line)

Bellanger property
VL-4 Massey St. S.



Legend

- | | | | | |
|--|--|--|---|--|
| <ul style="list-style-type: none">STM BasinsSTM ChannelsSTM PipesSAN Laterals | <ul style="list-style-type: none">STMSTM CulvertsSTM OutletsStm FacilitiesEnd CulvertsSAN CleanoutsSAN ManholesSTM Manholes | <p>SIZE</p> <ul style="list-style-type: none">1 X 22 X 22 X 44 X 4<all other values> <p>SIZE</p> <ul style="list-style-type: none">1 X 2 | <ul style="list-style-type: none">2 X 22 X 44 X 4<all other values> <p>✕ Pipe Locations</p> <p>Diameter</p> <ul style="list-style-type: none">0.75 Inch; 1 Inch; 1.5 Inch; 3 Inch; 2 Inch4 Inch; 6 Inch12; 10; 14; 816; 22 Inch; 18 Inch; 20 Inch24 Inch; 30 inchWater ValvesWaterMetersUnionTS&V | <ul style="list-style-type: none">TerminationTeeSpecial FeatureSleeveSecondary UtilityReducerPodPipe (Main) |
|--|--|--|---|--|



0 0 0.1 mi

Author: Web
Date: 7/27/2023
Title:

June 17, 2024

TO: All City of Watertown Council Members; the City of Watertown Mayor; the City of Watertown
City Manager; the City Clerk

RE: I originally wrote the letter below to all of you, designated above, on February 12, 2024. It possibly was dated March 8, 2024. In reference to that which I wrote below, I'd like to add one important piece of information. I understand that the City of Watertown is concerned with what I would term, liability issues, regarding my request for an easement across a City owned parcel. First of all, I can assure all of you that I will work with the City attorney to forge an agreement between the City and myself which will resolve all of the issues and your concerns. **However**, I believe that the best thing for me to do to immediately resolve all of those issues forever, is for me to actually purchase the requested strip of land instead of requesting an easement, and therefore, the city would be completely and totally shielded from any possibility of having any liability.

The City states that the full value of the city parcel in question, 9-43-101.211 is \$512,500. The parcel size is 59.54 acres, therefore the cost per acre of that City parcel is \$8,607.66. The amount of the parcel that I am offering to purchase for my roadway is roughly 25 feet by 600 feet, or 15,000 square feet, which is .3444 of one acre, which means that the full value of that portion of the City's 59.54 acre parcel, which I am offering to purchase is \$2,963.96. And, just to remind each of you, that strip of land which I am offering to purchase runs along the one side of that parcel. That strip of land does not run through the center of the City parcel, nor anything like that.

I would like to purchase a wider strip of that land, however, if you would consider that, because the width of most City streets is 36 to 38 feet. Therefore, I wish to double in size my offer to purchase land from the parcel in question to 50 feet by 600 feet, instead of 25 feet by 600 feet, which would bring the full value of my offer to purchase to \$5,927.13. Of course, you can counter offer, however, the cost to construct a roadway that size is very expensive, so please keep that I mind because too much expense makes my small project unworkable. My project will not only bring more assessment value to the City permanently, but it will put many people to work. Plus, the City will actually receive a payment for the requested land that I offer to purchase; it will actually put money into the City's coffers.

I believe that the City sold an 8 acre parcel adjacent to mine to Renzi Brothers, now US Foods, through its shell Company, MLR, for \$1.00 through the Jefferson County Local Development Corporation. I know that Renzi Brothers employs many people, and my project is small. I'm just saying.

I am available for a sit-down meeting with any of you at most any time. I believe that that is important to all of us. Let's proceed, time is of the essence. Thank you. John, 315-778-4037.

March 8, 2024

TO: All City of Watertown Council Members; the City of Watertown Mayor; the City of Watertown
City Manager; the City Clerk

RE: A request for an easement across Watertown City-owned parcel # 9-43-101.211

I own Watertown City Parcel # 9-29-101.002, physical address VL-4 S. Massey Street, which consists of 17.28 acres. My parcel shares its Northern border with City of Watertown Parcel # 9-43-101.211, which consists of 59.54 acres. I request that the city grant me an easement so that I can gain access to my city parcel from Roundhouse Drive. The easement would hug that Northern border and the city parcel and be 25 feet in width and approximately 600 feet in length. The last 50 feet of the easement would flare out to approximately 60 feet in width because Roundhouse Drive ends at a corner shared by another parcel, which only leaves approximately a 5 feet width of the easement to enter into my parcel. That additional 35 feet of width for the requested flared out portion of the requested easement would then allow my proposed easement to enter my parcel at a width of approximately 40 feet, which is required to allow wider vehicles to enter my parcel, and to negotiate turns.

I currently have an easement to my parcel by deed, but NYS DEC wetland regulations prevent me from building a roadway through that easement and across regulated wetlands. I ask that the requested easement be granted to me by the city because my parcel is presently landlocked, and useless without my proposed easement. The DEC regulations require a minimum 100 feet buffer zone from all designated wetland areas on my 17.28 acres parcel. I have met those regulations and can state that my proposed roadway across the city-owned parcel far exceeds the 100 feet minimum boundary zone requirement.

I have completed and paid for all of the survey work and easement descriptions to date, and I understand that I will be responsible for any future such requirements. Included with this document are three survey maps which show and define my points.

If so, granted by the city, I intend to construct an approximately 600 feet long gravel roadway across the easement from Roundhouse Drive to the edge of my 17 acres parcel. Then I intend to construct a roadway on my 17 acres parcel, and driveway or driveways from that roadway. The DEC prefers that I construct a roadway on my parcel because it will keep people and their vehicles from entering the designated wetland areas. I have shown the DEC my survey maps and renderings and they have met the requirements of the DEC. I have emails from the DEC which state that.

Working through the City Planning Director, Mr. Lumbis, and the appropriate City departments, I have learned that I can drill water wells and install septic systems in the areas approved by the NYS DEC. I intend to construct from one to three houses on the 17 acres parcel. This will add to the city tax base, increase taxes that the city collects, etc. None of these actions will be possible if the city does not grant my request for an easement across city-owned parcel 9-43-101.211 from Roundhouse Drive. Feel free to call me if you have any questions. Thank you.

John Bellanger, 315-296-76000.