
PIN 3950.71
Dryden Rail Trail Phase 2
Town of Dryden

March 15, 2023

SUPPLEMENTAL AGREEMENT #2

For Engineering Services

ERDMAN
ANTHONY 

PIN 3950.71
Dryden Rail Trail Phase 2
Town of Dryden

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Agreement

**Architectural/ Engineering
Consultant Contract**

PIN (s) 3950.71 Municipal Contract No. _____

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

Town of Dryden
(municipal corporation)

having its principal office at 93 East Main Street, Dryden, NY 13053
(to be known throughout this document as the "**Sponsor**")

and

Erdman Anthony with its office at 145 Culver Road, Suite 200, Rochester, NY 14623
(to be known throughout this document as the "**Consultant**")

WITNESSETH:

WHEREAS, in connection with a federal-aid project funded through the New York State Department of Transportation ("NYSDOT") identified for the purposes of this contract as PIN 3950.71 – Dryden Rail Trail Phase 2 Project (as described in detail in Attachment A annexed hereto, the "Project") the Sponsor has sought to engage the services of a Consultant Engineer) to perform the scope of services described in Attachment B annexed hereto; and

WHEREAS, in accordance with required consultant selection procedures, including applicable requirements of NYSDOT and/or the Federal Highway Administration ("FHWA"), the Sponsor has selected the Consultant to perform such services in accordance with the requirements of this Contract; and

WHEREAS, _____ is authorized to enter this Contract on behalf of the Sponsor,

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 1. DOCUMENTS FORMING THIS CONTRACT

This contract consists of the following:

- **Agreement Form** - this document titled "Architectural/Engineering Consultant Contract";
- **Attachment "A"** - Project Description and Funding;
- **Attachment "B"** – Scope of Services;
- **Attachment "C"** - as applicable, Staffing Rates, Hours, Reimbursables and Fee.

ARTICLE 2. SCOPE OF SERVICES/STANDARD PRACTICES AND REQUIREMENTS

2.1 The CONSULTANT shall render all services and furnish all materials and equipment necessary to provide the Sponsor with plans, estimates and other services and deliverables more specifically described in Attachment "B".

2.2 The CONSULTANT shall ascertain the applicable practices of the Sponsor, NYSDOT and/or FHWA prior to beginning any of the work of this PROJECT. All work required under this Contract shall be performed in accordance with these practices, sound engineering standards, practices and criteria, and any special requirements, more particularly described in Attachment "B".

2.3 The CONSULTANT will commence work no later than ten (10) days after receiving notice to proceed from the Sponsor.

ARTICLE 3. COMPENSATION METHODS, RATES, AND PAYMENT

As full compensation for the Consultant's work, services and expenses hereunder the Sponsor shall pay to the CONSULTANT, and the CONSULTANT agrees to accept compensation based on the methods designated and described below. Payment of the compensation shall be in accordance with the Interim Payment procedures shown in the table and the final payment procedure in Article 6.

(Continued next page)

Chapter 6 Appendices

Consultant Procurement and Administration

Local Projects Manual

Prepared by
Erdman Anthony

Revised
March 2021

<input checked="" type="checkbox"/> 3.1 Cost Plus Fixed Fee Method			
ITEM	DESCRIPTION OF ITEMS WITHIN METHOD	APPLICABLE RATE / AMOUNT or %	INTERIM PAYMENTS
Item I	<ul style="list-style-type: none"> ○ Actual Direct Technical Salaries, regular time plus straight time portion of overtime compensation of all employees assigned to this PROJECT on a full-time basis for all or part of the term of this Contract, plus properly allocable partial salaries of all persons working part-time on this PROJECT. ○ The cost of Principals', Officers' and Professional Staffs' salaries (productive time) included in Direct Technical Salaries is eligible for reimbursement if their comparable time is also charged directly to all other projects in the same manner. Otherwise, Principals' salaries are only eligible as an overhead cost, subject to the current limitations, generally established therefore by the Sponsor. ○ If, within the term of this Contract, any direct salary rates are paid in excess of the maximums shown in Attachment A, the excess amount shall be borne by the CONSULTANT WITHOUT REIMBURSEMENT either as a direct cost or as part of the overhead allowance 	<ul style="list-style-type: none"> ○ Actual cost incurred in the performance of this contract as identified in Attachment C or otherwise approved in writing by the Sponsor or its representative. ○ Not to exceed the maximum allowable hourly rates of pay described in Attachment C of this Contract, all subject to audit. ○ Actual overtime premium portion of Direct Technical Salaries, all subject to audit and prior approval by the Sponsor. 	<ul style="list-style-type: none"> ○ The CONSULTANT shall be paid in _____ (fill in timeframe) progress payments based on the maximum salary rates and allowable costs incurred during the period as established in Attachment C. ○ Bills are subject to approval of the Sponsor and Sponsor's Representative.
Item II	Actual Direct Non-Salary Project-related Costs incurred in fulfilling the terms of this Contract; all subject to audit.	All reimbursement for travel, meals, and lodging shall be made at the actual cost paid but such reimbursement shall not exceed the per diem rates established by the NY State Comptroller. All reimbursement shall not exceed the prevailing wage rates established by the NYS Department of Labor.	
Item III	Items required to be purchased for this Project not otherwise encompassed in Direct Non-salary Project-related Costs, which become the property of the Sponsor at the completion of the work or at the option of the Sponsor.	Salvage value	

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<input checked="" type="checkbox"/> 3.1 Cost Plus Fixed Fee Method			
ITEM	DESCRIPTION OF ITEMS WITHIN METHOD	APPLICABLE RATE / AMOUNT or %	INTERIM PAYMENTS
Item IV	<ul style="list-style-type: none"> ○ Overhead Allowance based on actual allowable expenses incurred during the term of this Contract, subject to audit. Submitted overhead amounts will be audited based upon the Federal Acquisition Regulations (FAR), subpart 1-31.2 as modified by sub-part 1-31.105, and applicable policies and guidelines of the Sponsor, NYSDOT and FHWA. ○ For the purpose of this Contract, an accounting period shall be the CONSULTANT's fiscal year. An audit of the accounting records of the CONSULTANT shall be made by the Sponsor for each accounting period. For monthly billing purposes, the latest available overhead percentage established by such audit shall be applied to the charges made, under Item IA of this subdivision to determine the charge to be made under this Item. 	<ul style="list-style-type: none"> ○ The overhead allowance shall be established as a percentage of Item IA only (Actual Direct Technical Salaries) of this ARTICLE, and shall be a FAR compliant rate initially established as 160% for Erdman Anthony (Prime), in all events not to exceed 165% for Erdman Anthony (Prime), subject to audit. 	
Item V	<ul style="list-style-type: none"> ○ Negotiated Lump Sum Fixed Fee. ○ Payment of the Fixed Fee for the described scope of services is not subject to pre-audit and is not subject to review or modification based on cost information or unless this Contract is formally amended or supplemented by reason of a substantial change in the scope, complexity or character of the work to be performed. 	<ul style="list-style-type: none"> ○ A negotiated Lump Sum Fee which in this CONTRACT shall equal \$17,487 for Erdman Anthony (Prime). 	
Item VI	The Maximum Amount Payable under this Contract including Fixed Fees unless this contract is formally amended or supplemented by reason of a substantial change in the scope, complexity, or character of the work to be performed.	Maximum Amount Payable under this Method shall be \$262,000	

□ 3.2 Specific Hourly Rate Method			
ITEM	DESCRIPTION OF ITEMS WITHIN METHOD	APPLICABLE RATE / AMOUNT or %	INTERIM PAYMENTS
Item I	Specific Hourly rates of pay shown in Attachment C for employees assigned to this PROJECT. The Specific Hourly rates and all components of those rates are not subject to audit. The number of hours charged are subject to audit.	Rates in Attachment C	
Item II	<ul style="list-style-type: none"> ○ Actual Direct Non-Salary Costs incurred in fulfilling the terms of this Contract; all subject to audit. 	<ul style="list-style-type: none"> ○ Actual costs incurred in the performance of this contract as identified in Attachment C or otherwise approved in writing by the Sponsor or its representative. ○ All reimbursement for travel, meals and lodging shall be made at the actual cost paid but such reimbursement shall not exceed the per diem rates established by NY State Comptroller. All reimbursement shall not exceed the prevailing wage rates established by the NYS Dept. of Labor. ○ For Reimbursable Direct Non-Salary Costs a multiple of One times shall be applied to the expenses incurred by the Consultant, the consultant's employees, or the subconsultant not to exceed \$_____. 	
ITEM III	<ul style="list-style-type: none"> ○ Items required to be purchased for this Project not otherwise encompassed in Direct Non-salary Project-related Costs, which become the property of the Sponsor at the completion of the work or at the option of the Sponsor. 	Salvage value	
ITEM IV	Maximum Amount Payable under this Method unless this Contract is formally amended or supplemented by reason of a substantial change in the scope, complexity or character of the work to be performed.	The Maximum Amount Payable under this Method shall be \$_____.	

<input type="checkbox"/> 3.3 Lump Sum Cost Plus Reimbursables Method			
ITEM	DESCRIPTION OF ITEMS WITHIN METHOD	APPLICABLE RATE / AMOUNT or %	INTERIM PAYMENTS
ITEM I	A Lump Sum paid to Consultant for the scope of services hereunder, unless this Contract is formally amended or supplemented by reason of a substantial change in the scope, complexity or character of the work to be performed.	A Lump Sum of \$_____.	
ITEM II	<ul style="list-style-type: none"> ○ Actual Direct Non-Salary Costs incurred in fulfilling the terms of this Contract; all subject to audit. 	<ul style="list-style-type: none"> ○ Actual costs incurred in the performance of this contract as identified in Attachment C or otherwise approved in writing by the Sponsor or its representative. ○ All reimbursement for travel, meals and lodging shall be made at actual cost paid, but such reimbursement shall not exceed the per diem rates established by NY State Comptroller. All reimbursement shall not exceed the prevailing wage rates established by the NYS Dept. of Labor. ○ For Reimbursable Direct Non-Salary Costs a multiple of One times shall be applied to the expenses incurred by the Consultant, the consultant's employees, or the subconsultant not to exceed \$_____. 	
ITEM III	<ul style="list-style-type: none"> ○ Items required to be purchased for this Project not otherwise encompassed in Direct Non-salary Project-related Costs, which become the property of the Sponsor at the completion of the work or at the option of the Sponsor. 	Salvage value	

ARTICLE 4. INSPECTION

The duly authorized representatives of the Sponsor, and on Federally aided projects, representatives of the NEW YORK STATE DEPARTMENT OF TRANSPORTATION and the FEDERAL HIGHWAY ADMINISTRATION, shall have the right at all times to inspect the work of the CONSULTANT.

ARTICLE 5. AUDITS

5.1 Payment to the Consultant is subject to the following audit rights of the Sponsor:

- A. For Cost Plus Fixed Fee Method - All costs are subject to audit, i.e. labor, direct non-salary, overhead, and fee.
- B. For Specific Hourly Rate Method - Labor hours and direct non-salary costs are subject to audit. If elements subject to audit are less than \$300,000, an audit may be waived by the Sponsor.
- c. For Lump Sum Cost Plus Reimbursables Method - Only direct non-salary costs are subject to audit. If elements subject to audit are less than \$300,000, an audit may be waived by the Sponsor.

5.2 In order to enable the Sponsor to process the final payment properly and expeditiously, the CONSULTANT is advised that all of the following documents and submissions, as the same may be appropriate to this contract, are considered to be necessary to enable the commencement of the audit.

- II. Records of Direct Non-Salary Costs;
- III. Copies of any subcontracts relating to said contract;
- IV. Location where records may be examined; and
- V. Name, address, telephone number of person to contact for production.

The application for final payment is not considered complete until receipt of these documents and information.

ARTICLE 6. FINAL PAYMENT

6.1 The Sponsor will make final payment within sixty (60) calendar days after receipt of an invoice which is properly prepared and submitted, and all appropriate documents and records are received.

6.2 The acceptance by the CONSULTANT of the final payment shall operate as and shall be a release to the Sponsor from all claims and liability to the CONSULTANT, its representatives and assigns for any and all things done, furnished for or relating to the services rendered by the CONSULTANT under or in connection with this Contract or for any part thereof except as otherwise provided herein.

ARTICLE 7. EXTRA WORK

7.1 Consultant's performance of this Contract within the compensation provided shall be continuously reviewed by the CONSULTANT. The CONSULTANT shall notify the Sponsor of the results of those reviews in writing by submittal of a Cost Control Report. Such Cost Control Report shall be submitted to the Sponsor on a monthly basis or such alternative interval as the Sponsor directs in writing.

7.2 If the CONSULTANT is of the opinion that any work the CONSULTANT has been directed to perform is beyond the scope of the PROJECT Contract and constitutes extra work, the CONSULTANT shall promptly notify the Sponsor, in writing, of this fact prior to beginning any of the work. The Sponsor shall be the sole judge as to whether or not such work is in fact beyond the scope of this Contract and constitutes extra work. In the event that the Sponsor determines that such work does constitute extra work, the Sponsor shall provide extra compensation to the CONSULTANT in a fair and equitable manner. If necessary, an amendment to the PROJECT CONTRACT, providing the compensation and describing the work authorized, shall be prepared and issued by the Sponsor. In this event, a Supplemental Agreement providing the compensation and describing the work authorized shall be issued by the Sponsor to the CONSULTANT for execution after approvals have been obtained from necessary Sponsor officials, and, if required from the Federal Highway Administration.

7.3 In the event of any claims being made or any actions being brought in connection with the PROJECT, the CONSULTANT agrees to render to the Sponsor all assistance required by the Sponsor. Compensation for work performed and costs incurred in connection with this requirement shall be made in a fair and equitable manner. In all cases provided for in this Contract for the additional services above described, the Sponsor's directions shall be exercised by the issuance of a separate Contract, if necessary.

ARTICLE 8. CONSULTING LIABILITY

The CONSULTANT shall be responsible for all damage to life and property due to negligent acts, errors or omissions of the CONSULTANT, his subcontractors, agents or employees in the performance of his service under this Contract.

Further, it is expressly understood that the CONSULTANT shall indemnify and save harmless the Sponsor from claims, suits, actions, damages and costs of every name and description resulting from the negligent performance of the services of the CONSULTANT under this Contract, and such indemnity shall not be limited by reasons of enumeration of any insurance coverage herein provided. Negligent performance of service, within the meaning of this Article, shall include, in addition to negligence founded upon tort, negligence based upon the CONSULTANT's failure to meet professional standards and resulting in obvious or patent errors in the progression of his work. Nothing in this Article or in this Contract shall create or give to third parties any claim or right of action against the Sponsor beyond such as may legally exist irrespective of this Article or this Contract.

The CONSULTANT shall procure and maintain for the duration of the work for such project(s), Professional Liability Insurance in the amount of One Million Dollars (\$1,000,000) per project, issued to and covering damage for liability imposed on the CONSULTANT by this Contract or law arising out of any negligent act, error, or omission in the rendering of or failure to render professional services required by the Contract. The CONSULTANT shall supply any certificates

of insurance required by the Sponsor and adhere to any additional requirements concerning insurance.

ARTICLE 9. WORKER'S COMPENSATION AND LIABILITY INSURANCE

This contract shall be void and of no effect unless the CONSULTANT shall secure Workman's Compensation Insurance for the benefit of, and keep insured during the life of this contract, such employees as are necessary to be insured in compliance with the provisions of the Workman's Compensation Law of the State of New York.

The CONSULTANT shall secure policies of general and automobile liability insurance, and maintain said policies in force during the life of this contract. Said policies of insurance shall protect against liability arising from errors and omissions, general liability and automobile liability in the performance of this contract in the sum of at least \$1,000,000.00 (One Million dollars) each.

The CONSULTANT shall furnish a certified copy of said policies to the Sponsor at the time of execution of this contract.

ARTICLE 10. INTERCHANGE OF DATA

All technical data in regard to the PROJECT existing in the office of the Sponsor or existing in the offices of the CONSULTANT shall be made available to the other party to this Contract without expense to such other party.

ARTICLE 11. RECORDS RETENTION

The CONSULTANT shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (collectively called the "Records"). The Records must be kept for a minimum of six (6) years or three (3) years after final payment is received, whichever is later. The Sponsor, State, Federal Highway Administration, or any authorized representatives of the Federal Government, shall have access to the Records during normal business hours at an office of THE CONSULTANT within the State of New York or, a mutually agreeable reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying.

ARTICLE 12. DAMAGES AND DELAYS

The CONSULTANT agrees that no charges or claim for damages shall be made by him for any delays or hindrances from any cause whatsoever during the progress of any portion of the services specified in this Contract. Such delays or hindrances, if any, shall be compensated for by an extension of time for such reasonable period as the Sponsor may decide, it being understood however, that the permitting of the CONSULTANT to proceed to complete any services or any part of them after the date of completion or after the date to which the time of completion may have been extended, shall in no way operate as a waiver on the part of the Sponsor of any of its rights herein. Nothing in this ARTICLE will prevent the CONSULTANT from exercising his rights under ARTICLE 7 of this contract.

ARTICLE 13. TERMINATION

The Sponsor shall have the absolute right to terminate this Contract, and such action shall in no event be deemed a breach of contract:

- A. for convenience of the Sponsor - if a termination is brought about for the convenience of the Sponsor and not as a result of unsatisfactory performance on the part of the CONSULTANT, final payment shall be made based on the basis of the CONSULTANT'S compensable work delivered or completed prior to and under any continuing directions of such termination.
- B. for cause - if the termination is brought about as a result of the Sponsor's determination of unsatisfactory performance or breach of contract on the part of the CONSULTANT, the value of the work performed by the CONSULTANT prior to termination shall be established by the percent of the amount of such work satisfactorily delivered or completed by the CONSULTANT to the point of termination and acceptable to the Sponsor, of the total amount of work contemplated by the PROJECT CONTRACT.

ARTICLE 14. DEATH OR DISABILITY OF THE CONSULTANT

In case of the death or disability of one or more but not all the persons herein referred to as CONSULTANT, the rights and duties of the CONSULTANT shall descend upon the survivor or survivors of them, who shall be obligated to perform the services required under this Contract, and the Sponsor shall make all payments due to him, her or them.

In case of the death or disability of all the persons herein referred to as CONSULTANT, all data and records pertaining to the PROJECT shall be delivered within sixty (60) days to the Sponsor or his duly authorized representative. In case of the failure of the CONSULTANT's successors or personal representatives to make such delivery on demand, then in that event the representatives of the CONSULTANT shall be liable to the Sponsor for any damages it may sustain by reason thereof. Upon the delivery of all such data to the Sponsor, the Sponsor will pay to the representatives of the CONSULTANT all amounts due the CONSULTANT, including retained percentages to the date of the death of the last survivor.

ARTICLE 15. CODE OF ETHICS

The CONSULTANT specifically agrees that this Contract may be canceled or terminated if any work under this Contract is in conflict with the provisions of any applicable law establishing a Code of Ethics for Federal, State or Municipal officers and employees.

ARTICLE 16. INDEPENDENT CONTRACTOR

The CONSULTANT, in accordance with his status as an independent contractor, covenants and agrees that he will conduct himself consistent with such status, that he will neither hold himself out as, nor claim to be, an officer or employee of the Sponsor by reason hereof, and that he will not, by reason hereof, make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the Sponsor, including but not limited to Worker's Compensation coverage, Unemployment Insurance benefits, Social Security coverage or Retirement membership or credit.

ARTICLE 17. COVENANT AGAINST CONTINGENT FEES

The CONSULTANT warrants that he has not employed or retained any company or person, other than a bona fide employee working for the CONSULTANT, to solicit or secure this Contract, and that he has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the Sponsor shall have the right to annul this Contract without liability, or, in its discretion, to deduct from the Contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

ARTICLE 18. TRANSFER OF AGREEMENT

The CONSULTANT specifically agrees, that he is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the Contract or of his right, title or interest therein, or his power to execute such Contract, to any other person, company or corporation, without the previous consent in writing of the Sponsor.

If this provision is violated, the Sponsor may revoke and annul the Contract and the Sponsor shall be relieved from any and all liability and obligations there under to the person, company or corporation to whom the CONSULTANT shall purport to assign, transfer, convey, sublet or otherwise dispose of the Contract without such consent in writing of the Sponsor.

ARTICLE 19. PROPRIETARY RIGHTS

The CONSULTANT agrees that if patentable discoveries or inventions should result from work described herein, all rights accruing from such discoveries or inventions shall be the sole property of the CONSULTANT. However, the CONSULTANT agrees to and does hereby grant to the United States Government and the State of New York and the Sponsor a nonexclusive, nontransferable, paid-up license to make, use, and sell each subject invention throughout the world by and on behalf of the Government of the United States and states and domestic municipal governments, all in accordance with the provisions of 48 CFR 1-27.

ARTICLE 20. SUBCONTRACTORS/ SUBCONSULTANTS

All SUBCONTRACTORS and SUBCONSULTANTS performing work on this project shall be bound by the same required contract provisions as the CONSULTANT. All agreements between the CONSULTANT and a subcontractor or other SUBCONSULTANT shall include all standard required contract provisions, and such agreements shall be subject to review by the Sponsor.

ARTICLE 20.1 PROMPT PAYMENT. While federal regulation ([49 CFR 26.29](#)¹) requires payment to subcontractors within 30 days, New York State law is more stringent. NYS General Municipal Law §106-b and NYS Finance Law Article 9, §139-f require prime contractors and prime consultants to pay their vendors within seven (7) calendar days of receipt of payment from the public owner/sponsor, and provides for interest on late

¹ <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=936406b1c92895795069232a53fb110f&rgn=div8&view=text&node=49:1.0.1.1.20.2.18.5&idno=49>

payments for all public works contracts. Contract provisions incorporating any other payment schedule will not be allowed. A subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented. When the Sponsor has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

ARTICLE 21. CERTIFICATION REQUIRED BY 49 CFR, PART 29

The signator to this Contract, being duly sworn, certifies that, EXCEPT AS NOTED BELOW, its company and any person associated therewith in the capacity of owner, partner, director, officer, or major stockholder (five percent or more ownership)

- A. is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- B. has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- C. does not have a proposed debarment pending; and
- D. has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

ARTICLE 22. CERTIFICATION FOR FEDERAL-AID CONTRACTS

The prospective participant certifies, by signing this Contract to the best of his or her knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the standard "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be, included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

ARTICLE 23. RESPONSIBILITY OF THE CONSULTANT

- A. The CONSULTANT shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications and other services furnished by the CONSULTANT under this contract. The CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, and other services. However, the Sponsor may in certain circumstances, provide compensation for such work.
- B. Neither the Sponsor's review, approval or acceptance of, nor payment for, the services required under this contract shall be construed to operate as a waiver of any rights under this contract or of any cause of action arising out of the performance of this contract, and the CONSULTANT shall be and remain liable to the Sponsor in accordance with applicable law for all damages to the Sponsor caused by the CONSULTANT'S negligent performance or breach of contract of any of the services furnished under this contract.
- C. The rights and remedies of the Sponsor provided for under this contract are in addition to any other rights and remedies provided by law.
- D. If the CONSULTANT is comprised of more than one legal entity, each such entity shall be jointly and severally liable hereunder.

ARTICLE 24. NON-DISCRIMINATION REQUIREMENTS

The CONSULTANT agrees to comply with all applicable Federal, State and Sponsor Civil Rights and Human Rights laws with reference to equal employment opportunities and the provision of services. In accordance with Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal Statutory and constitutional non-discrimination provisions, the CONSULTANT will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, disability or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, CONSULTANT agrees that neither it nor its SUBCONSULTANTS shall, by reason of race, creed, color, disability, sex or national origin; (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Contract. CONSULTANT is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this Contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

ARTICLE 25. CERTIFICATION REQUIRED BY 40 CFR 111506.5(c)

If the work of the PROJECT includes the preparation of an Environmental Impact Statement (EIS), the signator to this Contract, being duly sworn, certifies that its company and any person associated therewith in the capacity of owner, partner, director, officer, or major stockholder (five percent or more ownership) does not have any financial or other interest in the outcome of the project including:

- a. an existing contract for the PROJECTs ROW incidental work or construction engineering;
or
- b. ownership of land, options to buy land, or some business enterprise which would be financially enhanced or diminished by any of the PROJECT alternatives.

This does not preclude the CONSULTANT from being awarded a future contract covering the work describe in this Article or being awarded Phases V & VI Final Design after the EIS has been approved.

ARTICLE 26. BIDDING OF DIRECT NON-SALARY ITEMS *(unless more restrictive municipal laws apply)*

For all contracts other than personal services in excess of \$5,000, the consultant shall solicit a number of quotes from qualified subcontractors so that at least three (3) quotes will be received. For all contracts other than personal services in excess of \$20,000 except printing contracts in excess of \$10,000, the consultant shall solicit a number of sealed bids from qualified subcontractors so that at least three (3) bids will be received. The consultant shall then enter into a subcontract with the lowest bidder or entity submitting the lowest quotation who is fully responsive to the invitation to submit a quote/bid.

ARTICLE 27. WAGE AND HOURS PROVISIONS

If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Consultant's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Consultant and its subconsultants must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law.

ARTICLE 28. INTERNATIONAL BOYCOTT PROHIBITION

In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Consultant agrees, as a material condition of the contract, that neither the Consultant nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Consultant, or any of the aforesaid affiliates of Consultant, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of

the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the Sponsor and the New York State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (see 2 NYCRR 105.4).

ARTICLE 29. SERVICE OF PROCESS

In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Consultant hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Consultant's actual receipt of process or upon the Sponsor's receipt of the return thereof by the United State Postal Service as refused or undeliverable. Consultant must promptly notify the Sponsor, in writing, of each and every change of address to which service of process can be made. Service by the Sponsor to the last known address shall be sufficient. Consultant will have thirty (30) calendar days after service hereunder is complete in which to respond.

ARTICLE 30. DISPOSITION OF PLANS, ESTIMATES AND OTHER DATA. At the time of completion of the work, the Consultant shall make available to the Sponsor all survey notes, computations, maps, tracings, original aerial film and photo indices if any, and all other documents and data pertaining to the work or to the project which material at all times shall be the property of the Sponsor. Or in the event that this Agreement is terminated for any reason, then, within ten (10) days after such termination, the Consultant shall make available to the Sponsor all the aforementioned engineering data and material. All original tracings of maps and other engineering data furnished to the Sponsor by the Consultant shall bear thereon the endorsement of the Consultant. All plans, estimates and other data prepared in accordance with this Agreement shall be considered confidential and shall be released only to the Sponsor.

ARTICLE 31. MISCELLANEOUS

31.1 **Executory Contract.** This Contract shall be deemed only executory to the extent of the monies available, and no liability shall be incurred by the Sponsor beyond the monies legally available for the purposes hereof.

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

Reference: Sponsor Contract # _____

Sponsor: Town of Dryden	Consultant: Erdman Anthony
by: _____	by: _____
Date:	Date:

STATE OF NEW YORK

ss:

COUNTY OF CHEMUNG

On this _____ day of _____, _____ before me, the subscriber, personally appeared to me known, who, being by me duly sworn, did depose and say; that he/she resides in the _____, New York; that he/she is the _____ of the _____, the corporation described in and which executed the foregoing instrument; that he/she is the authorized with the execution of the matter herein provided for, and that he/she signed and acknowledged the said instrument in his/her position as a duly authorized representative of Sponsor.

Notary Public, _____ County, N.Y.

STATE OF NEW YORK

ss:

COUNTY OF MONROE

On this _____ day of _____, _____ before me, the subscriber, personally appeared to me known, who, being by me duly sworn, did depose and say; that he/she works in the _____, New York; that he/she is the _____ of **Erdman Anthony**, the corporation described in and which executed the foregoing instrument; that he/she is the authorized with the execution of the matter herein provided for, and that he/she signed and acknowledged the said instrument in his/her position as a duly authorized representative of the Consultant.

Notary Public, _____ County, N.Y.

Attachment A
Architectural/ Engineering Consultant Contract
Project Description and Funding

PIN: 6755.13	<i>Term of Agreement</i> <i>Ends: <u>December 31, 2024</u></i>
BIN:	
<input type="checkbox"/> Main Agreement <input type="checkbox"/> Amendment to Contract [add identifying #] <input checked="" type="checkbox"/> Supplement to Contract -SA#2	
<i>Phase of Project Consultant to work on:</i>	
<input checked="" type="checkbox"/> P.E./Design	<input type="checkbox"/> ROW Incidentals <input type="checkbox"/> ROW Acquisition
<input checked="" type="checkbox"/> Construction, C/I, & C/S	
Dates or term of Consultant Performance: Start Date: November 1, 2022 Finish Date: December 31, 2024	
<i>PROJECT DESCRIPTION:</i> This project will provide design services for the Dryden Rail Trail Phase 2 Project in the Town of Dryden.	
Project Location: Town of Dryden, Tompkins County	
Consultant Work Type(s): See Attachment B for more detailed Scope of Services.	
MAXIMUM AMOUNT OF FUNDS FOR ALL COMPENSATION PAYABLE UNDER THIS AGREEMENT FOR THE SCOPE OF WORK DESCRIBED IN ATTACHMENT B FOR THE PROJECT DESCRIBED IN THIS ATTACHMENT A, OTHERWISE IN ACCORDANCE WITH THE CHOSEN METHOD OF COMPENSATION AND OTHER TERMS OF THIS AGREEMENT:	
\$ 262,000	

Footnotes:

Federal-Aid Requirements for Architectural/ Engineering Consultant Supplement

ARTICLE A. DOCUMENTS FORMING THIS AGREEMENT

The contract must include the documents forming the contract between the Sponsor and the Consultant. The following will be included in the contract:

- Agreement Form - "Municipal Consultant Contract";
- Project Description and Funding;
- Scope of Services;
- As applicable, Staffing Rates, Hours, Reimbursables and Fee;
- Federal-Aid Requirements for Architectural/Engineering Consultant Supplement.

ARTICLE B. COMPENSATION METHODS, RATES AND PAYMENT

As full compensation for Consultant's work, services and expenses hereunder the Sponsor shall pay to the CONSULTANT, and the CONSULTANT agrees to accept compensation based the methods designated and described in this contract. Compensation methods must be clearly documented in the contract. Compensation methods available are Cost Plus Fixed Fee Method, Specific Hourly Rate Method, and Lump Sum Cost Plus Reimbursables Method.

ARTICLE C. INSPECTION

The duly authorized representatives of the Sponsor, and on Federally aided projects, representatives of the NEW YORK STATE DEPARTMENT OF TRANSPORTATION and the FEDERAL HIGHWAY ADMINISTRATION, shall have the right at all times to inspect the work of the CONSULTANT.

ARTICLE D. EXTRA WORK

If the CONSULTANT is of the opinion that any work the CONSULTANT has been directed to perform is beyond the scope of the PROJECT CONTRACT and constitutes extra work, the CONSULTANT shall promptly notify the Sponsor, in writing, of this fact prior to beginning any of the work. The Sponsor shall be the sole judge as to whether or not such work is in fact beyond the scope of this Contract and constitutes extra work. In the event that the Sponsor determines that such work does constitute extra work, the Sponsor shall provide extra compensation to the CONSULTANT in a fair and equitable manner. If necessary, an amendment to the PROJECT CONTRACT, providing the compensation and describing the work authorized, shall be prepared and issued by the Sponsor. In this event, a Supplemental Agreement providing the compensation and describing the work authorized shall be issued by the Sponsor to the CONSULTANT for execution after approvals have been obtained from necessary Sponsor officials, and, if required from the Federal Highway Administration.

ARTICLE E. WORKER'S COMPENSATION AND LIABILITY INSURANCE

This contract shall be void and of no effect unless the CONSULTANT shall secure Workman's Compensation Insurance for the benefit of, and keep insured during the life of this contract, such employees as are necessary to be insured in compliance with the provisions of the Workman's Compensation Law of the State of New York.

The CONSULTANT shall secure policies of general and automobile liability insurance, and maintain said policies in force during the life of this contract. Said policies of insurance shall protect against liability arising from errors and omissions, general liability and automobile liability in the performance of this contract in the sum of at least \$1,000,000.00 (One Million dollars) each.

The CONSULTANT shall furnish a certified copy of said policies to the Sponsor at the time of execution of this contract.

ARTICLE F. RECORDS RETENTION

The CONSULTANT shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (collectively called the "Records"). The Records must be kept for a minimum of six (6) years or three (3) years after final payment is received, whichever is later. The Sponsor, State, Federal Highway Administration, or any authorized representatives of the Federal Government, shall have access to the Records during normal business hours at an office of THE CONSULTANT within the State of New York or, a mutually agreeable reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying.

ARTICLE G. COVENANT AGAINST CONTINGENT FEES

The CONSULTANT warrants that he has not employed or retained any company or person, other than a bona fide employee working for the CONSULTANT, to solicit or secure this Contract, and that he has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the Sponsor shall have the right to annul this Contract without liability, or, in its discretion, to deduct from the Contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

ARTICLE H. PROPRIETARY RIGHTS

The CONSULTANT agrees that if patentable discoveries or inventions should result from work described herein, all rights accruing from such discoveries or inventions shall be the sole property of the CONSULTANT. However, the CONSULTANT agrees to and does hereby grant to the United States Government and the State of New York and the Sponsor a nonexclusive, nontransferable, paid-up license to make, use, and sell each subject invention throughout the world by and on behalf of the Government of the United States and states and domestic municipal governments, all in accordance with the provisions of 48 CFR 1-27.

ARTICLE I. CERTIFICATION REQUIRED BY 49 CFR, PART 29

The signator to this Contract, being duly sworn, certifies that, EXCEPT AS NOTED BELOW, its company and any person associated therewith in the capacity of owner, partner, director, officer, or major stockholder (five percent or more ownership)

- A. is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- B. has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- C. does not have a proposed debarment pending; and
- D. has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

ARTICLE J. CERTIFICATION FOR FEDERAL-AID CONTRACTS

The prospective participant certifies, by signing this Contract to the best of his or her knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative contract, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative contract.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative contract, the undersigned shall complete and submit the standard "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be, included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

ARTICLE K. NON-DISCRIMINATION REQUIREMENTS

The CONSULTANT agrees to comply with all applicable Federal, State and Sponsor Civil Rights and Human Rights laws with reference to equal employment opportunities and the provision of services. In accordance with Article 15 of the Executive Law (also known as the Human Rights Law) and Title VI of the Civil Rights Act of 1964, as amended, and any other State and Federal Statutory and constitutional non-discrimination provision, the CONSULTANT will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, disability or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, CONSULTANT agrees that neither it nor its SUBCONSULTANTS shall, by reason of race, creed, color, disability, sex or national origin; (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Contract. CONSULTANT is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this Contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

ARTICLE L. CERTIFICATION REQUIRED BY 40 CFR 111506.5(c)

If the work of the PROJECT includes the preparation of an Environmental Impact Statement (EIS), the signator to this Contract, being duly sworn, certifies that its company and any person associated therewith in the capacity of owner, partner, director, officer, or major stockholder (five percent or more ownership) does not have any financial or other interest in the outcome of the project including:

- a. an existing contract for the PROJECTs ROW incidental work or construction engineering; or
- b. ownership of land, options to buy land, or some business enterprise which would be financially enhanced or diminished by any of the PROJECT alternatives.

This does not preclude the CONSULTANT from being awarded a future contract covering the work describe in this Article or being awarded Phases V & VI Final Design after the EIS has been approved.

ARTICLE M. WAGE AND HOURS PROVISIONS

If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Consultant's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Consultant and its subconsultants must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law.

ARTICLE N. INTERNATIONAL BOYCOTT PROHIBITION

In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Consultant agrees, as a material condition of the contract, that neither the Consultant nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Consultant, or any of the aforesaid affiliates of Consultant, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the Sponsor and the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (See, 2 NYCRR 105.4).

ARTICLE O. PROMPT PAYMENT. While federal regulation (49 CFR 26.29) requires payment to subcontractors within 30 days, New York State law is more stringent. NYS General Municipal Law §106-b and NYS Finance Law Article 9, §139-f require prime contractors and prime consultants to pay their vendors within seven (7) calendar days of receipt of payment from the public owner/sponsor, and provides for interest on late payments for all public works contracts. Contract provisions incorporating any other payment schedule will not be allowed. A subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented. When the Sponsor has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

Section B
ATTACHMENT 'B'
(Scope of Services – Task List)

Scope of Services (SOS)

Prepared for: Town of Dryden, 93 East Main St., Dryden, NY 13053

Describing Services for: Dryden Rail Trail Phase 2 Supplemental Engineering, Construction
Inspection and Construction Support

Table of Contents

Section 1 General

Section 2 Data Collection & Analysis (Not Used)

Section 3 Preliminary Design

Section 4 Environmental (Not Used)

Section 5 Right-of-Way

Section 6 Detailed Design

Section 7 Advertising, Bid Opening and Award (Not Used)

Section 8 Construction Support

Section 9 Construction Inspection

Section 10 Estimating & Technical Assumptions

Section 1 - General

1.01 Project Description and Location

The project will include the construction of a new trail bridge over NY State Route 13 and related shared use path and amenities within the trail corridor. *This supplement will include additional work to generate several different alternatives, additional project meetings, utility coordination, ROW mapping, Construction Support and Construction Inspection.*

1.02 Meetings

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

- Discuss all project issues, objectives, etc. with Sponsor (a 'kick-off' meeting).
- 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 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.

The original agreement included 6 meetings. A total of 12 meetings were attended by the Consultant.

Section 3 - Preliminary Design

3.02 Development of Alternatives

*The **Consultant** generated 15 different alternatives and numerous construction cost estimates for the alignment of the trail to limit impact to property owners and reduce construction costs.*

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 [*NYS DOT 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.
- Structures, including bridges, retaining walls, major culverts, and building alterations (limited to establishing basic concepts, accommodating clearances and stream flow, and estimating costs). Bridge investigative work (inspection, deck coring, etc.) is covered under Section 2.
- Drainage.
- Maintenance responsibility.
- Maintenance and protection of traffic during construction.
- Soil and foundation considerations.
- Utilities.
- Right-of-way acquisition requirements.
- Conceptual landscaping (performed by a Registered Landscape Architect).
- Accessibility for pedestrians, bicyclists and the disabled.
- Lighting.
- Construction cost factors.
- Wild, Scenic and Recreational Rivers Permit Program

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

- 1" = 20' scale plans showing (as a minimum) stationing 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" = 20' horizontal and 1" = 4' (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.

Section 5 - Right-of-Way

5.01 Right-of-Way Mapping

The Consultant will provide drawings to help coordinate permanent easements with Cornell University

The Consultant will research property line information and locate the old railroad centerline along the trail corridor based on field data collected by the Town.

Section 6 - Detailed Design

6.01 Utilities

*The **Consultant** will design utility improvements to address comments from the Town. This will include new watermain and sewer lines beneath NYS Route 13 and the approach to the new bridge. A utility agreement will be prepared for the NYSDOT.*

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 \(MURK\)](#)**.¹ 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.

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

¹ <https://www.dot.ny.gov/main/business-center/contractors/construction-division/forms-manuals-computer-applications-general-information>

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.

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](#)².

² <https://www.dot.ny.gov/dotapp/ebo>

Section 10 - Estimating and Technical Assumptions

10.01 Estimating Assumptions

The following assumptions have been made for estimating purposes:

- 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 July 2023 and will be completed by July 2024.

Section C
ATTACHMENT 'C')
(Cost Estimate Exhibits)

ERDMAN ANTHONY
PIN: 3950.71 Town of Dryden Rail Trail Phase 2

JOB TITLE	ASCE (A) OR NICET (N) GRADE	AVERAGE HOURLY RATES		MAX. HOURLY RATES			OVERTIME CATEGORY
		PRESENT March 2023	PROJECTED June 2023	RATES			
				2022	2023	2024	
Principal Engineer	VII (A)	\$78.38	\$81.91	\$79.50	\$83.08	\$86.82	A
Senior Project Engineer	VI (A)	\$68.29	\$71.36	\$76.30	\$79.73	\$83.32	A
Project Engineer	V (A)	\$50.45	\$52.72	\$56.75	\$59.30	\$61.97	B
Senior Land Surveyor	V (A)	\$65.00	\$67.93	\$65.00	\$67.93	\$70.98	A
Senior Civil Engineer	IV (A)	\$46.12	\$48.20	\$52.00	\$54.34	\$56.79	B
Civil Engineer	III (A)	\$36.69	\$38.34	\$39.25	\$41.02	\$42.86	B
Junior Engineer	II/I (A)	\$32.06	\$33.50	\$33.60	\$35.11	\$36.69	B
Principal Engineering Tech.	IV (N)	\$41.32	\$43.18	\$46.55	\$48.64	\$50.83	C
Party Chief	III (N)	\$31.11	\$32.51	\$38.60	\$40.34	\$42.15	C
Senior Engineering Technician	III (N)	\$36.12	\$37.75	\$37.35	\$39.03	\$40.79	C
Senior Land Surveyor	III (N)	\$38.60	\$40.34	\$38.60	\$40.34	\$42.15	B
Instrument Person	II (N)	\$24.23	\$25.32	\$28.95	\$30.25	\$31.61	C
Technical Typist	NA	\$26.67	\$27.87	\$38.64	\$40.38	\$42.20	C
Resident Engineer	IV	\$53.00	\$55.39	\$57.00	\$59.57	\$62.25	C
Office Engineer	IV	\$49.00	\$51.21	\$50.50	\$52.77	\$55.15	C
Inspector	II	\$34.00	\$35.53	\$35.00	\$36.58	\$38.22	C

NOTES:

Hourly rates shall not exceed those shown above or the current NYSDOT Approved Maximum Allowable Rate

OVERTIME POLICY

- Category A - No overtime compensation.
- Category B - Overtime compensated at straight time rate.
- 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.

*Prevailing Wage Rates - The difference between the required prevailing wage rate and the normal hourly rate is considered a direct cost:

		Prevailing Rate	Projected Rate	Normal Rate	Difference	Payroll Additive	Total
Party Chief	III (N)	\$47.37	\$47.37	\$32.51	\$14.86	\$1.34	\$16.20
Instrument / Rod Person	II (N)	43.51	\$43.51	\$25.32	18.19	\$1.64	19.83

Supplemental Benefits are also considered direct costs. The net benefit is the difference between required amounts and deductions made through existing plans (overhead):

		Prevailing Benefit	Normal Rate	Difference (Net)	Wage Adjustment	Payroll Additive	Total
Party Chief	III (N)	\$28.05	\$10.00	\$18.05	\$0.00	\$1.62	\$19.67
Instrument / Rod Person	II (N)	28.05	6.95	21.10	0.00	\$1.90	23.00

ERDMAN ANTHONY

PIN: 3950.71 Town of Dryden Rail Trail Phase 2

JOB TITLE	ASCE (A) OR NICET (N) GRADE	T A S K S								Total Hours	PROJECTED HOURLY RATE	DIRECT TECHNICAL LABOR
		Sect. 1	Sect. 2	Sect. 3	Sect. 4	Sect. 5	Sect. 6	Sect. 7	Sect. 8			
Principal Engineer	VII (A)	0	0	0	0	0	0	0	0	0	\$81.91	\$0.00
Senior Project Engineer	VI (A)	6	0	8	0	1	2	0	40	57	\$71.36	\$4,067.52
Project Engineer	V (A)	2	0	0	0	0	0	0	0	2	\$52.72	\$105.44
Senior Land Surveyor	V (A)	0	0	0	0	8	0	0	12	20	\$67.93	\$1,358.60
Senior Civil Engineer	IV (A)	0	0	65	0	0	8	0	0	73	\$48.20	\$3,518.60
Civil Engineer	III (A)	0	0	0	0	0	0	0	0	0	\$38.34	\$0.00
Junior Engineer	II/I (A)	0	0	0	0	0	0	0	0	0	\$33.50	\$0.00
Principal Engineering Tech.	IV (N)	0	0	65	0	0	0	0	4	69	\$43.18	\$2,979.42
Party Chief	III (N)	0	0	0	0	0	0	0	0	0	\$32.51	\$0.00
Senior Engineering Technician	III (N)	0	0	0	0	8	4	0	56	68	\$37.75	\$2,567.00
Senior Land Surveyor	III (N)	0	0	0	0	0	0	0	56	56	\$40.34	\$2,259.04
Instrument Person	II (N)	0	0	0	0	0	0	0	0	0	\$25.32	\$0.00
Technical Typist	NA	0	0	0	0	0	0	0	0	0	\$27.87	\$0.00
	TOTAL	8	0	138	0	17	14	0	168	345		\$16,855.62

ERDMAN ANTHONY

PIN: 3950.71 Town of Dryden Rail Trail Phase 2

JOB TITLE	ASCE OR NICET GRADE	2023					2024					See NOTES Below for Column Descriptor					
		July	Aug.	Sept.	Oct.	Nov.	Mar.	Apr.	May	June	July	(1)	(2)	(3)	(4)	(5)	(6)
Resident Engineer	IV (N)	40	184	168	120		40	176	184	160		912		\$55.39			50,516
Resident Engineer **	IV (N)		16	16				16	16				64	\$55.39	\$27.70	\$1,772.48	3,545
Office Engineer	IV (N)											0		\$51.21			0
Office Engineer **	IV (N)												0	\$51.21	\$25.61	\$0.00	0
Inspector	II (N)											0		\$35.53			0
Inspector **	II (N)												0	\$35.53	\$17.77	\$0.00	0
												912	64		\$1,772.48	\$54,060.64	

NOTES:

** Overtime Hours

(1) Total Hours (straight time)

(2) Total Hours (overtime) or (night hours)

(3) Projected Hourly Rate (straight time rate) or (10% night differential)

(4) Projected Hourly Rate (premium rate)

(5) Direct Technical Salaries (premium portion) or (10% night differential)

(6) Direct Technical Salaries (straight time portion)

912

64

=====

=====

\$1,772

\$54,061

 \$55,833

15-Mar-23

PIN: 3950.71 Town of Dryden Rail Trail Phase 2

DESIGN CI

1. Travel, Lodging and Subsistence

On-site Trips	trips	miles per trip						
150		10 =	1500	@	\$ 0.625	\$937.50		
						Sub-total	\$937.50	

TOTAL TRAVEL, LODGING, & SUBSISTENCE

\$0.00 \$937.50

2. Reproduction, Drawings & Report

	each	sheets/set	sets		
Photocopies (8 1/2 x 11)	0.10	200		Design Report	\$0.00
Photocopies (8 1/2 x 11)	0.10	50		Misc. Reports	\$0.00
Photocopies (11 x 17)	0.20	24		Design Report Plan	\$0.00
Plans (11 x 17)	0.20	76		ADP Drawings	\$0.00
Photocopies (8 1/2 x 11)	0.10	250		ADP Contract Docs	\$0.00
Plans (11 x 17)	0.20	76		PS&E Drawings	\$0.00
Photocopies (8 1/2 x 11)	0.10	250		Bid Books	\$0.00

TOTAL DRAWING, REPORT, REPRODUCTION

\$0.00 \$0.00

3. Owner's Protective Insurance (Estimated)

\$0.00 \$0.00

4. APPIA

1 Year \$2,200.00 Per year

\$0.00 \$2,200.00

5. Advertisements (legal)

Public Hearing Notice	\$0.00
Environmental Determination	\$0.00
Notice to Bidders	\$0.00
	<u>\$0.00</u>

6 Survey personnel Costs

Wage Differential		Hours	@	Rate	
Party Chief	III (N)	0		\$16.20	\$0.00
Instrumentman	II (N)	0		19.83	0.00

SUBTOTAL Wage Differential					\$0.00
Supplemental Benefits		Hours	@	Rate	
Party Chief	III (N)	0		\$19.67	\$0.00
Instrumentman	II (N)	0		\$23.00	0.00

SUBTOTAL Supplemental Benefits					\$0.00

TOTAL SURVEY PERSONNEL

\$0.00 \$0.00

TOTAL DIRECT NON - SALARY COST

\$0.00 \$3,137.50

7. Sub-Contractor Costs

Testing	3 each @	\$1,500.00 =	\$4,500.00
QA Shop Insection			\$75,000.00

TOTAL Sub-Contractor Costs

\$0.00 \$79,500.00

Exhibit C
Summary

15-Mar-23

ERDMAN ANTHONY
PIN: 3950.71 Town of Dryden Rail Trail Phase 2

Item IA, Direct Technical
Salaries (estimated)
subject to audit \$16,856

Item IB, Direct Technical
Salaries Premium Portion
of overtime subject to
audit (estimate) \$0

Item II, Direct Non-
Salary Cost (estimated)
subject to audit \$0

Item II Direct Non-
Salary Cost (estimated) subject to Audit
(Sub-Contractor Cost) \$0

Item III, Overhead
(160% audited 2021 rate)
subject to audit \$26,969

Item IV, Fixed
Fee (11%) \$4,821

Item II Direct Non-
Salary Cost (estimated)
subject to audit (Sub-Consultant Cost)

Total Estimated Cost \$48,645

MAXIMUM AMOUNT PAYABLE \$49,000

Additional Design
and Construction
Support

Exhibit C
Summary

15-Mar-23

ERDMAN ANTHONY
PIN: 3950.71 Town of Dryden Rail Trail Phase 2

Item IA, Direct Technical Salaries (estimated) subject to audit	\$54,061
Item IB, Direct Technical Salaries Premium Portion of overtime subject to audit (estimate)	\$1,772
Item II, Direct Non-Salary Cost (estimated) subject to audit	\$3,138
Item II Direct Non-Salary Cost (estimated) subject to Audit (Sub-Contractor Cost)	\$79,500
Item III, Overhead (113% audited 2021 rate) subject to audit	\$61,089
Item IV, Fixed Fee (11%)	\$12,666
Item II Direct Non-Salary Cost (estimated) subject to audit (Sub-Consultant Cost)	

Total Estimated Cost \$212,226

MAXIMUM AMOUNT PAYABLE \$213,000

Construction Inspection

Total Cost: \$49,000 (design) + \$213,000 (CI) = \$262,000

Section D
ATTACHMENT 'D')
(Cost Estimate Back-up)

LOCALLY ADMINISTERED PROJECTS TASK LIST
Erdman Anthony STAFF HOUR ESTIMATE - Project Summary

PIN: 3950.71 Town of Dryden Rail Trail Phase 2

	PRINC. ENGR.	SENIOR PROJ. ENGR.	PROJ. ENGR	SENIOR LAND SURVEY	SENIOR CIVIL ENGR.	CIV. ENGR	Junior ENGR	PRINC. ENGR. TECH.	PARTY CHIEF	SENIOR ENGR. TECH.	SENIOR LAND SURVEY	INSTR PERS	TECH. TYPIST	TASK SUB- TOTAL
SECTION 1 - GENERAL	0	6	2	0	0	0	0	0	0	0	0	0	0	8
SECTION 2 - DATA COLLECTION & ANALYSIS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SECTION 3 - PRELIMINARY DESIGN	0	8	0	0	65	0	0	65	0	0	0	0	0	138
SECTION 4 - ENVIRONMENTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SECTION 5 - RIGHT-OF-WAY	0	1	0	8	0	0	0	0	0	8	0	0	0	17
SECTION 6 - DETAILED DESIGN	0	2	0	0	8	0	0	0	0	4	0	0	0	14
SECTION 7 - ADVERTISEMENT, BID OPENING & AWARD	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SECTION 8 - CONSTRUCTION SUPPORT	0	40	0	12	0	0	0	4	0	56	56	0	0	168
TOTALS	0	97	2	20	85	0	0	69	0	72	56	0	0	401

LOCALLY ADMINISTERED PROJECTS TASK LIST
Erdman Anthony STAFF HOUR ESTIMATE - SECTION 1, GENERAL

3/15/23

PIN: 3950.71 Town of Dryden Rail Trail Phase 2

TASK NO.	WORK TO BE COMPLETED	PRINC. ENGR.	SENIOR PROJ. ENGR.	PROJ. ENGR.	SENIOR LAND SURVEY	SENIOR CIVIL ENGR.	CIV. ENGR.	JR. ENGR.	PRINC. ENGR. TECH.	PARTY CHIEF	SENIOR ENGR. TECH.	SENIOR LAND SURVEY	INSTR PERS	TECH. TYPIST	TASK SUB-TOTAL	EA TOTAL
1.00	GENERAL - PROJECT DEVELOPMENT															
1.05	PROJECT FAMILIARIZATION															
	Review IPP to become acquainted with project history														0.0	
	Review highway record plan information, setup project accounting														0.0	
	Review bridge plans/ BIN Folder														0.0	
	SITE VISIT - Field trip, project photos	included in 2.03													0.0	0.0
1.06	MEETINGS See Section 8 for Const. Support Mtgs.															
	Prepare for Project Meetings														0.0	
	Attend Project Meetings		6.0	2.0											8.0	
	Prepare Meeting Minutes														0.0	8.0
1.07	COST AND PROGRESS REPORTING															
	Monthly Progress and Cost Control Reports														0.0	0.0
1.10	SUBCONSULTANTS															
	Oversee Subcontract Work														0.0	
	Review of Consultant Work - QA/QC														0.0	0.0
1.11	SUBCONTRACTORS															
A.	Preparation of Contract Documents (Work over \$20,000)															
	Solicit Sealed Bids for Subcontract Work														0.0	
	Oversee Subcontract Work														0.0	
B.	Prep. of Contract Doc. (under \$20,000)														0.0	
	Solicit Quotations for Subcontract Work														0.0	
	Oversee Subcontract Work														0.0	0.0
SECTION 1 - GENERAL		0.0	6.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0	8.0

LOCALLY ADMINISTERED PROJECTS TASK LIST

3/15/23

Erdman Anthony STAFF HOUR ESTIMATE - SECTION 3, PRELIMINARY DESIGN

PIN: 3950.71 Town of Dryden Rail Trail Phase 2

TASK NO.	WORK TO BE COMPLETED	PRINC. ENGR.	SENIOR PROJ. ENGR.	PROJ. ENGR.	SENIOR CIVIL ENGR.	CIV. ENGR.	JR. ENGR.	PRINC. ENGR. TECH.	SENIOR ENGR. TECH.	TECH. TYPIST	TASK SUB-TOTAL	EA TOTAL
3.00	PRELIMINARY DESIGN											
3.01	DESIGN CRITERIA											
	Establish Project Criteria										0.0	
	Identify non-standard features										0.0	0.0
3.02	DEVELOPMENT OF ALTERNATIVES											
	<i>A. Selection of Design Alternatives</i>											
	Evaluate Design Alternatives										0.0	
	Rudimentary plan		2.0		20.0			20.0			42.0	
	Rudimentary profile		1.0		8.0			8.0			17.0	
	Rudimentary sections										0.0	
	Meeting with Municipality to discuss concepts & select alternatives for further study										0.0	59.0
	<i>B. Detailed Evaluations of Alternatives (1 alt)</i>											
	Evaluate Highway Alternatives										0.0	
	Plans (1"=20') - update drawings from 3.02A		2.0		20.0			20.0			42.0	
	Profiles (1"=20'h & 1"=4'v) - update drawings from 3.02A		1.0		8.0			8.0			17.0	
	Typical Sections - update drawings from 3.02A										0.0	
	Cross Sections										0.0	59.0
3.03	COST ESTIMATES											
	Develop Cost Estimates for each alternative		1.0		6.0			6.0			13.0	
	Update estimates as necessary		1.0		3.0			3.0			7.0	20.0
3.04	PREPARATION OF DRAFT DESIGN APPROVAL DOCUMENT											
	<i>Prepare Design Report:</i>											
	Design Report										0.0	
	Location maps, Appendices										0.0	
	Prepare / Compile & submit report (*.pdf) for City /NYSDOT review										0.0	
	Revise report as per City /NYSDOT comments										0.0	
	Revise report as per NYSDOT / FHWA comments										0.0	
	Submit 3 copies to State for Review (NEPA Class I & III only)										0.0	
	Revise and process DAD as NEPA Class II, SEQR Type 2										0.0	0.0
3.05	ADVISORY AGENCY REVIEW											
	Provide 3 copies of Draft DAD for Advisory Agency Distribution										0.0	
	Evaluate Comments / concerns and Coord responses										0.0	0.0

LOCALLY ADMINISTERED PROJECTS TASK LIST

3/15/23

Erdman Anthony STAFF HOUR ESTIMATE - SECTION 3, PRELIMINARY DESIGN

PIN: 3950.71 Town of Dryden Rail Trail Phase 2

TASK NO.	WORK TO BE COMPLETED	PRINC. ENGR.	SENIOR PROJ. ENGR.	PROJ. ENGR.	SENIOR CIVIL ENGR.	CIV. ENGR.	JR. ENGR.	PRINC. ENGR. TECH.	SENIOR ENGR. TECH.	TECH. TYPIST	TASK SUB-TOTAL	EA TOTAL
3.06	PUBLIC INFORMATION MEETINGS AND/OR PUBLIC HEARINGS											
	<i>A. Public Information Meeting and workshops</i>											
	Develop presentation and visuals										0.0	
	Attend Project Meeting (2 staff)										0.0	
	Prepare Meeting Minutes										0.0	
	<i>B. Public Hearings</i>											
	Provide Stenographic Services										0.0	
	Prepare Informational Brochure for Distribution										0.0	
	Prepare Outline for Public Presentation & Provide Visual aids and displays										0.0	
	Attend Public Hearing(s) (1 @ 8 hrs. x 3 staff)										0.0	
	Analyze Public comments and transcripts										0.0	
											0.0	0.0
3.07	PREPARATION OF FINAL DESIGN APPROVAL DOCUMENT											
	Prepare Design Recommendation										0.0	
	Modify DAD to incorporate changes and cost estimates										0.0	
	Compile & Submit Draft Final in *.pdf to State & Municipality for Review										0.0	
	Final DAD Modifications										0.0	
	Incorporate State & Municipal Comments & resubmit *.pdf for final approval										0.0	
	Coordinate Final Approval signatures										0.0	
	Prepare & Submit / distribute 3 copies of Final Signed / Approved DAD										0.0	
											0.0	0.0
	PART 3 - PRELIMINARY DESIGN	0.0	8.0	0.0	65.0	0.0	0.0	65.0	0.0	0.0	138.0	138.0

LOCALLY ADMINISTERED PROJECTS TASK LIST
Erdman Anthony STAFF HOUR ESTIMATE - SECTION 5, RIGHT-OF-WAY

3/15/23

PIN: 3950.71 Town of Dryden Rail Trail Phase 2

TASK NO.	WORK TO BE COMPLETED	PRINC. ENGR.	SENIOR PROJ. ENGR.	PROJ. ENGR.	SENIOR LAND SURVEY	SENIOR CIVIL ENGR.	CIV. ENGR.	JR. ENGR.	PRINC. ENGR. TECH.	PARTY CHIEF	SENIOR ENGR. TECH.	SENIOR LAND SURVEY	INSTR PERS	TECH. TYPIST	TASK SUB-TOTAL	EA TOTAL
5.00	RIGHT-OF-WAY															
5.01	Abstract Request Map and Title Search															
	Obtain Title Searches of Properties														0.0	
	ARM Preparation														0.0	
	Coordinate with ROW Sub														0.0	0.0
5.02	Right-of-Way Survey															
	Right of Way Survey & Mapping														0.0	0.0
5.03	Right-of-Way Mapping															
	Meet with City	included in 1.06													0.0	
	Prepare Acquisition Maps		1.0		8.0						8.0				17.0	
	Prepare Map Revisions														0.0	17.0
5.04	Right-of-Way Plan															
	Prepare ROW Plan														0.0	
	Public Hearings/Meetings														0.0	
	Overall ROW Coordination														0.0	0.0
5.05	Right-of-Way Cost Estimates															
	Cost Estimates for ROW to be Acquired (by subcontractor, see sect. 1.11)														0.0	
	Coordinate with ROW Sub (2 parcels)														0.0	0.0
5.06	Public Hearings/Meetings															
	Conduct Public Information Meeting/Public Hearing for ROW														0.0	0.0
5.07	Property Appraisals															
	Obtain Property Appraisals (by NYSDOT)														0.0	
	Estimates for Rental of Occupied Properties														0.0	
	Coordinate with ROW Sub (2 parcels)														0.0	0.0
5.08	Appraisal Review															
	Assist Municipality in appraisal review (by NYSDOT)														0.0	
	Coordinate with ROW Sub (2 parcels)														0.0	0.0
5.09	Negotiations and Acquisition of Property															
	Negotiations with Property Owners														0.0	
	Documentation of Negotiations														0.0	
	Coordinate with ROW Sub (2 parcels)														0.0	0.0
5.10	Relocation Assistance															
	Administer Relocation Assistance														0.0	
	Oversee Relocation and vacting properties														0.0	0.0
5.11	Property Management															
	Prepare & Inventory all Improvements Acquired														0.0	
	Prepare & Deliver all Rental Notices, Permits, & Rental Information														0.0	
	Collect Rentals and Payments for Salvaged Items														0.0	
	Maintain improvements in safe & secure manner														0.0	
	oversee removal of improvements by owners or 3rd party purchasers														0.0	
	Demolish improvements wher available prior to project construction														0.0	
	Disposal of excess ROW														0.0	0.0
	PART 5 - Right-of-Way	0.0	1.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0	0.0	0.0	17.0	17.0

LOCALLY ADMINISTERED PROJECTS TASK LIST
Erdman Anthony STAFF HOUR ESTIMATE - SECTION 6, DETAILED DESIGN

3/15/23

PIN: 3950.71 Town of Dryden Rail Trail Phase 2

TASK NO.	WORK TO BE COMPLETED	PRINC. ENGR.	SENIOR PROJ. ENGR.	PROJ. ENGR	SENIOR CIVIL ENGR.	CIV. ENGR	JR. ENGR	PRINC. ENGR. TECH.	SENIOR ENGR. TECH.	TECH. TYPIST	TASK SUB-TOTAL	EA TOTAL
6.00	DETAILED DESIGN											
6.01	Preliminary Bridge Plans											
A.	<i>New and Replacement Bridges</i>											
	Preliminary Bridge Plans										0.0	
	Structure Justification Report										0.0	
	Prepare copies for review										0.0	
B.	<i>Bridge Rehabilitations</i>											
	Preliminary Bridge Rehabilitation Plans										0.0	
	Cost Estimate										0.0	
C.	<i>Selected Structural Treatment</i>											
	Modify reports and plans										0.0	0.0
6.02	Advanced Detail Plans											
	<i>Highway Design & Detailing</i>											
1	Title Sheet with signature blocks & location map										0.0	
3	Index & Legend drawings										0.0	
4	Typical Sections										0.0	
2	General Plan and Notes										0.0	
1	Estimate of Quantities										0.0	
14	Traffic Control Plans										0.0	
2	Survey Control										0.0	
1	Maintenance Jurisdiction Plan and Table										0.0	
9	General Tables										0.0	
2	General Details										0.0	
1	Drainage Structure Details										0.0	
1	Utility Details and Notes										0.0	
1	Street name sign details/ sign face layouts										0.0	
1	Landscape & Lighting details										0.0	
1	Sign & Striping Details										0.0	
1	Miscellaneous Details										0.0	
3	Curb Ramp Details										0.0	
1	Erosion & Sediment Control Plan Details										0.0	
4	Roadway Plan										0.0	
4	Roadway Profile										0.0	
4	Landscape & Lighting plans										0.0	
5	Sign & Pavement Marking Plans										0.0	
3	Utility Plans										0.0	
2	Traffic Signal Plans										0.0	
1	Traffic Signal Notes										0.0	
4	Drainage Calculations										0.0	
	SWPPP & NOI										0.0	
	Watermain Coordination										0.0	
	Templated Cross Sections										0.0	
	Prepare / compile & submit *pdf file for review										0.0	
	Modify design based upon review										0.0	0.0

LOCALLY ADMINISTERED PROJECTS TASK LIST

3/15/23

Erdman Anthony STAFF HOUR ESTIMATE - SECTION 6, DETAILED DESIGN

PIN: 3950.71 Town of Dryden Rail Trail Phase 2

TASK NO.	WORK TO BE COMPLETED	PRINC. ENGR.	SENIOR PROJ. ENGR.	PROJ. ENGR	SENIOR CIVIL ENGR.	CIV. ENGR	JR. ENGR	PRINC. ENGR. TECH.	SENIOR ENGR. TECH.	TECH. TYPIST	TASK SUB-TOTAL	EA TOTAL
	<i>Bridge Design & Detailing</i>										0.0	0.0
6.03	Contract Documents											
	<i>Preparation of Specifications</i>											
	Special specs										0.0	
	Special notes										0.0	
	Supplemental Landscape Development Specifications	NA									0.0	
	Bid Proposal Book										0.0	0.0
	<i>Preparation of PS&E Materials</i>											
	PS&E Drawings										0.0	
	Highway Work Permit										0.0	
	Prepare 6 copies										0.0	
	Prepare 25 copies for bidders										0.0	0.0
6.04	Cost Estimate											
	ADP Estimate										0.0	
	Final Estimate										0.0	0.0
6.05	Utility Coordination											
	Agreements with Utilities										0.0	
	Gather Information & Coordinate with Utilities		2.0		8.0				4.0		14.0	
	Identify conflicts										0.0	14.0
6.06	Railroad Coordination											
	Agreements with Railroads										0.0	
	Gather Information & Coordinate with Railroads										0.0	0.0
6.07	Bridge Inventory Forms											
	Complete Forms for Bridge Inventory										0.0	
	Level 2 Load Rating Data										0.0	0.0
6.08	Information Transmittal											
	Record plans										0.0	
	Project Information Consolidation and Transmittal to Municipality										0.0	0.0
	PART 6 - DETAILED DESIGN	0.0	2.0	0.0	8.0	0.0	0.0	0.0	4.0	0.0	14.0	14.0

**LOCALLY ADMINISTERED PROJECTS TASK LIST
STAFF HOUR ESTIMATE - SECTION 8, CONSTRUCTION SUPPORT**

PIN: 3950.71 Town of Dryden Rail Trail Phase 2

TASK NO.	WORK TO BE COMPLETED	PRINC. ENGR.	SENIOR PROJ. ENGR.	PROJ. ENGR	SENIOR CIVIL ENGR.	CIV. ENGR	JR. ENGR	PRINC. ENGR. TECH.	SENIOR ENGR. TECH.	TECH. TYPIST	TASK SUB-TOTAL	EA TOTAL
8.01	CONSTRUCTION SUPPORT											
	On-Site Field Reconnaissance and Field Change Sheets				4.0				4.0		8.0	56.0
	Change Analysis										0.0	
	Interpretation and Clarification of Concepts										0.0	
	Shop Drawing review				8.0						8.0	
	Prepare As-Built record plans										0.0	
	Project Site Meetings (Pre-Const + 8 progress meetings)		40.0								40.0	
	PART 8 - CONSTRUCTION SUPPORT	0.0	40.0	0.0	12.0	0.0	0.0	0.0	4.0	0.0	56.0	56.0

ERDMAN ANTHONY

PIN: 3950.71 Town of Dryden Rail Trail Phase 2

JOB TITLE	ASCE OR NICET GRADE	2023					2024					See NOTES Below for Column Descriptor					
		July	Aug.	Sept.	Oct.	Nov.	Mar.	Apr.	May	June	July	(1)	(2)	(3)	(4)	(5)	(6)
Resident Engineer	IV (N)	40	184	168	120		40	176	184	160		912		\$55.39			50,516
Resident Engineer **	IV (N)		16	16				16	16				64	\$55.39	\$27.70	\$1,772.48	3,545
Office Engineer	IV (N)											0		\$51.21			0
Office Engineer **	IV (N)												0	\$51.21	\$25.61	\$0.00	0
Inspector	II (N)											0		\$35.53			0
Inspector **	II (N)												0	\$35.53	\$17.77	\$0.00	0
												912	64		\$1,772.48		\$54,060.64

NOTES:

** Overtime Hours

(1) Total Hours (straight time)

(2) Total Hours (overtime) or (night hours)

(3) Projected Hourly Rate (straight time rate) or (10% night differential)

(4) Projected Hourly Rate (premium rate)

(5) Direct Technical Salaries (premium portion) or (10% night differential)

(6) Direct Technical Salaries (straight time portion)

912

64

=====

=====

\$1,772

\$54,061

 \$55,833