

BOARD OF MANAGERS MEETING

April 7, 2017 – 8:30 A.M.

Common Council Chambers

The meeting was called to order at 8:30 A.M.

PRESENT:

Chris Briggs, Council President
Michael Durocher, Comptroller
Jim Bouchard, Treasurer
Kenneth Radliff, Commissioner OGS

ALSO PRESENT:

Garry Nathan, City Engineer

ABSENT:

Mayor Morse

Kenneth Radliff made a MOTION to approve a quote from Quality Roofing for repair of library roof and hatch from a snow storm in the amount of \$3,500.00. Three quotes were received.

Chris Briggs seconded the motion. All members voted "AYE". The motion passed.

Kenneth Radliff made a MOTION to approve Change Order #6 from Callanan Industries for work at Clintons Ditch for \$25,392.71.

Michael Durocher seconded the motion. All members voted "AYE". The motion passed.

Jim Bouchard made a MOTION to approve entering into a contract with Ungerman Electric to replace 14 lights on the 112th St. Bridge for \$3,990.00.

Chris Briggs seconded the motion. All members voted "AYE". The motion passed.

Kenneth Radliff made a MOTION to accept a DEC Grant for charging stations at Van Schaick Island Pond for \$16,000.00. There is a \$3,000.00 match.

Jim Bouchard seconded the motion. All members voted "AYE". The motion passed.

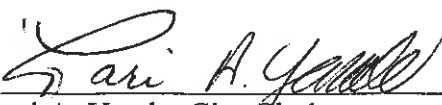
Jim Bouchard made a MOTION accept a DEC Grant for Remsen St. Streetscape Improvements for \$32,000.00.

Chris Briggs seconded the motion. All members voted "AYE". The motion passed.

Kenneth Radliff made a MOTION to enter into a MOU with Capital District Transportation Committee for the annual bike rodeo in the amount of \$4,200.00.

Chris Briggs seconded the motion. All members voted "AYE". The motion passed.

At 8:42 AM, with no further business to come before the board Michael Durocher made a MOTION to adjourn, Jim Bouchard seconded the motion. All members voted "AYE."



Lori A. Yando, City Clerk

BOARD OF MANAGERS MEETING
April 21, 2017 – 8:30 A.M.
Common Council Chambers

The meeting was called to order at 8:30 A.M.

PRESENT:

Chris Briggs, Council President
Michael Durocher, Comptroller
Jim Bouchard, Treasurer
Kenneth Radliff, Commissioner OGS

ALSO PRESENT:

Garry Nathan, City Engineer

ABSENT:

Mayor Morse

Kenneth Radliff made a MOTION to approve the minutes from the March 24, 2017 Board of Managers Meeting.

Chris Briggs seconded the motion. All members voted "AYE". The motion passed.

Chris Briggs made a MOTION to approve the payment of a claim for \$2,500.00 for damages done to a car by a city plow.

Jim Bouchard seconded the motion. All members voted "AYE". The motion passed.

At 8:33 AM, with no further business to come before the board Michael Durocher made a MOTION to adjourn, Jim Bouchard seconded the motion. All members voted "AYE."



Lori A. Yando, City Clerk

REQUEST FOR AGENDA ITEM
Legislative Request / BOM Request

Legislative Request BOM Request

Date 5/3/17
Department MAJORS office
Contact Person Ralph Signoracci

PURPOSE FOR REQUEST:

Adoption of Resolution: _____
Adoption of Local Law: _____
Adoption of Ordinance: _____
Budget Amendment: _____
Bond Approval: _____
Contract Authorization: _____
Other (Briefly Explain) _____
Remson St Design -

Budget Amendment (State the following)

Increase Account/Line No. _____
Decrease Account /Line No. _____
Source of Funds Chips Funding

CONTRACT AUTHORIZATION

Purchase Equipment/Supplies: _____
Lease Equipment/Supplies: _____
Professional Services: _____
Education/Training: _____
Settlement of Claim: _____

Grants:

New _____
Renewal _____
Submission Dead Line _____

Fiscal Impact in Dollars or Percentage

Federal _____

State 100%

City of Cohoes _____

All back -up material has been submitted X

Explanation: 100% reimbursable by chips funding.

CFA - Grant

Use space or add typed attachment.

Submitted by: Ralph Signorocci

date 5/3/17



CAPITAL DISTRICT OFFICE
547 River Street
Troy, NY 12180
P: 518.273.0055 or 888.539.9073
www.chazencompanies.com

April 26, 2017

Michael Jacobson
Director - Economic & Community Development
City of Cohoes
97 Mohawk Street
Cohoes, NY 12047

Re: *Proposal - Remsen Street Design + Construction Phase Services*
Prop. #PM17-005

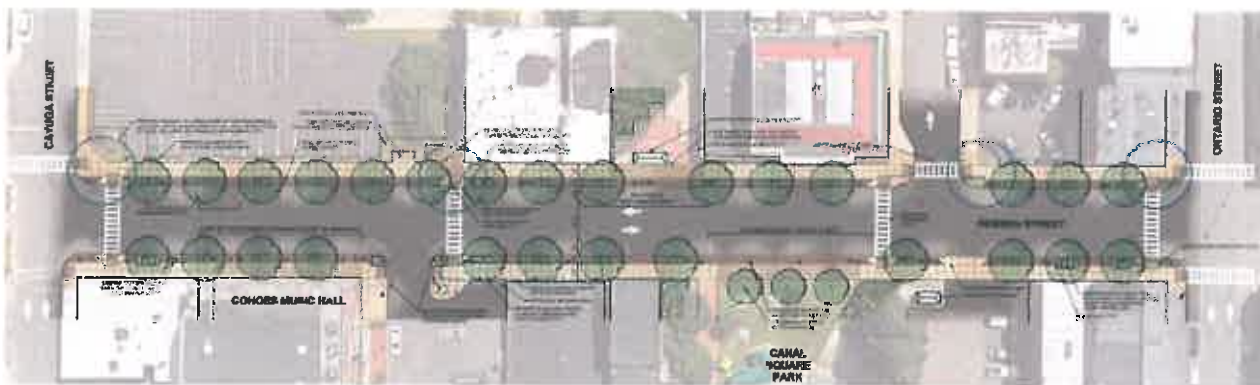
Dear Mr. Jacobson:

The Chazen Companies (Chazen) thank you for the opportunity to present this proposal for Professional Surveying Services to complete design, engineering and construction administration services for redevelopment of a two-block section of streetscape along Remsen Street in the City of Cohoes, NY.

Project Understanding

Chazen has completed a cursory review of information provided and understand the following:

- The streetscape improvements are generally to follow the recommended improvements contained in the Consolidated Funding Application (CFA) for the project, as depicted below.



- The granting agency for the CFA will have requirements for executing the project that must be complied with for reimbursement to the City of Cohoes.
- Chazen has provided the City with a proposal for topographic survey for the project corridor.

- The total disturbance area for the project will be less than one (1) acre, therefore preparation of a stormwater pollution prevention plan (SWPPP) will not be required.
- Minor modifications to the existing decorative street lighting is anticipated, any alterations would require coordination with National Grid.
- Coordination with the consultant for the new CDTA bus stop on Remsen Street will be required to integrate the two projects.

Scope of Services

Based upon our understanding of the project we offer the following scope of surveying services to support the design and construction documentation of streetscape improvements.

Task 1 – Schematic Design

Chazen will collaborate with you in the refinement of the CFA Concept Plan for the project. This plan will be based the boundary and topographic survey provided by you and will define an overall site layout that will effectively optimize the pedestrian and vehicular environs within the corridor while adhering to identified environmental and/or land ownership constraints. Preliminary site grading and routes for on-site utilities as well as stormwater management measures will also be identified on the Schematic Plans.

In addition to the plans, we will develop a preliminary cost estimate to contrast with the available funding for the project, and meet with the City to review the design and estimate. We anticipate that at least one design meeting with the City will be required during the schematic design phase.

Task 2 – Design Development Plans

Chazen will prepare detailed site development plans that depict the proposed improvements for the site in accordance with the following:

- a. Existing Conditions Plans:
The topographic survey prepared under separate contract for the project will be included in the Design Development plans.
- b. Site Preparation and Removals Plans:
This plan will define selective site elements to be removed, demolished, or abandoned. Limits of clearing and disturbance will be defined as well.
- c. Site Layout Plans:
The Site Layout Plans will show the proposed roadway curb lines, parking, pavement and crosswalk striping, pedestrian circulation, accessible curb ramps and site amenities. Layout dimensions will be provided to demonstrate conformance with applicable local, county, and state requirements. The plans will also use symbols which are keyed to details that identify paving and surface materials. Required and/or desired roadway signage will be identified on the Site Layout Plans, however detailed design for wayfinding, interpretive or monumental entrance signs is excluded.
- d. Utility Plans:
The Utility Plans will identify site utility adjustments for water and gas valves, sanitary sewer cleanouts and/or manhole covers, and storm sewer catch basins/manholes.

The utility plan will also show electrical improvements associated with minor street light location adjustments (if any are required), however we assume that modifications to existing telephone, cable television, or fiber optic lines will not be required for the project.

e. Grading and Erosion Control Plans:

The Grading and Erosion Control Plans will show proposed contours along with rim elevations of storm manholes/catch basins, and spot elevations at critical control locations. To prevent soil erosion and sedimentation during construction, relevant measures will be identified on the plans. Measures will consider the NYS Standards and Specifications for Erosion and Sediment Control.

f. Landscape Plans:

The Landscape Plans will identify the locations of proposed street trees and supplemental landscaping between the curb line and building lines where appropriate within the road ROW.

g. Relevant Detail Sheets:

Details will be developed for related site elements. Details will include utility trenching and pipe bedding, pavement sections, sidewalk details, curbing, landscaping and site amenity details, and other detailing required to identify site construction requirements. At this point it is not envisioned that engineered retaining walls (>30" high), stairs, guardrails or other specialty structures will be required.

Task 3 – Construction Documents

Scope – Chazen will prepare contract drawings for the streetscape improvements at a scale of 1" = 20' along with required details. The design will include removal of pavements, curb replacement, new concrete sidewalks and decorative pavements, drainage, street trees, amenities and utility grade adjustments (if necessary).

Contract Drawings:

The Design Development drawings listed above will be advanced to an appropriate level for public bidding purposes.

Contract Specifications:

Chazen will prepare Contract Specifications for submission to the City. The specifications will include contractual/administrative requirements and technical specifications supporting the Contract Drawings. Chazen's standard documents including a draft construction contract, general conditions, and general requirements will be included. The specifications will include the following elements:

- Division 00 – Procurement and Contracting Requirements
- Division 01 – General Requirements
- Division 02 – Existing Conditions
- Division 12 – Furnishings
- Division 31 – Earthwork
- Division 32 – Exterior Improvements

Chazen will revise the Contract Drawings and Specifications based upon comments received from the City's review of a draft submission. Upon completion of this task, the Final Contract Documents will be considered complete and suitable for bidding as a single-prime contract.

Construction Estimate:

Chazen will prepare an opinion of probable costs estimate for the construction work. This estimate will be used to determine the base bid and potential add alternate bid items for the Final Contract Documents.

Task 4 – Bidding and Negotiations

Scope - Chazen will participate in the construction bid process by attending a pre-bid meeting, responding to queries from prospective bidders and prepare any necessary addenda to the Contract Documents in a timely manner. Upon completion of the bid period, Chazen will review and evaluate the bids received and inform the City of any informality in the bids and provide recommendation for award.

Limitations - It is assumed that the City will coordinate bid advertisement, bid document distribution to the bidders and awarding of the construction contract.

Task 5 – Construction Administration

Scope – Chazen will represent the City during construction for administration and observation of the contractor's work. Our construction phase services will include:

- **Construction Meetings**

For purposes of establishing a budget for the construction phase services it is assumed that the bulk of the construction of the streetscape improvements would occur over a twelve (12) week period, and that bi-weekly construction meetings would be required to ensure proper workflow and information exchange during construction. For the estimated six (6) construction meetings, Chazen's project manager, during construction, will prepare meeting agendas, lead the meetings with the City and Contractor and distribute meeting notes to attendees.

- **Periodic Site Observations**

It is assumed that limited site inspections will be required of Chazen to verify that the construction of the site work is in general accordance with the site construction documents. For purposes of this proposal we have limited our on-site construction observations to a total of twelve (12) site visits. If additional time is warranted or requested an additional fee would be required.

- **Submittals and Shop Drawing Review**

Chazen will review submittals and shop drawings, for site related items, required by the project plans and specifications. Chazen requires one digital copy of each submittal and shop drawing reviewed for our records.

- **Requests for Information/Clarification**

During the construction period, Chazen will review requests submitted by the Contractor in the form of an RFI and prepare coordinated responses.

- **Review of Payment Applications**

Chazen will review the draft payment applications from the contractor and process the final payment applications from the contractor, and forward to the City with recommendation for payment.

Limitations - Our fee pricing assumes an average of one (1) inspection per week for a twelve (12) week construction schedule. If additional inspections per week or an extension of time on the contract for weekly inspections is required, we can provide those as an additional service at a unit rate of \$400 per inspection.

Task RE01 – Reimbursable Expenses

This scope of services includes only the cost for the preparation of the work as outlined above and does not include our direct expenses, such as mileage, overnight mailings, and photocopying and map reproductions. A budget has been included in the fee schedule for Reimbursable Expenses.

Services by Others or Not Currently Requested

Chazen's design may rely on studies and designs provided by the Client or other professionals. The following items are presently not included in work to be provided by Chazen:

- Design of utility improvements beyond the road ROW.
- Permit preparation and/or submission to local, state and federal Regulatory Agencies.
- Preparation of a stormwater management plan/report.

Fee and Time Schedule Summary

Tasks		Fee Estimates		Proposed Schedules
Task No.	Task Description	Lump Sum Fee Bill ⁽¹⁾	Time and Materials Est. ⁽²⁾	Projected Start / Duration Dates
1	Schematic Design	\$7,500		Start: 1 week from Receipt of Survey Duration: 3 weeks
2	Design Development	\$8,200		Start: following Schematic Design Duration: 3 weeks
3	Construction Documents	\$13,650		Start: following Design Development Duration: 6 weeks
4	Bidding and Negotiations	\$4,600		Start: when determined Duration: 6 weeks
5	Construction Administration		\$12,050	Start: upon construction award Duration: 12 weeks
RE01	Reimbursable Expenses		\$400	
Sub-totals		\$33,950	\$12,450	
Total Estimated Fee		\$46,400		

¹ Lump sum tasks will be billed commensurately with the percentage of the task completed at the time of billing.

² Fees listed for Time and Materials tasks are estimates only, based on service time assumptions. Chazen will make its best effort to complete each of these tasks within the estimated amounts, and invoice on a time and materials basis for only the amount actually expended on the project; however it is possible that it will be necessary to exceed these amounts in order to complete the scope of services for each task. We will not exceed any estimated fee amounts without first notifying you.

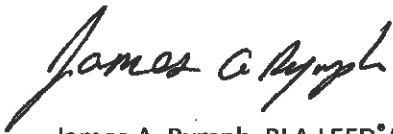
Fee Arrangement

Chazen proposes to bill according to milestone completions or commensurately with the percentage of the task which has been completed. Invoices will be issued monthly for all services performed during that month, and are payable upon receipt.

Agreement

As formal authorization to proceed, please sign below or forward written notification in accordance with the City's standard format (purchase order) for contract execution. We look forward to continuing our work together, and if you have any questions please do not hesitate to contact me at (518) 266-7323 or arymph@chazencompanies.com.

Sincerely,



James A. Rymph, RLA LEED® AP
Director, Landscape Architecture

Authorization

Signature: _____ Date: _____

Name: _____ Title: _____

(Please Print)

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REQUEST FOR AGENDA ITEM
Legislative Request / BOM Request

Legislative Request _____ BOM Request X

Date 5/3/17

Department Mayor's Office

Contact Person Ralph Signoracci

PURPOSE FOR REQUEST:

Adoption of Resolution: _____

Adoption of Local Law: _____

Adoption of Ordinance: _____

Budget Amendment: _____

Bond Approval: _____

Contract Authorization: X

Other (Briefly Explain) _____

Budget Amendment (State the following)

Increase Account/Line No. _____

Decrease Account /Line No. _____

Source of Funds Chips fundy

CONTRACT AUTHORIZATION

Purchase Equipment/Supplies: _____

Lease Equipment/Supplies: _____

Professional Services: _____

Education/Training: _____

Settlement of Claim: _____

Grants:

New CFA Amended 2016

Renewal _____

Submission Dead Line _____

Fiscal Impact in Dollars or Percentage

Federal _____

State 100%

City of Cohoes _____

All back -up material has been submitted

Explanation: Survey for Rensselaer St

Use space or add typed attachment.

Submitted by: Ralph Saporacci

date 5/3/17



Proud to be Employee Owned

547 River Street, Troy, NY 12180
P: (518) 273-0055 F: (518) 273-8391
www.chazencompanies.com

Hudson Valley Office (845) 454-3980
North Country Office (518) 812-0513

January 9, 2017

Michael Jacobson
Director - Economic & Community Development
City of Cohoes
97 Mohawk Street
Cohoes, NY 12047

Re: Proposal - Remsen Street Surveying Services
Prop. #PM17-005

Dear Mr. Jacobson:

The Chazen Companies (Chazen) thank you for the opportunity to present this proposal for Professional Surveying Services to complete a topographic survey along a portion of Remsen Street, located in the City of Cohoes, New York.

Scope of Services

Based upon our understanding of the project we offer the following scope of surveying services to support the design and construction documentation of streetscape improvements.

Task 01 – Topographic and Utility Survey

Scope – Chazen will complete a topographic survey along Remsen Street between Ontario Street and Cayuga Street. The survey will be tied into the horizontal and vertical control that was established for the Canal Square Park survey, which was performed by Chazen. A minimum of 2 permanent site bench marks will be established. Topographic survey will include structures visible at ground surface, top and bottom of curbs, building front entrance doors and entrance door finished floors and visible utilities.



Underground utilities will be shown to the extent possible based on surface evidence and maps of record. Chazen will attempt to contact utility owners and obtain existing underground utility locations within the project area. This coordination will be facilitated through the appropriate “One Call” center requesting “design mark out”. We are increasingly finding that some utility companies will not perform mark out for design surveys, therefore, we may ask the City for assistance in further requesting mark out service’s from these utility companies. Invert elevations will be



Engineers ♦ Land Surveyors ♦ Planners ♦ Environmental & Safety Professionals ♦ Landscape Architects



determined based on measurements taken from the surface without entering the structure. Utilities will be shown in accordance with CI/ASCE 38-02, "Standard Guidelines for the collection and depiction of existing subsurface utility data", Quality Levels "C" and "D".

Topographic Deliverables - Chazen will prepare an existing conditions base survey map for the project area demonstrating the topography of the project corridor. Mapping will be completed in AutoCAD Civil 3D format. Deliverables will be three (3) signed/sealed prints and PDF copy of same.

Client Responsibilities – The City will arrange to have all sanitary and storm structures cleaned from debris prior to the field topographic survey.

Assumptions and Limitations - Cost itemized herein are for those task specifically mentioned and do not include the following:

- Street boundary or individual parcel boundary surveys.
- Rates are based on the current New York State Department of Labor Prevailing Wage Rate and Supplemental Benefits for survey field staff.

Fee and Time Schedule Summary

Tasks		Fee Estimates		Proposed Schedules
Task No.	Task Description	Lump Sum Fee Bill	Plus Prevailing Wage and Supplemental Benefits	Projected Start / End Dates
01	Topographic and Utility Survey	\$5,350	\$1,300	Start: 1 week from Authorization Complete: 2 weeks from completion of field work
Total Estimated Fee		\$6,650		

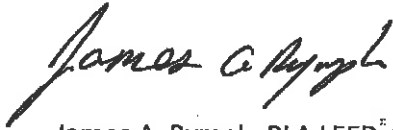
Fee Arrangement

Chazen proposes to bill each task, on a lump sum basis, according to milestone completions for each deliverable or commensurately with the percentage of the task which has been completed. Invoices will be issued monthly for all services performed during that month, and are payable upon receipt.

Agreement

As formal authorization to proceed, please sign below or forward written notification in accordance with the City's standard format. We look forward to continuing our work together, and if you have any questions please do not hesitate to contact me at (518) 266-7323 arymph@chazencompanies.com.

Sincerely,



James A. Rymph, RLA LEED[®] AP
Director, Landscape Architecture

Authorization

Signature: _____ Date: _____

Name: _____ Title: _____
(Please Print)