

New Lebanon Walkability Improvements

Town of New Lebanon
Columbia County, New York

NYSDOT PIN 8763.43

Consultant Agreement

Prepared by:



2 Winners Circle
Albany, New York 12205
PH: 518.446.0396

in association with:

Civil Tec Engineering & Surveying, PC
OSPA Engineering Services

July 29, 2025

CM Project 123-030

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EXECUTIVE SUMMARY

CONSULTANT AGREEMENT - PRELIMINARY AND FINAL DESIGN PIN 8763.43: New Lebanon Walkability Improvements Town of New Lebanon, Columbia County, NY

This Consultant Agreement covers the completion of Preliminary & Final Design for the New Lebanon Walkability Improvements project. Creighton Manning Engineering & Surveying, PLLC has been designated by the Town of New Lebanon to progress this Locally Administered Federal-Aid project and has prepared the attached Consultant Agreement, Scope of Services and Fee. Construction Inspection/Administration will be added by a supplemental agreement.

Project Description:

The project is intended to construct approximately 6,060 linear feet of new ADA-compliant sidewalks, two raised pedestrian crossings, two pedestrian refuge islands, and a Pedestrian Safety Action Plan (PSAP) signing package along NY 22/US 20 from 565 US 20 to 14665 NY 22 in the Town of New Lebanon. All proposed facilities will meet applicable Federal and State design standards. The project will not require the acquisition of right-of-way.

The project scope required to complete the project in accordance with the Procedures for Locally Administered Federal Aid Projects is included in the Scope of Services and Cost Proposal.

Schedule and Construction Cost

It is anticipated the project will be ready for PS&E in the Summer of 2026 with construction starting in Fall of 2026. The project is currently programmed for \$270,000 on the NYSDOT STIP for Preliminary and Final Design and \$36,000 for ROW Incidentals and Acquisitions. This proposal is for Preliminary and Final Design and is for \$287,750. Creighton Manning can assist the Town with the reallocation of funding from the ROW phases to Design phases so that the funding aligns with the fees proposed.

Architectural/ Engineering Consultant Contract

PIN: **8763.43** Municipal Contract No. _____

Agreement made this ____ day of _____, 2025 by and between

Town of New Lebanon

(municipal corporation)

having its principal office at **14755 NY Route 22**, in the **Town of New Lebanon** (to be known throughout this document as the “**Sponsor**”)

and

Creighton Manning Engineering & Surveying, PLLC with its office at **2 Winners Circle, Albany, New York** (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 **New Lebanon Walkability Improvements** (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, the **Supervisor Tistrya Houghtling**, 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;
 - Appendix A – Standard Clauses for New York State Contracts
 - Appendix B – Requirements for Federally-Aided Transportation Contracts
- **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 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 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)

<input checked="" type="checkbox"/> 3.1 Cost Plus Fixed Fee Method			
ITEM	DESCRIPTION OF ITEMS WITHIN METHOD	APPLICABLE RATE/AMT 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 C, 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 Monthly 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 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	

<input checked="" type="checkbox"/> 3.1 Cost Plus Fixed Fee Method			
ITEM	DESCRIPTION OF ITEMS WITHIN METHOD	APPLICABLE RATE/AMT or %	INTERIM PAYMENTS
Item IV	<p>Overhead Allowance based on actual allowable expenses incurred during the term of this Agreement, subject to audit. Submitted overhead amounts will be audited based upon the Federal Acquisition Regulations, sub part 1-31.2 as modified by sub part 1-31.105 (“FAR ”), and applicable policies and guidelines of the Municipality, NYSDOT and FHWA.</p> <p>For the purpose of this Agreement, an accounting period shall be the CONSULTANT's fiscal year. An audit of the accounting records of the CONSULTANT shall be made by the Municipality 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.</p>	<p>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 112% for Field, 119% for Office. In all events the above rates shall not exceed 140%.</p>	
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. 	<p>A negotiated Lump Sum Fee which in this CONTRACT shall equal \$21,481.</p>	
Item VI	<p>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.</p>	<p>Maximum Amount Payable under this Method shall be \$287,750.</p>	

<input type="checkbox"/> 3.2 Specific Hourly Rate Method			
ITEM	DESCRIPTION OF ITEMS WITHIN METHOD	APPLICABLE RATE/ AMOUNT OR PERCENTAGE	
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	<ul style="list-style-type: none"> ○ The CONSULTANT shall be paid in Monthly 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 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	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	

<input type="checkbox"/> 3.2 Specific Hourly Rate Method			
ITEM	DESCRIPTION OF ITEMS WITHIN METHOD	APPLICABLE RATE/ AMOUNT OR PERCENTAGE	
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 PERCENTAGE	
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 \$_____.	<ul style="list-style-type: none"> ○ The CONSULTANT shall be paid in Monthly 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 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 	

<input type="checkbox"/> 3.3 Lump Sum Cost Plus Reimbursables Method			
ITEM	DESCRIPTION OF ITEMS WITHIN METHOD	APPLICABLE RATE/ AMOUNT OR PERCENTAGE	
		consultant's employees, or the subconsultant not to exceed \$ _____.	
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	

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 26.29¹](#)) 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.

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

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	Consultant
by: _____	by: _____
Date: _____	Date: _____

Municipality Acknowledgement

STATE OF NEW YORK

ss:

COUNTY OF COLUMBIA

On this _____ day of _____, 2025 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 Supervisor of the Town of New Lebanon, 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.

Consultants Acknowledgement

STATE OF NEW YORK

ss:

COUNTY OF _____

On this _____ day of _____, 2025 before me, **Donald G. Sovey**, personally appeared to me known, who, being by me duly sworn, did depose and say; that he resides in the **Town of North Greenbush, New York**; that he is a **Member/Officer** in **Creighton Manning Engineering & Surveying, PLLC** and that this instrument was signed on behalf of said Professional Limited Liability Company by authority of its partners and principals agreement; and said **Donald G. Sovey**, acknowledge this instrument to be the free act and deed of said Professional Limited Liability Company.

Notary Public, _____ County, N.Y.

Attachment A
Project Description and Funding

PIN: 8763.43

Term of Agreement Ends: December 31, 2026

BIN: N/A

Main Agreement Amendment to Agreement Supplement to Agreement

Phase of Project Consultant to work on:

P.E./Design ROW Incidentals ROW Acquisition Construction, C/I, & C/S

Dates or term of Consultant Performance:

Start Date: August 8, 2025

Finish Date: December 31, 2026

PROJECT DESCRIPTION:

New Lebanon Walkability Improvements

Project Location:

**Town of New Lebanon
Columbia County, New York**

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:

\$287,750

APPENDIX A

STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS

**PLEASE RETAIN THIS DOCUMENT
FOR FUTURE REFERENCE.**

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STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, “the contract” or “this contract”) agree to be bound by the following clauses which are hereby made a part of the contract (the word “Contractor” herein refers to any party other than the State, whether a contractor, licenser, licensee, lessor, lessee or any other party):

1. EXECUTORY CLAUSE. In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. NON-ASSIGNMENT CLAUSE. In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State’s previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller’s approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor’s business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State’s prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

3. COMPTROLLER’S APPROVAL. In accordance with Section 112 of the State Finance Law, if this contract exceeds \$50,000 (or \$75,000 for State University of New York or City University of New York contracts for goods, services, construction and printing, and \$150,000 for State University Health Care Facilities) or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller’s approval of contracts let by the Office of General Services, either for itself or its customer agencies by the Office of General Services Business Services Center, is required when such contracts exceed \$85,000. Comptroller’s approval of contracts established as centralized contracts through the Office of General Services is required when such contracts exceed \$125,000, and when a purchase order or other procurement transaction issued under such centralized contract exceeds \$200,000.

4. WORKERS’ COMPENSATION BENEFITS. In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers’ Compensation Law.

5. NON-DISCRIMINATION REQUIREMENTS. To the extent required by 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 Contractor will not discriminate against any employee or applicant for employment, nor subject any individual to harassment, because of age, race, creed, color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status or because the individual has opposed any practices forbidden under the Human Rights Law or has filed a complaint, testified, or assisted in any proceeding under the Human Rights Law. 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 or 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, Contractor agrees that neither it nor its subcontractors 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. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (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. Contractor 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.

6. 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 Contractor’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, Contractor and its subcontractors 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. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

7. NON-COLLUSIVE BIDDING CERTIFICATION. In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

8. 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 Contractor agrees, as a material condition of the contract, that neither the Contractor 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 Contractor, or any of the aforesaid affiliates of Contractor, 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 State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

9. SET-OFF RIGHTS. The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

10. RECORDS. The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records

must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION. (a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "(a), (b) and (c)" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not

apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

13. CONFLICTING TERMS. In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

14. GOVERNING LAW. This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

15. LATE PAYMENT. Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. NO ARBITRATION. Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

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

18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this

law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in § 165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES (APPLICABLE ONLY IN NON-FEDERAL AID NEW YORK STATE CONTRACTS). In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. OMNIBUS PROCUREMENT ACT OF 1992 (APPLICABLE ONLY IN NON-FEDERAL AID NEW YORK STATE CONTRACTS). It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business and Technology Development
625 Broadway
Albany, New York 12245
Telephone: 518-292-5100

A directory of certified minority- and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development
633 Third Avenue 33rd Floor
New York, NY 10017
646-846-7364
email: mwbebusinessdev@esd.ny.gov
<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public

Authorities Law § 2879(3)(n)-(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

21. RECIPROCITY AND SANCTIONS PROVISIONS. Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5)) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 2023, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS. Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law §§ 899-aa and 899-bb and State Technology Law § 208).

23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW. If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4)(g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual

employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

24. PROCUREMENT LOBBYING. To the extent this agreement is a “procurement contract” as defined by State Finance Law §§ 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law §§ 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.

To the extent this agreement is a contract as defined by Tax Law § 5-a, if the contractor fails to make the certification required by Tax Law § 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law § 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

26. IRAN DIVESTMENT ACT. By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the “Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012” (“Prohibited Entities List”) posted at: <https://ogs.ny.gov/iran-divestment-act-2012>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions,

seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

27. ADMISSIBILITY OF REPRODUCTION OF CONTRACT. Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.

APPENDIX B
REQUIREMENTS FOR FEDERALLY-AIDED TRANSPORTATION PROJECTS
(June 2016)

There is a substantial body of requirements attached to the use of Federal highway or transportation aid. These requirements create or overlay processes, procedures, documentation requirements, authorizations, approvals and certifications that may be substantially greater or different from those that are not funded with Federal-aid and proceed under applicable State and local laws, customs and practices. Under Title 23 of the United States Code, the New York State Department of Transportation (NYSDOT) is responsible for the administration of transportation projects in New York State to which NYSDOT provides Federal highway or transportation-related aid. Through this Agreement, which provides or is associated with such funding, NYSDOT delegates various elements of project and funding administration as described elsewhere in this Agreement. In undertaking a Federally aided project, the Municipality/Sponsor, Authority or Project Manager designated under this Agreement with Federal-aid funding or project administration agrees to proceed in compliance with all the applicable Federal-aid requirements.

NYSDOT, in cooperation with FHWA, has assembled the body of Federal-aid requirements, procedures and practices in its Procedures for Locally Administered Federal-Aid Projects Manual (available through NYSDOT's web site at: <http://www.dot.ny.gov/plafap>). In addition, the Municipality/Sponsor, Authority or Project Manager designated under this Agreement for Federal-aid funding or project administration that enters into Federally aided project construction contracts is required to physically incorporate into all its Federally aided construction contracts and subcontracts there under the provisions that are contained in Form FHWA-1273 (available from NYSDOT or electronically at: <http://www.fhwa.dot.gov/programadmin/contracts/1273.htm>).

In addition to the referenced requirements, the attention of Municipality/Sponsor hereunder is directed to the following requirements and information:

NON DISCRIMINATION/EEO/DBE REQUIREMENTS

The Municipality/Sponsor and its contractors agree to comply with Executive Order 11246, entitled "Equal Employment Opportunity" and United States Department of Transportation (USDOT) regulations (49 CFR Parts 21, 23, 25, 26 and 27) and the following:

1. **NON DISCRIMINATION.** No person shall, on the ground of race, color, creed, national origin, sex, age or handicap, be excluded from participation in, or denied the benefits of, or be subject to, discrimination under the Project funded through this Agreement.
2. **EQUAL EMPLOYMENT OPPORTUNITY.** In connection with the execution of this Agreement, the Municipality/Sponsors contractors or subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, age, color, sex or national origin. Such contractors shall take affirmative actions to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, national origin or age. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

3. **DISADVANTAGED BUSINESS ENTERPRISES.** In connection with the performance of this Agreement, the Municipality/Sponsor shall cause its contractors to cooperate with the State in meeting its commitments and goals with regard to the utilization of Disadvantaged Business Enterprises (DBEs) and will use its best efforts to ensure that DBEs will have opportunity to compete for subcontract work under this Agreement. Also, in this connection the Municipality or Municipality/Sponsor shall cause its contractors to undertake such actions as may be necessary to comply with 49 CFR Part 26.

As a sub-recipient under 49 CFR Part 26.13, the Municipality/Sponsor hereby makes the following assurance.

The Municipality/Sponsor shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any United States Department of Transportation (USDOT)-assisted contract or in the administration of its Disadvantaged Business Enterprise (DBE) program or the requirements of 49 CFR Part 26. The Municipality/Sponsor shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of the United States Department of Transportation-assisted contracts. The New York State Department of Transportation's DBE program, as required by 49 CFR Part 26 and as approved by the United States Department of Transportation, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the USDOT may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

FEDERAL SINGLE AUDIT REQUIREMENTS

Non-Federal entities that expend \$750,000 or more in a year in Federal awards from all sources are required to comply with the Federal Single Audit Act provisions contained in U.S. Office of Management and Budget (OMB) Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations. Non-Federal entities that expend Federal awards from a single source may provide a program specific audit, as defined in the Circular. Non-Federal entities that expend less than the amount above in a year in Federal awards from all sources are exempt from Federal audit requirements for that year, except as noted in Sec. 215 (a) of OMB Circular A-133 Subpart B--Audits, records must be available for review or audit by appropriate officials of the cognizant Federal agency¹ the New York State Department of Transportation, the New York State Comptrollers Office and the U.S. Governmental Accountability Office (GAO).

Non-Federal entities are required to submit a copy of all audits, as described above, within 30 days of issuance of audit report, but no later than 9 months after the end of the entity's fiscal year, to the New York State Department of Transportation, Contract Audit Bureau, 50 Wolf Road, Albany, NY 12232. Unless a time extension has been granted by the cognizant Federal Agency and has been filed with the New York State Department of Transportation's Contract Audit Bureau, failure to comply with the requirements of OMB Circular A-133 may result in suspension or termination of Federal award payments.

¹ The designated cognizant agency for audit shall be the federal awarding agency that provides the predominant amount of direct funding to a recipient unless OMB changes it.

THE CATALOG OF FEDERAL DOMESTIC ASSISTANCE

The Catalog of Federal Domestic Assistance ([CFDA²](http://www.cfda.gov/)), is an on-line database of all Federally-aided programs available to State and local governments (including the District of Columbia); Federally recognized Indian tribal governments; Territories (and possessions) of the United States; domestic public, quasi-public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals.

THE CFDA IDENTIFICATION NUMBER

OMB Circular A-133 requires all Federal-aid recipients to identify and account for awards and expenditures by CFDA Number. The Municipality/Sponsor is required to identify in its accounts all Federal awards received and expended, and the Federal programs under which they were received. Federal program and award identification shall include, as applicable, the CFDA title and number, award number and year, name of the Federal agency, and name of the pass-through entity.

The most commonly used CFDA number for the Federal Aid Highway Planning and Construction program is 20.205.

Additional CFDA numbers for other transportation and non-transportation related programs are:

- 20.215 Highway Training and Education**
- 20.219 Recreational Trails Program**
- 20.XXX Highway Planning and Construction - Highways for LIFE;**
- 20.XXX Surface Transportation Research and Development;**
- 20.500 Federal Transit-Capital Investment Grants**
- 20.505 Federal Transit-Metropolitan Planning Grants**
- 20.507 Federal Transit-Formula Grants**
- 20.509 Formula Grants for Other Than Urbanized Areas**
- 20.600 State and Community Highway Safety**
- 23.003 Appalachian Development Highway System**
- 23.008 Appalachian Local Access Roads**

PROMPT PAYMENT MECHANISMS

In accordance with 49 CFR 26.29, and NY State Finance Law 139-f or NY General Municipal Law 106-b(2) as applicable:

(a) You must establish, as part of your DBE program, a contract clause to require prime contractors to pay subcontractors for satisfactory performance of their contracts no later than 7 calendar days from receipt of each payment you make to the prime contractor.

(b) You must ensure prompt and full payment of retainage from the prime contractor to the subcontractor within 7 calendar days after the subcontractor's work is satisfactorily completed. You must use one of the following methods to comply with this requirement:

(1) You may decline to hold retainage from prime contractors and prohibit prime contractors from holding retainage from subcontractors.

(2) You may decline to hold retainage from prime contractors and require a contract clause obligating prime contractors to make prompt and full payment of any retainage kept by

² <http://www.cfda.gov/>

prime contractor to the subcontractor within 7 calendar days after the subcontractor's work is satisfactorily completed.

(3) You may hold retainage from prime contractors and provide for prompt and regular incremental acceptances of portions of the prime contract, pay retainage to prime contractors based on these acceptances, and require a contract clause obligating the prime contractor to pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 7 calendar days after your payment to the prime contractor.

(c) For purposes of this section, a subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the recipient. When a recipient 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.

(d) Your DBE program must provide appropriate means to enforce the requirements of this section. These means may include appropriate penalties for failure to comply, the terms and conditions of which you set. Your program may also provide that any delay or postponement of payment among the parties may take place only for good cause, with your prior written approval.

(e) You may also establish, as part of your DBE program, any of the following additional mechanisms to ensure prompt payment:

(1) A contract clause that requires prime contractors to include in their subcontracts language providing that prime contractors and subcontractors will use appropriate alternative dispute resolution mechanisms to resolve payment disputes. You may specify the nature of such mechanisms.

(2) A contract clause providing that the prime contractor will not be reimbursed for work performed by subcontractors unless and until the prime contractor ensures that the subcontractors are promptly paid for the work they have performed.

(3) Other mechanisms, consistent with this part and applicable state and local law, to ensure that DBEs and other contractors are fully and promptly paid.

CARGO PREFERENCE ACT REQUIREMENTS – U.S. FLAG VESSELS

In accordance with 46 CFR 381, the contractor agrees:

- (a)** To utilize privately owned United States-flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to this contract, to the extent such vessels are available at fair and reasonable rates for United States-flag commercial vessels.
- (b)** To furnish within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, 'on-board' commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (b) (1) of this section to both the Contracting Officer (through the prime contractor in the case of subcontractor bills-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.
- (c)** To insert the substance of the provisions of this clause in all subcontracts issued pursuant to this contract.

Attachment B - Scope of Services (SOS)

Section 1 - General

1.01 Project Description and Location

Project Name: New Lebanon Walkability Improvements

PIN: 8763.43

Project Description: Preliminary and Final Highway Design for construction of approximately 6,060 LF of sidewalks along NY 22/US 20 from 565 US 20 to 14665 NY 22 in the Town of New Lebanon

Project Limits: 565 US 20 to 14665 NY 22 in the Town of New Lebanon

Sponsor: Town of New Lebanon

City, Town: Town of New Lebanon

County(ies): Columbia County

The anticipated start date of preliminary design March 2025

The letting date is May 2026

The construction completed date. November 2026

The anticipated design costs is \$287,750

The anticipated construction cost is \$1.96 M.

1.02 Project Manager

The **Sponsor's** Project Manager for this project is Tistrya Houghtling, who can be reached at (518) 794-8889.

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

Tistrya Houghtling, Town Supervisor
Town of New Lebanon
14755 State Route 22
New Lebanon, NY 12125
supervisor@townofnewlebanon.com

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

1.03 Project Classification

This project is assumed to be a Class II action under USDOT Regulations, [23 CFR 771](#)¹.

Classification under the New York State Environmental Quality Review Act (SEQRA) Part 617, Title 6 of the Official Compilation of Codes, Rules, and Regulations of New York State (6 NYCRR Part 617) is assumed to be Unlisted.

¹ <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=d21c8e6f33a02787d9b788103bac7b9d&rgn=div5&view=text&node=23:1.0.1.8.43&idno=23>

1.04 Categorization of Work

Project work is generally divided into the following sections:

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

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

1.05 Project Familiarization

The **Sponsor and/or NYSDOT** will provide the **Consultant** with the following information:

- Approved project initiation document (Initial Project Proposal or similar documentation) indicating project type, project location, cost estimate, schedule, and fund source(s)
- Transportation needs
- Plans for future related transportation improvements or development in the area of the project
- Traffic data
- Record as-built plans
- Available project studies and reports
- Other relevant documents pertaining to the project

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

1.06 Meetings

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

- Present, discuss, and receive direction on the progress and scheduling of work in this contract
- Present, discuss, and receive direction on project specifics
- Discuss and resolve comments resulting from 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. These meetings do not include public information or environmental hearings described in other sections of this scope.

1.07 Cost and Progress Reporting

For the duration of this contract, the **Consultant** will prepare and submit to the **Sponsor** on a monthly basis a Progress Report in a format approved by the **Sponsor**. The Progress Report must contain the [Cost Control Report](#).² The beginning and ending dates defining the reporting period must correspond to the beginning and ending dates for billing periods, so that this reporting process can also serve to explain billing charges. (In cases where all work under this contract is officially suspended by the **Sponsor**, this task will not be performed during the suspension period.) The payment requests will include the following:

- FIN 421LL
- FIN 422LL
- FIN 423L
- Cost Control Report

In addition, the Consultant will prepare all forms on Behalf of the Sponsor to obtain Federal and NYSDOT reimbursement of engineering costs which may include the following:

- FIN 426LL
- FIN 427LL

1.08 Policy and Procedures

The design of this project will be progressed in accordance with the current version of the [NYSDOT Local Projects Manual](#)³ including the latest updates.

1.09 Standards & Specifications

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

1.10 Subconsultants

The **Consultant** will be responsible for:

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

Creighton Manning will use Civil Tec Engineering & Surveying, PC for surveying efforts. OSPA Engineering Services will be used for Environmental services. Creighton Manning will be utilizing the noted subconsultants in order to meet the DBE goals of the funding requirements.

1.11 Subcontractors

Procurement of subcontractors must be in accordance with the requirements set forth in the *NYSDOT PLAFAP Manual*.

1.12 Project Management

Project Management is a continuous task necessary for the completion of the project and will continue through the duration of the contract.

² <https://www.dot.ny.gov/plafap/view-document?id=1598>

³ <https://www.dot.ny.gov/plafap>

1. Management Plan
The **Consultant** will develop a project schedule showing the relationship of work items.
2. Progress Meetings
To keep the **Sponsor** informed of project status and to gain input into the project, the **Consultant** will organize, prepare agenda, and conduct regular project management meetings. Following each meeting, the **Consultant** will prepare minutes along with a list of action items.
3. Monthly Progress Reports
The **Consultant** will prepare and submit to the **Sponsor** on a monthly basis a Progress Report in a format approved by the **Sponsor**. The beginning and ending dates defining the reporting period will, wherever applicable, correspond to the beginning and ending dates for billing periods, so that this reporting process can also serve to explain billing charges.
4. Project Records and Files
The **Consultant** will maintain the project records and files for the Design and the contract. Project records will include status reports, meeting minutes, field notes, and other existing condition data, and plans, and specifications for progress and final submissions. The **Consultant** will turn over the project records and any equipment purchased using the project funds to the **Sponsor**.

Section 2 - Data Collection and Analysis

2.01 Design Survey

- A. Ground Survey
The **Consultant** will provide terrain data required for design by means of a topographic field survey.
- B. Photogrammetric Survey - *(Intentionally Left Blank)*
- C. Stream Survey - *(Intentionally Left Blank)*
- D. Survey of Wetland Boundaries - *(Intentionally Left Blank)*
- E. Highway Boundary Determination/Record Research and Analysis
The **State** shall provide ROW records for the project area. The **Consultant** shall conduct additional record searches, as required, to determine all property and highway (ROW) rights or interests which affect the project's highways. This research may also identify additional boundary information which may be need to be located in the field.

The **Consultant** shall review all the available ROW survey information for accuracy and completeness, and inform the **Sponsor** of additional field survey required to accomplish ROW mapping.

The **Consultant** will determine the existing highway boundary and adjacent property lines for the project. This information will incorporated into the project mapping.
- F. Supplemental Survey
The **Consultant** will provide supplemental surveys when needed for design purposes and to keep the survey and mapping current.

G. Standards

Survey will be done in accordance with the standards set forth in the [NYS DOT Land Surveying Standards and Procedures Manual](#)⁵ and in accordance with local standards described in Section 10 of the SOS.

2.02 Design Mapping

The Consultant shall provide mapping conforming to the NYSDOT Survey and Mapping Standards. This mapping shall incorporate the design survey data obtained under Section 2.01. All graphics generated from terrain data shall be created and produced in the current version of MicroStation (By Bentley Systems, Inc.) and the file formats will be 'DGN'. All CADD Files shall conform to the naming, format and metadata requirements of the CADD Standards and Procedures Manual. The **Consultant** will provide the following design mapping:

- 1:200 scale mapping (large-scale projects only).
- 1:20 scale mapping with 1 foot contour intervals.
- Locate all planimetric features within the survey limits
- Locate all aerial and underground utilities
- Wetland boundaries
- Trees and other landscaping features
- Drainage system, including size and type of structures and pipes, and their invert elevations
- Digital Terrain Model (DTM) for the project. All DTM's including associated coordinate databases will shall be delivered in InRoads 'DTM' and 'ALG' formats, and shall be feature based as outlined in the NYSDOT CADD Standards and Procedures Manual.
- Existing highway boundary and property lines

The **Consultant** will include in the contract plans:

- Survey baseline ties
- Survey benchmarks

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

2.03 Determination of Existing Conditions

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

2.04 Crash Data and Analysis – (*Intentionally Left Blank*)

2.05 Traffic Counts – (*Intentionally Left Blank*)

2.06 Capacity Analysis – (*Intentionally Left Blank*)

2.07 Future Plans for Roadway and Coordination with Other Projects

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

⁵ <https://www.dot.ny.gov/divisions/engineering/design/design-services/land-survey/repository/LSSPM09.pdf>

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

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

2.08 Soil Investigations – (Intentionally Left Blank)

2.09 Hydraulic Analysis – (Intentionally Left Blank)

2.10 Bridges to be rehabilitated – (Intentionally Left Blank)

2.11 Pavement Evaluation – (Intentionally Left Blank)

Section 3 - Preliminary Design

3.01 Design Criteria

The **Consultant** will identify the applicable design standards to be used for this project, and will establish project-specific design criteria in accordance with the [NYSDOT Project Development Manual](#)⁶

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

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

3.02 Development of Alternatives

A. Selection of Design Alternative(s)

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

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

- **On plan:** proposed centerlines; pavement edges; curve radii and termini; and existing ROW limits
- **On 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

⁶ <https://www.dot.ny.gov/divisions/engineering/design/dqab/pdm>

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

The **Consultant** will evaluate and select a surface material based on construction cost estimates and input from the **Sponsor** at this stage. The **Consultant** will prepare an approximate cost for different surface materials and will provide the estimates to the **Sponsor**. The **Consultant and Sponsor** will discuss limits of work during the preliminary design stage. Work may extend to the Shatford Memorial Park based on the **Sponsor's** determination of pedestrian needs.

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*.⁷
- Environmental constraints and potential environmental impact mitigation measures (identified under Section 4 tasks)
- Traffic flow and safety considerations, including signs, signals, and level of service analysis for intersections
- Pavement
- Drainage
- Maintenance responsibility
- Maintenance and protection of traffic during construction
- Utilities
- Right-of-way acquisition requirements
- Accessibility for pedestrians, bicyclists and the disabled
- Construction cost factors

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

- 1:40' 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 1:40 horizontal and 1:8 (maximum) vertical, showing (as a minimum) the vertical datum reference; significant elevations; existing ground line; theoretical grade line; grades; vertical curve data including sight distances; critical clearances at structures; centerline stations and equalities; construction limits; and superelevation data
- Typical sections showing (as a minimum) lane, median, and shoulder widths; ditches; gutters; curbs; and side slopes

⁷ <https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm>

3.03 Cost Estimates

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

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

3.04 Preparation of Draft Design Approval Document

For this project, the Design Approval Document (DAD) will be a Project Scoping Report/Final Design Report (PSR/FDR).

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

The **Consultant** will prepare a Draft DAD, which will include the results of analyses and/or studies performed in other Sections of this document. The DAD will be formatted as specified in the NYSDOT [Project Development Manual \(PDM\)](#).⁸

The **Consultant** will submit 1 copy of the Draft DAD to the **Sponsor** for review. The **Sponsor** will review the Draft DAD and provide the **Consultant** with review comments. The **Consultant** will revise the Draft DAD to incorporate the comments.

The **Consultant** will revise the DAD to reflect NYSDOT and/or FHWA comments. The **Sponsor** will sign the cover sheet and submit 1 copy of the revised report to the NYSDOT for signature by the FHWA.

3.05 Advisory Agency Review

The **Consultant** will provide the **Sponsor** with 1 copy of the signed Draft DAD for distribution to advisory agencies.

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

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

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

A. Public Information Meeting(s)

The **Consultant** will assist the **Sponsor** at 1 public information meeting(s) with advisory agencies, local officials, and citizens, at which the **Consultant** will provide visual aids and present a technical discussion of the alternatives.

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

B. Public Hearing(s) - *(Intentionally Left Blank)*

⁸ <https://www.dot.ny.gov/divisions/engineering/design/dgab/pdm>

3.07 Preparation of Final Design Approval Document (DAD)

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

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

The **Consultant** will submit 1 copy of the Final DAD to the **Sponsor** for review. The **Sponsor** will review the Final DAD and provide the **Consultant** with review comments. The **Consultant** will revise the Final DAD to incorporate the comments.

The **Sponsor** will submit 1 copy of the Final DAD to NYSDOT for a Final Environmental Determination. NYSDOT will make the determination or obtain FHWA's determination. If necessary, NYSDOT will transmit the Final DAD to FHWA for final review and concurrence. The **Consultant** will again revise the Final DAD to incorporate changes (assumed minor) resulting from the NYSDOT and/or FHWA review.

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

Section 4 – Environmental

4.01 NEPA Classification

The Consultant will verify the anticipated NEPA Classification. It is assumed the project will be a Class II Action.

The Consultant will complete the Federal Environmental Approval Worksheet (FEAW) and forward the completed worksheet to the Sponsor for forwarding to NYSDOT for a final NEPA determination/concurrence. NYSDOT will provide a countersigned FEAW to the Sponsor for inclusion in the Final Design Approval Document.

The Lead Agency for NEPA is anticipated to be the New York State Department of Transportation (NYSDOT).

4.02 SEQRA Classification

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

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

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

4.03 Smart Growth

The **Consultant** will complete the Smart Growth Checklist developed by NYSDOT to measure whether and

to what extent a project conforms to the principles and objectives of Smart Growth and submit same to the Sponsor for attestation.)

4.04 Screenings and Preliminary Investigations

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

- General Ecology and Endangered Species
- Ground Water
- Surface Water
- State Wetlands
- Federal Jurisdictional Wetlands
- Floodplains
- Coastal Zone Management
- Navigable Waterways
- Historic Resources
- Parks
- Hazardous Waste
- Asbestos
- Noise
- Air Quality
- Energy
- Farmlands
- Invasive Species
- Visual Impacts
- Critical Environmental Areas
- Smart Growth
- Environmental Justice

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

4.05 Detailed Studies and Analyses

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

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

Detailed study or analysis will be done for:

- A. General Ecology and Endangered Species
- B. Historic Resources
- C. Wetlands

4.06 Permits and Approvals

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

- NYSDEC State Pollution Discharge Elimination System (SPDES) Permit (Basic SWPPP – Erosion and Sediment Control only)
- U.S. Army Corps of Engineers Section 404 Permit (Nationwide)
- NYSDEC Section 401 Water Quality Certification
- NYSDEC Article 15 Protection of Waters Permit

4.07 Public Hearing (Environmental)

The **Consultant** will provide exhibits to supplement reports for courtroom purposes.

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

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

Section 5 - Right-of-Way

5.02 Right-of-Way Survey

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

Section 6 - Detailed Design

6.01 Preliminary Bridge Plans – (*Intentionally Left Blank*)

6.02 Advance Detail Plans (ADP)

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

As part of this task the **Consultant** will submit any specifications that require approval by NYSDOT.

As part of this task the **Consultant** will prepare templated cross sections at 25 foot intervals.

Advance Detail Plans will be in accordance with [Chapter 21 of the NYSDOT Highway Design Manual](#).¹⁰ It is anticipated that the following ADP Plans will include the following:

- Title Sheet
- Index and Abbreviations
- Typical Sections
- Legend, Line and Point Symbolology

¹⁰ https://www.dot.ny.gov/divisions/engineering/design/dgab/hdm/hdm-repository/Chapt_21.pdf

¹⁰ https://www.dot.ny.gov/divisions/engineering/design/dgab/hdm/hdm-repository/Chapt_21.pdf

- General Notes
- Baseline Ties and Benchmarks
- Horizontal Control Plan and Tables
- Work Zone Traffic Control Plans, Details and Notes
- Plan and Table of Highway Maintenance Jurisdiction
- Miscellaneous Tables (Tables are not filled out at ADP)
- Drainage and Miscellaneous Details
- General Plans (1"=40')
- Utility, Drainage and Erosion Control Details
- Utility and Drainage Plans

The **Consultant** will prepare and submit 3 copies of the ADP's to the **Sponsor** for review. This submission will include a PDF of all materials. The **Consultant** will modify the design to reflect the review of the ADP package.

6.03 Contract Documents (PS&E)

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

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

The **Consultant** will submit the contract documents to the **Sponsor** for approval. This submission will include a PDF of all materials. Upon approval, the **Sponsor** will submit 3 copies of the contract bid documents to NYSDOT as described in the *PLAFAP Manual*.

6.04 Cost Estimate

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

6.05 Utilities

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

6.06 Railroads – (Intentionally Left Blank)**6.07 Bridge Inventory and Load Rating Forms – (Intentionally Left Blank)****6.08 Information Transmittal**

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

Section 7 - Advertisement, Bid Opening and Award**7.01 Advertisement**

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

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

7.02 Bid Opening (Letting)

The **Sponsor** will hold the public bid opening.

7.03 Award

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

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

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

The **Sponsor** will award the contract and will transmit the award package to the NYSDOT as described in the NYSDOT Local Projects Manual (LPM).

Section 8 - Construction Support – (Intentionally Left Blank)**Section 9 - Construction Inspection – (Intentionally Left Blank)**

Section 10 - Estimating and Technical Assumptions

10.01 Estimating Assumptions

The following assumptions have been made for estimating purposes:

Section 1 - General:

1. Estimate 3 meetings during the life of this agreement.
2. Estimate 15 cost and progress reporting periods will occur during the life of this agreement.
3. It is expected that the Consultant will attend one (1) progress meeting every four (4) months for the project duration. Three (3) meetings are anticipated.

Section 2 - Data Collection and Analysis

1. Assume that GPS methods and equipment will be used to establish local control points.
2. Estimate 0 crashes will require analysis.
3. Estimate 0 capacity analyses will be required.
4. Estimate 0 soil borings will be taken.

Section 3 - Preliminary Design

1. Estimate 1 concepts will be evaluated.
2. Estimate 1 design alternative(s) will be analyzed in addition to the null alternative.
3. Estimate 2 cost estimate(s) plus 2 updates will be required.
4. Estimate 0 bridges will be rehabilitated.

Section 4 - Environmental

1. Estimate 4 permits will be required.

Section 5 – Right-of-Way

1. Estimate 0 properties will require title searches.
2. Estimate 0 ROW maps will be required.
3. Estimate 0 property acquisitions will be required.

Section 6 – Detailed Design

1. Estimate 2 cost estimate(s) plus 1 updates will be required.
2. Estimate 0 bridges will be replaced and 0 will be rehabilitated.
3. Estimate 4 utility companies (electric, gas, telephone, cable television) will be affected.

Section 7 - Advertisement, Bid Opening and Award

1. Estimate 10 USB Drives containing PDF's of the final contract bid documents will be needed for prospective bidders.
2. Estimate advertisements will be placed in 1 publications in addition to the NYS Contract Reporter.

Section 8 – Construction Support – (To be added by supplemental)

Section 9 – Construction Inspection – (To be added by supplemental)

10.02 Technical Assumptions

The following Technical Assumptions have been made for estimating purposes:

Section 1 - General:

- In the Design Approval Document, one alternative will be considered in addition to the null alternative.

Section 2 - Data Collection and Analysis

2.09 Hydraulic Analysis:

Assume the drainage patterns will be similar to existing and analysis of the existing drainage system will not be required.

Section 3 - Preliminary Design

3.02 Development of Alternatives:

Assumes preliminary estimate for one (1) sidewalk alternative and that the null-alternative does not meet the project objectives.

3.04 Preparation of Draft Design Approval Document:

It is assumed that this Project will classify as a (NEPA) Class II Action and will be progressed as a Categorical Exclusion with the determination made by FHWA. Further, it is assumed that it will classify as an Unlisted under (SEQRA).

3.05 Preparation of Final Design Approval Document:

Assume minimal changes to the Draft Design Approval Document will result from Advisory Agency Review and the Public Informational Meeting.

Section 4 - Environmental

4.04 Screenings and Preliminary Investigations

- The Consultant will submit a Project Screening Package (PSP) to NYSDOT for a Cultural Resources Review.
- A Phase 1A/1B archeological investigation and/or historic resources evaluation will not be required.

4.05 Permits/Approvals

A Basic Stormwater Pollution Prevention Plan (SWPPP), Erosion and Sediment Control only will be required.

Section 6 - Detailed Design

Detailed Design effort will include but not be limited to:

- Development of highway plans
- Highway design
- Maintenance and protection of traffic during construction
- Preparation and submission of final Plans, Specifications, and Estimate (PS&E) for the project

Section 7 - Advertisement, Bid Opening and Award

- Assume Bid Package will not include alternate Bid requirements.

Section 8 - Construction Support – *(To be added by supplemental)*

Section 9 - Construction Inspection – *(To be added by supplemental)*

**Attachment C
Salary Schedule**

**Creighton Manning Engineering, LLP
PIN 8763.43
New Lebanon Walkability Improvements
Town of New Lebanon, Columbia County, New York**

Job Title	ASCE (A) OR NICET (N) GRADE		Average Hourly Rates				Overtime Category
			Present 2025	Projected 2026	Projected 2027	Contract Midpoint	
Engineer IX	IX	A	\$115.00	\$115.00	\$115.00	\$115.00	A
Engineer VIII	VIII	A	\$104.76	\$108.43	\$112.23	\$106.60	A
Engineer VII	VII	A	\$100.85	\$104.38	\$108.03	\$102.62	A
Engineer VI	VI	A	\$82.10	\$84.97	\$87.94	\$83.54	A
Engineer V	V	A	\$76.24	\$78.91	\$81.67	\$77.58	A
Engineer IV	IV	A	\$63.44	\$65.66	\$67.96	\$64.55	B
Engineer III	III	A	\$50.56	\$52.33	\$54.16	\$51.45	B
Engineer II	II	A	\$37.51	\$38.82	\$40.18	\$38.17	B
Principal Engineering Technician IV	IV	N	\$81.04	\$83.88	\$86.82	\$82.46	B
Engineering Technician IV	IV	N	\$66.26	\$68.58	\$70.98	\$67.42	B
Engineering Technician III	III	N	\$47.39	\$49.05	\$50.77	\$48.22	B
Engineering Technician II	II	N	\$35.53	\$36.77	\$38.06	\$36.15	C
Engineering Technician I	I	N	\$27.50	\$28.46	\$29.46	\$27.98	C
Senior Planner V	V	A	\$97.38	\$100.79	\$104.32	\$99.09	B
Planner IV	IV	A	\$74.46	\$77.07	\$79.77	\$75.77	B
Planner III	III	A	\$57.20	\$59.20	\$61.27	\$58.20	B
Planner II	II	A	\$42.03	\$43.50	\$45.02	\$42.77	B
Planner I	I	A	\$42.03	\$43.50	\$45.02	\$42.77	B
Construction Manager - A	IV	A	\$75.86	\$78.52	\$81.27	\$77.19	B
Construction Manager - N	IV	N	\$71.41	\$73.91	\$76.50	\$72.66	B
Inspector IV - Downstate - A	IV	A	\$85.11	\$88.09	\$91.17	\$86.60	C
Inspector IV - Downstate - N	IV	N	\$75.06	\$77.69	\$80.41	\$76.38	C
Inspector IV - A	IV	A	\$67.80	\$70.17	\$72.63	\$68.99	C
Inspector IV - N	IV	N	\$69.87	\$72.32	\$74.85	\$71.10	C
Inspector III - Downstate - A	III	A	\$65.88	\$68.19	\$70.58	\$67.04	C
Inspector III - Downstate - N	III	N	\$68.84	\$71.25	\$73.74	\$70.05	C
Inspector III - A	III	A	\$59.90	\$62.00	\$64.17	\$60.95	C
Inspector III - N	III	N	\$51.78	\$53.59	\$55.47	\$52.69	C
Inspector II - A	II	A	\$48.34	\$50.03	\$51.78	\$49.19	C
Inspector II - N	II	N	\$43.67	\$45.20	\$46.78	\$44.44	C
Inspector I - N	I	A	\$28.75	\$29.76	\$30.80	\$29.26	C
Principal Surveyor	IV	N	\$81.04	\$83.88	\$86.82	\$82.46	C
Land Surveyor III	III	N	\$58.70	\$60.75	\$62.88	\$59.73	C
Survey Crew Chief II	II	N	\$44.85	\$46.42	\$48.04	\$45.64	B
Instrument Person II	II	N	\$44.16	\$45.71	\$47.31	\$44.94	B
Instrument Person I	I	N	\$39.78	\$41.17	\$42.61	\$40.48	C
Technical Typist	I	N	\$38.03	\$39.36	\$40.74	\$38.70	C
Controller	N/A	N/A	\$58.72	\$60.78	\$62.91	\$59.75	C

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:

Columbia County	NICET (N) GRADE		Prevailing Rate	Contract Mid- Point Rate	Difference	Payroll Additive	Total
Party/Survey Crew Chief (Field)	II	(N)	\$48.97	\$44.85	\$4.12	\$0.37	\$4.49
Instrument Person (Field)	I/II	(N)	\$44.99	\$44.16	\$0.83	\$0.07	\$0.90

Supplemental Benefits:

Columbia County	NICET (N) GRADE		Prevailing Benefit	Normal Rate	Difference (Net)	Payroll Additive	Total
Party/Survey Crew Chief (Field)	II	(N)	\$28.90	\$4.13	\$24.77	\$2.23	\$27.00
Instrument Person (Field)	I/II	(N)	\$28.90	\$3.52	\$25.38	\$2.28	\$27.66

**Attachment C
Staffing Table - Engineering
Creighton Manning Engineering, LLP
New Lebanon Walkability Improvements
Town of New Lebanon, Columbia County, New York**

JOB TITLE	ASCE (A) OR NICET (N) GRADE		Project Familiarization	Meetings	Cost and Reporting	Subconsultants	Subcontractors	Project Management	Design Survey	Design Mapping	Determination of Existing Conditions	Accident Data and Analysis	Traffic Counts	Capacity Analysis	Future Plans Coordination	Soil Investigations	Hydraulic Analysis	Bridges to be Rehabilitated	Pavement Evaluation	SUB- TOTAL HOURS THIS SHEET	AVG HRLY RATE (Mid- Point)	TOTAL DL THIS SHEET		
	1.05	1.06	1.07	1.10	1.11	1.12	2.01	2.02	2.03	2.04	2.05	2.06	2.07	2.08	2.09	2.10	2.11							
Engineer IX	IX	A																				\$ 115.00	\$ -	
Engineer VIII	VIII	A																					\$ 106.60	\$ -
Engineer VII	VII	A	1																		1	\$ 102.62	\$ 102.62	
Engineer VI	VI	A	1	12	12	4		31													60	\$ 83.54	\$ 5,012.10	
Engineer V	V	A																					\$ 77.58	\$ -
Engineer IV	IV	A	3	12				6			8										29	\$ 64.55	\$ 1,871.95	
Engineer III	III	A																					\$ 51.45	\$ -
Engineer II	II	A	6								8										14	\$ 38.17	\$ 534.31	
Principal Engineering Technician IV	IV	N																					\$ 82.46	\$ -
Engineering Technician IV	IV	N	1																		1	\$ 67.42	\$ 67.42	
Engineering Technician III	III	N																					\$ 48.22	\$ -
Engineering Technician II	II	N																					\$ 36.15	\$ -
Engineering Technician I	I	N																					\$ 27.98	\$ -
Senior Planner V	V	A																					\$ 99.09	\$ -
Planner IV	IV	A																					\$ 75.77	\$ -
Planner III	III	A																					\$ 58.20	\$ -
Planner II	II	A																					\$ 42.77	\$ -
Planner I	I	A																					\$ 42.77	\$ -
Construction Manager - A	IV	A																					\$ 77.19	\$ -
Construction Manager - N	IV	N																					\$ 72.66	\$ -
Inspector IV - Downstate - A	III	A																					\$ 86.60	\$ -
Inspector IV - Downstate - N	III	N																					\$ 76.38	\$ -
Inspector IV - A	IV	A																					\$ 68.99	\$ -
Inspector IV - N	IV	N																					\$ 71.10	\$ -
Inspector III - Downstate - A	IV	A																					\$ 67.04	\$ -
Inspector III - Downstate - N	IV	N																					\$ 70.05	\$ -
Inspector III - A	III	A																					\$ 60.95	\$ -
Inspector III - N	III	N																					\$ 52.69	\$ -
Inspector II - A	II	A																					\$ 49.19	\$ -
Inspector II - N	II	N																					\$ 44.44	\$ -
Inspector I - N	I	A																					\$ 29.26	\$ -
Principal Surveyor	IV	N																					\$ 82.46	\$ -
Land Surveyor III	III	N																					\$ 59.73	\$ -
Survey Crew Chief II	II	N																					\$ 45.64	\$ -
Instrument Person II	II	N																					\$ 44.94	\$ -
Instrument Person I	I	N																					\$ 40.48	\$ -
Technical Typist	I	N			18																18	\$ 38.70	\$ 696.51	
Controller	N/A	N/A																					\$ 59.75	\$ -
TOTAL			12	24	30	4		37			16										123		\$ 8,284.91	

Attachment C
Staffing Table - Engineering (Continued)
Creighton Manning Engineering, LLP
New Lebanon Walkability Improvements
Town of New Lebanon, Columbia County, New York

JOB TITLE	ASCE (A) OR NICET (N) GRADE		Design Criteria	Development of Alternatives	Cost Estimates	Preparation of Draft Design Approval Doc	Agency Review	Public Informational Meeting/Hearings	Final Design Report	NEPA Classification	SEQRA Classification	Smart Growth	Screenings & Preliminary Investigations	Detail Studies & Analyses	Permits & Approvals	Right of Way Survey	Right of Way Mapping	Right of Way Plan		SUB-TOTAL HOURS THIS SHEET	AVG HRLY RATE (Mid-Point)	TOTAL DL THIS SHEET	
			3.01	3.02	3.03	3.04	3.05	3.06	3.07	4.01	4.02	4.03	4.04	4.05	4.06	5.02	5.03	5.04					
Engineer IX	IX	A																			\$ 115.00	\$ -	
Engineer VIII	VIII	A																				\$ 106.60	\$ -
Engineer VII	VII	A		2		2		1	2						2						9	\$ 102.62	\$ 923.54
Engineer VI	VI	A	1	6		15		16	7												45	\$ 83.54	\$ 3,759.08
Engineer V	V	A		4											16						20	\$ 77.58	\$ 1,551.50
Engineer IV	IV	A	2	60	6	24	2	25	18	2	8	2	8	8	24						189	\$ 64.55	\$ 12,199.95
Engineer III	III	A																				\$ 51.45	\$ -
Engineer II	II	A	4	112	12	66		32	48						24						298	\$ 38.17	\$ 11,373.17
Principal Engineering Technician IV	IV	N																				\$ 82.46	\$ -
Engineering Technician IV	IV	N		10		8		6	4												28	\$ 67.42	\$ 1,887.76
Engineering Technician III	III	N		10		8		6	4												28	\$ 48.22	\$ 1,350.16
Engineering Technician II	II	N																				\$ 36.15	\$ -
Engineering Technician I	I	N																				\$ 27.98	\$ -
Senior Planner V	V	A																				\$ 99.09	\$ -
Planner IV	IV	A																				\$ 75.77	\$ -
Planner III	III	A																				\$ 58.20	\$ -
Planner II	II	A																				\$ 42.77	\$ -
Planner I	I	A																				\$ 42.77	\$ -
Construction Manager - A	IV	A																				\$ 77.19	\$ -
Construction Manager - N	IV	N																				\$ 72.66	\$ -
Inspector IV - Downstate - A	IV	A																				\$ 86.60	\$ -
Inspector IV - Downstate - N	IV	N																				\$ 76.38	\$ -
Inspector IV - A	IV	A																				\$ 68.99	\$ -
Inspector IV - N	IV	N																				\$ 71.10	\$ -
Inspector III - Downstate - A	III	A																				\$ 67.04	\$ -
Inspector III - Downstate - N	III	N																				\$ 70.05	\$ -
Inspector III - A	III	A																				\$ 60.95	\$ -
Inspector III - N	III	N																				\$ 52.69	\$ -
Inspector II - A	II	A																				\$ 49.19	\$ -
Inspector II - N	II	N																				\$ 44.44	\$ -
Inspector I - N	I	A																				\$ 29.26	\$ -
Principal Surveyor	IV	N																				\$ 82.46	\$ -
Land Surveyor III	III	N																				\$ 59.73	\$ -
Survey Crew Chief II	II	N																				\$ 45.64	\$ -
Instrument Person II	II	N																				\$ 44.94	\$ -
Instrument Person I	I	N																				\$ 40.48	\$ -
Technical Typist	I	N																				\$ 38.70	\$ -
Controller	N/A	N/A																				\$ 59.75	\$ -
TOTAL			7	204	18	123	2	86	83	2	8	2	8	8	66						617		\$ 33,045.15

Attachment C
Staffing Table - Engineering (Continued)
Creighton Manning Engineering, LLP
New Lebanon Walkability Improvements
Town of New Lebanon, Columbia County, New York

JOB TITLE	ASCE (A) OR NICET (N) GRADE		Preliminary Bridge Design	Advance Detail Plans (ADP)	Contract Documents	Cost Estimate	Utilities	Railroads	Information Transmittal	Advertisement	Bid Opening (Letting)	Award		SUB-TOTAL HOURS THIS SHEET	TOTAL HOURS	AVG HRLY RATE (Mid-Point)	TOTAL DIRECT LABOR THIS SHEET	TOTAL DIRECT LABOR
			6.01	6.02	6.03	6.04	6.05	6.06	6.08	7.01	7.02	7.03						
Engineer IX	IX	A														\$ 115.00	\$ -	\$ -
Engineer VIII	VIII	A														\$ 106.60	\$ -	\$ -
Engineer VII	VII	A		2	2									4	14	\$ 102.62	\$ 410.46	\$ 1,436.61
Engineer VI	VI	A		22	7	4						1		34	139	\$ 83.54	\$ 2,840.19	\$ 11,611.37
Engineer V	V	A		40										40	60	\$ 77.58	\$ 3,103.00	\$ 4,654.50
Engineer IV	IV	A		83	48	16	12		2	3		7		171	389	\$ 64.55	\$ 11,038.05	\$ 25,109.95
Engineer III	III	A														\$ 51.45	\$ -	\$ -
Engineer II	II	A		219	90	24	20			18	6	20		397	709	\$ 38.17	\$ 15,151.51	\$ 27,058.99
Principal Engineering Technician IV	IV	N														\$ 82.46	\$ -	\$ -
Engineering Technician IV	IV	N		35	12					2				49	78	\$ 67.42	\$ 3,303.58	\$ 5,258.76
Engineering Technician III	III	N		35	12					2				49	77	\$ 48.22	\$ 2,362.78	\$ 3,712.94
Engineering Technician II	II	N														\$ 36.15	\$ -	\$ -
Engineering Technician I	I	N														\$ 27.98	\$ -	\$ -
Senior Planner V	V	A														\$ 99.09	\$ -	\$ -
Planner IV	IV	A														\$ 75.77	\$ -	\$ -
Planner III	III	A														\$ 58.20	\$ -	\$ -
Planner II	II	A														\$ 42.77	\$ -	\$ -
Planner I	I	A														\$ 42.77	\$ -	\$ -
Construction Manager - A	IV	A														\$ 77.19	\$ -	\$ -
Construction Manager - N	IV	N														\$ 72.66	\$ -	\$ -
Inspector III - Downstate - A	III	A														\$ 86.60	\$ -	\$ -
Inspector III - Downstate - N	III	N														\$ 76.38	\$ -	\$ -
Inspector IV - Downstate - A	IV	A														\$ 68.99	\$ -	\$ -
Inspector IV - Downstate - N	IV	N														\$ 71.10	\$ -	\$ -
Inspector IV - A	IV	A														\$ 67.04	\$ -	\$ -
Inspector IV - N	IV	N														\$ 70.05	\$ -	\$ -
Inspector III -A	III	A														\$ 60.95	\$ -	\$ -
Inspector III - N	III	N														\$ 52.69	\$ -	\$ -
Inspector II - A	II	A														\$ 49.19	\$ -	\$ -
Inspector II - N	II	N														\$ 44.44	\$ -	\$ -
Inspector I - N	I	A														\$ 29.26	\$ -	\$ -
Principal Surveyor	IV	N														\$ 82.46	\$ -	\$ -
Land Surveyor III	III	N														\$ 59.73	\$ -	\$ -
Survey Crew Chief II	II	N														\$ 45.64	\$ -	\$ -
Instrument Person II	II	N														\$ 44.94	\$ -	\$ -
Instrument Person I	I	N														\$ 40.48	\$ -	\$ -
Technical Typist	I	N												18		\$ 38.70	\$ -	\$ 696.51
Controller	N/A	N/A														\$ 59.75	\$ -	\$ -
TOTAL				436	171	44	32		2	25	6	28		744	1484		\$ 38,209.57	\$ 79,539.62

Attachment C
Estimate of Direct Non-Salary Costs
Creighton Manning Engineering, LLP
PIN 8763.43.121
Preliminary and Detailed Engineering
New Lebanon Walkability Improvements
Town of New Lebanon, Columbia County, New York

1. Travel, Lodging and Subsistence

Per Diem -	0 days @	\$ 35.00 /day					\$ -
<u>Mileage</u>	<u>trips</u>	<u>miles per</u>					
Site (Engineering)	16	140	miles/trip	2,240	@	\$ 0.670	\$ 1,500.80
Site (Survey Truck)	0	140	miles/trip	0	@	\$ 0.670	\$ -
Tolls	<u>Two-way</u>	<u>Trips</u>					
	16	\$ 5.00	cost/trip				\$ 80.00

Total Travel, Lodging and Subsistence: \$ 1,580.80

2. Reproduction, Drawings & Report

	<u>Qty</u>	<u>sheets/set</u>					
Drawings	50	60	sheets/set	3,000	@	\$ 0.10	\$ 300.00
Reports	50	90	sheets/set	4,500	@	\$ 0.05	\$ 225.00
Presentation Materials	1	4	sheets/set	4	@	\$ 2.00	\$ 8.00
Project Manuals	20			20	@	\$ 50.00	\$ 1,000.00

Total Reproduction, Drawings & Report: \$ 1,533.00

3. Owner's Protective Insurance (Estimated)

<u>Project Duration</u>				
1 Years @	\$ 1,000.00 /year			\$ 1,000.00

4. Survey Personnel Costs

Wage Differential	Hours	@	Rate	
Party Chief (Field)	0		\$ 4.49	\$ -
Instrument Person/Rodperson (Field)	0		\$ 0.90	\$ -
SUBTOTAL Wage Differential:				\$0.00

Supplemental Benefits	Hours	@	Rate	
Party Chief (Field)	0		\$ 27.00	\$ -
Instrument Person/Rodperson (Field)	0		\$ 27.66	\$ -
SUBTOTAL Supplemental Benefits:				\$ -

Total Survey Personnel Costs \$ -

5. Mailings

Assume	18 Months At	3 Mailings/Mth	\$ 8.00 per mailing
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Total Mailings: \$ 432.00

Total Direct Non-Salary Costs: \$ 4,545.80

Attachment C Summary of Costs

Creighton Manning Engineering, LLP PIN 8763.43 New Lebanon Walkability Improvements Town of New Lebanon, Columbia County, New York

		PIN 8763.43.121	PIN 8763.43
		(Design)	Total
Item I, Direct Technical Salaries (estimated) (subject to audit)	Office	\$ 79,540	\$ 79,540
	Field	\$ -	\$ -
			\$ 79,540
Item IB, Direct Technical Salaries Premium Portion of Overtime (estimated) (subject to audit)		\$ -	\$ -
Item II, Direct Non-Salary Cost (estimated) (subject to audit)		\$ 4,546	\$ 4,546
Item II, Direct Non-Salary Cost (estimated) (Sub-Contractor Cost) (subject to audit)		\$ -	\$ -
Item IV, Overhead (estimated) (subject to audit)	Office (119%)	\$ 94,652	\$ 94,652
	Field (112%)	\$ -	\$ -
			\$ 94,652
Item V, Fixed Fee (negotiated)		\$ 21,481	\$ 21,481
Item II, Direct Non-Salary Cost (estimated) (Sub-Consultant Cost) (subject to audit)		\$ 87,531	\$ 87,531
	Civil Tec \$ 67,800.00		
	OSPA \$ 19,731.00		
ITEM VI - Maximum Amount Payable		\$ 287,750	\$ 287,750