

TAP-CMAQ – Program Specific Questions

All questions followed by a red **asterisk (*)** are required

Enter Project Title: (e.g. Pedestrian Access on Bridge Avenue)

Marbletown Safe Routes to Schools Project

1. Enter Primary Contact Information for this application *

- 1A Enter Salutation
- 1B Enter First Name
- 1C Enter Last Name
- 1D Enter Official Title

Mr. Rich Parete, Town Supervisor

2. Enter the email address for the contact provided in question #1. *

supervisor@marbletown.net

3. Provide a contact phone number for the primary contact provided in question #1.(e.g. 555-123-4567) *

845 687 7500 ext 164

4. PROJECT DETAILS *(Descriptive Header, no answer required.)*

5. Enter the corresponding number/letter combo that best describes the Sponsor Type from the options listed below in 5A – 5H. (e.g. a local government, enter 5A.) *

- 5A Local Government (County, Town, City, Village)
- 5B Regional Transportation Authority
- 5C Transit Agency
- 5D Natural Resources Agency (NYS Department of Environmental Conservation, NYSParks, Recreation and Historic Preservation, local fish and game or wildlife agencies)
- 5E Public Land Agency
- 5F Tribal Governments
- 5G Local or Regional Government Agency
- 5H New York State Department of Transportation

5A

6. Enter the project county. *

Enter the project county. NOTE: TAP and CRP funding is available in every county. CMAQ funding is available in these 19 counties: Albany, Chautauqua, Dutchess, Erie, Genesee, Greene, Jefferson, Livingston, Monroe, Montgomery, Niagara, Onondaga, Ontario, Orleans, Rensselaer, Saratoga, Schenectady, Schoharie, and Wayne. (Refer to the Guidebook Chapter 1, Section A for additional information.) *

Ulster

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7. For CRP projects ONLY. Enter the corresponding number to indicate if the project is located in a Small Urban or Rural area: Enter “1” for Small Urban (population 5,000 - 49,999) or enter “2” for Rural (population less than 5,000). NOTE: CRP funding is only available in small urban or rural areas. **Enter 0 if not CRP ***

0

8. Enter the date the Sponsor attended the workshop. *

NOTE: If the Sponsor participated in a live webinar workshop, enter that date; if the Sponsor viewed a pre-recorded webinar, enter the date the webinar was viewed. It is required that all Sponsors attend/view a webinar prior to submitting a TAP-CMAQ application.

11/02/2023

9. Enter the number (1-14) that corresponds to the category that best represents the project(s). Refer to the Application Instructions for the project category listing. Selection of a category is not a guarantee of funding under that category. *

3

NOTE: Use the following table to determine the category which best represents the project(s) and enter the corresponding number in the application.

Project Categories	TAP Eligible	CMAQ Eligible	CRP Eligible
1. Planning, design, and construction of infrastructure related projects to improve non-driver safety and access to public transportation and enhanced mobility.	X		X
2. Construction of turnouts, overlooks, and viewing areas.	X		
3. Safe routes to school (enables and encourages children to walk or bike to school).	X	X	X
4. Planning, design, and construction of on-road and off-road trail facilities for pedestrians, bicyclists, and non-motorized transportation users.	X	X	X
5. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, and non-motorized transportation users.	X	X	X
6. Planning, design, and construction of boulevards and other roadways largely in the right-of-way of former divided highways.	X	X	X
7. Travel demand management and ride share planning; including park and ride, ride share, employee transit benefits and educational outreach.		X	X
8. Congestion reduction and traffic flow improvements which includes: signalization improvements, freeway management and intersection improvements, new or expanded Intelligent Transportation Systems (e.g., traffic monitoring), integrated, interoperable emergency communications equipment, and vehicle-to-infrastructure communication equipment.		X	X
9. Transit improvements which include service expansion and amenities.		X	X
10. Freight intermodal improvements which include intermodal freight facilities and programs.		X	X
11. Alternative fuel and clean vehicle projects which include EV and green hydrogen fuel stations.		X	X
12. Community improvement activities. Inventory, control, or removal of outdoor advertising, preserve historic transportation facilities, vegetation management practices, and archeological activities.	X		
13. Environmental mitigation activities, including pollution prevention and pollution abatement activities, mitigation to address stormwater management, control and water pollution prevention, alterations to reduce vehicle-caused wildlife mortality or restore and maintain habitat connectivity.	X		
14. A project to replace street lighting and traffic control devices with energy efficient alternatives.			X

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10. Based on the Project County and Project Category selected, enter the corresponding number to indicate which program(s) is being applied for: Enter “1” for TAP only, enter “2” for CMAQ only, enter “3” for CRP only, enter “4” for TAP & CMAQ, enter “5” for TAP & CRP, enter “6” for CMAQ & CRP, enter “7” for all. *

NOTE: TAP funding is available in every county. CMAQ funding is available in these 19 counties: Albany, Chautauqua, Dutchess, Erie, Genesee, Greene, Jefferson, Livingston, Monroe, Montgomery, Niagara, Onondaga, Ontario, Orleans, Rensselaer, Saratoga, Schenectady, Schoharie, and Wayne. Refer to the Guidebook Chapter 1, Section A. for additional information.

1

-
11. Describe the project in two sentences. The first sentence should describe what will be constructed or implemented and the second should describe the beneficial outcome(s).
* (Max 500 Characters)

Example: Construct sidewalks, multi-use trails, bike lanes, benches, and lighting along Bridge Street, from the intersection with Main Street to the intersection with Bridge Avenue, approximately 1.5 miles in length. The project integrates bicyclist, pedestrian and transit improvements in a primary urban corridor and constructs components of the City's Complete Streets plan.

The project will construct an ADA compliant sidewalk along the north side of NY 213/CR4 from the Marbletown Elementary School to Main Street (US 209) in Stone Ridge. The project will provide a safe and accessible connection from the school to the Marbletown Community Center, Main St business district, and local parks.

-
12. For linear projects, provide begin and end locations (Street names, Intersections, Mile Markers). If not applicable, enter N/A. * (Max 250 Characters)

NY 213/CR4/Pine Ridge Rd/Cooper St to Main Street

-
13. Enter the Latitude coordinates within the range of 40.400000 to 45.100000. Include all six decimal points. Note: values outside the range provided are not in New York State.
* (Max 250 Characters)

NOTE: If unsure of how to determine the Latitude coordinates, go to www.gps-coordinates.org, enter the project address or project mid-point for linear projects, projects with multiple locations enter the Latitude for the most prominent location.

41.852404

-
14. Enter the Longitude coordinates within the range of -71.800000 to -79.800000. Include all six decimal points. Note: values outside the range provided are not in New York State. * (Max 500 Characters)

NOTE: If unsure of how to determine the Longitude coordinates, go to www.gps-coordinates.org enter the project address or project mid-point for linear projects, projects with multiple locations enter the Longitude for the most prominent location.

-74.148145

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15. PROJECT BENEFITS (Descriptive Header, no answer required.)

16. Provide a clearly defined, well-developed and concise project description. Include how the project relates to and addresses a surface transportation problem/need. *

(Max 1000 Characters)

The proposed project will construct an ADA compliant sidewalk along the north side of NY 213/CR4 from the Marbletown Elementary School to the Marbletown Community Center located at 3564 Main Street (US 209) in Stone Ridge, and install an RRFB at the school entrance. The schools' Emergency Evacuation Plan routes students, teachers, and administrators from the school to the Marbletown Community Center. This project will address unsafe conditions that students are exposed to while walking along State Route 213 (NY-213) due to the lack of shoulder, 40-mph speed limit, and the serpentine profile of the road. The project meets a critical demand for safe non-motorized surface transportation connection for residents, school employees and students who currently have no choice but to walk along narrow to nonexistent shoulders of NY 213/CR4 to access the Marbletown Community Center, Main St business district, and parks. See Project Map

17. Describe how the proposed project provides benefits to Justice40 communities. Refer to Appendix F, Application Instructions for more information. *

(Max 1000 Characters)

While the project is not within a Justice 40 disadvantaged community; this safe routes to schools project will help the Town fill in gaps in their transportation system by providing a safe route for pedestrians between the Marbletown Elementary School and the Hamlet of Stone Ridge. The project connects students and school employees to the Main Street business district, which is home to the Black Dot Café, Bodacious Bagels, The Roost restaurant and the Marbletown Community Center. Traffic is significant throughout the school year along this major school route, and safety of the students is a priority. Many students live in Stone Ridge and if a safe route was available, could walk to school. The project provides a crucial connection between the school and Main St and provides a safe, healthy transportation alternative for users of all ages and abilities.

18. Describe how the project promotes community connectivity, revitalizes the community, quality of life and can improve public health (e.g., enhances accessibility, mobility, modal connections, the trip experience, the community's transportation character, street network vibrancy, walk-ability, safety, complies with the Americans with Disabilities Act (ADA), reduces emissions or congestion). *

(Max 1000 Characters)

The proposed project will construct a sidewalk along the north side of NY 213/CR4 from the Marbletown Elementary School to Main Street (US 209) in Stone Ridge; install an RRFB at the school entrance and complete ADA sidewalks. The project promotes community connectivity by connecting residents of Stone Ridge, school employees and students to the Marbletown Elementary School. This project enhances

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accessibility, mobility, walk-ability, and safety by providing a safe, a non-motorized healthy transportation alternative that is fully ADA accessible.

-
19. Describe how the project impacts system efficiency, enhances connections between sidewalks and transit, community centers, schools, trails, etc. *

(Max 1000 Characters)

The proposed project will construct a sidewalk along the north side of NY 213/CR4 from the Marbletown Elementary School to Main Street (US 209) in Stone Ridge; install an RRFB at the school entrance and complete ADA sidewalks. The project impacts system efficiency, by filling in gaps in the non-motorized transportation system, and making accessibility improvements and connecting to existing sidewalk systems in the Hamlet of Stone Ridge to the Marbletown Elementary School. The project provides a safe, pathway between Stone Ridge and the school and enhances accessibility, mobility walk-ability, and safety by providing a safe, a non-motorized healthy transportation alternative that is fully ADA accessible for users of all ages and abilities.

-
20. Describe any unique characteristics, new approaches or innovative techniques to address the problem (e.g., cost-effective solutions, creative/innovative ways to deliver the project, use of donated materials, innovative construction materials and methods, leveraging of partnerships or funding sources, greater than 20% match). *

(Max 1000 Characters)

Since the project is generally through rural and suburban areas, a separated sidewalk will be utilized instead of placing the sidewalk adjacent to the travel way requiring curbing. This technique will be more cost effective and better fit the character of the corridor.

-
21. Does the project address a safety issue? If yes, describe (e.g., reduces crashes, personal injury, or fatalities, addresses a High Accident Location). If No, enter N/A. *

(Max 1000 Characters)

The Marbletown Elementary School has enacted an Emergency Evacuation Plan (EEP) that routes students, teachers, and administrators from the school building to the Marbletown Community Center located at 3564 Main Street. Since the EEP was put in place, the Elementary School has performed evacuation drills to test the EEP's effectiveness and to prepare students in the event that an actual emergency were to occur. These drills highlighted the unsafe conditions that students are exposed to while walking along NY 213 due to the lack of shoulder, 40-mph speed limit, and the serpentine profile of the road. Thus, there is a strong need to improve the pedestrian path along NY 213 that would safely allow children to reach Main Street, where they can continue along existing sidewalks to the Marbletown Community Center.

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22. Is the project referenced in a regional, state or local plan (e.g., Comprehensive Master Plan, Corridor Plan, Scenic Byway Plan, Regional MPO Plan, ADA Transition Plan, SmartGrowth Plan, REDC Plan or Complete Streets Plan)? *

Y/N

Yes

23. If the answer to question #22 is Yes, name the document and provide a link to the plan. If the answer to question #22 is No, enter N/A. *

(Max 500 Characters)

Town of Marbletown – Hamlet Task Force Report

<https://www.marbletown.net/sites/g/files/vyhlif4666/f/uploads/hamlet-plan.pdf>

24. If the completed project is not available or open to the public (24 hours a day, 7 days a week, 365 days a year), describe the access restrictions. If there are no restrictions, enter N/A. *

(Max 500 Characters)

NA

25. The following question (25.1) is required for CMAQ, CRP and joint applications only.. If this application is for TAP funding only, enter N/A for question 25.1 and go to question #26.

NA

25.1 Clearly describe how the CMAQ project (including outreach/education activities) reduces emissions or provides congestion relief through one or more of the following strategies:

- A. Reduces the number of Single Occupant Vehicles (SOVs);
- B. Reduces idling vehicles in traffic by improving traffic flow, including before and after speed improvements;
- C. Improves efficient modes (transit, rideshare, pedestrian, or bicycle) or shifts users to lower emissions modes;
- D. Reduces fleet emissions by use of technology or operational practices.

NOTE: For CMAQ projects, quantitative air quality benefits must be provided on the "Pre-submission Upload" page (found on the Forms Menu) by utilizing the "CMAQ Technical Benefits Worksheet". *

(Max 500 Characters)

NA

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26. Enter the number of federal aid transportation projects the Sponsor has completed within the last 5 years. *

0

27. Enter the number of currently active federal aid projects. *

0

28. Has the Sponsor had difficulty delivering federal aid project(s) in the last five years (e.g., withdrawal, repayment, financial penalty, non-compliance with federal requirements, Federal Aid Ineligibility Notice)? *

NA

29. If the answer to question #28 is Yes, explain. If the answer to question #28 is No, enter N/A. *

(Max 1000 Characters)

NA

30. Project Status: Enter the corresponding number/letter combo from the options (30A - 30F) that best describes the project status. (e.g. If the project is in the Planning Stage, enter 30B). *

30A Not Started

30B Planning Stage

30C Preliminary Engineering (including NEPA determinations) 30D Final Design

30E Construction 30F Other

30A

31. **ENVIRONMENTAL REVIEWS STATUS** (Descriptive header, no answer required.)

NOTE: Additional information on State Environmental Quality Review Act (SEQR) and National Environmental Policy Act (NEPA) can be found in the Guidebook.

32. State Environmental Quality Review Act (SEQR): Enter the corresponding number/letter combo from the options (32A - 32D) that best describes the project's SEQR status. (e.g. Review Not Started, enter 32A). *

32A Not Started

32B In-process

32C Environmental Determination

TAP-CMAQ – Program Specific Questions

*All questions followed by a red **asterisk (*)** are required*

32D Not Applicable

32A

33. Explain the status provided in question #32. If 32A or 32D was selected, enter N/A. If you chose 32C, enter the determination and date. *

(Max 250 Characters)

NA

34. National Environmental Policy Act (NEPA): Enter the corresponding number/letter combo from the options (34A - 34D) that best describes the project's NEPA status. (e.g. Not Started, enter 34A). *

34A Not Started

34B In-process

34C Environmental Determination

34D Not Applicable

34A

35. Explain the status provided in question #34. If 34A or 34D was selected, enter N/A. If you chose 34C, enter the determination and date. *

(Max 250 Characters)

NA

36. Will the project potentially affect any district, site, building, structure, or object that is listed, or eligible for listing on the National Register of Historic Places? *

Y/N

No

37. If the answer to question #36 is Yes, explain. If the answer to question #36 is No, enter N/A. *

(Max 500 Characters)

NA

38. Is utility relocation required within the project boundaries? *

Y/N

Yes

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39. If the answer to question #38 is Yes, describe. If the answer to question #3 is No, enter N/A. *

(Max 500 Characters)

The project will require one guy pole relocation. The remainder of the utility poles are set further back off the pavement and can be avoided through different design options while still meeting standards and not compromising the project or its intent.

40. Describe any unusual/unique features or issues which may hinder or slow the project's delivery. If no unusual features, enter N/A. *

(Max 1000 Characters)

There are no unusual features apparent at this time.

41. Describe Maintenance and Operation plans for the project's service life. *

(Max 1000 Characters)

The town will maintain the sidewalk and the County will maintain the roadway.

42. **PROJECT DELIVERABLES** (Descriptive header, no answer required.)

NOTE: For project deliverables definitions, see Guidebook, Appendix D.

43. Enter the anticipated project implementation date. *

NOTE: For infrastructure projects enter the anticipated construction letting date. For non-infrastructure projects enter the anticipated contract agreement date. See appendices B and C for details.

5/1/2025

44. Enter the status of the Final Design Report from options (44A - 44D). *

44A Not Started

44B In process

44C Environmental Determination

44D Not Applicable

44A

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45. Enter the anticipated Final Design Report completion date. If the answer to #44 is 44D(Not Applicable) do not enter the date and continue to the next question.

08/01/24

46. Enter the status of the Advanced Detail Plans (ADPs) from options (46A - 46D). *

46A Not Started
46B Initiated
46C Completed
46D Not Applicable

46A

47. Enter the anticipated Advanced Detail Plans (ADPs) completion date. If the answer to #46 is 46D (Not Applicable) do not enter the date and continue to the next question.

10/01/24

48. Enter the status of the Bid Proposal documents including Plans, Specifications and Estimates (PS&E) from options (48A - 48D). *

48A Not Started
48B Initiated
48C Completed
48D Not Applicable

48A

49. Enter the anticipated completion date of the Bid Proposal Documents including Plans, Specifications and Estimates (PS&E). If the answer to #48 is 48D (Not Applicable) do not enter the date and continue to the next question.

02/01/2025

50. Enter the anticipated project completion date. *

12/01/25

51. Is the anticipated project implementation/construction letting date within 24 months of State-Local Agreement (SLA) execution? *

Y/N

NOTE: SLA is typically executed within 3 – 6 months after project selection.

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Yes

52. If the answer to question #51 is No, explain why. If the answer to question #51 is Yes, enter N/A. *

(Max 1000 Characters)

NA

53. **RIGHT-OF-WAY (ROW)** (Descriptive header, no answer required.)

54. Does this project require ROW? *

Y/N

Yes

55. Describe ROW needs. If ROW is not needed, enter N/A. *

(Max 1000 Characters)

In review of the real property data from Ulster County, the ROW appears to consist of a 3 Rod Road (50' wide) for the majority of the project area which will accommodate a sidewalk. At four locations, the right of way comes closer to the road and the sidewalk would be outside the ROW so a Deminimis acquisition will be required. The actual highway boundary may be wider and right of way at these locations may not be required.

56. What is the number of anticipated ROW acquisitions, leases and easements? If none, enter 0. *

Note: Any anticipated ROW acquisitions, leases and easements information must be provided on the "Pre-submission Upload" page (found on the Forms Menu) by utilizing the "ROW Worksheet" template.

4

57. Will the project cross, conflict with or involve any Railroad ROW? *

Y/N

No

58. If the answer to question #57 is Yes, describe. If the answer to question #57 is No, enter N/A *

(Max 1000 Characters)

NA

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*All questions followed by a red **asterisk (*)** are required*

59. Was the project submitted for a pre-review? If yes, upload a copy of the Comments Form received on the “Pre-Submission Upload” screen (found on the Forms Menu).

Y/N

Note: Provided that the final application includes the Pre-Review Comment Form, received as a result of the application pre-review, potential bonus points will be added to the application score.

Yes

60. Did a NYS professional engineer review this project? If yes, upload a copy of the letter on the “Pre-Submission Upload” screen (found on the Forms Menu).

Y/N

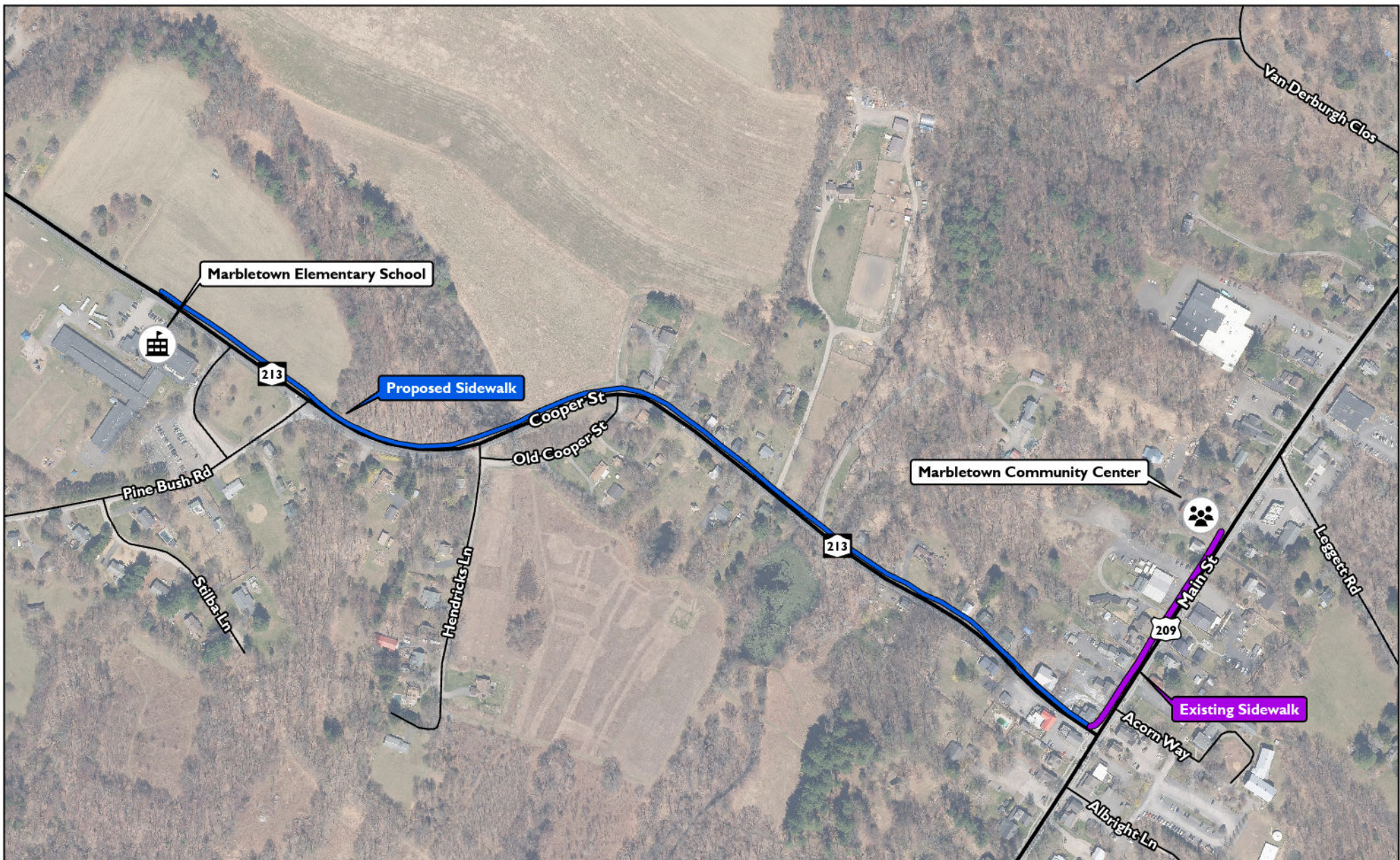
Yes

61. Provide any additional project information that should be considered.

(Max 1000 Characters)

See Pre-submission Uploads - Other Applicable Information

The Marbletown Elementary School has enacted an Emergency Evacuation Plan (EEP) that routes students, teachers, and administrators from the school building to the Marbletown Community Center located at 3564 Main Street. Since the EEP was put in place, the Elementary School has performed evacuation drills to test the EEP’s effectiveness and to prepare students in the event that an actual emergency were to occur. These drills highlighted the unsafe conditions that students are exposed to while walking along NY 213 due to the lack of shoulder, 40-mph speed limit, and the serpentine profile of the road. Thus, there is a strong need to improve the pedestrian path along NY 213 that would safely allow children to reach Main Street, where they can continue along existing sidewalks to the Marbletown Community Center.



Marbletown Elementary Safe Routes to School Town of Marbletown, Ulster County, NY



0 250 500 Ft

Export Date: 11/21/2023

- Proposed Sidewalk
- Existing Sidewalk



Marbletown Community Center



Marbletown Elementary School

Project Location



Marbletown Elementary School to Main Street Concept Level Estimate			
	Quantity	Unit Price	Total Cost
Excavation	800 CY	\$ 60.00	\$ 48,000.00
Embankment	1200 CY	\$ 30.00	\$ 36,000.00
Concrete Sidewalk Course	210 CY	\$ 850.00	\$ 178,500.00
Subbase	380 CY	\$ 130.00	\$ 49,400.00
Turf Establishment	1960 SY	\$ 30.00	\$ 58,800.00
Concrete Curb	1100 LF	\$ 80.00	\$ 88,000.00
Tree & Vegetation Removal	1	\$ 15,000.00	\$ 15,000.00
Drainage Structures	6 EA	\$ 5,000.00	\$ 27,500.00
Drainage Culverts	1100 LF	\$ 200.00	\$ 220,000.00
Drainage Restoration	1100 LF	\$ 115.00	\$ 126,500.00
Trench Excavation	1430 CY	\$ 100.00	\$ 143,000.00
Guiderail	700 LF	\$ 80.00	\$ 56,000.00
Driveways	120 TON	\$ 250.00	\$ 30,000.00
Subtotal			\$ 1,076,700.00
Mobilization			\$ 43,000.00
Field Change Payment			\$ 54,000.00
Survey			\$ 30,000.00
WZTC			\$ 125,000.00
Subtotal			\$ 1,328,700.00
Concept Level Contingency (30%)			\$ 398,610.00
Total			\$ 1,727,310.00

2023 TAP-CMAQ-CRP Budget Summary

Using figures from the required Detailed Project Estimate, complete the following:

Project Components	Total
ROW (Inc & Acq)	\$55,000
Preliminary Design	\$207,300
Final Design	\$138,200
Construction	\$1,540,000
12% Contingency ¹	\$184,800
Construction Inspection	\$207,300
Project Manager	\$0
Other Costs	\$0
Total Project Cost²	\$2,332,600

Notes:

1) the 12% contingency represents Mobilization and Field Change Payment (as a percent of construction ONLY)

2) This cost should be entered in your application, Budget/Capital Summary

	Low Range (% of Total Cost)	High Range (% of Total Cost)	Calculated Low Value	User Input Value	Calculated High Value
Construction Inspection	10%	12%	\$233,260	\$207,300	\$279,912
Right-of-Way ³	0%	15%	\$0	\$55,000	\$349,890
Design (Preliminary & Final)	20%	25%	\$466,520	\$345,500	\$583,150

3) Maximum ROW costs is 15 percent of the Total Project Cost and must meet all requirements under the Uniform Act.

1. Total Project Cost:	\$2,332,600
2. Amount of Funds Requested:	\$1,866,080
Min \$500,000 - Max. \$5 Million	OK
3. Total Remainder to be Funded:	\$466,520
4. Amount of Local Match: Min 20%	\$466,520
5. Local Match Provider Name:	

6. Amount of Additional Funds Required:	\$0
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7. Name the source(s) and amount of "Additional" Funds:

	\$0

Total Additional Funds: \$0

IMPLEMENTATION SCHEDULE			
ACTIVITY	START	END	NOTES
TAP Funds Awarded	Jan-24		
Project placed on TIP/STIP	Jan-24		
Execute Agreement with NYSDOT	Feb-24	Apr-24	
Finalize Contract With Engineer	Feb-24	Apr-24	
Draft/Final Design Report	May-24	Aug-24	Obtain design approval by end of August 2024
Advanced Detail Plans	Aug-24	Oct-24	
ROW Incidental/Acquisition	Jun-24	May-25	
PS&E	Nov-24	Feb-25	Obtain authorization to advertise in March/April 2025
Bid Project	May-25	May-25	
Award Project	Jun-25	Jun-25	
Construction and Inspection	Jul-25	Oct-25	
Closeout	Nov-25	Dec-25	

Project Application #:
DOT01-TPCM23-2023-00087

Date: 11/27/2023

TAP-CMAQ Right-of-Way (ROW) Worksheet

Required Property Acquisition, Easements or Lease Information

Number of anticipated ROW Transactions (Acquisitions/Easements/Leases) to complete the project: Four

Identify Acquisition, Easement or Lease	Property Owner / Lessee Name(s)	Lease / Contract / Easement Term (years)	Lease / Contract /Easement Expiration Date	Describe details of Acquisition, Easement or Lease Extension Terms
Acquisition	Open Space Institute		Click or tap to enter a date.	Strip taking to accommodate embankment for new sidewalk.
Acquisition	Thomas Turco		Click or tap to enter a date.	Minor strip take to accommodate sidewalk.
Acquisition	Will Baylies		Click or tap to enter a date.	Minor strip take to accommodate sidewalk.
Acquisition	Will Baylies			Minor strip take to accommodate sidewalk.

January 9, 2024

**RE: Marbletown Safe Routes to Schools Project
Town of Marbletown, Ulster County, NY
2023 TAP-CMAQ-CRP Project**

Dear NYSDOT TAP-CMAQ Team:

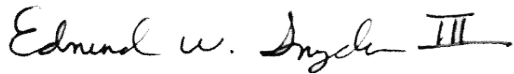
I certify that I have performed a quality assurance level of review for the TAP-CMAQ-CRP project application for **Marbletown Safe Routes to Schools Project**.

This review included consideration of the cost, scope, and schedule aspects of the project. I have provided the project sponsor with written feedback on their application based on my review.

Should you have any questions regarding the enclosed information or require any additional information, please feel free to contact me at 518.898.9545 or esnyder@gpinet.com.

Sincerely,

GPI/Greenman-Pedersen, Inc.



Edmund Snyder III, P.E. - #091101
Director of Business Development

Marbletown Safe Routes to Schools Project SCOPE OF SERVICES

1.01 PROJECT DESCRIPTION AND LOCATION

This project is known as: **Marbletown Safe Routes to Schools Project**

PIN: **XXXX.XX**

Project Description: **Construct approximately 3300 linear feet of an Americans with disabilities act (ADA) compliant sidewalk system from the Marbletown Elementary School to Main Street on the north side of NY 213. This sidewalk will provide a safe walking facility for the current emergency evacuation plan to get students to the community center.**

Project Limits: **Marbletown Elementary School to Marbletown Community Center**

Municipality (Sponsor): **Town of Marbletown**

County: **Ulster**

All work performed by the **Consultant**, at the **Consultant's** initiative must be within the current project limits specified above.

1.02 CONTRACT ADMINISTRATOR

The **Town's** Contract Administrator/Project Manager for this project is **Mr. Rich Parete, Supervisor.**

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

Mr. Rich Parete
Rondout Municipal Center
1925 Lucas Avenue
Cottkill, NY 12419
supervisor@marbletown.net
Phone: (845) 687-7500

All correspondence will be by email unless indicated otherwise

1.03 PROJECT CLASSIFICATION

The project is assumed to be a Class II Action (Categorical Exclusion with Documentation) under USDOT Regulations, 23 CFR 771. FHWA will be the lead agency.

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

1.04 CATEGORIZATION OF WORK

Project work is generally divided into the following sections:

- Section 1 – General
- Section 2 - Data Collection & Analysis
- Section 3 - Preliminary Design
- Section 4 - Environmental
- Section 5 – Right of way
- Section 6 - Detailed Design
- Section 7 – Advertising, Bid Opening & 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 services and furnish materials and equipment necessary to provide the **Town** with the reports, plans, estimates and other data specifically described in Sections 1,2,3,4, 5, 6, 7, and 10.

1.05 PROJECT FAMILIARIZATION

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

- Approved project initiation document indicating project type, project location, cost estimate, schedule, and fund sources.
- Transportation needs.
- Plans for future related transportation improvements or development in the area of the project.
- Available project studies and reports.
- Other relevant documents pertaining to this project (hard copy or digital files).

The **Consultant** will become familiar with the project before starting any work. This includes 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 **Town's** Project Manager. Meetings may be held to:

- Present, discuss, and receive direction on the progress and scheduling of work in this agreement.
- 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 the public information meeting.
- 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. It is assumed one (1) meeting will be held each month for the 9 month assumed duration of the project.

1.07 COST AND PROGRESS REPORT

For the duration of this agreement, the **Consultant** will prepare and submit to the **Town** on a monthly basis a Progress Report in a format approved by the **Town**. The Progress Report must contain a payment request that includes the Cost Control Report. 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. It is anticipated that the payment requests will include the following:

- FIN 421LL
- FIN 422LL
- FIN 423LL
- Cost Control Report
- 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 PLAFAP Manual including the latest updates.

A. Compliance with Documents:

All work must conform to current versions of the following documents, as applicable. Where necessary, the **Consultant** will obtain either the full document or guidance extracted from it.

- A Policy on Geometric Design of Highways and Streets, American Association of State Highway and Transportation Officials (AASHTO)

- NYSDOT Project Development Manual
- NYSDOT Highway Design Manual
- NYSDOT Standard Specifications (Construction and Materials)
- NYSDOT Environmental Manual
- ADA Accessibility Guidelines for Buildings and Facilities
- Federal National Manual of Uniform Traffic Control Devices for Streets and Highways (MUTCD) and the NYS Supplement
- NYS Eminent Domain Procedure Law
- NYSDOT Local Projects Manual (LPM) manual including latest updates

1.09 SPECIFICATIONS

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

1.10 SUBCONSULTANT

The **Consultant** will be responsible for:

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

GPI will be utilizing **XXX** for Design Survey and Mapping and Highway Boundary Determination.

1.11 SUBCONTRACTOR

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

SECTION 2 – DATA COLLECTION & ANALYSIS

2.01 DESIGN SURVEY

A. Ground Survey

The **Consultant** will provide terrain data (existing features and appurtenances) required for design by means of a topographic field survey and locate all prominent features. The **Consultant** will conduct all surveys and provide digital terrain data required for design in accordance with the NYSDOT *Land Surveying Standards & Procedures Manual*, Chapter 5 of the NYSDOT *Highway Design Manual*, and the NYSDOT *CADD Standards & Procedure Manual*.

With respect to utilities and drainage mapping, the **Consultant** will survey all surface utilities (water valves, hydrants, gas valves, utility poles, wiring, etc.); and drainage structures. Any manholes, catch basins, and drop inlets will be investigated for condition, size of pipes, and inverts. The utility locations surveyed shall be incorporated into the project base mapping.

Sub-surface utilities will be located via field markings and available plans provided by the utility owners. This work will include coordination with underground utility location service and the utility owners in obtaining any available mapping of the utilities. The **Town** will provide available mapping of their facilities.

Field survey will also be conducted to accurately locate the existing highway boundary. Since easements or right of way takings are anticipated, property lines will be accurately located. Tax maps and other available mapping will be used to initially locate property lines.

All final graphical deliverables described in this section shall be provided both on paper media and digitally in Micro Station “DGN” format.

The **Consultant** will utilize the State Plane Coordinate System based on North American Datum of 1983 for Horizontal Control. The **Consultant** will investigate and if practical and economical, the survey should be tied into the NAD 83-96 Base Network.

The **Consultant** will establish primary project control, by GPS techniques, should be of at least C2-1 order as defined in the Geometric Geodetic Accuracy Standards and Specifications for Using GPS Relative Positioning Techniques, Federal Geodetic Control Committee.

The **Consultant** will obtain and produce a 3- dimensional digital terrain data model by means of a ground survey and locating all prominent features within the project limits. All feature codes and file formats shall conform to those specified in the CADD Standards and Procedure Manual.

LIMITS OF FIELD SURVEY SHALL BE FROM THE CENTERLINE ON NYS ROUTE 213/CR 4 FROM 100’ WEST OF THE MARBLETOWN ELEMENTARY SCHOOL EAST TO MAIN STREET. BAND WIDTH SHALL BE 10’ BEYOND THE EXISTING HIGHWAY BOUNDARY.

B. Stream Survey – Assumed not required.

C. Survey of Wetland Boundaries – Assumed not required

D. Supplemental Survey

It is assumed that supplemental field survey due to changes in existing conditions after base mapping has been completed will **NOT** be required.

2.02 DESIGN MAPPING

The **Consultant** will provide base mapping conforming to Section 5.4 of the Highway Design Manual and the CADD Standards & Procedure Manual. This mapping shall incorporate the design survey data obtained under Section 2.01. All graphics generated from terrain data shall be created and produced within the current version of Micro Station (by Bentley Systems, Inc.), and the resultant file formats shall be “DGN” (file translations are not acceptable). All CADD files shall conform to the naming, format and metadata requirements of the CADD Standards and Procedure Manual. The base mapping will include:

- All base mapping shall be 1 inch = 40 feet scale (Half size drawing 11”x17”).
- Digital Terrain Model (DTM) including associated coordinate databases shall be delivered in InRoads ‘DTM’ and ‘ALG’ formats, and shall be feature based as outlined in the CADD Standards and Procedure Manual
- Locate all planimetric features with the survey limits.
- Locate above ground and underground utilities.
- Drainage system, including size and type of structures and pipes, and their invert elevations.
- **Locate highway boundary along the north side of the road. Property lines will need to be shown for the properties on the North side of the roadway within the project limits. Property owner names will be included on the base mapping.**

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

- Survey Baseline Ties, with each baseline point shall be provided with a minimum of three (3) baseline ties
- Survey Benchmarks

2.03 DETERMINATION OF EXISTING CONDITIONS

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

2.04 ACCIDENT DATA AND ANALYSIS

The **Consultant** will foil the last three (3) years within the project limits plus one-tenth of a mile immediately outside of the project limits.

The **Consultant** will evaluate the accident data with respect to pedestrian crashes and signal warrant analysis and note any clusters of accidents or patterns implying inadequate geometrics, or other safety problems within the project limits. This information will be summarized in the Design Report.

2.05 TRAFFIC COUNTS

The **Consultant** will utilize the latest NYSDOT traffic data along the NYS Route 213. The traffic data will be provided through review of NYSDOT Traffic Count Station 860019 which contains information on vehicle counts, speeds, and classifications. No field traffic studies will be performed under this scope of services.

2.06 SIGNAL WARRANT ANALYSIS AND OTHER IMPROVEMENTS - N/A

2.07 FUTURE PLANS FOR ROADWAY & COORDINATION W/ OTHER PROJECTS

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

The **Consultant** will determine the influence, if any, of other existing or proposed projects development in the vicinity of the project (e.g., whether a nearby widening or development would influence traffic volumes on NY 213). The **Town** will provide all necessary information pertaining to other projects or developments that includes plans and traffic impact studies.

2.08 PAVEMENT AND STORMWATER TREATMENT/EVALUATION

The State and/or Town will provide typical pavement section and details associated with any removal of existing pavement necessary to construct the proposed improvements. This project is a linear pedestrian improvement project which may involve over one (1) acre of disturbance. Preparation of a Stormwater Pollution Prevention Plan (SWPPP) will be necessary but only for addressing Erosion and Sediment Control.

2.09 HYDRAULIC ANALYSIS

A hydraulic analysis for the design of a new drainage collection and conveyance system will be required.

2.10 SOIL INVESTIGATIONS

Soil Investigations are assumed **NOT** required for this project.

2.11 UTILITY RELOCATION

It is anticipated that utility agreements may be required from private owners for relocation of their facilities. All **private** utilities are anticipated to be on public right of

way and in accordance with Section 81 of the Highway Law any facilities are subject to Section 52 of the State Highway Law and all adjustments are the sole responsibility of the respective utility owner.

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.

The **Town** will obtain NYSDOT concurrence (either by a written submission or at a meeting) for the design standards identified to be utilized.

Based upon the selected design criteria, the **Consultant** will identify all existing non-standard features that are within the project limits. Non-standard features that correlate with any accidents will be noted.

3.02 DEVELOPMENT OF ALTERNATIVES

A. Selection of a Design Alternative

The **Consultant** will identify and develop **ONE** design alternative that would meet the **Town's** defined project objectives. The design alternative plans will be evaluated to a point of establishing the feasibility of the design alternative; significant environmental and geometric design constraints, if any, will be identified.

For the design alternative, the **Consultant** will prepare within the project limits rudimentary sketches of plan and typical section views which show:

- On plan: proposed centerlines, pavement edges, travel lane and shoulder widths, curbing, sidewalks, crosswalks, driveways, streetscaping, landscaping, drainage system, possible future pedestrian scale lighting, curve radii and termini, pavement markings, intersections, construction limits and existing ROW.
- On typical section: pavement thickness and materials, travel lanes and shoulder widths, curbing, sidewalks and side slopes.
- Where necessary: important existing features.
- Where pertaining to feasibility: significant environmental and geometric design constraints, labeled as such.

The **Consultant** will meet with the **Town** to discuss the design concept. The discussion will include order of magnitude cost, problems/concerns and input to the various proposed treatments.

B. Detailed Evaluation of Alternatives

Based upon further input from the **Town**, the **Consultant** will further evaluate the design alternative and the null alternative with specific engineering analyses and considerations. Analyses will include:

- Design geometry, and where applicable, justification for retaining nonstandard design features per the NYSDOT Highway Design Manual.
- Environmental constraints and potential environmental impact mitigation measures (identified under Section 4 tasks).
- Pedestrian access including crossings and ADA accessibility ramps.
- RRFB at the school.
- Traffic flow and safety considerations.
- Pavement
- Modifications to building frontages
- Drainage installations
- Signing and pavement markings
- Maintenance responsibility
- Work zone traffic control during construction
- Utilities
- Right-of-way (property releases)
- Construction cost factors.

The Consultant will update the plan and typical section previously developed that include:

- On plan: proposed centerlines, pavement edges, travel lane and shoulder widths, curbing as needed, sidewalks, crosswalks, driveways, drainage system, curve radii and termini, pavement markings, intersections, construction limits and existing ROW.
- On typical section: pavement thickness and materials, travel lane and shoulder widths, curbing, sidewalks and side slopes.
- Where necessary: important existing features.
- Where pertaining to feasibility: significant environmental and geometric design constraints, labeled as such.

3.03 COST ESTIMATES

The **Consultant** will develop, provide and maintain a cost estimate for one 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 an IPP/FDR

The **Town** 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 NYSDOT Project Development Manual.

The **Consultant** will submit up to four (4) copies of the Draft DAD to the **Town** for review. The **Town** will review the Draft DAD and provide the **Consultant** with any review comments. If required, the **Consultant** will revise the Draft DAD to incorporate the comments.

The **Consultant** will submit up to three (3) copies to NYSDOT RLPL for preliminary NYSDOT and/or FHWA review.

The **Consultant** will revise the DAD to reflect NYSDOT and/or FHWA comments. The **Town** sign the cover sheet and submit three (3) copies of the revised report to NYSDOT for signature by FHWA.

3.05 ADVISORY AGENCY REVIEW

The **Consultant** will provide the **Town** with up to five (5) copies of the Draft DAD for distribution to advisory agencies.

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

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

3.06 PUBLIC INPUT/ INFORMATION MEETING

The **Consultant** will assist the **Town** in presenting at one (1) formal public information meeting with advisory agencies, local officials, and citizens. The **Consultant** will attend the meeting and present the project objectives and conduct the technical discussions of the design alternative. The **Consultant** will provide visual displays and prepare a power-point presentation.

The **Town** will arrange for the location of the public information meetings. The **Consultant** will assist the **Town** with appropriate notification via preparing a media advisory notice and informational meeting brochure for distribution by the **Town**.

3.07 PREPARATION OF FINAL DESIGN APPROVAL DOCUMENT (DAD)

The **Town** will obtain all necessary approvals and concurrences and will publish all 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 **LPM**, and update existing conditions and costs as necessary. The **Consultant** will incorporate changes resulting from the advisory agency review and the public information meeting.

The **Consultant** will submit four (4) copies of the Final DAD to the **Town** for review. The **Town** will review the Final DAD and provide the **Consultant** with review comments. The **Consultant** will revise the Final DAD to incorporate the comments.

The **Town** will submit three (3) copies of the Final DAD to the NYSDOT for a Final Environmental Determination. NYSDOT will make the determination or obtain FHWA's determination. If necessary, the 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 **Town** will grant or obtain, from or through NYSDOT, Design Approval.

SECTION 4 – ENVIRONMENTAL

4.01 NEPA CLASSIFICATION

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

The project is assumed to be a **Class II action** and to be Categorically Excluded with backup documentation. The **Consultant** will complete the NEPA Checklist and forward the completed checklist to the **Town** for forwarding to the NYSDOT (with the Final DAD) for a final NEPA determination.

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

4.02 SEQRA CLASSIFICATION

The **Consultant** will assist the **Town** in complying with SEQRA (6 NYCRR Part 617). This project is assumed to be a **Unlisted Action**.

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 screening to ensure consistency with ten Smart Growth criteria, pursuant to the Smart Growth Public Infrastructure Policy Act to focus on public transit, bicycle and pedestrian facilities referencing the complete Streets legislation.

4.04 SCREENINGS AND PRELIMINARY INVESTIGATIONS

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

- General Ecology and Endangered Species – assume no adverse impact
- Groundwater – assume no adverse impact
- Surface Water – assume no adverse impact
- State Wetlands – assume no adverse impact
- Federal Jurisdictional Wetlands – impacts less than 0.10 Acre
- Floodplains – assume no adverse impact
- Coastal Zone Management – assume no adverse impact
- Navigable Waterways – assume none exist in the project area
- Historic and Architectural Resources – assume no adverse impact
- Parks – assume no adverse impact
- Hazardous Waste and Lead Paint – assume no adverse impact
- Asbestos - assume no adverse impact
- Noise – assume no adverse impact
- Air Quality – assume no adverse impact
- Energy – assume no adverse impact
- Farmlands – assume none exists
- Invasive Species– assume no adverse impact
- Visual Impacts – assume no adverse impact
- Critical Environmental Areas – assume none exists
- Environmental Justice - assume no adverse impact

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

4.05 DETAILED STUDIES AND ANALYSES

Based on the work performed in Section 4.04, the **Consultant** will determine whether detailed analysis or study is required. Prior to commencing such detailed study or analysis, the **Town** must concur with the **Consultant's** determination.

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

It is assumed that detailed studies will NOT be required. This includes any historical building assessments and/or Phase 1A/1B reporting.

4.06 PERMITS AND APPROVALS

The **Consultant** will obtain all applicable permit(s) and certification pertaining only to the project, which is only anticipated to include:

- NYSOPRHP Determination
- NYSDOT/FHWA Concurrence
- NYSDOT Highway Work Permit

4.07 ENVIRONMENTAL HEARING - Not anticipated for this project.

SECTION 5 – Right of Way

5.01 Abstract Request Map and/or Title Search **RIGHT OF WAY INCIDENTALS**

The **Town** will request right of way incidental phase authorization from the New York State Department of Transportation. The request will be made when the Town determines that property acquisitions are likely to occur or when it requests Preliminary Engineering phase authorization.

The **Consultant** will not proceed with any activities in this section without written authorization from the **Town**.

The **Consultant** will meet with the **Town** to review and to discuss the right of way acquisition process.

5.011 Review and Analysis of Right of Way Requirements

The **Consultant** will undertake an on-going review and analysis of right of way requirements for the project.

The review may include:

- Preliminary engineering design
- Preliminary right of way plans and acquisition maps
- County Tax Maps
- Municipal Zoning Regulations and Maps
- Aerial photography
- Other pertinent project information

The analysis may include:

- The number of affected parcels
- The zoning classification for each parcel
- Estimated size of the acquisition
- Potential impacts to improvements

The **Consultant** will determine the current owner of the affected properties by reviewing public information records at the county tax assessor's office. The ownership will be verified by obtaining and reviewing a copy of the last deed of record at the county clerk's office.

5.012 Title Research

5.0121 For the acquisition of real property rights estimated at \$5,000 or less, the **Consultant** will perform a Last Owner Title Search. The Last Owner Title Search will be the last recorded deed that conveys a full fee interest to the last owner or owners of record. The Last Owner Title Search will not begin with a deed where the grantor and grantee are in some way related without full consideration having been paid.

5.0122 For the acquisition of real property rights estimated between \$5,001 and \$30,000, the **Consultant** will perform a Twenty-Year Title Search. The Twenty-Year Search will start with a deed that conveys complete and indefeasible title, which has been executed and of record at least twenty years prior to the search date. The Twenty-Year Search will not begin with a deed where the grantor and grantee are in some way related without full consideration having been paid.

5.0123 For the acquisition of real property rights estimated at greater than \$30,000, the **Consultant** will prepare a Title Abstract. The Title Abstract will start with a warranty deed that has been executed and of record at least forty years prior to the date of the search.

5.013 Title Review and Certification

The **Consultant** will subcontract with a qualified, NYS licensed attorney to issue Certificate of Title on all real property acquisitions and obtain title insurance as required. The **Consultant** will submit the Title Certifications to the **Town**.

5.0131 For the acquisition of real property rights estimated at \$5,000 or less, the Consultant's Attorney will review the Last Owner Title Search and issue a Limited Last Owner Title Certification.

5.0132 For the acquisition of real property rights estimated between \$5,001 and \$30,000, the Consultant's Attorney will review the Twenty-Year Title Search and issue a Limited Twenty-Year Title Certification.

5.0133 For the acquisition of real property rights estimated at greater than \$30,000, the Consultant's Attorney will review the Abstract and issue a Title Certification.

5.0134 The **County** will acknowledge the receipt of each Title Certification and provide the **Consultant**, on a per parcel basis, a list of the property owners and other compensable property interests. The **Town** will respond in writing within ten (10) days of receipt of each Title Certification.

5.02 Right-of-Way Survey

No services required.

5.03 Right-of-Way Mapping

The **Consultant** will review acquisition maps prepared by others.

5.04 INTENTIONALLY LEFT BLANK

5.05 Right-of-Way Cost Estimates

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

5.06 Public Hearings/Meetings

No services required.

5.061 Informational Meetings

The **Consultant** will conduct any informational meeting(s) with advisory agencies, local officials, and citizens. The **Consultant** will produce, modify as necessary, and provide copies of an informational brochure for distribution. The number of brochures will be estimated based on the number of attendees anticipated at the informational meeting(s).

5.07 Property Appraisals

For each parcel requiring the acquisition of property rights, the **Consultant** will conduct a real property appraisal and prepare a real property appraisal report to determine the fair market value of the proposed acquisition.

The **Consultant** will contact the owner or his/her designated representative in writing prior to completing the appraisal to extend the opportunity to accompany the appraiser during the property inspection.

5.071 Preliminary Property Owner Interview

The **Consultant** will conduct 1 preliminary interview with each property owner(s) or the property owner's designated representative. Other than absentee property owners, a reasonable attempt will be made to conduct the preliminary contact on a face-to-face basis. Absentee property owners and those local property owners not able to be interviewed face-to-face may be contacted via telephone and certified mail. The purpose of preliminary contact includes:

Marbletown Safe Routes to Schools Project
Town of Marbletown, Ulster County NY

- Delivery of notices of intent to acquire, if necessary
- Delivery of right of way acquisition brochures
- Explanation of right of way and construction plans
- Informing of right to accompany appraiser
- Determining the need for additional action regarding right of way boundaries, errors and omissions in plans and/or other documents
- Prepare Physical Inspection Report

5.072 Real Property Appraisal Reports

The **Consultant** will subcontract the services of an appraiser to complete real property appraisals and appraisal reports required for each parcel or ownership indicated on the Right of Way Acquisition Table.

The **Consultant** will insure that all real property appraisals and real property appraisal reports are prepared by qualified appraisers who are, as defined by the New York State Department of State, Certified General Real Estate Appraisers.

The **Consultant** will insure that all real property appraisals and real estate appraisal reports conform to the Uniform Standards of Professional Appraisal Practice, Standard 1, Real Property Appraisal Development, and Standard 2, Real Property Appraisal, Reporting.

The Uniform Standards of Professional Appraisal Practice contains a Certification of Appraiser. In addition, the **Consultant** must certify to the following: "The property owner or his/her designated representative was given an opportunity to accompany the appraiser during the property inspection"

"Any decrease or increase in the fair market value of the real property prior to the date of valuation caused by the public improvement for which such property is acquired, or by the likelihood that the property would be acquired for such improvement, other than that due to physical deterioration within the reasonable control of the owner, will be disregarded in estimating the compensation for the property."

The **Consultant** will provide 1 original bound real property appraisal report with photo copies of photos for each acquisition.

5.0721 For uncomplicated acquisitions of real property rights valued at less than \$15,000, the **Consultant** will prepare a Limited Appraisal Report (LAR). The LAR will consist of a limited appraisal with a restricted use appraisal report as provided for in the Uniform Standards of Professional Appraisal Practice, Standard 1, Real Property Appraisal Development, and Standard 2, Real Property Appraisal.

5.0722 For acquisitions of entire real property interests, the **Consultant** will prepare a Full Take Appraisal Report. The Full Take Appraisal Report will consist of a complete appraisal with a summary appraisal report as provided for in the Uniform Standards of Professional Appraisal Practice, Standard 1, Real Property Appraisal Development, and Standard 2, Real Property Appraisal, Reporting.

5.0723 For partial acquisition of real property rights valued at \$15,000 or more with no indirect damages to improvements, the **Consultant** will prepare a Before and After (land only) Appraisal Report. The land only Before and After Appraisal Report will consist of a limited appraisal with a summary or restricted use appraisal report as provided for in the Uniform Standards of Professional Appraisal Practice, Standard 1, Real Property Appraisal Development, and Standard 2, Real Property Appraisal, Reporting.

5.0724 For partial acquisition of real property rights valued at \$15,000 or more with indirect damages to improvements, the **Consultant** will prepare a Before and After Appraisal Report. The Before and After Appraisal Report will consist of a complete appraisal with a summary appraisal report as provided for in the Uniform Standards of Professional Appraisal Practice, Standard 1, Real Property Appraisal Development, and Standard 2, Real Property Appraisal, Reporting.

5.0725 For acquisitions of real property rights valued over \$300,000, the **Consultant** will prepare two independent appraisal reports. The appraisal report will consist of a complete appraisal with summary appraisal reports as provided for in the Uniform Standards of Professional Appraisal Practice, Standard 1, Real Property Appraisal Development, and Standard 2, Real Property Appraisal, Reporting.

5.08 Appraisal Review

The **Consultant** will perform a separate review of each appraisal. The **Consultant** will insure that all real property appraisal reviews are performed by a qualified appraiser who is, as defined by the New York State Department of State, a Certified General Real Estate Appraisers. The review appraiser will have no personal interest in the firm that prepares the appraisal report. The review appraiser will have no personal interest in the firm that prepares the appraisal reports. The appraisal review will be completed in conformance with the Uniform Standards of Professional Appraisal Practice, Standard 3, Real Property Appraisal Review, Development, and Reporting.

The **Consultant** will review the appraisal reports for compliance with state and federal standards. The **Consultant** will take corrective actions. The review appraiser will:

- Identify and make corrections to mathematical calculations and typographical errors, if necessary
- Assure real property appraisal development and reporting are in accordance with the appraisal subcontract
- Assure real property appraisal development and reporting are complete and meet the Uniform Standards of Professional Appraisal Practice standards
- State the basis for the fair market value conclusion and provide breakdowns adequate for New York State Department of Transportation audit, Federal Highway Administration eligibility review, and for negotiation purposes.

The **Consultant** will provide the **Town** with the highest approved appraised amount for each property rights acquisition.

5.09 Negotiations and Acquisition of Property

The **Consultant** will not proceed with any activities in this section without written authorization from the **Town**.

The **Consultant** will meet with the **Town** to review and to discuss the right of way acquisition procedures.

5.091 Just Compensation

The **Town** will establish just compensation for each property rights acquisition. In no event shall the Just Compensation amount be less than the **Town's** highest approved appraisal. Because time is of the essence, the **Town** will provide the just compensation amounts in writing to the **Consultant** within 10 days of its receipt of the preliminary appraisal reviews from the **Consultant**.

5.092 Written Offer

The **Consultant** will prepare a written offer for each acquisition of real property. The amount of the offer will be the amount established by the **Town** as just compensation. The written offer will include the following:

- A statement of the just compensation amount
- Separate indications of the compensation offered for the property acquired and for damages to the remaining property, if applicable (when only a part of the property is acquired)
- A summary statement, which will include:
 - the basis for the just compensation amount
 - a description and location identification of the real property
 - the interest in the real property being acquired
 - where appropriate, the statement will identify any separately held ownership interest in the property (i.e. tenant-owned improvement) and indicate that the interest is not covered by the offer
- Additional information the **Consultant** and/or the **Town** deems appropriate or required

5.093 Deliver Offer

The **Consultant** will deliver the written offer, plats, unsigned agreements and releases to the appropriate property owners or his/her designated representative.

The **Consultant** will meet with the appropriate property owners or his/her designated representative to explain the written offer, plats and unsigned agreements. The **Consultant** will conduct additional negotiation sessions with the appropriate property owners or his/her designated representative in an attempt to negotiate a settlement.

The **Consultant** will make all reasonable efforts to contact personally each property owner(s) or designated representative. Absentee and unsuccessful personal contacts may be made by certified mail.

The **Consultant** will maintain a detailed diary of each substantial contact with property owner(s). The diary will be signed and dated by the person responsible for the contact. The diary entries will be on a parcel by parcel basis:

- Substantial contacts
- Efforts to achieve amicable settlements
- Responsiveness to owners' counter proposals
- Suggestions for changes in plans

The records should include the principal activities undertaken by the agent, such as:

- parties contacted
- date and location of contact
- offers made [dollar amounts]
- counteroffers received
- property owner's comments
- reason(s) settlement could not be reached

5.094 Purchase Agreements

The **Consultant** will submit real property acquisition documents to the **Town** for recommended action on settlements:

- Approval of negotiated settlements
- Action on proposed administrative settlements
- Referral to the County attorney for initiation of eminent domain proceedings

Because time is of the essence, the **Town** will provide a written response to the **Consultant** within 10 days of its receipt of the acquisition documents from the **Consultant**.

5.095 Revisions to Just Compensation

The **Consultant** will consider any presentations made by the property owner which might affect the value of the property. The **Consultant** may make recommendations to the **Town** to adjust the written offer. The **Town** may revise the just compensation based on the information provided by the property owner.

The **Consultant** will document the justification for revising the just compensation.

The **Consultant** will prepare and promptly deliver a revised written offer to the property owner.

5.096 Administrative Settlements

The **Consultant** and/or the **Town** may recommend administrative settlements. Administrative settlements are settlements in excess of the **Town's** just compensation determination.

The **Town** will have final approval to authorize administrative settlements.

The **Consultant** will provide the written justification for the Administrative Settlement. The written justification will include all information necessary to support the settlement; such as:

- The approved offer of just compensation
- A summary of the acquisition agent's record of negotiations
- Reference to all appraisal reports (including the owner's appraisal report)
- Recent court awards and their relationship to the proposed administrative settlement
- A discussion of diverse valuation issues (i.e. probable range of testimony as to fair market value by both parties)
- The trial cost estimate
- The opinion of legal counsel
- The identification of the responsible agency official who has the authority to approve administrative settlements
- The recommendation and signatures of all individuals proposing the settlement

The **Consultant** will prepare and promptly deliver a revised written offer to the property owner.

5.097 Transfer of Title

The **Town** will not require any property owner to surrender possession of real property before the **Town** pays the agreed purchase price.

5.0971 The **Consultant** will conduct necessary title curative work. For real property acquisitions valued at \$5,000 or less, the **Consultant** will clear only the possessory interest. For real property valued at greater than \$5,000, the **Consultant** will clear all interests in the property. Title curative work may include partial releases of mortgage, lien subordination agreements, and lien satisfactions.

5.0972 The **Consultant** will perform a calculation to prorate real property taxes for each fee and permanent easement acquisitions. The **Town** will pay all tax proration's over \$25.00.

5.0973 The **Consultant** will prepare closing documents for each acquisition. The closing documents will include a closing statement, instrument, real estate transfer tax return, and real property transfer report.

5.0974 The **Consultant** will deliver the title instrument(s) to the title attorney subcontracted by the **Consultant** for review and approval.

5.0975 The **Consultant** will schedule and hold the closing. Because time is of the essence, the **County** will pay the just compensation at the time the property owner(s) signs all required closing documents. The transfer of title to the agency may also require the payment of incidental expenses by the owner, the **Town**, or the **Consultant**. The **Town** will pay appropriate reimbursable expenses to the property owner(s) and/or the **Consultant**.

5.0976 The **Consultant** will promptly file all deeds or conveyance documents in the **Town** Clerk's Office.

5.098 Right of Way Certification

The **Consultant** will prepare the Right of Way Certificate on forms prescribed by the New York State Department of Transportation. The **Town** will sign the Right of Way Certificate.

5.10 Relocation Assistance

No services required.

5.11 Property Management

No services required.

SECTION 6 – DETAILED DESIGN

6.01 PRELIMINARY BRIDGE PLANS – Not Applicable

6.02 ADVANCE DETAIL PLANS (ADP)

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

Template cross sections will not be required.

ADP will be prepared in accordance with Chapter 21 of the NYSDOT Highway Design Manual and it is anticipated to include the following drawings:

- Title Sheet
- Index and Abbreviations
- Typical Sections
- Legend, Line and Point Symbolology
- General Notes
- Baseline Ties and Benchmarks
- Work Zone Traffic Control Plans and Notes
- Plan and Table of Highway Maintenance Jurisdiction

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- Miscellaneous Tables
- Miscellaneous Details
- Driveway Details
- General Plans – 1" = 40' B size
- Signing and Pavement Marking Plans
- Drainage System
- RRFB Plans and Details
- Sign Text Data Sheets

The **Consultant** will prepare and submit three (3) copies of the ADP's to the **Town** for review. The **Consultant** will modify the design to reflect the review of the ADP package.

6.03 CONTRACT DOCUMENTS

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

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

The **Consultant** will submit one (1) copy of the contract documents to the **Town** for approval. Upon approval, the **Consultant** will forward three (3) copies of the Contract Documents to the **Town**, who will then forward to NYSDOT as described in the PLAFAP Manual. The **Consultant** will modify the plans and construction bid documents based upon comments received and finalize for bidding.

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 Engineers Estimate, including all quantity computations.

6.05 PS&E PACKAGE

The **Consultant** will prepare a PS&E package that includes

- Final plans, specifications, and construction bid documents

- Final engineer's estimate
- Preparation and approval of the ROW Clearance Certificate
- Construction Management Plan
- Compliance with 23 CFR 630J Work Zone Safety and Mobility S630.1012 Project level Procedures
- Construction Materials Inspection Checklist
- Smart Growth Screening Tool

The **Consultant** will prepare a memo transmitting the PS&E package for approval prior to bidding the project to the **Town** and NYSDOT for review and comment.

The **Consultant** will modify the PS&E package based upon any comments received and finalize the documents.

6.06 INFORMATION TRANSMITTAL

Upon completion of the contract documents, the **Consultant** will transmit PDF files of the plans and bid documents to the **Town** on USB's. The USB's will be provided to prospective bidders during the bid phase.

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 publications identified by the **Town**. The Advertisement will not be forwarded until authorization is granted by the **Town** and the NYSDOT.

7.02 BID PHASE AND OPENING (Letting)

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

7.03 AWARD

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

- Verifying the low bidder
- Ensuring receipt of all required bid documents (non-collusive bid certification, debarment history certification, etc.)
- Breaking the low bid into fiscal shares, if necessary
- Determining whether the low bid is unbalanced
- For pay items bid more than 25% over the Engineer's Estimate:
 - Checking accuracy of quantity calculations
 - Determining 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 **Town** in preparing and compiling the package of information to be transmitted to the NYSDOT.

The **Town** will award the contract and will transmit the award package to the NYSDOT as described in the PLAFAP Manual.

SECTION 8 – CONSTRUCTION SUPPORT

Construction Support is not included but may be added by supplemental agreement at the direction of the **Town**.

SECTION 9 – CONSTRUCTION INSPECTION

Construction Inspection is not included but may be added by supplemental agreement at the direction of the **Town**.

SECTION 10 – ESTIMATING & ADDITIONAL TECHNICAL ASSUMPTIONS

10.01 ESTIMATING ASSUMPTIONS

The following additional assumptions have been made for estimating purposes:

10.02 ADDITIONAL TECHNICAL ASSUMPTIONS

The following additional assumptions have been made for estimating purposes:

Section 1 Estimate a total of **4** meetings during the life of the agreement (between Site, Municipality, and NYSDOT Region 8).
Estimate **12** cost and progress reporting periods will occur during the life of this agreement. (Not including Supplemental Agreement for Construction Support/Inspection).

Section 2 Assume that GPS methods and equipment will be used to establish local control points.
Estimate that no accidents will require analysis.
Estimate that no soil borings will be necessary.

Section 3 Estimate that **1** design concept and alternative will be analyzed in addition to the null alternative.
Estimate **1** cost estimate will be required.
Assume that **1** public information meeting (No hearing) will be required.
Drainage design will be limited to main street to the Esopus Creek Tributary.

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- Section 4** Assume that no additional environmental studies will be required.
- Section 5** Assume four (4) right of way takings will be necessary.
- Section 6** Estimate **1** cost estimate plus **1** update will be required.
- Section 7** Advertisements will be placed in publications in addition to the NYS Contract Reporter by the **Town**.
Assume final contract bid documents will be placed on USB's for distribution to prospective bidders. A total of **10** USB's will be provided and distributed to prospective bidders.
Assume the Town will place the advertisement in various publications/newspapers.

10.03 ADDITIONAL TECHNICAL ASSUMPTIONS

- Plans will be provided on 11x17 (B size) paper. The project will be completed using the current version of Bentley Micro Station.
- Weather will not be a major factor during the completion of the survey or other field work.
- Test pits will not be required to accurately determine below ground utility locations.
- An electronic copy of documents (PDF format on CD) will be supplied to the **Town** at each submission phase, along with **1** hard copy.
- Comments on all submittals will be provided in a timely manner.

Marbletown Elementary School Sidewalk Project Report

November 2018

EXCERPTS

Marbletown Elementary School Sidewalk Project Report

November 2018

Prepared For:

Town of Marbletown
1925 Lucas Avenue
Cottkill, NY 12419

Prepared By:

Barton & Loguidice, D.P.C.
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1.0 Introduction

This report was prepared for the Town of Marbletown (Town) to analyze the potential methods of providing a safe pedestrian travel route extending from the Marbletown Elementary School to Main Street. The Town has recognized this study as being a high priority and is seeking to acquire funding through various sources.

In recent years Marbletown Elementary School has enacted an Emergency Evacuation Plan (EEP) that routes students, teachers, and administrators from the school building to the Marbletown Community Center located at 3564 Main Street. Since the EEP was put in place, the Elementary School has performed evacuation drills to test the EEP's effectiveness and to prepare students in the event that an actual emergency were to occur. These drills highlighted the unsafe conditions that students are exposed to while walking along State Route 213 (NY-213) due to the lack of shoulder, 40-mph speed limit, and the serpentine profile of the road. Thus, there is a strong need to improve the pedestrian path along NY-213 that would safely allow children to reach Main Street, where they can continue along existing sidewalks to the Marbletown Community Center.

It is proposed that a curbed concrete sidewalk along NY-213 would provide a safe means of travel in the event of an emergency. The portion of road along NY-213 from the Elementary School to Main Street (approximately 3050-feet in length) has sufficient capacity to accommodate a 5-foot wide ADA compliant sidewalk. In addition, it is proposed that a portion of the route (approximately 1,520-feet) will receive 5-foot wide bicycle lane(s) to further accommodate non-vehicular modes of transportation. The bicycle lane is proposed for only a portion of the entire route due to some physical constraints presented by existing residential properties. In the section where no bike lane is proposed, it is recommended that sharrows or shared-lane bicycle signage be used to create a "complete street," to improve bicycle safety along this corridor.

In addition to serving as a safe emergency evacuation route for the Elementary School, these travel surfaces will be of use to other pedestrians wishing to walk or cycle along this route. This not only improves overall safety along this portion of NY-213, but also improves community connectivity by creating a pedestrian friendly corridor to and from the business district of Marbletown.

2.0 Project Description

The Town desires to install approximately 3,050-feet of 5-foot wide, ADA compliant sidewalk along NY-213 as the Elementary School's emergency evacuation route. In addition to this, the Town would like to explore the option of adding bike lane(s) to the road, where feasible. The bike lane(s) will function twofold: by creating a larger safety-buffer for the children and other pedestrians using the sidewalk, and allowing for bicyclists to safely use the road as a corridor to the Main Street business district.

The proposed route of the curbed concrete sidewalk is as follows:

- The sidewalk will begin with a crosswalk from the Elementary School's entrance to the north side of NY-213. The sidewalk will continue along the north side of NY-213 to a terminus at the intersection of Main Street.
- Along the wider portion of NY-213 between the Elementary School entrance and the Old Cooper Street intersection, 5-foot wide bicycle lane(s) are proposed (on the north and south side, assuming there is ample right of way) in addition to the 5-foot sidewalk;

The geographic context of the project is illustrated in the attached *Figure 1: Elementary School Sidewalk*.

After reviewing the topography and existing streetscape of NY-213, a preliminary list of project components includes:

- Approximately 3,050-feet of curbed concrete sidewalk;
- Approximately six (6) drainage structures and associated drainage pipe for stormwater management along the newly installed curb;
- Potential ROW acquisitions in residential areas to ensure the Town's ownership and maintenance rights for the proposed sidewalk and up to two (2) bike lanes;
- Widening of road shoulders for approximately 1,520-feet of bicycle lane on north and south side of NY-213;
- Potential relocation of utility poles to accommodate space for sidewalk installation;
- Striping and reflectorized pavement markings, sharrows, and/or signage for bike lanes;
- Reflectorized crosswalk pavement markings and signage at the school entrance.

Other Applicable Information

TAP-CMAQ – 2023 Grant Application

New York State Division for Historic Preservation - Cultural Resource Information System (CRIS)

TAP Q 36: A preliminary search of project area showed that the project is partially within the Stone Ridge Main Street Historic District and an Archaeological Sensitive Buffer Area.

