



# ***ESSEX COUNTY OFFICE OF COMMUNITY RESOURCES***

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Anna Reynolds  
Director

Rob Wick  
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**TO:** All Bidders / Respondents  
**FROM:** Rob Wick, PMP Project Mgr  
**DATE:** 5/03/2023  
**SUBJECT:** Addendum #1 LaChute River Trail Reconstruction

Corrected pages for minor typos are attached for replacement in the Solicitation Manual.

END OF ADDENDUM # 1

## PROFESSIONAL SERVICE REQUIREMENTS

### A. Scope of Work

The Town of Ticonderoga is in the process of implementing the LaChute River Walk Trail Extension Project, which consists of constructing an additional trail extension segment between the existing portions and Lake George Ave. and improving the surrounding public open space. The Town has partnered with the Ticonderoga Area Chamber of Commerce, the PRIDE of Ticonderoga, the Historical Society, and the Recreation Department and Volunteer Trail Group. Improvements include walkable connections, a completed ADA-compliant trail segment, and terminus connections to existing trails and the historic Alexandria Ave trestle. The goal of the LaChute River Walk Trail Extension is to enhance public open space and waterfront access to allow residents and visitors to walk, run, or bike from Bicentennial Park to the trestle. The project will result in opportunities to increase recreational tourism and the local economy and is detailed more in **Appendix B**.

The project is being funded by the LWRP program, as detailed in **Appendix A** for reference. As such, the work shall include updating prior engineering reports as necessary for funding applications. The selected consultants shall additionally provide assistance with funding compliance for various state and federal agencies. Additional scope identified may be added upon completion of the scope outlined in this Solicitation, but only upon expressed written consent of the Town in the form of contract amendment.

Recipients will provide Proposals according to the Criteria and Tasks listed below. Additionally, the services and deliverables in each Phase are listed in “Draft Form of Contract”, **Appendix L**”.

#### *Tasks will generally be identified as:*

- **General Requirements** – The consultant shall participate in public meetings and distribution of meeting minutes to the Town and Essex County. Monthly progress meetings with the Town, County and the DEC are anticipated during the planning portion of this project. The consultant shall maintain and produce a project schedule in Gantt Format. The consultant shall work with the Essex County Office of Community Resources for permitting & funding compliance for this project; Essex County will develop all funding applications, funding compliance oversight, act as Minority Business Officer (MBO) and provide finance consultation with the Town with technical input from the consultant as required. The consultant will be responsible for any technical information required for project development and permitting purposes. The consultant shall additionally coordinate with regulatory & funding program representatives as requested for review and approval of the bid package and any compliance measures.
- **Preliminary Design** –The consultant shall provide recommendations for system design, prepare preliminary plans for the system upgrade, and develop a Basis of Design Report. Once the Basis of Design Report is approved by the Town, it will be submitted to the regulatory agencies for review and approval.

- **Final Design** –The consultant will provide a Basis of Design Report and Finalized Plans & Specifications for review by the Town and state regulatory/funding agencies. Upon approval by these agencies, the consultant shall prepare all construction documents for the purposes of Bidding.
- **Bidding Assistance** –The consultant shall provide bidding assistance for this project including advertisements, providing copies and plans and specifications to be distributed to contractors, attending a pre-bid meeting, issuing minutes for the pre-bid meeting, answering contractor questions, issuing addenda, as necessary, reviewing the bids, and making recommendations to the Town.
- **Construction Administration & Management** –The consultant shall provide construction administration and management services including, but not limited to, the following:
  - Issuing a Notice to Proceed (NTP).
  - Reviewing and approving all Submittals, shop drawings and substitutions, as necessary.
  - Reviewing and making recommendations to the Town for any requested Change Orders
  - Reviewing and certify contractor invoices and making recommendations to the Town for payment.
  - Review and certify contractor Certified Payrolls.
  - Providing adequate construction observations services to ensure proper construction of the project (Please provide estimate construction period and number of hours. construction inspector will be on-site)
  - *Consultant to provide a detail the proposed number of days of Resident Project Representative (RPR) Services.*
  - Review of the final work and development of and punch list
  - Provide a letter of construction compliance at the end of the project.

The consultant shall be responsible for coordinating all aspects of this project and addressing any questions or concerns of the APA, NYS DOH, NYS DEC and any other regulatory agencies as required. Additionally, the consultant shall work to meet all DBE, MBE, WBE, SDVOB, and Section 3 participation requirements and goals, as required for funding compliance.

**The consultant shall also be responsible for providing, or causing to provide complete As-Built records at the completion of the project.**

## **B. Quality of Work**

All work shall follow recognized professional practices and standards and meet the specifications required by local, state and federal approval of the project’s plans and specification prior to advertising the project for construction bidding.

## **C. Records**

The Respondent is to maintain all books, documents, papers, account records and other evidence pertaining to this work and to make such materials available at their respective offices at all reasonable times during the agreement and for a period up to seven **(7) years** from the date of final payment under the agreement. Throughout the project, the Respondent will be required to coordinate with the Town and the Essex County Planning Office via regular project meetings and other electronic project management software.

#### **D. Additional Requirements**

Professional services shall comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (State OSHA, DNR, and DCH), and any other local regulations and standards (i.e. local ordinance and building codes) that may apply.

**Further requirements are identified in the accompanying Appendix of this Solicitation.**