

Canandaigua Town Board Meeting Agenda for September 21, 2022

- Call To Order and Pledge of Allegiance
 - Pledge led by Terry Fennelly
- Roll Call
 - Town Clerk Confirmation meeting was properly advertised
- Circulation of Written Communications
 - None
- Privilege of the Floor
- Priority Business
 - Budget Workshop - special Town Board meeting to review the Preliminary 2023 Town Budget.
NOTE: The Town Board may wish to move this item to after the resolutions.
- Presentations
 - None

Continued Public Hearings:

- None

New Public Hearings:

- None

- Reports of Town Officials and Department Heads
 - None
- Reports of Committees, Boards and Commissions (as needed)
 - None
- Privilege of the Floor
- Resolutions and Motions

Continued Resolutions:

- None

New Resolutions:

FINANCE

- Resolution No. 2022 – 241: Directing Town Manager to Execute the Purchase Option for 3950 County Road 16

ZOOM MEETING INFORMATION:

Please register in advance of this meeting using the following link:

https://us02web.zoom.us/meeting/register/tZYqc-GtgTotH92PBu15q7_hCirh9kEvA6VV

After registering, you will receive a confirmation email containing information about joining the meeting.

Please be aware all participants will be muted upon entry to the meeting and will only be able to speak after being acknowledged. Participants should use the “raise hand” feature or the chat box to request to speak. No screen sharing will be permitted. All meetings are recorded. Individuals will be removed from the meeting for inappropriate behavior.

- Resolution No. 2022 – 242: Authorizing a Budget Transfer in the Highway Fund (DA100) for Fuel Expenditures

PLANNING / PUBLIC WORKS

- None

ORDINANCE

- None

ECONOMIC DEVELOPMENT / GENERAL

- Resolution No. 2022 – 243: Accepting Bergmann Associates Quote to Prepare a Sidewalk Envisioning Map and Report for the Town and Authorizing Town Manager to Execute Documents

RESOLUTION NO. 2022 – 241: DIRECTING TOWN MANAGER TO EXECUTE THE PURCHASE OPTION FOR 3950 COUNTY ROAD 16

WHEREAS, the Town Board authorized, via Resolution No. 2020-228, the Town to enter into an option agreement with the owners of the property at 3950 County Road 16; and

WHEREAS, the Town Board directed the Town Manager to draft a resolution to execute that option agreement for the July 18, 2022 Town Board meeting, Resolution 2022-193, and the Town Board tabled that resolution indefinitely; and

WHEREAS, the Town Board has again directed the Town Manager to draft a resolution to execute that option agreement; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua does hereby direct the Town manager to execute the option agreement to purchase the property at 3950 County Road 16, in the Town of Canandaigua; and

BE IT FURTHER RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Town Manager and the Finance Clerk.

Attachment 1

RESOLUTION NO. 2022 – 242: AUTHORIZING A BUDGET TRANSFER IN THE HIGHWAY FUND (DA100) FOR FUEL EXPENDITURES

WHEREAS, the Highway & Water Superintendent has notified the Canandaigua Town Board that the 2022 fuel costs have been higher than anticipated in the adopted budget; and

WHEREAS, the Town Manager and Finance Clerk are recommending the following budget transfer to increase the Highway Fund budget for fuel expenditures:

Decrease: DA100.1440.400 (Highway Engineering)	\$ 70,000.00
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Increase: DA100.5130.410 (Highway.Fuel Metering)	\$ 70,000.00
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; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby authorizes the above detailed budget transfer to the 2022 Adopted Budget and directs the Town Manager and Finance Clerk to make this entry; and

BE IT FINALLY RESOLVED, the Town Clerk shall provide a copy of this resolution to the Town Manager, Finance Clerk II, and Highway & Water Superintendent.

RESOLUTION NO. 2022 – 243: ACCEPTING BERGMANN ASSOCIATES PROPOSAL TO PREPARE A SIDEWALK ENVISIONING MAP AND REPORT FOR THE TOWN AND AUTHORIZING TOWN MANAGER TO EXECUTE DOCUMENTS

WHEREAS, the Town Board understands the need for solid planning to ensure the Town will have adequate pedestrian facilities to provide safe modes of travel for non-motorized users of our transportation system as well as to encourage alternative travel in and around the more congested and populated portions of the Town; and

WHEREAS, the Town Manager, in accordance with the Procurement Policy, released a request for proposals seeking firms interested in preparing a sidewalk envisioning map and report for the Town of Canandaigua to better plan for future pedestrian facilities in the Town and to aid the Town's Planning Board, Town Board, and Zoning Board of Appeals when making decisions on pedestrian facilities in the town; and

WHEREAS, the Town received three proposals in response to the RFP and the Town Manager, the Administrative Coordinator, and the Town Planner reviewed them and are recommending the Town Board accept the proposal from Bergmann Associates as it is the lowest bid out of the three and the firm has a positive history of working with the town and a solid knowledge of the Town's previous planning projects and the town's overall transportation goals; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua authorizes the Town Manager to execute all documents relative to the acceptance of the Bergmann Associates proposal dated September 9, 2022 for professional services to prepare a sidewalk envisioning plan with a map and report with a cost not to exceed \$ 35,280 to be paid out of AA100.3189.400.00000 (Sidewalk Traffic Safety); and

BE IT FURTHER RESOLVED, the Town Board directs the Town Manager to make a budget adjustment increasing AA100.3189.400.00000 by \$35,280 and decreasing AA100.3189.200.00000 by \$35,280; and

BE IT FURTHER RESOLVED, the Town Board directs the Town Clerk to provide a copy of this resolution to the Town Manager, the Finance Clerk II, and to Bergmann Associates.

Attachment 2

- Approval of the following Town Board Meeting Minutes
 - None
- Payment of the Bills
 - Abstract Claim Fund Totals presented by Town Clerk
 - Voucher Summary Report for Town Board signatures

(By signing, Town Board members represent they have reviewed the purchases for compliance with the Town's approved policies & approve of the prepared Voucher Summary Report and the attached invoices)

Town Board Abstract dated 09/21/22 totaling \$ 82,187.97

General Fund \$ 67,565.84

Highway Fund \$ 12,349.58

Water Districts \$ 2,272.55

- Privilege of the Floor
- Other Business
- Privilege of the Floor
- Executive Session, as requested
- Adjournment

ATTACHMENT 1

OPTION TO PURCHASE

This Option to Purchase ("Option") is made by and between RSM WEST LAKE ROAD LLC, a New York State limited liability company having offices at 197 W. Main Street, Victor NY 14564 ("Owner") and the TOWN OF CANANDAIGUA, a New York State municipal corporation having offices at 5440 Routes 5 & 20, Canandaigua NY 14424 ("Buyer") as of the 21 day of December, 2020.

In consideration of U.S. \$250.00 and other good and valuable consideration, the receipt and sufficiency of which is hereby agreed and acknowledged, Owner and Buyer agree as follows:

1. GRANT OF OPTION. Owner hereby grants to Buyer an exclusive right and option to purchase the real property described below pursuant to the terms and conditions described herein.
2. TERM OF OPTION. This Option shall remain in effect until the 30th day of September 2022.
3. DESCRIPTION OF PROPERTY. The property ("Property") shall consist of the following three parcels:
 - a. Parcel # 1: Tax ID # 113.13-2-61.000 (3950 County Road 16) consisting of approximately 1.7794 acres of lake frontage and a single family residence.
 - b. Parcel # 2: Tax ID # 113.13-2-62.000 (Marella View) consisting of approximately 1.550 acres of vacant residential land.
 - c. Parcel # 3: A portion of Tax ID # 113.13-2-63.000 (Marella View) consisting of a 20-foot wide strip of land along the southern boundary running approximately 1,360 feet between the western boundary of Tax ID # 113.13-2-62.000 to the east, and the eastern boundary of Tax ID # 112.04-1-2.171 to the west. Upon exercise of this Option, Owner agrees to cooperate fully with Buyer to subdivide said portion for conveyance to Buyer.
 - d. The parties understand that the Property shall be conveyed "as-is" subject to necessary utility and access easements, including an access easement inuring to the benefit of future owners of parcels identified on the Residences at West Lake Subdivision Plat recorded on April 27, 2012 at Map Nos. 32522-A and 32522-B.
4. NOTICE. To exercise this Option, Buyer must provide notice to Owner via certified mail at any time during the Term of Option at the address stated above. Any notices to be given under this Option shall be in writing, sent by certified mail, postage prepaid, addressed to the party at the mailing addresses set forth

below. Notices sent in accordance with this section shall be deemed effective on the date of dispatch.

5. **PURCHASE CONTRACT.** If Buyer exercises this Option, then Buyer and Owner agree to execute a Purchase and Sale Contract within 15 days of date Notice is sent by Buyer.
6. **PURCHASE PRICE.** If Buyer exercises this Option then Buyer and Owner agree that the Purchase Price shall be determined as follows:
 - a. Within 20 days after giving Notice as required by Paragraph 4 of this Agreement, the parties shall retain two (2) independent appraisers ("Appraisers") to value the Property described above. One of the Appraisers shall be selected by RSM and one shall be selected by the Town. The Appraisers shall be MAI certified by the Appraisal Institute, and shall be licensed to practice in New York State.
 - b. The Appraisers shall ascertain the full market value of the Property based on its highest and best use.
 - c. The purchase price for the Property shall be determined as follows:
 - i. If the two appraisals are within five percent (5%) of each other, the purchase price shall be the lower of the two appraisals;
 - ii. If the two appraisals are within ten percent (10%) of each other, the purchase price shall be the average of the two appraisals; and
 - iii. If the two appraisals vary by more than ten percent (10%), a third appraiser will be chosen by the parties and the purchase price shall be the average of all three appraisers.
 - d. Each party shall pay its own appraisal, and in the event a third appraisal is needed pursuant to paragraph 6(c)(iii) above, the parties shall each pay half of the cost of the third appraisal.
 - e. RSM agrees to cooperate with the Appraisers so that they can value the Property in an efficient, cost-effective manner.
 - f. The parties shall instruct the Appraisers to produce final appraisals within sixty (60) days following their engagement. Each party shall deliver to the other a copy of the appraisals within five (5) days of receipt.
7. **CLOSING.** Closing on the Property will occur at the Ontario County Clerk's Office, or such other location agreed to by the parties, within 30 days of receipt of the Appraisals by RSM.

8. **BINDING EFFECT.** This Option shall be binding upon and inure to the benefit of the parties, their successors, assigns, heirs, agents, and personal representatives.

9. **RECORDING.** Buyer shall have the right to record this Option at the Ontario County Clerk's Office at any time during the Term of Option, without notice to Owner.

10. OBLIGATIONS OF OWNER.

a. During the entire Term of Option Owner agrees to maintain the Property substantially in the condition as it exists on the date of execution of this Option and not to alter the Property or construct any improvements without the express written consent of Buyer, except that Owner may subdivide Parcel # 3 as provided in 3(c) above.

b. During the entire Term of Option Owner shall not sell, transfer, lease, pledge, or otherwise encumber any direct or indirect interest in the Property or any portion thereof. The parties understand that there is an existing mortgage on the Property that will be paid off at closing.

11. **OTHER APPROVALS.** It is understood by both parties that neither this Option nor its exercise by the Town will negate, alter or otherwise impact approvals previously received by Owner from the Town and its boards for the Residences at West Lake.

12. **PARTIES.**

a. Town of Canandaigua
5440 Routes 5 & 20
Canandaigua, NY 14424
Attn: Doug Finch, Town Manager

b. RSM West Lake Road LLC
197 W. Main Street
Victor, NY 14564

Knauf Shaw LLP
Attn: Amy K. Kendall, Esq.
2 State Street, Ste 1400
Rochester, NY 14614

13. **AUTHORITY.** The individuals signing below expressly represent that they are duly authorized to execute this Option.

IN WITNESS WHEREOF, the parties have duly executed this Option to Purchase as of the date first mentioned above.

OWNER:

RSM WEST LAKE ROAD LLC

By: 

Name: Steve Mancini

Title: managing member

BUYER:

TOWN OF CANANDAIGUA

By: 

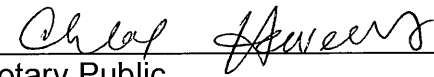
Name: Douglas E. Finch

Title: Town Manager

per reso # 2020-263

State of New York }
County of Ontario }ss:


On the 26th day of January, 2020^{CE}, before me, the undersigned, personally appeared Steve Mancini, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacities, and that by his/her/their signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.


Notary Public

CHLOE R. HAVENS
Notary Public, State of New York
Ontario County Reg. #01HA6329191
Commission Expires 08/17/2023

State of New York }
County of Ontario }ss:

On the 21 day of January, 2020, before me, the undersigned, personally appeared Doug Finch, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacities, and that by his/her/their signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.


Notary Public

KATE SILVERSTRIM
Notary Public, State of New York
Reg. No. 01SI6375692
Qualified in Ontario County
Commission Expires May 29, 2022

ATTACHMENT 2

Sidewalk Envisioning Plan Proposals

Firm	Price
Bergmann Associates	\$ 35,280.00
Verity Engineering	\$ 45,663.00
Synergy Development	\$ 120,000.00

Development of a Sidewalk Envisionment Map & Report

Town of Canandaigua, NY
September 9, 2022

BERGMANN

OFFICE: 280 EAST BROAD STREET, SUITE 200
ROCHESTER, NY 14604

CONTACT: TOM ROBINSON, RLA, LEED AP
PHONE: 585.417.3487
EMAIL: TROBINSON@BERGMANNPC.COM



BERGMANN
ARCHITECTS ENGINEERS PLANNERS

Bergmann has joined Colliers Engineering & Design.



Cover Letter



Sarah Reynolds, Administrative Coordinator
Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424

Dear Ms. Reynolds,

Thank you for the opportunity to submit our proposal to facilitate the Town of Canandaigua Sidewalk Envisionment Plan. Our extensive experience in community planning, pedestrian systems design, and innovative public engagement strategies make us uniquely qualified to assist the Town of Canandaigua with this project.

Why is Bergmann right for your project?

- **Full-service project team.** Bergmann offers the Town of Canandaigua access to a full suite of technical experts that can complete all tasks and work associated with this effort, resulting in a Sidewalk Envisionment Plan reflecting the Town and community's goals and values. Our internal team includes experienced planners, GIS analysts, transportation engineers, landscape architects, and community engagement facilitators who specialize in walkable community planning and design.
- **Experts in community planning, GIS analysis, and active transportation.** The Bergmann team offers the Town a combined 100+ years of experience in the realm of complete streets and pedestrian and bicycle networks planning & design.
- **We know Canandaigua.** Our team will be able to build upon its existing relationship with the Town and the knowledge gained during previous projects including the Middle Cheshire Road Active Transportation Plan, the Uptown Canandaigua Mixed-Use and Transportation Corridor Feasibility Study, and the Town's recently adopted Form Based Code.

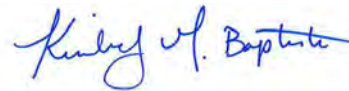
We look forward to the opportunity to work with the Town of Canandaigua and local stakeholders to identify a series of recommendations to enhance connectivity, safety, and accessibility for all users, while simultaneously advancing economic and community resilience objectives. Please do not hesitate to contact us with any questions.

Sincerely,

BERGMANN



Tom Robinson, RLA, LEED AP
Design Lead – Landscape Architecture
585.417.3487
trobinson@bergmannpc.com



Kimberly Baptiste, AICP
Vice President – Northeast Buildings
585.498.7770
kbaptiste@bergmannpc.com





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Firm Introduction



1,800+

EMPLOYEES

Together, Bergmann & CED employ more than 1,800 people across all areas of expertise.

>95%

REPEAT CLIENTS

More than 95% of our work is from repeat clients.

#213

ENGINEERING NEWS RECORD RANK

We ranked in ENR's Top 500 Design Firm rankings for 2021.

#87

ARCHITECTURAL RECORD RANK

We ranked in Architectural Record's Top 300 rankings for 2021

#38

BUILDING DESIGN + CONSTRUCTION RANK

We ranked #38 in BD+C's Top 95 Architecture/Engineering Firms nationally in 2021.



Over four decades of dedicated, client-focused service!

Bergmann joined Colliers Engineering & Design in November 2021, forming a world class architecture, engineering and planning firm with comprehensive capabilities and national reach. Together, our 1,800+ professionals pride themselves on the highest level of integrity, dependability, ethics and quality of work. Our professionals serve as trusted advisors and partners for projects ranging from commercial/retail to municipal/civic, education, transportation, research & manufacturing, water resources and workplaces.

60+ Office Locations

We serve our clients from more than 60 locations nationwide. Visit bergmannnpc.com/locations to view our offices.

Our Vision

Delivering client success, creating opportunities for our people, and building our future.

Our Values

Our People

Integrity & Ethics

Service

Teamwork & Collaboration

Excellence



Downtown Master Plan North Tonawanda, NY

"Bergmann has been an integral part of our planning and development team. They have brought professionalism, passion, and creativity to our redevelopment process and their work has gotten our community excited about the future of North Tonawanda."

*Michael Zimmerman, Executive Director
Lumber City Development Corporation*



Downtown Revitalization Initiative Rome, NY

"Bergmann deserves a great deal of credit for the outstanding work your team did to help us sift through all the material and formulate our final plans. Whichever community has the opportunity to work with you this year will be very fortunate."

*Mayor Jacqueline Izzo
City of Rome*

Project Experience



Bergmann offers local knowledge and national experience that will be directly applied to development of the Town's Sidewalk Envisionment Map & Report. Our teams experience includes signature corridor design, bicycle and pedestrian mobility and design, placemaking and amenity palettes, and community outreach and facilitation.



Client: City and Town of Canandaigua

Waterfront Active Transportation Plan

Bergmann in collaboration with the City and Town of Canandaigua produced an Active Transportation Plan for the South Main Street and Lakeshore Drive corridors within the City. The corridor runs along the Canandaigua waterfront and provides a direct link to downtown and is a unique area for both residents and tourists. The plan identified pedestrian and bicycle improvements as well as public realm enhancements to create enhanced connectivity and safety for multi-modal users along the corridor providing access to local and regional destinations. The plan included a detailed existing conditions analysis, preferred transportation and streetscape concepts, as well as a funding and financial plan to assist with the implementation of future infrastructure improvements. Stemming from recommendations in the Active Transportation Plan, Bergmann is currently conducting a parking and wayfinding study and a waterfront parks master plan to further enhance the corridor and provide multi-modal access to the waterfront.



Client: Livingston County

Wayfinding Strategy

With funding provided through the Genesee Transportation Council, Bergmann developed a County-wide wayfinding strategy for Livingston County with the goal of: improving navigation throughout the County; supporting economic development within the County's downtowns; visually connecting downtowns and destinations through uniform and consistent signage; and promoting the County's unique assets and destinations. The design and implementation of a signage system focused on improving wayfinding for pedestrians and vehicles weaving together the nine Villages of Avon, Caledonia, Dansville, Geneseo, Leicester, Lima, Livonia, Mount Morris, and Nunda, guiding people to Livingston County's unique destinations and promoting tourism, recreation, and economic development. Aided by a robust public engagement strategy, this study identified the unique assets and destinations within Livingston County and developed recommendations for wayfinding signage design and location. Streetscape recommendations and guidelines were also included with the goals of improving pedestrian safety, enhancing navigation for transportation, and visually connecting the county's villages.



Client: Town of Canandaigua

Uptown Corridor Feasibility Study and Form Based Code

Bergmann was hired by Town of Canandaigua to develop a Form Based Code for an area of the Town known as "Uptown Canandaigua", located in proximity to the State Route 332 corridor. Previous to this effort, Bergmann completed a master plan that recommended specific land use recommendations to increase development within the Town as well as multi-modal transportation improvements to enhance pedestrian and bicycle enhancements over the next 20 years. The Form Based Code that is currently in development is one of the implementation projects for the Town to realize this vision. This code will include specific regulations and illustrations that will provide developers and residents with the tools to inform future desired development.



Client Contact: Town of Canandaigua

Middle Cheshire Road Corridor Study

In collaboration with the Genesee Transportation Council (GTC), the Town and City of Canandaigua identified the need to assess multimodal transportation options along Middle Cheshire Road from Wells Curtice Road to Bristol Street. Bergmann, in partnership with Alta Planning and Design, explored a variety of pedestrian and bicycle improvements to create a safe, cohesive and user friendly multimodal transportation network for residents and visitors. Recommended improvements are intended to provide enhanced connectivity between residential uses, civic institutions and medical facilities, as well as Downtown Canandaigua and the waterfront. The plan lays the groundwork for future implementation and identify potential funding opportunities.



Client: City of Rochester

Inner Loop North Transformation Study

Bergmann has been retained by the City of Rochester to lead the planning and conceptual design effort for the Inner Loop North Transformation Study. The focus of the Inner Loop North Transformation is to identify strategies to restore the city street grid, reconnect neighborhoods, support local community development, create a strong and safe multi-modal environment and promote economic sustainability and equality within downtown and local neighborhoods. Bergmann is leading a multi-disciplinary team with emphasis on transportation analysis, land use planning, community engagement and urban design.



Client: City of Oswego

Complete Streets

The City of Oswego transformed, the approximately 3.3-mile corridor NYS Route 104 as it passes through the city. They envisioned a future Route 104 that enhanced the character of the corridor while improving safety and mobility options for all users. Bergmann, in conjunction with Alta Planning + Design, is taking a critical look at the current configuration of NYS Route 104. The project goal is to provide comfortable and safe bicycle accommodation for the residents as well as SUNY Oswego students to downtown Oswego. The design team sought ways to calm the traffic and enhance the pedestrian environment to provide a corridor that is equally attractive to all modes of transportation.



Client: City of Rochester

ArtWalk Urban Trail and Placemaking

The ArtWalk project is a unique blend of public infrastructure improvements and artistic express along an important historic roadway through Rochester's Neighborhood of the Arts. This project improved pavement deficiencies along University Avenue and enhanced the public realm. An even greater impact the project had on the neighborhood and region was to create an 'outdoor museum' and gathering place for residents and visitors alike. This destination, known as Art Walk, is branded by the inclusion of art within the public realm both as commissioned exhibit pieces, as well as being incorporated into the various streetscape elements such as sidewalks, benches, utility boxes, and bus shelters.



Client: Niagara Frontier Transportation Authority

Bailey Avenue Corridor Improvements Study

Bergmann is working with the City of Buffalo, GBNRTC and NFTA to develop a strategy for integrating Bus Rapid Transit and streetscape enhancements along the Bailey Avenue corridor in the City. The study is looking at a range of alternatives for BRT improvements and assesses how each alternative impacts a range of goals for the corridor, including improving a sense of place, establishing a stronger and safer pedestrian environment and improving vehicular and transit flow. A bicycle analysis is also being considered as an alternative to on-street parking and enhanced transit options.



Client: City of Albany

Lark Street Streetscape & Placemaking Plan

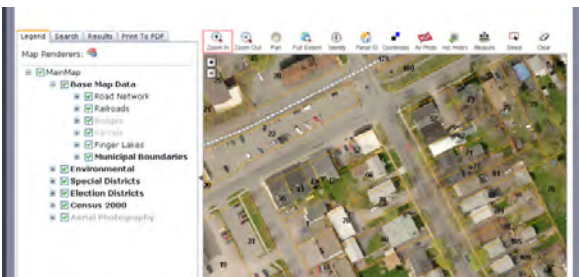
Bergmann worked with the City of Albany's Department of Planning & Development, the Albany Parking Authority, and the Lark Street Business Improvement District (BID) to undertake the Lark Street Improvement Study. The study examines the feasibility of a variety of different streetscape improvements along Lark Street to enhance the public realm. The design alternatives and guidelines recommend physical improvements as well as programmatic opportunities enabling residents and neighbors to live, work, and play along the corridor. The study also provides the City with preliminary cost estimates and a phasing strategy to implement the Lark Street streetscape improvements.



Client: Monroe County Dept. of Transportation

South Lincoln Road Improvement Project

The South Lincoln Road project improved the physical condition of just under $\frac{3}{4}$ of a mile of suburban, residential arterial roadway. Full depth asphalt pavement reconstruction enhanced ride quality and will accommodate trucks, buses, cars, and bicyclists for years to come. New continuous parallel sidewalks enhanced neighborhood character and pedestrian accommodation. During construction, one-way southbound traffic was maintained on site at all times as northbound traffic uses a nearby detour. This approach maximized morning rush hour connectivity to NYS Route 31F for adjacent residents while eliminating delays and schedule impacts that would otherwise be inherent with an alternating one-way traffic pattern.



Client: Ontario County Information Services

GIS Coordination and Technical Support

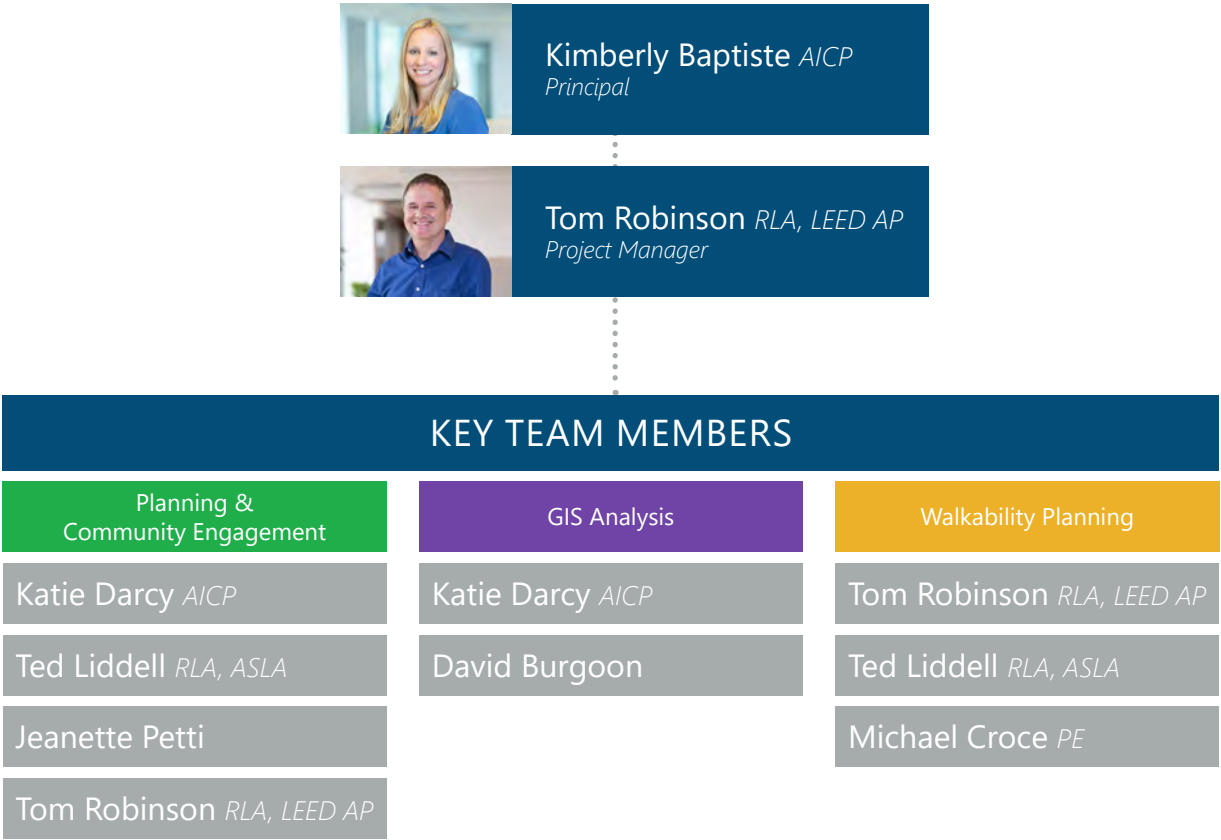
Bergmann's GIS team has been Ontario County's trusted GIS Advisor for over 10 years. Our technical support contract began after we completed an Enterprise GIS implementation project. The purpose of this contract is to assist Ontario County staff with day-to-day technical support on every facet of their GIS. For this contract, Bergmann Associates' GIS team is available on an "as needed" basis and provides both onsite and remote technical support that includes the following:

ArcGIS Enterprise administration & support | Geodatabase/SQL Server database configuration, tuning, & support | GIS programming enhancements & support of custom applications | Pictometry integration within custom application | Server maintenance & platform migration to new servers | ArcGIS software version upgrades | ArcGIS Online support | GIS Data development | ArcGIS Pro custom Python tool for a specialized Planning Board workflow

Project Team



Our team members have an established track record of working together to exceed the expectations of our clients. All of the staff identified below have availability in their project schedules for the timely completion of the project. The depth of experts at Bergmann allows us to tap into a variety of resources, as needed, to effectively execute and address any project needs.¹



¹ Bios for key staff members are provided in this proposal. Full resumes for all staff are available upon request.



Kimberly Baptiste, AICP
Principal

Kimberly has focused her 22+ year career on supporting municipal clients and helping them to achieve their short- and long-term goals. With a diverse background in planning, urban design, site development and historic preservation, Kimberly brings a unique perspective to every project. A significant amount of her work involves utilizing unique approaches to gather information, educate stakeholders and build consensus around multifaceted projects with a focus on transportation, urban revitalization, placemaking and land use planning. She regularly uses planning tools and techniques to evaluate the social, economic and development implications of land use and design alternatives. Kimberly specializes in managing large-scale, multi-disciplinary projects and she offers significant experience coordinating various agencies and stakeholders to reach consensus on project direction.

- Uptown Corridor Strategy | Canandaigua, NY | Project Manager
- Uptown Area Master Plan | Canandaigua, NY | Project Manager
- Bailey Avenue Streetscape Master Plan | Buffalo, NY | Project Manager
- South Avenue Corridor Revitalization Strategy | Syracuse, NY | Project Manager
- Inner Loop North Transformation Study | Rochester, NY | Project Manager



Tom Robinson, RLA, LEED AP
Project Manager

Tom has over 25 years of professional experience in landscape architecture, community design, and project management. He joined the Bergmann team in April 2022 as Design Lead for Landscape Architecture. Tom's projects emphasize the integration of natural systems into the built environment with the aim of providing measurable positive outcomes to public health and community resilience. Areas of focus include Active Transportation, Green Infrastructure, and sustainable site design. His projects include in-depth analysis of existing conditions, paired with robust public engagement to understand local pedestrian and bicycle culture. Tom will be responsible for project management and serve as the main point of contact for the planning team.

- Active Transportation Plan | Geneva, NY
- DRI Streetscapes Project | Geneva, NY
- Monroe Avenue Green Street Retrofit | Brighton, NY
- Active Transportation Plan | Irondequoit, NY
- SR 364/ CR 11 Active Transportation Corridor Plan | Ontario County, NY
- Ontario County Lakeshore Parks Master Plans | Gorham, NY
- Henrietta Active Transportation Plan | Henrietta, NY



Katie Darcy, AICP
Community Planner

As a community planner, Katie specializes in active transportation planning, and integrates connectivity and accessibility considerations in all her projects. She understands the crucial role of active transportation mobility in supporting public health, economic development, and general community well-being, and advocates for connected, safe, and welcoming environments for all roadway users, regardless of mode or ability. Katie is also a public engagement specialist and employs creative outreach tactics to foster genuine input and community support. She is well-versed in transportation best practices and applies creative and context-based solutions for each community she works with. Katie will be responsible for public engagement, inventory & analysis, vision statement, draft and final reports.

- Watertown-Jefferson County Transportation Council Bicycle & Pedestrian Connectivity Study | Watertown, NY
- GTC Circulation Access & Parking (CAP) Study | Honeoye Falls, NY
- Ithaca-Tompkins County Transportation Council Route 13 Corridor Study | Tompkins County, NY
- GTC Active Transportation Plan | Sodus Point, NY



Ted Liddell, RLA, ASLA
Landscape Architect

Ted offers experience in landscape architecture, design, and planning. He offers a unique and effective blend of inventive and practical design solutions to all of his projects, which include public park design, streetscape enhancements, trails, green infrastructure, open space, and city-wide master plans. Aided by his strong computer background, Ted has the ability to take a design from conceptual graphics straight through to construction documents. Ted will lead the creation of all conceptual designs and alternatives, as well as facilitating public meetings.

- Uptown Corridor Study | Canandaigua, NY
- Middle Cheshire Road Corridor Study | Canandaigua, NY
- NYS Route 104 Complete Streets | Oswego, NY
- Streetscape & Downtown Revitalization | Geneva, NY
- Active Transportation Plan | Canandaigua, NY
- Inner Loop North Transformation Study | Rochester, NY
- South Avenue Corridor Study | Syracuse, NY
- Allentown Street Extension Streetscape | Buffalo, NY



Jeanette Petti
Community Planner

Jeanette is involved in all aspects of plan preparation, from public engagement to document development. She has experience writing plans and grant applications, analyzing existing conditions and data, and creating maps, infographics, and other deliverables. Her eye for design and her proficiency in the Adobe Creative Suite enables her to create graphic and engaging plans that present information in a clear and thorough manner. Jeanette will provide support for public engagement, mapping, graphics and document production.

- Complete Streets Plan | Oswego, NY
- Local Waterfront Revitalization Program | Medina, NY
- Comprehensive Plan Update | Rochester, NY
- Oliver Street Corridor Needs Assessment | North Tonawanda, NY
- Comprehensive Plan | Perinton, NY



David Burgoon

GIS Analyst

David has over 20 years of experience with GIS and application development. As GIS Analyst/Developer, David provides his technical expertise on several GIS projects from data analysis and management to application development and enterprise-wide GIS implementations. David has extensive experience with ESRI and Microsoft technologies including ArcGIS Server, Python, Microsoft.NET, and SQL Server. He also has advanced experience in using, integrating, and developing web services and cloud technologies with critical business processes. Prior to joining Bergmann, David was the senior GIS Developer at the City University of New York Center for Urban Research. The Center for Urban Research focuses on issues affecting New York City and other urban areas. David's role as senior GIS Developer was to work with clients and staff to design and develop mapping and data management applications. The Center for Urban Research clients have included the US Census Bureau, the City of New York, the Rauch Foundation, and the League of Women Voters.

- Ontario County | Onsite Wastewater Treatment System Inspection Tracking (OWTSIT) | GIS Developer
- Erie County | Public Complaints Processing System | GIS Analyst/Developer
- Ontario County | Planning Tools Python Toolbox | GIS Analyst/Developer
- Monroe County | Community Rating System - Open Space Preservation Web Application | GIS Analyst/Developer
- Monroe County | Weather Gauge Dashboard | GIS Analyst/Developer
- Monroe County Stormwater Coalition | Stormwater System Mapping | GIS Analyst
- Genesee River Watershed | Agricultural Environmental Management Web Application | GIS Developer



Michael Croce, PE

Transportation Engineer

Michael has combined expertise in the disciplines of highway design, traffic operations, and safety. In highway design, his projects have ranged from limited access expressway to interchanges on the Interstate System and from county roads to small urban streets. Among his technical specialties is the analysis and design of intersections. He has managed and produced design approval documents, plans, specifications and contract documents for private, municipal, state, and Locally Administered Federal Aid projects. Michael will be responsible for providing quality assurance and control concerning recommended transportation improvements.

- Route 96 Corridor Study | Tompkins County, NY
- College Avenue | Elmira, NY
- Harry L. Drive | Johnson City, NY
- Elmira Promenade | Elmira, NY
- Dewey Avenue & Driving Park Avenue Intersection Realignment | Rochester, NY

Scope of Services



Project Understanding

The Town of Canandaigua would like to undertake a data-based planning effort to proactively enhance and expand their existing sidewalk network. The intent is to provide maximum levels of accessibility, safety, and community connectivity for pedestrians of all ages and mobility levels. The Sidewalk Envisionment Plan will consist of mapping and a report that identifies target areas of greatest need and prioritizes projects for implementation. We understand that the main purpose of this project is to produce a Plan for developing a network of sidewalks that is cost-effective, maintainable and maximizes positive outcomes for residents and visitors. The planning effort will be informed by rigorous analysis of existing data, input from Town staff and key stakeholders, field verification of existing conditions, and robust public engagement. The completed Plan will be utilized by the various Town boards and committees when considering new development needs associated with sidewalk connections; as well as provide a document that could be used for sourcing financial grant support for construction. The Sidewalk Envisionment Plan will provide an intelligent and adaptable guide for systematically advancing the Town of Canandaigua as a walkable community. In addition to making Canandaigua a more walkable community, the resulting Plan will support a more vibrant and sustainable community and enhance the perception of the Town as a great place to live, work, play, and raise families.

Project Approach

Our approach to the Sidewalk Envisionment Plan will be guided by our experience in planning and designing walkable communities, coupled with our extensive project history in the Town of Canandaigua. Bergmann will provide the Town our expertise with GIS analysis, active transportation planning, Complete Streets design, public engagement, placemaking, and mobility improvements.

Our approach to all project phases will include:

- Maintaining consistent and continuous communications with Town staff and project stakeholders.
- Providing the highest level of service and immediate responses to Town needs.
- Making best use of existing resources, facilities, and infrastructure; and
- Consideration of long-term maintenance requirements for any project recommendations.

Walkability is taking on new importance as communities face growing challenges from climate change, aging populations, and rising health care costs. Our community planners understand that sidewalks are most beneficial when they are viewed as part of comprehensive pedestrian environments. Sidewalks are critical infrastructure that work in concert with urban forestry, traffic calming, and complete streets design to provide sustainable, walkable, and resilient public spaces. Our approach to the planning process will be based on listening to residents, Town staff and stakeholders and working collaboratively to integrate and address their needs and objectives through the advancement of planning concepts and targeted strategies. Our planning team will effectively balance quantitative data (GIS analysis and field verification) with qualitative data (derived from various public engagement platforms) to create a plan the provides maximum return on future investments. We will work collaboratively with the Town and project stakeholders to infuse the process with innovative approaches that go beyond a traditional infrastructure planning effort. The Plan will provide Canandaigua with a community-based, data driven blueprint for future decision making and infrastructure investment and position the community for seeking future funding opportunities.



Canandaigua Active Transportation Plan | Canandaigua, NY

Project Coordination

Consistent project coordination will ensure the scope, schedule, and budget for this project are successfully managed from start to finish, and that the client team and stakeholders are integral to the development of the plan. Bergmann will convene and facilitate a kickoff meeting with the Town project manager to review the project objectives, identify key stakeholders to engage during the project, and refine the scope of work to ensure that it meets the goals and expectations for the project. Bergmann will conduct bi-weekly project management calls (phone or video conference calls) and submit monthly progress reports. Each progress report will include work performed during the reporting period, status of scope and schedule, and any potential issues to be aware of. Regular meetings with the Project Steering Committee will also be integral to overall project coordination and are described below.

Public Engagement Plan

Our approach to engagement is rooted in the desire to create an integrated and transparent process that facilitates an open exchange of information and ideas. We will tailor our engagement strategy to ensure we are soliciting meaningful input that will assist in the prioritization of sidewalk implementation moving into the future. Given the ongoing COVID-19 pandemic, we recommend a combination of virtual and in-person outreach activities to ensure we are maximizing participation. However, we also recognize this is a quickly evolving time and situation, and at the root of any of our proposed engagement approaches is flexibility to respond effectively to changing conditions. We will continuously work with the Town over the course of the project to modify our engagement approach as conditions warrant.

A summary of our proposed approach for engagement activities is included below:

Steering Committee

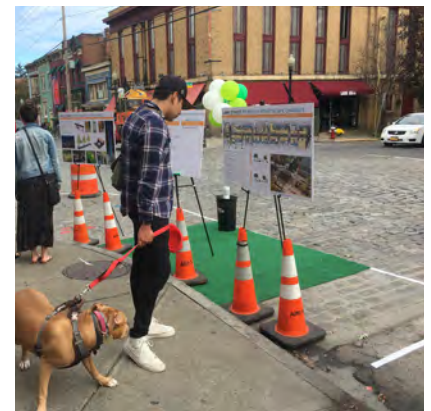
A steering committee will be formed at the beginning of this process, with members to be determined by Town staff. Bergmann anticipates holding up to three (3) committee meetings over the course of the project. Bergmann will be responsible for meeting facilitation and preparation of meeting materials, including agendas and any presentation materials. The purpose of these meetings will be to discuss project status, solicit local input, review project deliverables, and inform the results of the project.

Pop-Up Events

"Popping up" at existing community events is a great "go-to-them" strategy that allows us to reach residents and stakeholders that may not be aware of or actively seeking out information regarding the project or those who may not be interested in attending a formal outreach event. Our team will attend and facilitate up to two (2) pop-up events.

Public Workshop

An interactive and engaging workshop will provide an opportunity to inform the public of the project and solicit community feedback early on during the planning process. The workshop will act as a public kick-off for the project and will inform attendees of the purpose, process, and the anticipated outcomes of the project. The workshop will also utilize engaging interactive components during the meeting to solicit input regarding key locations and destinations for sidewalk implementation. This workshop may be held virtually or in-person, based on the status of the COVID-19 pandemic, and Town preferences.



Crowdsourcing Application

Bergmann will create a mobile-device accessible, web-based crowdsourcing application, using a custom-built ESRI ArcGIS online crowdsourcing application. With the interactive web map application, the Town can collect location-specific information from the public in regard to a) where residents are interested in walking and b) where improvements are necessary to the sidewalk network. Users are also able to provide comments and upload photos for additional context. The reports are collected and presented through an online interactive web map, and the information can be easily downloaded and viewed by Town staff. Crowdsourcing has the potential to capitalize on the local knowledge in the Town to enrich the results of the project, and back our technical analysis with qualitative, citizen-based information.

Joint Board Presentation

We envision introducing the Sidewalk Envisionment Map & report to the Town Board, Planning Board, and any other board and/or committees the Town would like to include during a joint meeting. Bergmann will present the results of the project, answer any questions, and facilitate an open discussion. This will facilitate a better understanding of the results of the project, and how it pertains to the decision-making processes each board undertakes.

Existing Conditions Analysis & Needs Assessment

Bergmann will utilize GIS technology to perform a spatial analysis of the Town's existing sidewalk network. This analysis will allow our team to understand where gaps exist, and to begin to prioritize locations for sidewalk implementation. We will use existing data and develop new data where necessary to undergo a suitability analysis of the Town. This analysis will take into consideration several factors for sidewalk prioritization, including, but not limited to:

- Existing land use patterns
- Proximity to key destinations/activity centers
- Future development potential
- Crash data
- Traffic volumes
- Roadway classification
- Schools
- Parks and trails
- Population density
- Demographics

The results of this analysis will produce a data-driven, objective ranking of where sidewalks may be of highest value within the Town of Canandaigua. The outcomes will be ground-truthed by Town Staff and the committee, as well as through the input received during the public engagement process and crowdsourcing application data points. Clear, easy-to-interpret maps will be produced with the results of the analysis. The data may also be hosted on a web map to allow users to look at the data at a finer scale.

GIS analysis and review of existing plans and studies will be supplemented by targeted field verification by Bergmann staff. For this project we are estimating approximately 20 hours of staff time in the field. If desired, site visits can be scheduled with Town staff and/or committee members and double as "walk-about" to explore areas of opportunity or concern.

Draft & Final Sidewalk Envisionment Plan

Based on the existing conditions analysis and public input, the Bergmann team will prepare implementation recommendations that will identify phasing of sidewalk projects (by project type or location) and short-term priority efforts. The implementation strategy will be organized as a matrix including a brief description of the proposed project, any detailed phases within each project, roles and responsibilities, timeframe, and potential funding resources. We will prepare planning level cost estimates for all recommendations. Bergmann will compile all work developed into a graphically designed Sidewalk Envisionment Plan that succinctly reflects all pertinent information needed to share key findings and relay critical next steps associated with implementation.

The specific format of the draft plan will be identified in coordination with the Town and the Project Steering Committee, who will also review and comment on the draft plan. The draft plan will be made available for public review and our team will facilitate the final public workshop to share recommendations, review the implementation strategy and solicit feedback. Any comments generated by the reviewers will be shared with the Village and the Project Steering Committee to determine how they are addressed in the final plan. Upon final review of the draft plan, the Bergmann team will prepare a final document which will provide the Town with a roadmap for moving forward with implementation projects and initiatives within Canandaigua. We will prepare a stand-alone Executive Summary document that summarizes key findings and recommendations for the project area. The Executive Summary will serve as a guide for policy and decision makers in the Town.

Final project deliverables will include

- Meeting minutes, interim reports, and meeting materials as electronic files.
- One (1) copy of the Final Report in electronic Microsoft Word and PDF file formats.
- One (1) copy of the Executive Summary in electronic Microsoft Word and PDF file formats.
- One (1) copy of the summary presentation materials in Microsoft PowerPoint format.
- All illustrations, mapping and GIS data (in Shapefile/GeoDatabase format and using the appropriate projected coordinate system) created during the study.

The final Plan will be the legacy of this project— it will be the guide that municipal staff and others can keep close to their desks as they build projects, expand the sidewalk network, and implement the Plan's recommendations. Bergmann's approach to this final task is that we are always working on final deliverables from the outset of a project. The final Plan will be a graphically oriented document that presents a practical and feasible set of recommendations that are the result of an objective and defensible planning process. Sound ideas supported by understandable data and illustrated with high-quality graphics will make the Canandaigua Sidewalk Envisionment Plan an intelligent guide for the future and provide a competitive edge for funding applications.



ArtWalk Urban Trail and Placemaking | Rochester, NY

Fee



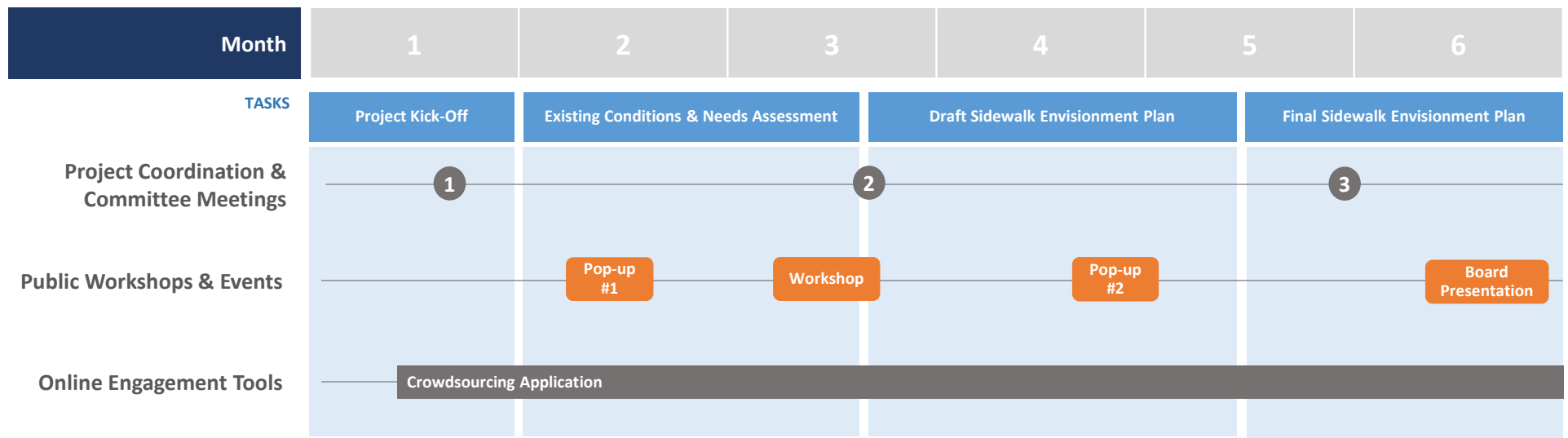
The Bergmann team will complete all work tasks described in this proposal for an all-inclusive lump sum fee of **\$35,280**.

Lump sum fee is based on an estimated 250 staff hours at a blended rate of \$140/hour and approximately \$280 for project related expenses.

Schedule



The Bergmann team can begin the proposed scope of work within two weeks of the contract award. We anticipate completion of this project within a 6-7 month timeframe.



City of Rochester

Erik Frisch
Deputy Commissioner, Neighborhood & Business Development
30 Church Street
Rochester, NY 14614
585.428.6709
erik.frisch@cityofrochester.gov

Genesee Transportation Council

Bob Williams
Program Manager, Active Transportation
50 W Main Street #8112
Rochester, NY 14614
585.502.8751
rwilliams@gtcmpo.org

Ontario County Planning Department*

Maria Rudzinski
Senior Planner
20 Ontario Street
Canandaigua, NY 14424
585.396.4416
maria.rudzinski@ontariocountyny.gov

*Reference for Tom Robinson

Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, NY 14424
(585) 394-1120 ~ townofcanandaigua.org
Established 1791

INDEPENDENT CONTRACTOR SUPPLEMENTAL TERMS AND CONDITIONS

These Supplemental Terms and Conditions (“Terms and Conditions”) are required to be incorporated into any agreement between the Town of Canandaigua (“Town”) and any Independent Contractor (“IC”) providing services and/or work to the Town (collectively, “Services”). The Terms and Conditions herein shall supersede any other inconsistent terms between the Town and the IC.

1. Payment Terms

- A. Any and all requests for payments for Services shall be submitted to the Town Clerk in writing and shall be certified as true and correct. Payment is subject to approval by the Town at its next regular Town Board meeting and no late charges, penalties, and/or interest may be assessed by the IC against the Town until the Town has approved payment to the IC.
- B. The maximum liability of the Town shall in no case exceed the maximum amount appropriated by the Town for the Services.

2. Ownership of Work Product

All work product, including records in any medium, compiled and/or prepared by the IC in the delivery of Services to the Town (collectively, “Work Product”), shall become and remain the property of the Town. IC shall not, by virtue of the Services to the Town have or obtain any right, title or interest in or to such Work Product, and shall have no right to disclose, use, and/or exploit such Work Product, except that IC may maintain a copy of the Work Product for purposes of maintaining its business records.

3. Assignment and/or Subcontract

IC is prohibited from assigning any and/or all of its rights under any agreement with the Town without the prior express written consent of the Town. IC is prohibited from subcontracting any part of the Services without the prior written consent of the Town. In the event that the Town consents to an assignment and/or subcontract, all Services received by the Town shall be deemed performed by the IC and IC shall remain primarily responsible for the Services provided to the Town.

4. Absence of Conflicts of Interest

IC agrees that it has no interest and will not acquire any interest, direct or indirect, that would conflict in any manner or degree with the Services provided to the Town.

5. Status as Independent Contractor

IC expressly understands and agrees that it is and shall in all respects be considered an independent contractor, and IC, its employees, partners, associates, subcontractors, sub-consultants, and any others employed by it, are not and shall not hold themselves out nor claim to be an officer or employee of the Town, nor make claim to any rights accruing thereto, including but not limited to Workers Compensation, Unemployment Benefits, Social Security or retirement plan membership or credit. IC shall comply, at its own expense, with the requirements of all federal, state, and local laws, rules and regulations applicable to it as an employer of labor or otherwise. IC shall further comply with all rules, regulations and licensing requirements pertaining to its professional status, if any, and that of its employees, partners, associates, and subcontractors.

6. Non-Discrimination

IC represents that in the hiring of employees for the Services, neither IC, nor any contractor, subcontractor, nor any person acting on behalf of IC, shall be reason of race, creed, color, sex, age, physical disability or national origin discriminate against any citizen of the State of New York who is qualified and available to perform the Services. IC further represents that neither IC, nor any contractor, subcontractor, nor any person on its behalf shall, in any manner, discriminate against or intimidate any employee hired for the Services on account of race, creed, color, sex, age, physical disability or national origin.

7. Indemnification / Hold Harmless

IC agrees to the fullest extent of the law, that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the Town, IC shall indemnify and hold harmless the Town, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments fees, attorneys' fees or loss arising directly or indirectly out of the negligent acts or omissions hereunder by IC or third parties under the direction or control of the IC. IC further agrees to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of the acts or omissions of the IC and to bear all other costs and expenses related thereto.

8. Notices

All notices of any nature shall be in writing and sent by registered or certified mail postage pre-paid to each party as follows:



Town of Canandaigua:

Canandaigua Town Clerk
Canandaigua Town Hall
5440 Routes 5 & 20 West
Canandaigua NY 14424

Independent Contractor:

9. Termination

The Town reserves the absolute right to terminate the Services upon thirty (30) days written notice to the IC.

10. Insurance

The IC shall deliver a certificate of general liability insurance, errors and omissions insurance, or professional liability insurance, as the case may be, ("Liability Insurance"), with a limit amount no less than \$1,000,000.00 per occurrence, and naming the Town as the Certificate Holder. IC agrees to maintain the Liability Insurance in full force and effect until the completion of the Services.

_____ Liability Insurance requirement waived (Consent from the Town's insurance carrier must be obtained prior to granting a waiver absent an emergency).

_____ Modification of limit amount to \$_____ (Consent from the Town's insurance carrier must be obtained prior to a modification absent an emergency).

IC shall also deliver to the Town proof that IC maintains Worker's Compensation Coverage.

Dated: 09/09/2022

Independent Contractor Authorized Agent:

Name: Kimberly Baptiste, AICP

Title: Vice President, Northeast Buildings



Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, NY 14424
(585) 394-1120 / Fax: (585) 394-9476
www.townofcanandaigua.org

Established 1791

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid each bidder and each person on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor, and
- 3) No attempt has been made or will be made by the bidder to induce any other Person, partnership or corporation to submit or not to submit a bid for the Purpose of restricting competition.

BIDDER NAME: Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C.

STREET ADDRESS: 280 East Broad Street, Suite 200

CITY, STATE, ZIP: Rochester, NY 14604

PHONE AND EMAIL: 585.498.7770 | kbaptiste@bergmannpc.com

REPRESENTATIVE'S NAME: Kimberly Baptiste, AICP

REPRESENTATIVE'S TITLE: Vice President, Northeast Buildings

SIGNATURE:  DATE: 09/09/2022



BERGMANN

ARCHITECTS ENGINEERS PLANNERS

Bergmann has joined Colliers Engineering & Design

WWW.BERGMANNPC.COM



CANANDAIGUA SIDEWALK ENVISIONMENT MAP & REPORT

Town of Canandaigua

September 9, 2022

**Prepared by Verity Engineering, D.P.C.
In Association with:
Byer Planning, LLC**



Sarah Reynolds, Administrative Coordinator
Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424



September 9, 2022

Dear Ms. Reynolds and Selection Committee,

Verity Engineering D.P.C. (Verity) is pleased to submit this proposal for the Canandaigua Sidewalk Envisionment Plan. The Verity team brings a unique combination of national experience, local staff, and a resume of successful work on similar projects in Upstate New York. Our team's technical skills and knowledge of best practices throughout local communities and across the US will provide the Town of Canandaigua with a plan that can be implemented and make a difference within the community. We have assembled a team that will deliver high quality and thoughtful site assessments, analysis, and recommendations. Lindsay Zefting, an expert in pedestrian facility feasibility and implementation, will lead the team. Laura Byer of Byer Planning will provide the team with a great depth of knowledge in planning, GIS analysis, and mapping. Lindsay and Laura have worked closely together for nearly a decade and offer a seamless team to deliver a high quality product for the town.

The Verity team is uniquely qualified for this study for several reasons:

- » Local Knowledge: Our project team has been working in communities large and small across Upstate New York on similar active transportation projects. We understand the challenges the Town faces, like many others across New York, and the improved quality of life that comes with improved and expanded pedestrian networks.
- » Creative Problem Solving and Approach: We use a creative approach to solving trail alignment and design problems. It is important to look for context-sensitive solutions that improve safety and accessibility for trail users and those affected by the trail. We also understand the need to create a sense of place and cohesiveness with the surrounding environment.
- » Consensus and Support Building: With our team's work on community active transportation projects across the state, we bring years and hundreds of miles of lessons learned from a variety of New York community contexts, especially in Upstate New York. We emphasize the importance of listening first to truly understand and be able to reflect the community's needs and visions in the recommendations. Our focus on pedestrian access and mobility extends to impact into community neighborhoods and business districts, expanding the local pedestrian network, building resiliency, support, and equitable access to economic, educational, and recreational opportunities.
- » Implementation: Our team has a history of bringing bold ideas to implementation. We ensure our proposals are feasible, fund-able, and practical. We will focus the report and associated materials on grant ready materials.

In addition to these technical qualifications, it is important to note that our team has a passion for our work. We enjoy walking and biking in our communities. We know that promoting non-motorized mobility is an important solution to a wide range of critical issues we face in New York, including physical activity, equity in transportation, connecting people with nature and community amenities, and climate change. I am confident that our qualifications will deliver a successful plan of action for the Canandaigua Sidewalk Envisionment Plan that the community can be excited about and can move towards implementation.

Please feel free to contact me at lindsay@verityeng.com / (518) 364-6629 with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Lindsay Zefting PE". The signature is written in a cursive, flowing style.

Lindsay Zefting, PE

Principal Engineer | Planner

Verity Engineering, D.P.C.

SCOPE OF WORK

TASK 1: PROJECT COORDINATION

Throughout the project, there will be ongoing coordination between Verity's Project Manager, Lindsay Zefting, including in-person, e-mail, and phone communication to keep the client team up-to-date. Lindsay will conduct monthly check-in calls with the Town's Project Manager and/or steering committee to review progress, schedule, and next steps. It is assumed there will be six (6) meetings throughout the project. Additionally, Lindsay and the project team will actively coordinate to capture critical decisions during project development, create meeting agendas, meeting notes and monthly invoicing.

Task 1 Deliverables:

- Attend up to six (6) virtual project management and/or steering committee meetings; Agendas and meeting summaries for six (6) meetings
- Manage the project schedule, budget, and subconsultants; Prepare monthly invoices



Our team's approach to outreach is aimed at obtaining input from a variety of town stakeholders and residents. It is important to the Verity Team that we gain insight on sidewalk needs and opportunities from those living and working in the Town.

TASK 2: PUBLIC ENGAGEMENT

The Verity team proposes three primary public engagement activities to take place throughout the timeline to gather key feedback from the public, the steering committee, and community stakeholders:

1. Site Visit and Stakeholder Meeting: The project team will conduct a site visit and stakeholder meeting early in the project to gather broader input on the goals and vision for the sidewalk plan and inform existing conditions. This meeting and the site visit can be conducted with the steering committee or a larger group of stakeholders can be convened.

2. Public Workshop and Online Interactive Map:

Verity will assist the town with holding a public workshop to solicit feedback on existing conditions and analysis and further inform recommendations. This will be coupled with an online interactive map allowing the public to interact with the sidewalk inventory developed and provide feedback on opportunities and challenges within the Town. We are flexible in this approach and can shift this outreach to later in the process or complete in-person and online outreach at different points during the project.

3. Town Board Presentation: Upon completion of the draft report, Verity will present the findings and recommendations to the Town Board.

Task 2 Deliverables:

- Stakeholder meeting and site visit
- Public workshop and online interactive map
- Town Board presentation

TASK 3: EXISTING CONDITIONS AND ANALYSIS

Using aerial imagery and confirmed by the site visit and steering committee feedback, the Verity team will develop a GIS inventory and map of all existing sidewalks within the town. Existing plans from adjacent communities will be reviewed to also map existing and proposed sidewalks that may directly connect to the Town of Canandaigua.

The Verity team will document potential pedestrian demand throughout the town by mapping typical pedestrian generators, such as parks, schools, and commercial centers. This will provide a visual reference for areas of high pedestrian activity or demand. Our team will also map, consider, and document existing traffic volumes and speeds within the Town, based on information available through NYSDOT

or other data readily available from the Town or other public sources. Speed and traffic volumes have a considerable influence on comfort for pedestrians and the level of separation required. The inventory and analyses completed in this task will help inform recommendations for the Canandaigua Sidewalk Envisionment Plan.

Based on the information and analysis completed, the Verity team will develop draft target areas for review and comment.

Task 3 Deliverables:

- Existing Conditions and Analysis Memo
- Sidewalk inventory in print and GIS
- Draft target areas

Task 4: Recommendations and Prioritization

Based on feedback from the project manager, steering committee, and public, we will finalize the target areas that will be the focus of recommendations. Our team will develop a recommendations map, showing the roadways where sidewalks are recommended, indicating if future sidewalks should be implemented on one side or both sides of the roadway. A table of these recommended sidewalk segments will be created that will include a planning level construction estimate and level of prioritization. Cost

estimates will be based on recent average bid prices for sidewalk construction and installation and escalated based on the level of difficulty for construction (if a retaining wall would be needed, for example). Prioritization methodology will be developed closely with the town's project manager and steering committee and will likely consider demand, safety, and complexity. In addition to these recommendations, potential funding opportunities for future sidewalk improvements will be provided.

Task 4 Deliverables:

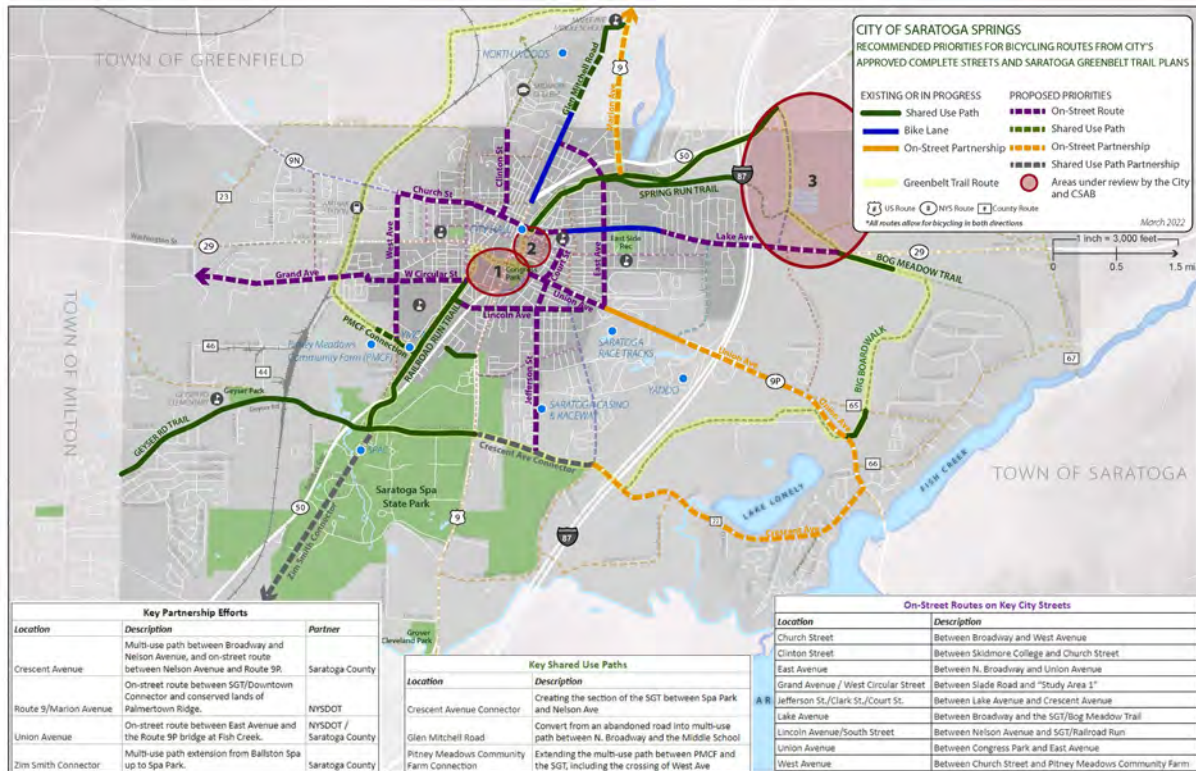
- Recommendations and Prioritization Memo

Task 5: Final Report

Verity will consolidate findings and content from previous memos, maps, and graphics to develop the draft Canandaigua Sidewalk Envisionment Plan. Following one (1) round of consolidated comments from the town and presentation to the Town Board, Verity will provide a final report and associated GIS files.

Task 5 Deliverables:

- Draft and final Canandaigua Sidewalk Envisionment Plan
- Project GIS files








Lindsay and Laura created this priority bicycle facilities maps for the City of Saratoga Springs at a previous firm. This was a result of collaboration with local stakeholders and advocates to determine a priority network from recommendations in the City's Complete Streets and Greenbelt Trail plans.

PROJECT SCHEDULE

The Verity team has proposed a six (6) month project schedule. We are flexible and able to adjust this schedule in coordination with the Town and steering committee as needed throughout the project, either shortening or extending timeframes.

Task	2022			2023		
	October	November	December	January	February	March
Task 1: Project Coordination	•	•	•	•	•	•
Task 2: Public Engagement		1	2			3
Task 3: Existing Conditions and Analysis						
Task 4: Recommendations and Prioritization						
Task 5: Final Report						

Legend	
	Deliverables
	Task Progress
	Meetings/Calls
	Holidays
	Public Engagement

PROJECT BUDGET

Task	Verity Engineering		Byer Planning		Task Hours	Total Task Fee
	L. Zefting	E. Secaida	L. Byer			
	\$150	\$90	\$115			
Task 1: Project Coordination	10		5		15	\$2,075
Task 2: Public Engagement	35		20		55	\$7,550
Task 3: Existing Conditions and Analysis	20	10	90		120	\$14,250
Task 4: Recommendations and Prioritization	55	20	45		120	\$15,225
Task 5: Final Report	15	5	25		45	\$5,575
Reimbursable Expenses						\$988
Total Hours	135	35	185		355	
Total	\$20,250	\$3,150	\$21,275			\$45,663

Signed Town of Canandaigua Independent Contractor Supplemental Terms and Conditions Agreement, Signed Non-Collusive Bidding Statement, and sample contract are attached.



Submittal Requirements

B. Letter of Interest



LETTER OF INTEREST

August 21, 2022

Robin Aikens
Synergy Development Ltd
1000 S. Clark, Suite 2418
Chicago, IL 60605

Sarah Reynolds, Administrative Coordinator
Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424

Dear Sarah Reynolds,

After reviewing the RFP for **TOWN OF CANANDAIGUA SIDEWALK ENVISIONMENT PLAN**, Synergy Development Limited submits their proposal knowing we can provide the services as requested in the RFP. Synergy Development Ltd. is a M/W/DBE, HUBZone (Federal) and WOSB (Federal) firm in the State of NEW YORK and has twenty (20) years of Combined experience of DEMOLITION/FINAL CLEAN where we recently performed this scope of work for The Regional Transportation Authority Corporate Renovation. Barton Malow was our General Contractor. We have been a Sub Contractor to these Firms: FH Paschen, Walsh Construction, John Burns Construction Company, Barton Malow, and Brown & Momen.

- **We are submitting a quote for CONSULTING FOR \$120,000,** Synergy Development Ltd. has read, acknowledges and understands the requirements of the RFP, but not limited to the terms and conditions of the attached Professional Services Agreement, agreements to hold our offer for one hundred and twenty (120) days and will provide the required insurance as requested.

Sincerely,
Robin Aikens, President
Synergy Development Ltd.
(312) 995-0402



Synergy Development Limited (SDL) is responding to the RFP for the Development of a Sidewalk Envisionment Plan for the Town of Canandaigua. SDL has put together an experienced team of experts that will provide a comprehensive and practical plan for the expansion of sidewalk networks for this town. Our team has experience in multimodal traffic and safety studies, as well as heavy experience in developing community awareness plans, which will be a substantial asset for this study.

Existing Conditions

The town of Canandaigua has two main thoroughfares, US 20 and Main Street. Canandaigua models linear development, expanding from Main Street. Main Street has a well-established sidewalk network, as well as most of the intersecting side streets. In the urban (southern) section, Main Street is a four-lane urban arterial with channelized medians, several signalized intersections and sidewalks on both sides. The rural / suburban (northern) section of Main Street has a four-lane undivided section with sidewalks on both sides. US 20 intersects Main Street just south of town center. US 20 is rural four-lane divided road with sidewalks on both sides.

Taking a comprehensive look at the sidewalk network. Near the town center, it seems that steps have been taken to ensure frequent pedestrian crossing with pedestrian signals, beacons and high-intensity cross walks. North of the town center, the crossings are less frequent. There are several areas where detectable warnings need to be replaced, sidewalk needs minor repairs in order to ensure ADA compliance within the sidewalk network.

Project Approach

SDL will first, review Ontario County, City of Canandaigua, Town of Canandaigua, and neighboring municipal master plans for development. By coordinating with TPO, governing agencies, stake holders, politicians and developers, SDL will use that information to assess areas targeted for major expansion that will become a priority for sidewalk connectivity. Community involvement is key at this stage, as input on these projects will ensure proposed infrastructure improvements will truly add value to Canandaigua. Cost estimates for these projects will be developed, the via coordination with the governing agencies, they will be prioritized and given a timeline for design, construction and encumbrment into the work program. SDL will develop the comprehensive sidewalk Envisionment Map and report. Once the sidewalk expansion projects have been programmed, a second round of community engagement will help refine and finalize the scope prior to NTP.

In order to ensure the success of this plan, SDL will be obtaining R/W information in order to ensure that any geometric and spatial constraints for the proposed infrastructure are vetted. Interacting utility



infrastructure also needs to be investigated to ensure any needed relocations are confirmed and included in the comprehensive assessment. Coordination with multi modal entities, including but not limited to buses and rail, will be necessary to ensure inclusion of bus stops and pedestrian rail crossings will be included. Opportunities for combining sidewalk projects with programmed future roadway improvement projects will be investigated as well. SDL will ensure a comprehensive investigation with our experts will help the town of Canandaigua achieve and exceed the goals for this pursuit.