

**TOWN OF BRIGHTON TOWN BOARD  
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE  
MEETING AGENDA**

**Meeting Date: Tuesday, June 16, 2015 (3:30 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the June 2, 2015 meeting.
2. Budget Transfer and Declare Vehicle Surplus (DPW/Fire Marshal) – Request from Tim Keef for Town Board action to transfer \$710.41 from the Town's Contingent Account to the Fire Marshal's 2015 budget for the purchase of a new Ford Explorer. Request is also sought to declare one 2008 Crown Victoria as surplus (see letter from T. Keef).
3. Solicit Bids for Roof Design at Operations Center (Public Works) – Request from Mike Guyon for Town Board authorization to prepare and solicit bids for professional design services to develop construction bid documents regarding replacement of the roof over the offices of the DPW Operations Center (see letter from M. Guyon).
4. Solicit Bids for Construction of Brickyard Trail (Public Works) – Request from Mike Guyon for Town Board authorization to solicit requests for bidders for construction services of the proposed Brickyard Trail (see letter from M. Guyon).
5. Application to NYS for Property Acquisition for Highland Crossing Trail (Public Works) – Request from Mike Guyon for Town Board action to approve a resolution authorizing the Supervisor to apply to the State of New York for transfer and conveyance of State owned property to be used as part of the Highland Crossing Trail (see letter from M. Guyon).
6. Property Acquisition for Highland Crossing Trail (Public Works) – Request from Mike Guyon for Town Board authorization of the Supervisor to sign offer letters for the acquisition of 6 parcels to be used as part of the Highland Crossing Trail and to authorize the Supervisor to enter into purchase agreements with the property owners (see letter from M. Guyon).
7. Executive Session – Employment of particular people.

The next regularly scheduled meeting of the FASC will be held **Tuesday, June 30, 2015 at 3:30 pm**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



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# Town of Brighton

MONROE COUNTY, NEW YORK

## DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ROCHESTER, NEW YORK 14618  
PHONE: (585)784-5250 FAX: (585) 784-5368

June 12, 2015

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

re: Fire Marshal Replacement Vehicle Purchase  
and Declaration of Surplus Equipment

Dear Chairman Werner and Committee Members:

This year's budget has allocated funds in the amount of \$27,000.00 for the purchase of a replacement vehicle for the Fire Marshal. A variety of vehicles have been evaluated in this regard with a 2015 Ford Explorer being recommended as the best fit vehicle for the needs of the Fire Marshal. This model vehicle is available from State bid at a cost of \$27,710.41, exceeding the budgeted amount by \$710.41. I request that the additional funds be taken from the Contingent Account, A.UNDST 1990, to cover this cost. In light of adding this replacement vehicle to the fleet, I also recommend that one 2008 Ford Crown Victoria sedan (2FAHP71VX8X173979) be declared surplus and disposed of as it is no longer required for service.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 16, 2015 September 3, 2013 meeting in the event that you have any questions regarding this matter.

Very truly yours,

Timothy E. Keef, P.E.  
Commissioner of Public Works

TEK/wp

cc: C.. Roth  
S. Zaso  
A. Banker  
M. Hussar  
K. Gordon



# Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ★ ROCHESTER, NEW YORK 14618 ★ PHONE (585)784-5250 ★ FAX (585)784-5368

3a

June 11, 2015

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood A venue  
Rochester, New York 14618

Re: Town of Brighton Operation Center Building  
Prepare and solicit an RFP for professional design services for new roof

Dear Councilperson Werner and Committee Members:

I am requesting authorization to prepare and solicit a request for proposals for professional design services to develop construction bid documents regarding the Roof Replacement for the Operation Center Main Building. A draft request for qualifications has been prepared and is attached for your reference. The Town Board has authorized the appropriate borrowing to fund the roof replacement project.

No action as to awarding a contract will be considered without returning to this committee. As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 16, 2015 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.  
Town Engineer

cc: T. Keef  
S. Zaso  
Mary Ann Hussar  
T. Anderson



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK  
DEPARTMENT OF PUBLIC WORKS

3b.

**Request for Proposal (RFP)**  
**Town of Brighton Operations Center**  
**Roof Rehabilitation**

**June 16, 2015**

The Town of Brighton is soliciting proposals from engineering and architectural firms for design, bidding and construction administration services related to the rehabilitation of the existing Town of Brighton operation center roof.

Sealed proposals must be received by either mail or personal delivery on or before Thursday, July 23, 2015, at 10:00 a.m. EST. Proposals received after the specified time will not be considered. Proposals shall be sealed and plainly marked on the outside of the envelope/box with RFP Operations Center Roof Rehabilitation with the name of firm submitting proposal. It is the sole responsibility of the proposer to assure that their proposal is received by the Town of Brighton prior to the time specified. One (1) original and five (5) identical copies should be submitted to the following address:

Town of Brighton  
Department of Public Works  
2300 Elmwood Avenue  
Rochester, New York 14618

This RFP neither commits the Town of Brighton to award a contract, nor reimburse any costs associated with the preparation or submittal of proposals in this regard. The Town reserves the right to reject any and all proposals, and to negotiate with any or all proposers, should it be deemed to be in the best interest of the Town of Brighton.

**Project Description**

The Town of Brighton Operations Center is located at 1941 Elmwood Avenue. In 1990 the Town of Brighton prepared construction documents to re-roof the Town Hall, Public Safety Wing, Public Library and the Operation Center. A copy of these plans is included as Appendix A. The bid documents sectioned the Town Hall, Public Safety Wing, and Operations Center roofs into several alternate bidding areas. Figure 1 illustrates the Operations Center areas. Due to budget constraints the Town of Brighton elected to re-roof a portion of the Public Safety Wing, Operation Center Roofs 2, 3, and 4 as shown in Figure 1 and the Operations Center storage building. In 2013 the roofs of the Town Hall and Public Safety wing were renovated. The Town of Brighton is now considering the re-roof of the Operations Center roof area no. 1 as shown in figure 1.

The Town is seeking a professional firm to evaluate the existing roof, prepared construction documents for public bid; provide construction administration and perform periodic construction observation services.

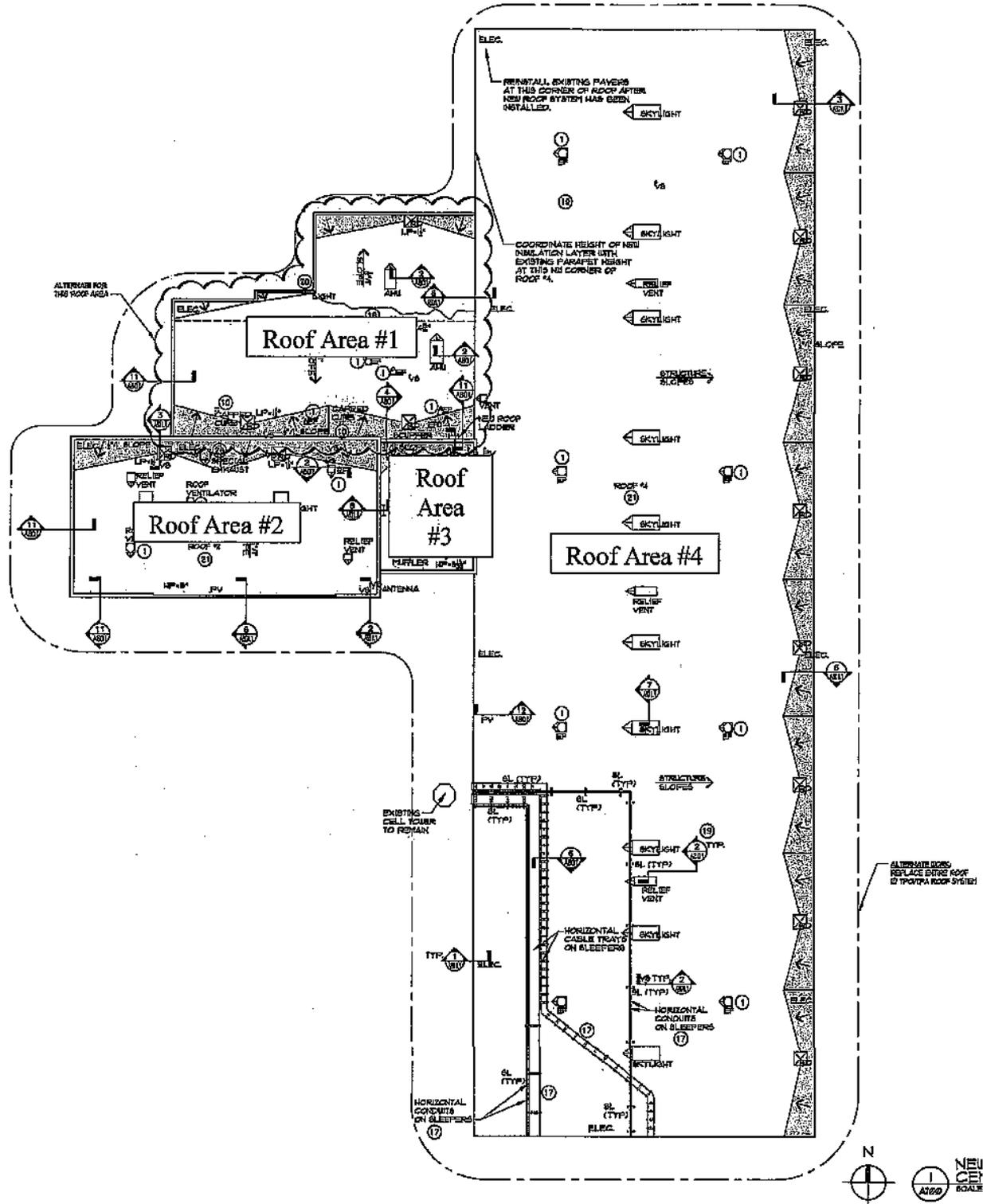
In addition to price, the following factors will be considered during the evaluation of the Proposals:

- Understanding of the project.
- Specialized experience and technical competence of firm.
- Past performance with respect to roof design.



3e.

Figure 1



5d.

### Scope of Services

The Consultant shall provide the following services:

1. The consultant shall meet with Town staff to discuss the project design strategy, and project schedule.
2. Prepare construction design drawings, details and specification for public bid. The Town of Brighton will provide the general requirements for the bidding documents. The consultant will be responsible to insure the bidding document general requirements are consistent with the project. In addition the consultant shall obtain the NYS prevailing wage rate information. Seventy five percent complete and ninety five percent complete construction documents must be submitted to Town Staff for review and comment.
3. A probable cost of construction based on seventy five percent complete construction plans shall be submitted to the Town of Brighton for review. An updated estimate must be provided prior to advertising the project bid documents.
4. The consultant shall provide the following bid support services.
  - a. Prepare the Advertisement for Bid. The Town of Brighton will place the advertisement in the local paper.
  - b. Attend a Pre-Bid meeting at the Town of Brighton
  - c. Prepare addendums and clarifications
  - d. Attend Bid Opening
  - e. Review the Bid Submittals
  - f. Prepare a letter recommending the responsible low bidder.
5. The consultant shall provide the following construction administration services
  - a. Coordinate contract documents. Three sets of signed construction documents must be prepared by the consultant. Town Staff will coordinate and attend Town Board meetings and obtain the appropriate Town representative signatures.
  - b. Schedule and chair the preconstruction meeting. The consultant will be responsible for meeting agenda, meeting minutes and sign in sheet
  - c. Review shop drawings
  - d. Prepare change orders and project clarifications
  - e. Process payment applications
  - f. Prepare appropriate close out documentation including final punch lists
  - g. Attend project meetings. Three project meetings including the preconstruction meeting are anticipated.
6. The consultant shall provide periodic observation services. The consultant shall observe the roof tear-off and identify deficiencies not previously noted. The consultant should conduct weekly inspection of the roof installation. The consultant shall provide daily and weekly reports to the Town of Brighton Town staff. The consultant shall confirm that the project was constructed in accordance with the design drawings and insure that the final punch list items have been completed.



3e

### **Deliverables**

1. The following deliverable shall be provided.
2. Three copies of 75% Construction Documents for review
3. Three copies of 90% Construction Documents for review
4. Ten copies of the Final Construction Documents
5. Three copies of all construction documentation including preconstruction meeting minutes, approved shop drawings, pay applications, daily and weekly reports.

### **Meetings**

The consultant shall be prepared to attend a minimum of three meetings with Town staff.

### **Schedule**

The Town anticipates awarding this Request for Proposal at the August 12, 2015 Town Board Meeting. The Town would like to complete the roof construction by November 2015.

### **Fees**

The consultant shall provide a not-to-exceed fee to provide those services described in the scope of work. The fee schedule shall provide a list of tasks, staff title assigned to each task, the staff hours anticipated to complete the task, staff hourly rates and total anticipated cost to complete each task. The not to exceed amounts will include all direct and indirect labor charges, material cost, overheads, document reproduction and profits plus all other fees and charges including expenses. The Town will pay the Consultant for services as they are performed and invoiced.

### **Proposal**

The successful proposal will include the following information:

1. A brief narrative, no more than two pages, which demonstrates the consultant's understanding of the project and the needs of the area; specialized experience and technical competence; past performance with respect to roofing systems; and the specific experience of individuals who constitute the consultant team.
2. List of staff assigned to the project along with their hourly rate.
3. A brief description of three similar projects.
4. A cost proposal as described in the Fees section.
5. Identification of any possible conflicts of interest.

### **Selection Process**

The Selected Consultant shall be a professional firm that is regularly engaged in the type of consulting work required by this RFP.

After receipt and review of the written proposal, the Town may elect to have the proposal presented in person, or clarifications submitted in writing.



June 16, 2015



Once all proposals have been reviewed, the recommended selection will be submitted to the Town Board for approval. All of the contents called for in this RFP, as well as the firm's past history with the Town and the potential for conflicts of interest, will be evaluated in making a recommendation. The Town may reject all proposers, or may negotiate with a proposer, at its sole option.

All Consultants submitting a proposal will be notified, upon final determination by the Town of the firm selected to perform the requested work.

An original and three copies of the Proposal should be sent to: Tim Keef, Commissioner of Public Works, Town of Brighton, 2300 Elmwood Ave., Rochester, NY 14618. The proposals must be received at Town Hall by 10:00 AM on Thursday, July 23, 2015. Please direct any questions about the project or the proposal process to Michael Guyon, Town Engineer, at 585-784-5225. Thank you for your interest in the project.

Sincerely,

Michael E. Guyon, P.E.  
Town Engineer





# Town of Brighton

MONROE COUNTY, NEW YORK

## DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ★ ROCHESTER, NEW YORK 14618 ★ PHONE (585)784-5250 ★ FAX (585)784-5368

4.

June 9, 2015

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

Re: Brickyard Trail  
Solicit a Request for Bidders.

Dear Councilperson Werner and Committee Members:

Bayer Landscape Architecture, PLLC, is developing final construction bid documents for the above referenced project. Plans have been submitted to the NYSDEC, USACOE and the MCDOT for review and approval. Once these approvals are obtained we would like to advertise the project for bid. I am requesting authorization to solicit a request for bidders to provide those construction services necessary to install the proposed Brickyard Trail referenced above. Funds are available for this project in the Parkland Trust Fund account. No action as to awarding a contract will be considered without returning to this committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 16, 2015 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon  
Town of Brighton

cc: S. Zaso  
T. Keef  
Mary Ann Hussar



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK  
DEPARTMENT OF PUBLIC WORKS

5a.

June 11, 2015

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Ave.  
Rochester, New York 14618

Re: Highland Crossing Trail  
Property Acquisition  
New York State Owned Property

Dear Councilperson Werner and Committee Members:

The proposed Highland Crossing Trail traverses fourteen parcels. Three of these parcels are owned by New York State. In a letter dated December 22, 2014 the State indicated that they are unwilling to grant a permanent easement for the trail but willing to transfer the State Land to the Town of Brighton and the City of Rochester for a nominal consideration. The Town of Brighton must approve a resolution authorizing the Town Supervisor to apply to the State of New York Office of General Services for transfer and conveyance of the state owned property to initiate the land transfer process. A copy of the proposed resolution is attached for your reference.

I am requesting that the FASC recommend that the Town Board authorize the Supervisor to apply to the New York State Office of General Services for the transfer and conveyance of the State owned property to accommodate the Highland Crossing Trail. A map is attached showing the state owned property to be acquired within the Town of Brighton.

I will be in attendance at your regularly scheduled June 16, 2015 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Respectfully,

Michael E. Guyon  
Department of Public Works

Cc: Tim Keef  
Mary Ann Hussar  
Suzanne Zaso

2300 Elmwood Avenue • Rochester, New York 14618 • 585-784-5250 • Fax: 585-784-5373  
<http://www.townofbrighton.org>



56.

**RESOLUTION NO. \_\_\_\_\_ OF \_\_\_\_\_**

**RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO APPLY TO THE STATE OF NEW YORK OFFICE OF GENERAL SERVICES FOR TRANSFER AND CONVEYANCE OF A CERTAIN PARCEL OF STATE LAND KNOWN AS "620 WESTFALL ROAD, TAX MAP NO. 136.18-1-1", LOCATED IN THE TOWN OF BRIGHTON, MONROE COUNTY), NEW YORK.**

**WHEREAS**, the State of New York ("State") is the owner of a parcel of property located at 620 Westfall Road, Tax Map No. 136.18-1-1 in the Town of Brighton, Monroe County, New York, consisting of approximately 79,634.0± sq. ft., 1.83± acres), hereinafter referred to as the "Premises;" and

**WHEREAS**, the State is authorized to convey its right, title and interest in the Premises to the Town of Brighton, Monroe County, New York pursuant to Section 34 of the Public Lands Law for the purpose set forth in the statute; and

**WHEREAS**, it is the desire of the Town of Brighton, Monroe County, New York to apply for a transfer and conveyance of the Premises for the purposes of park and recreation; and

**WHEREAS**, the consideration for the transfer and conveyance of the Premises as set forth in Section 34 is One Dollar (\$1.00).

**NOW, THEREFORE**, it is hereby

**RESOLVED**, that the Town Supervisor is hereby authorized to apply to the State of New York, Office of General Services, for the transfer and conveyance of the Premises for the purposes of park and recreation pursuant to Section 34 of the Public Lands Law; and it is further

(Se.)

**RESOLVED**, that the Town Supervisor is authorized to execute all documents necessary to effectuate said use and transfer and conveyance of the Premises and that such documents shall be subject to the review thereof by the Town Attorney as to form and substance; and it is further

**RESOLVED**, that title shall be transferred after such environmental reviews as may be required by the State Environmental Quality Review Act have been completed.

Sd.

**LEGAL DESCRIPTION  
FOR  
PERMANENT EASEMENT  
THE STATE OF NEW YORK  
(Reputed Owner)  
(Tax Account # 136.18-1-1)**

**Map HCT-4, Permanent Easement**

Description of property which the Town of Brighton deems necessary to acquire as a Permanent Easement for trail purposes. The parcel to be acquired is shown on Map HCT-4, and is part of the parcel of land described in Liber 590, Page 361 recorded in the Monroe County Clerk's Office.

All that piece or parcel of land situate in the Town of Brighton, County of Monroe, State of New York, as shown on map HCT-4 and described as follows:

Beginning at a point along the north line of an easement to Monroe County for Highway Purposes, Map 76 Parcel 3 (Liber 11021 Page 195) at its intersection with the property line of Imogene M. Gilbert (Life Tenant), Suzanne, William, Scott & Lawrence Gilbert (reputed owners) (TA # 136.19-1-10) on the east and The State of New York (reputed owner) (TA #136.18-1-1) on the west; thence North 20°34'39" East along the easterly property line of The State of New York (reputed owner) (TA #136.18-1-1) a distance of 1558.14 feet to a point; thence through the property of The State of New York (reputed owner) (TA #136.18-1-1) the following nine (9) courses and distances: (1) North 03°24'21" West a distance of 273.52 feet to a point; thence (2) North 19°10'56" West a distance of 42.13 feet to a point; thence (3) North 43°35'49" West a distance of 42.13 feet to a point; thence (4) North 66°17'14" West a distance of 44.03 feet to a point; thence (5) North 88°51'39" West a distance of 56.57 feet to a point; thence (6) South 60°42'28" West a distance of 85.93 feet to a point; thence (7) South 86°19'10" West a distance of 179.86 feet to a point; thence (8) North 72°19'14" West a distance of 42.84 feet to a point; thence (9) North 50°57'28" West a distance of 42.35 feet to a point on the division line between the property of The State of New York (reputed owner) (TA #136.18-1-1) on the south and the property of St. Johns Home (reputed owner) (TA # 136.14-1-2)(TA #136.15-1-1.5) on the north; thence South 86°19'10" West along the last mentioned division line a distance of 38.32 feet to a point; thence through the property of The State of New York (reputed owner) (TA #136.18-1-1) the following eighteen (18) courses and distances: (1) South 50°57'28" East a distance of 75.41 feet to a point; thence (2) South 72°19'14" East a distance of 52.65 feet to a point; thence (3) North 86°19'10" East a distance of 190.67 feet to a point; thence (4) North 60°42'28" East a distance of 84.77 feet to a point; thence (5) South 88°51'39" East a distance of 44.31 feet to a point; thence (6) South 66°17'14" East a distance of 33.63 feet to a point; thence (7) South 43°35'49" East a distance of 31.29 feet to a point; thence (8) South 19°10'56" East a distance of 47.62 feet to a point; thence (9) South 03°24'21" East a distance of 201.20 feet to a point; thence (10) South 08°35'09" West a distance of 36.98 feet to a point; thence (11) South 20°34'39" West a distance of 843.32 feet to a point; thence (12) South 31°01'12" West a distance of 152.45 feet to a point; thence (13) South 20°45'13" West a distance of 151.72 feet to a point; thence (14) South 12°32'03" East a distance of 57.52 feet to a point; thence (15) South 19°53'24" West a distance of 181.45 feet to a point; thence (16) South 20°30'57" West a distance of 153.03 feet to a point; thence (17) South 30°31'49" West a distance of 30.96 feet to a point; thence (18) South 51°21'58" West a distance of 31.36 feet to a point along the north line of the previously mentioned easement to Monroe County for Highway Purposes, Map 76 Parcel 3 (Liber 11021 Page 195); thence North 86°47'40" East along the last mentioned easement line a distance of 55.00 feet to the point of beginning, being 79,634.0± sq. ft. or 1.83± acres.



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK  
DEPARTMENT OF PUBLIC WORKS

69

June 11, 2015

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Ave.  
Rochester, New York 14618

Re: Highland Crossing Trail  
Property Acquisition

Dear Councilperson Werner and Committee Members:

The proposed Highland Crossing Trail traverses fourteen parcels. A permanent easement is necessary to accommodate the trail on each of these parcels. Easements have been obtained for two parcels owned by St. Johns, an intermunicipal agreement was developed for two parcels owned by the Monroe County Department of Parks and the City of Rochester has authorized the easement on their parcel. Easements must be acquired for the nine remaining parcels. Three of the remaining parcels are owned by New York State and the Town is currently negotiating the type of ownership for these parcels. Subsequent to the property acquisition phase of the Highland Crossing Trail R.K. Hite has provided appraisal reports and reviews for the remaining 6 parcels excluding the New York State owned property. The property acquisition process requires that as the project "Sponsor" the Town of Brighton provide official offers to the owners of the property. These offers are based on an appraisal report prepared by a New York State Certified General Real Estate Appraiser. A qualified review appraiser has reviewed the appraisal report. The Town has established an amount that represents "just compensation" for the property to be acquired. This amount includes the compensation for the interest to be acquired, improvements, if any, and all legal damages that may be caused to your remaining holdings. I am requesting that upon review and approval by the Town Attorney FASC recommend that the Town Board authorize the supervisor to sign the official offer letters. I have attached a copy of the letters for your reference. Additionally, upon acceptance of the offer by the property owner and review and approval by the Town Attorney I am requesting that the FASC recommend that the Town Board authorize the Supervisor to enter into a purchase agreement with the property owner.

The Town of Brighton received \$200,000 in TIP funding for land acquisition. The total land acquisition compensation is estimated to be \$118,700 well below the available funding. Approximately, \$90,300.00 is required to obtain easements in the Town of Brighton and \$28,400.00 is required to obtain easements in the City. The TIP funding requires that the Town and City provide matching funds equal to 20% of the acquisitions costs.

I will be in attendance at your regularly scheduled June 16, 2015 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Respectfully,

Michael E. Guyon

Cc Tim Keef  
Mary Ann Hussar  
Suzanne Zaso

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