

# COUNTY OF ALBANY

## PROPOSAL FORM

### PROPOSAL IDENTIFICATION:

Title: NYS Licensed Architect/Engineer to Provide Consulting, Design and Construction Administration Services for Albany County's Lawson Lake Park Upper Camp Renovation and Repairs Project

RFP Number: 2023-011

### THIS PROPOSAL IS SUBMITTED TO:

Pamela O Neill, Purchasing Agent  
Albany County Department of General Services  
Purchasing Division  
112 State Street, Room 1000  
Albany, NY 12207

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into a Contract with the owner in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Proposal and in accordance with the Contract Documents.
2. Proposer accepts all of the terms and conditions of the Instructions to Proposers, including without limitation those dealing with the Disposition of Proposal Security. This Proposal may remain open for ninety (90) days after the day of Proposal opening. Proposer will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of County's Notice of Award.
3. In submitting this Proposal, Proposer represents, as more fully set forth in this Contract, that:

- (a) Proposer has examined copies of all the Contract Documents and of the following addenda: (If none, so state)

Date	Number
February 3, 2023	Addendum No. 1
February 3, 2023	Addendum No. 2

(receipt of all of which is hereby acknowledges) and also copies of the Notice to Proposers and the Instructions to Proposers;

- (b) Proposer has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as Proposer deems necessary

(c) This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal; PROPOSER has not solicited or induced any person, firm or a corporation to refrain from Proposing; and Proposer has not sought by collusion to obtain for himself any advantage over any other Proposer or over the owner.

4. Proposer will complete the Work for the following prices(s): (Attach Proposal)
5. Proposer agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. Proposer agrees that the Work will be completed within the number of Calendar days or by the specific date indicated in the contract.
6. The following documents are attached to and made a condition of this Proposal:
  - (a) Non-Collusive Bidding Certificate (Attachment "A")
  - (b) Acknowledgment by Bidder (Attachment "B")
  - (c) Vendor Responsibility Questionnaire (Attachment "C")
  - (d) Iranian Energy Divestment Certification (Attachment "D")
  - (e) Proposer Qualification Questionnaire (Attachment "E")
7. Communication concerning this Proposal shall be addressed to:  
Chris LaPorta, PE, Project Manager  
Passero Associates, D.P.C.  
19 Front Street, Newburgh, NY 12550  
Phone: 845-328-1808 ext 510    Email: claporta@passero.com
8. Terms used in this Proposal have the meanings assigned to them in the Contract and General Provisions.

**ATTACHMENT "A"**  
**NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO**  
**SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW**

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organizations, 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.

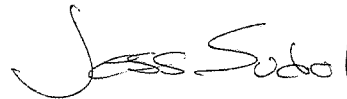
(2) Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(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.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation



\_\_\_\_\_  
Signature

\_\_\_\_\_  
President

\_\_\_\_\_  
Title

February 24, 2023

\_\_\_\_\_  
Date

Passero Associates, D.P.C.

\_\_\_\_\_  
Company Name

**ATTACHMENT "B"**  
**ACKNOWLEDGMENT BY PROPOSER**

If Individual or Individuals:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he (or they severally) acknowledged to me that he (or they) executed the same.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

Qualified in \_\_\_\_\_

Commission Expires \_\_\_\_\_

If Corporation:

STATE OF NEW YORK )  
COUNTY OF MONROE ) SS.:

On this 16<sup>th</sup> day of February, 2023, before me personally appeared Jess Sudol to me known, who, being by me sworn, did say that he resides at (give address) 10 Bello Court, Rochester, NY 14624; that he is the (give title) President of the (name of corporation) Passero Associates, D.P.C., the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.

**MARIA T. KRASKA, NOTARY PUBLIC**  
State of New York  
Qualified In Wayne County  
My Commission Expires 09-15-2026

Maria T. Kraska  
Notary Public, State of New York  
Qualified in Wayne County  
Commission Expires 09-15-2026

If Partnership:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_ to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he / she is a partner of the firm of \_\_\_\_\_ and that he / she has the authority to sign the same, and acknowledged that he / she executed the same as the act and deed of said partnership.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

Qualified in \_\_\_\_\_

Commission Expires \_\_\_\_\_

**ATTACHMENT "C"**  
**ALBANY COUNTY**  
**VENDOR RESPONSIBILITY QUESTIONNAIRE**

1. VENDOR IS: <input checked="" type="checkbox"/> PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME  <b>Passero Associates, D.P.C.</b>		3. IDENTIFICATION NUMBERS a) FEIN # <b>16-1255176</b> b) DUNS # <b>073667743</b>	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:  <b>Passero Associates</b>		5. WEBSITE ADDRESS (if applicable)  <b>www.passero.com</b>	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <b>1A Pine West Plaza</b> <b>Washington Avenue Extension</b> <b>Albany, NY 12205</b>		7. TELEPHONE NUMBER  <b>800-836-0365</b>	8. FAX NUMBER  <b>N/A</b>
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE Name <b>Chris LaPorta, PE</b> Title <b>Project Manager</b> Telephone Number <b>845-328-1808 ext 510</b> Fax Number <b>N/A</b> e-mail <b>claporta@passero.com</b>			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS. <b>Gary W. Passero, PE, REM F. ASCE - Founding Partner</b>			
a) NAME <b>Jess Sudol, PE</b> <b>David K. Passero</b>	TITLE <b>President</b> <b>CFO</b>	b) NAME <b>Peter Wehner, AIA</b>	TITLE <b>Vice President</b>
c) NAME <b>Andrew Holesko, CM</b> <b>Jeff Bonecutter, PE</b>	TITLE <b>Vice President</b> <b>Vice President</b>	d) NAME <b>Brad Wentz, PE</b>	TITLE <b>Vice President</b>
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor. <span style="float: right;"> <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No         </span>			
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRICIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS: <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 70%;">           a) An elected or appointed public official or officer?  <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i> </div> <div style="width: 25%; text-align: right;"> <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No           </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 70%;">           b) An officer of any political party organization in Albany County, whether paid or unpaid?  <i>List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.</i> </div> <div style="width: 25%; text-align: right;"> <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No           </div> </div> </div>			

16.	<p>WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:</p> <p>a) 1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process; <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease;</p> <p>3. entered into an agreement to a voluntary exclusion from bidding/contracting;</p> <p>4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles;</p> <p>5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract;</p> <p>6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited;</p> <p>7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract;</p> <p>8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or</p> <p>9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.</p> <p>b) been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>c) been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>1. federal, state or local health laws, rules or regulations.</p>
17.	<p>IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES <sup>1</sup> HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."</p>
18.	<p>DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO:</p> <p>a) file returns or pay any applicable federal, state or city taxes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <i>Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability.</i></p> <p>b) file returns or pay New York State unemployment insurance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i></p> <p>c) Property Tax <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <i>Indicate the years the vendor failed to file.</i></p>
19.	<p>HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES <sup>1</sup> WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.</p>
20.	<p>IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ratio, Debt Ratio, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES<sup>1</sup> : ☐ Yes ☒ No

a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;

Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.

<sup>1</sup> "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

FEIN # 16-1255176

State of: NEW YORK )  
 ) ss:  
County of: MONROE )

**CERTIFICATION:**

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information and belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business Passero Associates, D.P.C. Signature of Owner

Address 1A Pine West Plaza  
Washington Avenue Extension

City, State, Zip Albany, NY 12205

Printed Name of Signatory Jess Sudol

Title President

Sworn before me this 16<sup>th</sup> day of February, 2023,  
Maria J. Krasak  
Notary Public

MARIA T. KRASKA, NOTARY PUBLIC  
State of New York  
Qualified In <sup>Wayne</sup> Monroe County  
My Commission Expires 09-15-2026

Jess Sudol

Printed Name \_\_\_\_\_

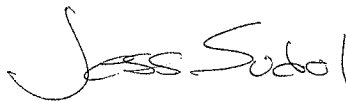
Signature \_\_\_\_\_

Date \_\_\_\_\_



**Attachment "D"**  
**Certification Pursuant to Section 103-g**  
**Of the New York State**  
**General Municipal Law**

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
  2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.



\_\_\_\_\_  
Signature

\_\_\_\_\_  
President

\_\_\_\_\_  
Title

February 24, 2023  
Date

Passero Associates, D.P.C.  
Company Name

**Sheet MS4-1: Bidder/Proposer Certification Statement (to be used with Section 34 Part A – General Contracts)**

As a bidder seeking to provide services on behalf of Albany County, I certify under penalty of law that I understand and agree to comply with the terms and conditions of the New York State Pollutant Discharge Elimination System ("SPDES") General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4 Permit) and Albany County Local Law 7 of 2007, and agree to implement any Best Management Practices or corrective actions identified by Albany County or an authorized representative thereof as necessary to maintain compliance. I understand that Albany County must comply with the terms and conditions of the aforementioned MS4 Permit, and that it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards. I am also aware that County Local Law 7 of 2007 prohibits any activities that cause or contribute to a violation of the County's SPDES permit. Further, I understand that any non-compliance by Albany County will not diminish, eliminate or lessen my own liability.

**Name of Third Party Entity:** Passero Associates, D.P.C.

**Address:** 1A Pine West Plaza, Washington Avenue Extension  
Albany, NY 12205

**Phone Number(s):** 800-836-0365

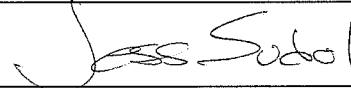
**Description of activities** to be performed by your firm or organization within Albany County are related to the Albany County Storm Water Management Program (SWMP) (include any activities that have the potential to generate or prevent pollution and/or affect water quality):

This project design will include soil disturbance by excavation and grading and add

impervious surfaces for a water treatment building, roadways, parking, and walkways.

**Description of where the work is to be performed** within Albany County facilities:

Albany County's Lawson Lake Park Upper Camp



**Signature**

Jess Sudol

**Printed Name**

President

**Title**

February 24, 2023

**Date**

# Cost Proposal

Estimating the professional services cost is based upon the scope of services described in the RFP. Passero anticipates that the project construction budget will be about \$1,800,000. Should the scope significantly increase or decrease we would reevaluate the proposed budget. Included below are the main objectives of the project divided into estimated construction costs. Passero has developed a cost schedule that identifies the scope, hourly fees, subtotals, and totals.

## ESTIMATED CONSTRUCTION BUDGETS

Project Element	Estimated Construction Budget
Water Supply	\$450,000
Sanitary	\$300,000
Roadways/Walks	\$100,000
Cabin Repairs	\$780,000
Lodge Repairs	\$110,000
Bathhouse Repairs	\$80,000

## COST PROPOSAL

Phase	Budget
Schematic Design	\$79,432.50
Design Development	\$95,204.50
Construction Documents	\$60,042.00
Bidding and Contract Negotiations	\$10,100.00
Contract Administration	\$83,470.00
<b>TOTAL LUMP SUM:</b>	<b>\$328,249.00</b>

## MWBE COMPLIANCE

To meet the RFP objectives for Albany County's Lawson Lake Park Upper Camp Renovation and Repairs Project, Passero has selected several subconsultants that we have previously worked with on other projects. These subconsultants include Schnabel Engineering for Geotechnical Services, Jade Stone Engineering for Mechanical Engineering, Darrah Land Surveying for Topographic Surveying, and Ravi for Materials Testing. The goals for MBE are 7% of total bid and WBE goals are 5% of total bid.

# Plan Implementation



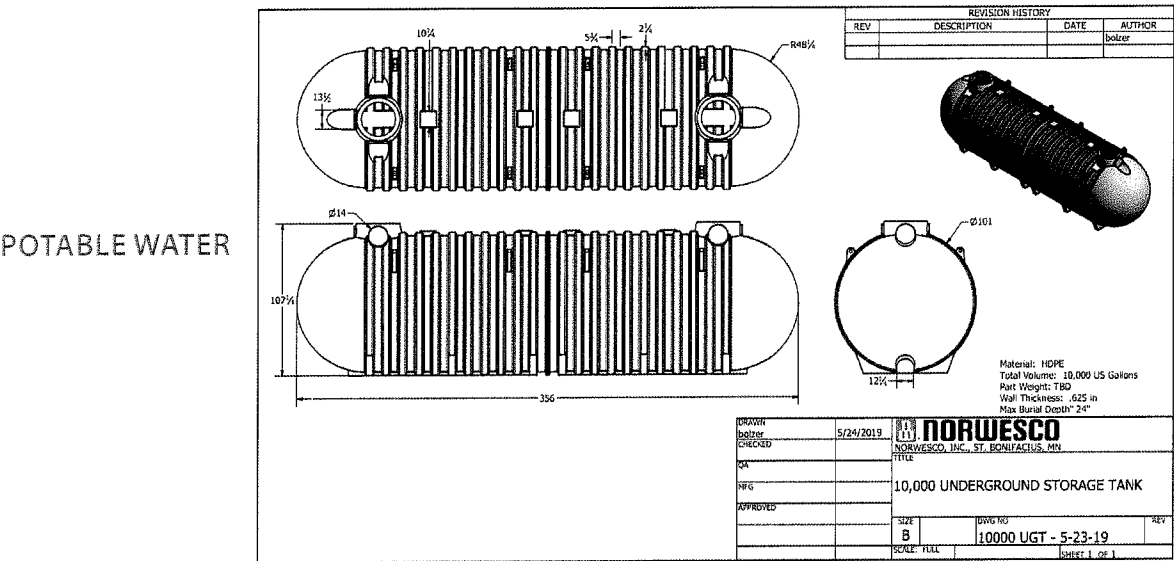
Lawson Lake Park requires several infrastructure improvements to provide a safe and enjoyable experience for county residents and other users. These improvements include sanitary sewer, potable water, roadway, and building renovations. The Passero team to serve Albany County for these improvements to Lawson Lake include Schnabel Engineering for Geotechnical Services, Jade Stone Engineering for Mechanical Engineering, Darrah Land Surveying for Topographic Surveying, and Ravi Engineering for Materials Testing.

## SANITARY SEWER

Disposal of sanitary waste is the biggest challenge for the Lawson Lake Park facility. The limited, previous soil investigation showed that a conventional subsurface disposal system is not feasible in certain areas of the park facility, including the Upper Park area.

Passero's project strategy is to minimize wastewater and initially provide a holding tank for septic. We propose this approach because it is simple to maintain and is a proven solution for a seasonal camping facility. To minimize wastewater, this area will not have showers and regular flow sinks. We also propose either peat composting toilets or reduced flow urinals and toilets. Passero will evaluate an aerated septic tank option and mounded disposal that may utilize a sand filter as an option. The holding tank may be the best option for a long term solution, with reasonable value for a seasonal use area.

Figure 1: Example Holding Tank



# Plan Implementation

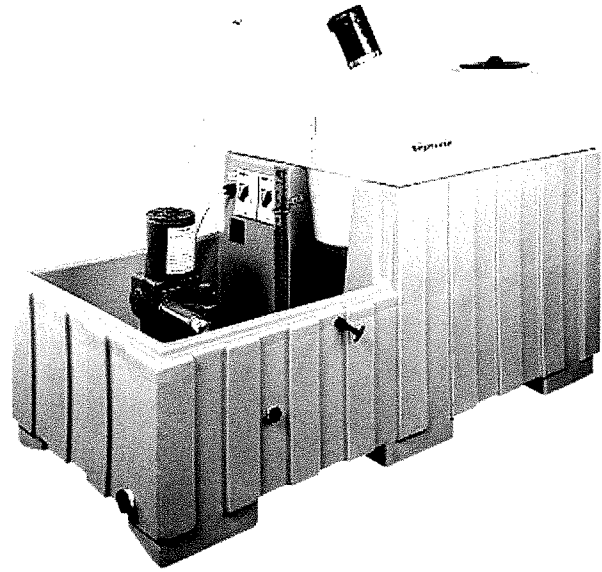
Potable water is of great consideration and importance for the health and safety of Lawson Lake. Passero agrees with Albany County's choice to separate the upper and lower park areas with separate water sources. The cost to interconnect these two areas with potable water appears to not be a feasible solution due to the extensive amount of rock and roadway crossings. Passero proposes to utilize the water well currently being installed by Albany County. This water system will be considered a transient public water source. The well will require flow testing, water sampling, and proper disinfection.

The water system scope includes distribution from the well source to the camping area, and year round water to Lodge #109 and House #76, requiring proper disinfection and freeze protection. Passero is proposing a very simple dosing system that will utilize hypochlorite for bacterial treatment. Passero recommends a system of this type because it is virtually a plug and play system that can easily be operated and maintained. As part of the water system Passero will also be sizing a submersible well pump, stand pipe, electric supply, controls, water disinfection, water storage, and distribution. Passero will assess the conditions of the existing 6,500 gallon water tank and determine the feasibility to use the system component. Passero will also work with the Albany County Health Department to obtain permitting and certification to operate the facility.

Should the water sampling determine that iron, manganese, or any other contaminants exceed the maximum contaminant level set by the Department of Health, Passero will also provide a treatment solution. Treatment for iron and manganese will depend on the quantity of the contaminant. The entire system will meet NSF 61 certifications for a public water source.

The Department of Health now requires testing for emerging contaminants. The initial testing includes 1,4 Dioxan, PFOS, and PFAS. Should the water source exceed the MCL for these contaminants, Passero will need to work with Albany County on alternative solutions, as treatment is not a simple solution.

Passero's approach for a usable potable water source will provide a solution that will last many years, be low in maintenance costs, and simple to operate while considering the value and importance of this utility.



**Figure 2: Example Disinfection Treatment**

## ROADWAY

The Lawson Park roadway system is the first impression users experience when they come to the park facility. Passero proposes adequate signage, sufficient roadway widths for users and emergency equipment, including surfaces and slopes, and parking/pulloff areas that make the user's experience seamless. Passero proposes to prepare a map that will depict the proposed improvements, including widening, better vehicular configuration, and smart parking. Similar to the building renovations, Passero's design will need to be mindful of budget considerations and we will hold detailed conversations with Albany County during the Schematic phase so that we can achieve the best value and most reasonable maintenance plan possible for the park roadways.

## BUILDING RENOVATIONS

Passero understands that building renovations range from basic upgrades to extensive and elaborate building options that could stretch the budget. Passero will follow the same strategy for the building renovations that we are proposing for all of the infrastructure improvements, providing the best value while considering longevity and maintenance. For many of the upgrades, we will first ensure the facilities have appropriate life safety elements, followed by achieving the recommendation of the condition assessments.

# Plan Implementation

Prior to developing design plans, Passero architects, structural engineers, and MEP engineers will perform detailed inspections of the facilities and provide comment and recommendations for each structure reviewed. The Passero team will then review findings with Albany County to better define a direction for designing the various building improvements. Passero will also discuss the use and functionality of each structure. Functionality and safety will be paramount, including structural integrity and ADA accessibility.

Passero will also provide energy efficient recommendations and other green technologies that Albany County may want to consider. Typical park improvements include low energy lighting systems, solar power, heating and cooling alternatives, and sustainable operations practices such as refuse sorting, minimizing non-renewable resource usage, and opportunities to educate the public on these types of facility benefits.

## DELIVERABLES

Passero proposes to deliver each of the infrastructure objectives in a similar process utilizing the industry standard six (6) part deliverables that include Evaluations, Schematic Design, Design Development, Construction Documents, Bidding Services, and Construction Services and Administration. The Evaluation and Schematic Design will be combined in the Fee Structure.

## Evaluations

Passero has already completed the most recent infrastructure evaluation as part of the Master Plan project for Albany County. Additional detail and estimated project costs are needed for the building renovations. Passero proposes to coordinate and perform building assessments of the structures listed in the summary table. The assessments will identify conditions and useful life of the various elements.

For the remaining infrastructure improvements, Passero will review the scope for the sanitary, water, and roadways with Albany County during a project kickoff meeting.

## Schematic Design

After completing the building assessment evaluations and meeting with Albany County, Passero will prepare schematic design plans, a list of technical specifications, a schematic level cost estimate, and a letter report. The deliverables will be divided into the four infrastructure objectives that include Sanitary, Potable Water, Roadway/Vehicular, and Building Renovations.

Passero will also meet with Albany County to review the schematic design submission. During this meeting, Passero will provide an overview presentation focused on the proposed project elements and cost estimate. Each phase of the project will focus on value and minimal maintenance.

This project scope assumes the cost of construction to remain similar to that identified in the Master Plan. We also assume that the water and wastewater solutions will be within a few hundred feet of upper area structures and that most of the cabin and facility upgrades will be somewhat similar between each structure. Structures will all receive similar upgrades and a common set of project details can be utilized for the project.

## Design Development

The design development phase is the heart of the detailed design needed for the project. This phase will focus on taking Albany County's input and selections and completing a design that will then be reviewed by various regulatory agencies and eventually by the Contractor that will construct the improvements.

During this phase, Passero will work with Albany County to identify the necessary steps to complete SEQR. Passero will then provide supporting documentation needs for each part of the SEQR process. This may include draft resolutions, figures, and basic project information. If the project is not a Type II or unlisted classification, additional scope will need to be developed.

Upon completion of the schematic phase, including feedback from Albany County, Passero will prepare a 60% submission packet. Passero will deliver the 60% submission within six weeks from schematic phase feedback and four weeks additional weeks for the 90% submission packet. Both the 60% and 90% submission packages will include the following;

1. Plans prepared utilizing AutoCAD 2022 and REVIT 2022
2. Technical Specifications
3. Elevations
4. Special Inspections Specifications
5. Performance specifications, if needed
6. Non-proprietary project elements
7. Review and Include Owner selected finishes
8. Project and Construction schedule
9. Probable Cost Estimate
10. SWPPP
11. Geotechnical Investigation

# Plan Implementation

Once the design development plans meet the satisfaction of Albany County, plans and applications will be submitted to the Department of Health and NYSDEC. The Department of Health will review the public water system. The NYSDEC will permit the water source (water withdrawal permit), SWPPP, and possibly a SPDES permit for the sanitary sewer if the effluent exceeds 1,000 gallons per day.

Passero has experienced long review and approvals from various regulatory agencies in the last 18 to 36 months. To help expedite the project approvals as best as possible, Passero will conduct conference calls with the various agencies to prepare them for the project review.

## Construction Documents

Once the project has received approvals from the Health Department and NYSDEC, Passero will prepare construction documents. Construction documents will include the technical documents and reports as well as what Passero refers to as the Project Bid Package Front End, sometimes referred to as the "00" and "01" specifications. The Front End will provide the following elements:

1. Invitation to BID
2. Instruction to Bidders
3. Copy of Owner - Contractor Agreement
4. General Conditions
5. Supplemental General Conditions
6. Continuing maintenance agreement specification
7. Standard and Special Inspection requirements
8. Closeout documents

Passero anticipates that the project value will require Wick's Law Bidding procedures to be followed. Passero will prepare bid packages that are needed for each discipline. Passero will also prepare a final probable cost estimate for each bid package prepared.

## Bidding / Contract Negotiations

Passero understands that Wick's Law will apply to this project and we anticipate bidding for a general contractor, electrical, and possibly a plumbing contractor.

Passero will be responsible for overall construction administration services (i.e. preparation of front end specifications, contract bidding, bid tabulation, review and analysis, review of contractor's payment requests, project closeout, and notification of completed

works). Passero will prepare for and participate in a "pre-bid" meeting with interested prospective bidders in advance of the bid opening. During the bid period, Passero will assist with queries from prospective bidders and prepare necessary addenda to Contract Documents prepared by Passero. Note that within 30 days of Notice of Contract award, all drawings and specifications will be electronically updated to include bid addenda, if necessary.

Passero will also assist with interview and contract negotiation efforts, if needed.

## Construction Administration

As part of the construction administration phase, Passero will be providing the following services, through a Construction Owner's Representative. As part of this phase of the project, we have outlined nearly 650 hours of construction related services.

- Pre-construction project review with the selected contractors.
- Review of the site contractor's payment applications.
- Managing change order or additional project scope. This does not include additional design or change in design due to unknown or undocumented site conditions.
- Participate in a "pre-construction" meeting with the successful bidder in advance of work.
- Provide site visits during active construction of portions of the project, prior to contractor's substantial completion request and provide a written field reports.
- Provide a Punch List walk through for each contract.
- Review site related submittals and shop drawings required by the project plans and specifications prepared by Passero.
- Review RFI requests submitted by the site contractor and prepare coordinated responses for items relating to documents prepared by Passero.
- Assist Albany County with project closeout following the Contractor's issuance of the Notice of Substantial Completion.
- Provide letters of completed work, as needed by DOH, County, and Building Department.
- Bi-Weekly construction meetings.