



Town of Harrietstown
39 Main Street
Saranac Lake NY 12983
Phone: 518-891-1470
Harrietstown.gov

3/20/26

Town of Harrietstown Code Enforcement office is looking for an approval/motion to purchase a 2026 4x4 Ford Ranger. We have taken the appropriate steps to purchase a new truck through New York State Office of General Services Mini Bid System. We have received one bid offer, and we would like to accept. It will take approximately 180 days for assembly and delivery. Purchase of a new code officer truck was voted in the 2026 Budget year.

Please see attached documents of our process.

Group 40440, Award 23166, Vehicles, Class 1-8

Form A (Single OEM Specific Make/Model): *Mini-Bid Request*

MINI-BID SUMMARY	
Mini-Bid Name	OGS 23166 - 2026323214 - (1) FordRanger XL - Town of Harrietstown Code Enforcement
Mini-Bid Reference Number	2026323214
Mini-Bid Release Date	3/12/2026
Mini-Bid Response Due Date	3/19/2026
Mini-Bid Response Due Time (Eastern Time)	4:00 PM
Purchased or leased?	Purchased
BUYER CONTACT INFORMATION	
State or Non-State Entity?	Non-State
Authorized User Entity Name	Town of Harrietstown Code Enforcement
Town/Village/City & County	Town of Harrietstown, Franklin County
Primary Contact Name & Title	Todd David, Code Enforcement Officer
Primary Contact Email & Phone	ceo@harrietstown.org, 518-281-4622
Secondary Contact Name & Title	Enter Data on Form A
Secondary Contact Email & Phone	Enter Data on Form A
MINI-BID PROCESS	
Anticipated method and timeframe for purchase	One-time purchase for the total number of Vehicles requested
Type of Vehicle(s) requested	Specific Vehicle(s)
Type of Vehicle Order	Vehicle(s) Built to Specifications
If Built to Specifications, Pre-Existing Inventory Vehicle(s) also considered?	Yes
If Pre-Existing Inventory, Vehicle(s) Built to Specifications also considered?	N/A, "Pre-Existing Inventory Vehicle(s)," were not specified for Question 2.0
Method of Award for "Vehicle(s) Built to Specifications"	Lowest price to a single contractor
Method of Award for "Pre-Existing Inventory Vehicle(s)"	Lowest price to a single contractor
VEHICLE INFORMATION	
Number of Vehicles	1
Vehicle Type	Mini Pickup Truck: GVWR < 6,000 pounds
Model Year	2026
Other Model Years considered?	Yes
Make	Ford
Model and Trim Level	Ranger XL
Model Code	any model code that meets specs
Cab Type	Crew Cab (Quad Cab, Double Cab, SuperCrew, CrewMax)
Drive Type	4x4
Fuel Type	Gasoline Only
Final Assembly in the United States Required	No
Aftermarket Components Provider	N/A
ADDITIONAL SPECIFICATIONS	
Additional Vehicle Specifications File Name	OGS 23166 - 2026323214 - (1) FordRanger XL - Town of Harrietstown Code Enforcement - Specs
DELIVERY INFORMATION (If "Multiple" is listed, see the Additional Specifications document for all delivery locations)	
Delivery Date	ASAP
Delivery Location Name	Town of Harrietstown Town Hall
Number of Vehicles to be delivered to this location	1
Delivery Address	39 Main Street

Delivery City, State, Zip Code	Saranac Lake, NY 12983
Delivery County	Franklin County

2026 Ranger®

XL [Edit](#)

Computer-generated image shown. Actual product may vary. See dealer for details.

Computer-generated image shown. Actual product may vary. See dealer for details.

2026 Ranger® XL

Summary

Get an Internet Price

[Search Inventory](#)

[Get an Internet Price](#)

2026 Ranger®

XL [Edit](#)

Ranger® XL - SuperCrew®

[Change Model](#)

Paint ^{S4}

Color

Shadow Black



2026 Ranger® XL Summary

Paint ^{S4}

Shadow Black	\$0
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Powertrains ^{S4}

2.3L EcoBoost® Engine with Auto Start-Stop Technology	\$0
4X4	\$0
Open Style Rear Axle	\$0

2026 Ranger®
XL [Edit](#)

XL (100A)	\$0
SiriusXM® with 360L	\$0
STX Appearance Package	\$0
Trailer Tow Package	\$535

Computer-generated image shown. Actual product may vary. See dealer for details.



Exterior [S4](#)

17" Black-Painted Steel Wheels	\$0
255/70R17 All-Terrain (A/T) BSW Tires	\$0

2026 Ranger®

XL [Edit](#)



Interior ^{S4}

Ebony	\$0
Cloth Bucket Front Seats	\$0
AM/FM stereo and Six Speakers	\$0
SYNC® 4A	\$0

Get an Internet Price

[Search Inventory](#)

Driving Summary

2026 Ranger®

XL [Edit](#)

Destination Charges ^{S5} + \$1,895

Total MSRP ^{S16} = \$39,280

Estimated Net Price ^{S5} = \$39,280

Monthly Payment ^{S6} \$701

Finance based on \$3,928 down payment, 60 month term and 7% APR, \$0 trade-in-value.

[Customize payment.](#)

Special Offers

[Look Up Trade-In-Value >](#)

[Get Prequalified >](#)

 [12983](#)

[Egglefield Bros., Inc.](#)

27.85 miles away

[\(518\) 412-2688](#)

Your Configuration: 2026 Ford Ranger XL, Supercrew®, 4X4, 2.3L EcoBoost® Engine with Auto Start-Stop Technology, Electronic Ten-Speed Automatic Transmission, Open Style Rear Axle
Pricing shown for Zip code 12983 as of March 10, 2026 ^{S2}

Disclosures

Note.
Information is provided on an "as is" basis and could include technical, typographical or other errors. Ford makes no

New York State Vehicle Marketplace Bid- 2025-2026 Ford Ranger XL Supercrew

Year: 2025-2026

Make: Ford

Model: Ranger XL Supercrew, 4WD

Quality: 1

Bid Type: Built to Specifications

- Exterior Color:
 - Shadow Black
- Interior Color & Seating:
 - Ebony
 - Cloth Bucket Seats
- Drive Type:
 - 4WD
- Wheels:
 - 17" Black-Painted Steel Wheels
 - 255/70R17- All Terrain (A/T) BSW Tires
- Package:
 - Tow Package
- Additional Options
 - 2.3L EcoBoost Engine with Auto Start-Stop Technology
 - Electronic 10-Speed Automatic Transmission
 - Open Style Rear Axle

FW: 2026313214

From Todd David <ceo@harrietstown.org>

Date Fri 3/20/2026 10:18 AM

To Sarah Hadynski <bpclerk@harrietstown.gov>

 1 attachment (38 KB)

formb_23166_mini-bid-response-form-single-oem_2026323214.xlsx;

From: George Lunney <glunney@vanbortelford.com>

Sent: Monday, March 16, 2026 2:24 PM

To: Todd David <ceo@harrietstown.org>

Subject: 2026313214

Good Afternoon,

Here is my bid response for your mini bid.

Thank you

George Lunney

Ford Gov't Sales

VanBortel Ford Inc.

585-586-7705 (Office)

585-222-0254 (Desk)

M-F 8am - 5pm

Group 40440-23166, VEHICLES, Class 1-8 (Vehicle Marketplace)

Form B (Single OEM Vehicle): *Mini-Bid Response* (Instructions and Definitions)

Form Revision: 04/29/2025

General Form Instructions

This form is to be used for response when the Authorized User has distributed a vehicle request for Award 23166 using the forms titled either "Form A (Single OEM Any Make/Model): *Mini-Bid Request*" or "Form A (Single OEM Specific Make/Model): *Mini-Bid Request*". Mini-Bid Requests for Award 23166 are distributed by Authorized Users to Contractors listed on the award at the "Link to Award 23166 Contract Information" below. If your business is not an approved Contractor under Award 23166, then your Mini-Bid response shall be rejected.

1. If you are responding to a Mini-Bid for a Chassis/Body Combination vehicle that was requested using the form titled "Form A (Chassis/Body): *Mini-Bid Request*," and your business is a Contractor under Award 23166, you must respond using Form B (Chassis/Body): *Mini-Bid Response*, (see the link to "Vehicle Dealers" Information below).
2. The percentage discount entered shall be either equal to the NYS Minimum Discount(s) set forth in the Contractor's executed Contract Attachment 1 – *Contractor Information* that is applicable to the Model offered in the Mini-Bid, or a greater discount. A Mini-Bid response that includes a percentage discount that is less than the NYS Minimum Discount listed in the Contract shall be deemed non-responsive and shall be rejected).
3. The number of Vehicles specified by the Authorized User is the estimated quantity of that the Authorized User shall purchase from the Mini-Bid in the event of an award. The Authorized User reserves the right to partially award a Mini-Bid for a number of Vehicles that is less than number specified. In the event of an award, the Contractor must supply the actual number of Vehicles ordered by the Authorized User.
4. Unless otherwise specified by an Authorized User, Aftermarket Components may be installed by any Aftermarket Component Provider utilized in the Contractor's normal course of business. A Mini-Bid response that includes an Aftermarket Component Provider other than that specified by the authorized user shall be deemed non-responsive and shall be rejected.
5. An Authorized User may request verification that the Vehicle(s) offered meet the Authorized User Specifications. The Contractor shall, upon request by the Authorized User, provide a copy of the Build Sheet for each Vehicle offered. A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected].
6. A Mini-Bid Response for a Lease Vehicle shall only be accepted from a Contractor if OGS has approved the addition of one (1) or more Lease Providers for its Contract (see "Link to Award 23166 Contract Information" below for a list of approved Lease Providers for each Contractor).
7. The Contractor is responsible for reviewing the completed Form B (Single OEM Vehicle): *Mini-Bid Response* prior to submittal and ensuring that all necessary fields have been populated correctly. For assistance in completing and submitting this form, please contact the Vehicle Marketplace Team at the Vehicle Marketplace Email Address listed below.
8. For questions about the Vehicles requested, or to discuss suggested changes to the Authorized User Specifications, please contact the Authorized User identified in the applicable Mini-Bid Request prior to the "Mini-Bid Response Due Date" for the Mini-Bid.

Link to Award 23166 Contract Information: <https://ogs.ny.gov/contract-award-23166>

Link to 'Vehicle Dealers' Information: <https://ogs.ny.gov/vehicle-dealers>

Vehicle Marketplace Team Email Address: nysvehiclemarketplace@ogs.ny.gov

How to complete and submit this form

1. Save this blank Excel worksheet to your computer. When saving the file, name it using the following naming convention for the file name: "OGS 23166-XXXXXXX-PC12345" (i.e., OGS Award#-Mini-Bid Reference Number# (from Form A)-Contract#).
2. Complete all yellow-colored cells on the "Bidder" worksheet in Parts A, B (if offering Vehicles Built to Specifications), and/or C (if offering Pre-Existing Inventory Vehicles). The Type(s) of Vehicles requested by the Authorized User, and the "Mini-Bid Response Due Date" are identified in each Mini-Bid Request distributed by the Authorized User. Drop-down menus are provided for some questions, and will appear when the yellow-colored cell is selected. To use the drop-down, select the yellow-colored cell, click on the small downward-pointing arrow at the bottom right of the cell to see the drop-down list, and select your response. Failure to enter a response in a yellow-colored cell may result in the Mini-Bid response being deemed non-responsive and in the disqualification of the Mini-Bid response.

For all dollar amounts and discount percentages that a Contractor may enter, a Contractor may enter as many decimal places as desired and the formulas included in the worksheets shall calculate based on the full number entered. However, the number displayed in the cells shall be rounded to no more than two (2) decimal places (e.g., \$6.246 shall be rounded to \$6.25 and \$7.232 shall be rounded to \$7.23).

3. Email the completed Form B (Single OEM Vehicle): *Mini-Bid Response*, prior to the "Mini-Bid Response Due Date" for the Mini-Bid, to the Authorized User's contact at the email listed in the Mini-Bid Request, using the following naming convention for the email subject name: "OGS 23166-XXXXXXX-PC12345" (i.e., OGS Award#-Mini-Bid Reference Number# (from Form A)-Contract#).
4. Additional guidelines for Form B (Single Vehicle OEM): *Mini-Bid Response* submittal:
- a) Pricing submitted using a format other than this spreadsheet shall be deemed non-responsive and shall be rejected;
 - b) Do not submit completed worksheets in PDF, JPG or any type of file format other than Excel;
 - c) Do not submit multiple Form B (Single Vehicle OEM): *Mini-Bid Responses* in one email, unless responding with more than fifteen (15) Pre-Existing Inventory Vehicles; and
 - d) Do not include notes about the Mini-Bid or other information in the body of the email.

Definitions and Acronyms

Capitalized terms used in this Mini-Bid Shall be defined in accordance with the Contract (Appendix B, Section 2 Definitions), or as below. Additional definitions that are specific to a Lease Vehicle are included in the Contract (Appendix D – Lease Vehicles, Section A Lease Vehicle Terms and Conditions, Paragraph 1 Definitions).

"Additional Options and Aftermarket Components (AOAC)" Shall refer to any Option or Aftermarket Component that is either added to or deleted from the Authorized User Specifications for a Vehicle after a Mini-Bid has been awarded.

"Aftermarket Component(s)" Shall mean any accessory, equipment, or feature that is manufactured by an OEM other than the Vehicle OEM, and is not included in the OEM Product Line, and that May be installed on the Vehicle by the Contractor, or third-party.

"Aftermarket Component Provider" Shall refer to the provider of an Aftermarket Component (i.e., Contractor or third-party).

"AOAC Discount" Shall refer to the percentage amount that is deducted from the MSRP (for Single OEM Vehicle or Chassis Options), or Contractor-Published Pricelist (for Body Options and Aftermarket Components), as applicable.

"Authorized User Specifications" Shall refer to the minimum Vehicle, delivery and Lease Vehicle specifications provided by the Authorized User for the Mini-Bid.

"Body(ies)" Shall refer to the portion of a Vehicle which Must be attached to a Chassis in order to carry the load or cargo, and is an incomplete Vehicle without being attached to a Chassis. Examples include aerial lift, ambulance, beverage, box/van, bus, concrete mixer, dump, flat bed, log, pickup, recyclable/refuse, refrigerator, service/utility, stake, sweeper, tank, tow truck, and trailer.

"Body Upfit" Shall refer to the installation of a Body on a Chassis.

"Body Upfitter" Shall refer to a business that installs Bodies on Chassis to form a Complete Vehicle.

"Build-Out Date" Shall mean the last calendar date that a Model Shall be manufactured for a particular Model Year.

"Build Sheet" Shall refer to the document which lists, at a minimum, for the Vehicle(s) offered in a Mini-Bid:

1. The Make and Model of the Vehicle(s);
2. An itemized list of all standard equipment, Options and Aftermarket Components included in the Vehicle(s); and
3. For Single OEM Vehicles and Chassis, the document Must also include:
 - A) The MSRP of the standard base Vehicle(s);
 - B) The MSRP and Option code for each Option included in the Vehicle(s); and
 - C) The total NYS Base MSRP of the Vehicle(s).

"Built to Specifications" Shall refer to a Vehicle that the Contractor Shall order directly from the OEM(s) and that Shall be built to meet the Authorized User Specifications identified in a Mini-Bid.

"Business Day(s)" Shall mean Monday through Friday, from 8am ET to 5pm ET, exclusive of federal or NYS holidays.

"Chassis" Shall mean the portion of a Vehicle that includes the frame, wheels, and machinery (e.g., engine, transmission, driveshaft, differential, and suspension), and is an incomplete Vehicle until it is joined to a Body. Chassis includes Chassis cabs, cutaway Chassis, and any other Chassis-only incomplete Vehicle.

"Chronic Failure" Shall refer to a component of a Vehicle or Aftermarket Component that repeatedly fails or becomes inoperable and has to be replaced more than once within the OEM-rated life expectancy of the component.

"Class" Shall refer to a Vehicle classification that is determined based on the Vehicle's GVWR.

"Compatible Equivalent" Shall mean any Product which, in the sole opinion of the Authorized User, is equal in performance, quality and design in such a way that the Product is directly interchangeable with the referenced Product without modification.

"Complete Vehicle" Shall mean a Vehicle that is ready for use and requires no further manufacturing operations to perform its intended function, and is either 1) a Single OEM Vehicle, or 2) the result of a Body Upfit.

"Contractor-Published Pricelist" Shall refer to the electronic, (i.e., in Excel or PDF format), document(s) issued by the Contractor which lists, among other things, an item number, description and MSRP or Contractor's standard list price for the Contractor's complete Product Line.

"Dealer(s)" Shall refer to a distribution source for an OEM, authorized and designated by said OEM, subject to approval by OGS, which May include the OEM or an entity other than the OEM.

"eProcurement Platform" Shall mean the internet platform designated by OGS for the acceptance of new contractor Bids and the processing of Mini-Bids under this Award.

“Final Order Due Date” Shall mean the last calendar date that an Authorized User May issue a Purchase Order to the Contractor in order to have the Vehicle built before Model Year Build-Out Date.

“Grand Total Price For Mini-Bid” Shall refer to, for a Mini-Bid for a Complete Vehicle that includes both a Chassis and a Body, the sum of the Total Price For Mini-Bid for the Chassis plus the Total Price For Mini-Bid for the Body.

“GVWR” Shall refer to Gross Vehicle Weight Rating, which means the maximum total Vehicle weight, measured

“Lease(s)” Shall mean an agreement under the Contract between an Authorized User and a Lease Provider, in which the Lease Provider agrees to provide a Lease Vehicle to the Authorized User in return for a periodic payment.

“Lease Vehicle” Shall mean the Vehicle that is provided under the Lease.

“Light Duty Vehicle(s)” Shall mean a mobile machine that is primarily used to transport passengers and cargo (e.g., cars, vans, SUVs, pickup trucks), with a GVWR less than or equal to 10,000 pounds, (i.e., Class 1 through Class 2 Vehicles, as designated by the U.S. Department of Transportation).

“Make” Shall refer to the OEM company name of a Vehicle Model (e.g., Ford, International, Freightliner, Viking, Galion).

“May” Shall mean the permissive in a clause or specification of this Contract. “May” does not mean “required.” Also see “Shall” and “Must.”

“Mini-Bid” Shall refer to the competitive procurement process that a Contractor Must participate in to provide a Vehicle to an Authorized User under the Contract.

“Mini-Bid Number” Shall refer to the system-generated number assigned to the Mini-Bid.

“Model” Shall refer to a particular brand of Vehicle sold by an OEM (e.g., Malibu, Explorer, F-450, DuraStar, M2-106, 450U).

“Model Code” Shall refer to the OEM code used to identify a particular subset of a Vehicle Model.

“Model Year” Shall mean the year used to designate a discrete Model, irrespective of the calendar year in which the Vehicle was actually produced, provided that the production period does not exceed 24 months.

“MSRP” Shall refer to the Manufacturer’s Suggested Retail Price, as published by the OEM.

“Must” Shall mean the imperative in a clause or specification of this Contract. “Must” is synonymous with “required.” Also see “Shall” and “May.”

“MWBE” Shall refer to a business certified with NYS Empire State Development (“ESD”) as a Minority- and/or Women-owned Business Enterprise.

“NYS Aftermarket Components Price” Shall mean the total amount charged to the Authorized User for Aftermarket Components added to the Vehicle, inclusive of delivery, and installation at the Contractor’s normal, published labor rates, which Shall not be more than what is charged to the public at large.

“NYS Base MSRP” Shall refer to the total of the MSRP for either a Single OEM Vehicle or Chassis offered in a Mini-Bid, as applicable, including all standard equipment provided with the Vehicle, all Options necessary to meet the Authorized User Specifications, and all applicable OEM fees, (e.g., destination charges). The NYS Base MSRP does not include Aftermarket Components.

“NYS Base Price” Shall refer to the following:

1. For a Single OEM Vehicle or a Chassis, the NYS Base MSRP minus the NYS Discount; and
2. For a Body, the NYS Price For Vehicle for the Body, excluding the NYS Aftermarket Components Price.

“NYS Discount” Shall mean the actual percentage amount by which the NYS Base MSRP is reduced in both the Contractor’s response to a Mini-Bid and for the purchase resulting from the Mini-Bid.

“NYS Holidays” refers to the legal holidays for State employees in the classified service of the executive branch, as more particularly specified on the website of the NYS Department of Civil Service. This includes the following: New Year’s Day; Martin Luther King Day; Washington’s Birthday (observed); Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran’s Day; Thanksgiving Day; and Christmas Day.

“NYS Minimum Discount” Shall mean a minimum percentage amount by which the NYS Base MSRP of a Single OEM Vehicle or Chassis Shall be reduced in a Mini-Bid.

“NYS Price For Vehicle” Shall mean the dollar amount charged to the Authorized User for each Vehicle, and includes all standard equipment provided with the Vehicle, all Options necessary to meet the Authorized User Specifications, and all applicable OEM fees, (e.g., destination charges), all customs duties and charges, all Vehicle preparation and clean-up charges, Aftermarket Components, installation charges, delivery, and all other incidentals included with providing the Vehicle to the Authorized User.

“NYS Vehicle Marketplace” Shall refer to the OGS processes for conducting a Mini-Bid under this Contract, as set forth in Section 2.42 Procurement Method.

“NYS Vendor ID” is a unique ten-character identifier issued by the NYS Office of the State Comptroller (OSC) when the vendor is registered on the NYS Vendor File System.

“OEM” Shall mean Original Equipment Manufacturer.

“OEM Pricelist” Shall refer to the nationally published or internal document(s) issued by the Vehicle manufacturer which lists, among other things, an Option Code, description and MSRP for the OEM’s Product Line.

GROUP 40440 – Vehicles, Class 1-8

"OEM Vehicle Specifications" Shall refer to the document(s) issued by the Vehicle manufacturer which lists, among other things,

1. All standard equipment for the Vehicle;
2. All Options available for the Vehicle, including the code number for each Option; and
3. The MSRP for the Vehicle and available Options.

"Options" Shall refer to accessories, equipment, or features that are available from the OEM and that can be added to, or deleted from, a Vehicle.

"Option Code" Shall refer to an alpha-numerical code (also known as a Feature Code) used by an OEM to identify a particular feature or Option included with, or available for, a Vehicle.

"Pre-Existing Inventory" Shall refer to Vehicle(s) that were manufactured by the OEM prior to posting of the Mini-Bid. Pre-Existing Inventory May either be located at the Contractor's business location, or another location.

"Procurement Services" Shall refer to a business unit of OGS, formerly known as New York State Procurement ("NYSPRO") and Procurement Services Group ("PSG").

"Product Line" Shall mean a group of related products manufactured by a single company, or offered by a company in its usual course of business.

"School" Shall mean every place of academic, vocational or religious services or instruction for persons under the age of 21 years, except places of higher education. It Shall include every child care center, every institution for the care or training of the mentally or physically handicapped, and every day camp.

"Shall" Shall mean the imperative in a clause or specification of this Contract. "Shall" is synonymous with "required." Also see "Must" and "May."

"Single OEM Vehicle(s)" Shall mean a Complete Vehicle that is marketed and sold under one OEM brand name (e.g., cars, mini-vans, SUVs, and pickups).

"SDVOB" Shall refer to a NYS-certified Service-Disabled Veteran-Owned Business.

"Total Price For Mini-Bid" Shall refer to the following:

1. For a Single OEM Vehicle that is a Vehicle Built to Specifications, the NYS Price For Vehicle, multiplied by the number of Vehicles;
2. For a Single OEM Vehicle that is a Pre-Existing Vehicle, where the method of award is "Lowest price to a single contractor," the sum of the NYS Price For Vehicle for each Pre-Existing Vehicle offered;
3. For a Chassis (i.e., in either a Chassis-only Mini-Bid or a Mini-Bid for Complete Vehicle that includes both a Chassis and Body), the NYS Price For Vehicle, multiplied by the number of Chassis; and
4. For a Body (i.e., in either a Body-only Mini-Bid or a Mini-Bid for Complete Vehicle that includes both a Chassis and Body), the NYS Price For Vehicle, multiplied by the number of Bodies.

"Vehicle(s)" Shall mean all components of a mobile machine that May be used to transport passengers or cargo. All components provided under a Mini-Bid (i.e., Chassis, Bodies, Light Duty Vehicles, and Complete Vehicles) but not including any associated Aftermarket Components, are collectively referred to as "Vehicle(s)" in this Contract.

"Written" Shall mean any writing that makes use of words. Examples of Written communications include e-mail, Internet websites, letters, proposals, and contracts.

"Zero Emission Vehicle (ZEV)" Shall include the following Vehicles: Battery Electric Vehicles (BEV), Hydrogen Fuel Cell Vehicles (FCV), and Plug-in Hybrid Electric Vehicles (PHEV). Note: for the purposes of State Finance Law (SFL) §163-c, only PHEV vehicles that can be plugged-in and charged are included in the definition of ZEV. Hybrids without a plug port will not count towards the ZEV goal.

Group 40440-23166, VEHICLES, Class 1-8 (Vehicle Marketplace)

Form B (Single OEM Vehicle): *Mini-Bid Response*

Form Revision: 04/29/2025

Part A: Mini-Bid and Contractor Information	
1.0 Mini-Bid Questions	Contractor Response
1.1 Mini-Bid Reference Number (e.g. 12345; see the <i>Mini-Bid Request</i>)	2026323214
1.2 Is the Mini-Bid for Vehicle(s) to be purchased or leased by the Authorized User? <i>(click on yellow box and use drop-down menu)</i>	Purchased
1.3 Are Vehicle(s) Built to Specifications being offered in response to the Mini-Bid? <i>(click on yellow box and use drop-down menu)</i>	Yes, Part B of this form has been completed.
1.4 Are Pre-Existing Inventory Vehicle(s) being offered in response to the Mini-Bid? <i>(click on yellow box and use drop-down menu)</i>	No, Part C of this form has been left blank.
2.0 Contractor Information	
2.1 Full Legal Business Name, including DBA if applicable	VanBortel Ford, Inc.
2.2 OGS Contract Number (e.g., PC12345)	PC68953
2.3 Federal Employer Identification Number / FEIN (e.g. 14-1234567)	16-1609363
2.4 NYS Vendor ID Number (e.g., 1000012345)	1000098473
3.0 Primary Contact Information	
3.1 Contact Name	Joshua Relyea
3.2 Contact Email	jrelyea@vanbortelford.com
3.3 Contact Phone (1)	585-586-7705
3.4 Contact Phone (2)	
4.0 Secondary Contact Information	
4.1 Contact Name	George Lunney
4.2 Contact Email	glunney@vanbortelford.com
4.3 Contact Phone	585-586-7705
Part B: Vehicle(s) Built to Specifications offered for Mini-Bid	
1.0 General Questions (Built to Spec)	Contractor Response
1.1 Does the Vehicle offered meet all Authorized User Specifications for the requested Vehicle? <i>(Note: General specifications and an "Additional Vehicle Specifications Document(s)" are included with each Mini-Bid Request)</i>	Yes
1.2 Enter the estimated number of days after receipt of a Purchase Order, or other ordering document, that the delivery will be made	180 +/-
1.3 Enter the Final Order Due Date for the Vehicle offered for the Mini-Bid, or "TBA" if the date has not been announced by the manufacturer.	TBA
1.4 If the Vehicle is a ZEV (see definition), will final assembly of the Vehicle occur in the United States? <i>(click on yellow box and use drop-down menu)</i>	

GROUP 40440 – Vehicles, Class 1-4

2.0	Vehicle Offered (Built to Spec)	
2.1	Model Year (e.g., 2023, 2024)	2026
2.2	Make (e.g., Ford, Chevrolet, Dodge)	FORD
2.3	Model (e.g., Taurus, Tahoe, Grand Caravan), and Trim Level (e.g., SE, LE, XL)	RANGER XL SUPERCREW
2.4	Model Code (the OEM code used to identify a particular subset of a Vehicle Model)	R4P
2.5	Drive Type (click on yellow box and use drop-down menu)	4x4
	If the offered Drive Type is not included in the drop-down menu, enter it here	
2.6	Fuel Type (click on yellow box and use drop-down menu)	Gasoline Only
	If the offered Fuel Type is not included in the drop-down menu, enter it here	
2.7	Enter the vendor business name(s) of the Aftermarket Components Provider(s), if applicable. If not applicable, enter "N/A".	N/A
3.0	Additional Information (Built to Spec)	
3.1	If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Bidders are strongly encouraged to submit proposed deviations to the Authorized User by email prior to the Mini-Bid Response Due Date, so that they may be given due consideration prior to the submission of Bids. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications. If not applicable, enter "N/A".	
	RANGER WILL BE DRIVEN TO THE DELIVERY LOCATION LISTED	
4.0	Vehicle Price Worksheet (Built to Spec)	Price
4.1	NYS Base MSRP	\$39,280.00
4.2	NYS Discount (Type a number only (e.g., 5.5). Do not type a percentage sign (%) after the number. For 5.5% type 5.5, not 0.055)	11.53
4.3	NYS Base Price (Automatically calculated: NYS Base MSRP minus NYS Discount)	\$34,761.02
4.4	NYS Aftermarket Components Price (If there are no Aftermarket Components, leave blank)	
4.5	NYS Price for the Vehicle (Automatically calculated: NYS Base Price plus NYS Aftermarket Component Price)	\$34,761.02
4.6	Number of Vehicles (This quantity must match the Number of Vehicles specified by the Authorized User in the Mini-Bid Request)	1
4.7	Total Price for Mini-Bid (Automatically calculated: NYS Price for the Vehicle multiplied by Total Number of Vehicles)	\$34,761.02

Part C: Pre-Existing Inventory Vehicle(s) offered for Mini-Bid	
1.0 General Questions (Pre-Existing)	Contractor Response
1.1 Do the Vehicle(s) offered meet all Authorized User Specifications for the requested Vehicle? <i>[click on yellow box and use drop-down menu]</i> (Note: General specifications, and an "Additional Vehicle Specifications Document" are included with each Mini-Bid Request. A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected).	
1.2 Will the Vehicle(s) and pricing offered for the Mini-Bid Response remain firm and not be withdrawn for at least ten (10) calendar days from the first business day immediately following the Mini-Bid response submittal deadline, or such other period of time as specified in the Mini-Bid Request, in accordance with the Contract (see Section 2.42 Procurement Method, Paragraph G-Timeframe for Offers in Mini-Bids)? <i>[click on yellow box and use drop-down menu]</i>	
1.3 If the Vehicle(s) offered are ZEVs (see definition), did final assembly of the Vehicle(s) occur in the United States? <i>[click on yellow box and use drop-down menu]</i>	
2.0 Additional Information (Pre-Existing)	
2.1 If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Bidders are strongly encouraged to submit proposed deviations to the Authorized User by email prior to the Mini-Bid Response Due Date, so that they may be given due consideration prior to the submission of Bids. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications. If not applicable, enter "N/A".	
3.0 Vehicle Price Worksheet (Pre-Existing)	

[If more than fifteen (15) Pre-Existing Inventory Vehicles are being offered for a Mini-Bid, submit an additional completed Form B (Single OEM Vehicle) Mini-Bid Response form for the Mini-Bid. Submit both Form Bs following the instructions at the top of this Form, using the following naming convention for the additional Form B "OGS 23166-XXXXXXXX-PC12345-Additional Vehicles" (i.e., OGS Award#-Mini-Bid Reference#-Contract#-Additional Vehicles).]

Ref. #	Model Year	Make	Model and Trim Level	Model Code	Exterior Color	Interior Color	Seat Fabric	Drive Type	Fuel Type	NYS Base MSRP	NYS Discount	NYS Base Price	NYS Aftermarket Components Price	NYS Price for Vehicle	Final Assembly In USA?
(Example)	2023	Chevrolet	Traverse	CV14526	Blue Metallic	Dark Titanium	Cloth	FWD	Gasoline	\$41,500.00	\$,00	\$39,425.00	\$1,500.00	\$40,925.00	Yes
001															
002															
003															
004															
005															
006															
007															
008															
009															
010															
011															
012															
013															
014															
015															
Total Price for Mini-Bid														\$0.00	
Total Pre-Existing Vehicles Offered														0	

Group 40440-23166, VEHICLES, Class 1-8 (Vehicle Marketplace)

Form B (Single OEM Vehicle): *Mini-Bid Response*

Form Revision: 04/29/2025

Part A: Mini-Bid and Contractor Information	
1.0 Mini-Bid Questions	Contractor Response
1.1 Mini-Bid Reference Number (e.g., 12345; see the <i>Mini-Bid Request</i>)	2026323214
1.2 Is the Mini-Bid for Vehicle(s) to be purchased or leased by the Authorized User? <i>[click on yellow box and use drop-down menu]</i>	Purchased
1.3 Are Vehicle(s) Built to Specifications being offered in response to the Mini-Bid? <i>[click on yellow box and use drop-down menu]</i>	Yes, Part B of this form has been completed.
1.4 Are Pre-Existing Inventory Vehicle(s) being offered in response to the Mini-Bid? <i>[click on yellow box and use drop-down menu]</i>	No, Part C of this form has been left blank.
2.0 Contractor Information	
2.1 Full Legal Business Name, including DBA if applicable	VanBortel Ford, Inc.
2.2 OGS Contract Number (e.g., PC12345)	PC68953
2.3 Federal Employer Identification Number / FEIN (e.g., 14-1234567)	16-1609363
2.4 NYS Vendor ID Number (e.g., 1000012345)	1000008473
3.0 Primary Contact Information	
3.1 Contact Name	Joshua Relyea
3.2 Contact Email	jelyea@vanbortelford.com
3.3 Contact Phone (1)	585-586-7705
3.4 Contact Phone (2)	
4.0 Secondary Contact Information	
4.1 Contact Name	George Lunney
4.2 Contact Email	glunney@vanbortelford.com
4.3 Contact Phone	585-586-7705
Part B: Vehicle(s) Built to Specifications offered for Mini-Bid	
1.0 General Questions (Built to Spec)	Contractor Response
1.1 Does the Vehicle offered meet all Authorized User Specifications for the requested Vehicle? <i>[Note: General specifications, and an "Additional Vehicle Specifications Document(s)" are included with each Mini-Bid Request]</i>	Yes
1.2 Enter the estimated number of days after receipt of a Purchase Order, or other ordering document, that the delivery will be made.	180 +/-
1.3 Enter the Final Order Due Date for the Vehicle offered for the Mini-Bid, or "TBA" if the date has not been announced by the manufacturer.	TBA
1.4 If the Vehicle is a ZEV (see definition), will final assembly of the Vehicle occur in the United States? <i>[click on yellow box and use drop-down menu]</i>	

GROUP 40440 – Vehicles, Class 1-8

2.0	Vehicle Offered (Built to Spec)	
2.1	Model Year (e.g., 2023, 2024)	2026
2.2	Make (e.g., Ford, Chevrolet, Dodge)	FORD
2.3	Model (e.g., Taurus, Tahoe, Grand Caravan), and Trim Level (e.g., SE, LE, XL)	RANGER XL SUPERCREW
2.4	Model Code (the OEM code used to identify a particular subset of a Vehicle Model)	R4P
2.5	Drive Type <i>[click on yellow box and use drop-down menu]</i>	4x4
	If the offered Drive Type is not included in the drop-down menu, enter it here	
2.6	Fuel Type <i>[click on yellow box and use drop-down menu]</i>	Gasoline Only
	If the offered Fuel Type is not included in the drop-down menu, enter it here	
2.7	Enter the vendor business name(s) of the Aftermarket Components Provider(s), if applicable. If not applicable, enter "N/A".	
3.0	Additional Information (Built to Spec)	
3.1	If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Bidders are strongly encouraged to submit proposed deviations to the Authorized User by email prior to the Mini-Bid Response Due Date, so that they may be given due consideration prior to the submission of Bids. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications. If not applicable, enter "N/A".	
	RANGER WILL BE DRIVEN TO THE DELIVERY LOCATION LISTED	
4.0	Vehicle Price Worksheet (Built to Spec)	Price
4.1	NYS Base MSRP	\$39,280.00
4.2	NYS Discount <i>[Type a number only (e.g., 5.5); Do not type a percentage sign (%) after the number; For 5.5% type 5.5, not 0.055].</i>	11.53
4.3	NYS Base Price <i>[Automatically calculated: NYS Base MSRP minus NYS Discount]</i>	\$34,761.02
4.4	NYS Aftermarket Components Price <i>[If there are no Aftermarket Components, leave blank]</i>	
4.5	NYS Price for the Vehicle <i>[Automatically calculated: NYS Base Price plus NYS Aftermarket Component Price]</i>	\$34,761.02
4.6	Number of Vehicles <i>[This quantity must match the Number of Vehicles specified by the Authorized User in the Mini-Bid Request]</i>	1
4.7	Total Price for Mini-Bid <i>[Automatically calculated: NYS Price for the Vehicle multiplied by Total Number of Vehicles]</i>	\$34,761.02

Part C: Pre-Existing Inventory Vehicle(s) offered for Mini-Bid	
1.0 General Questions (Pre-Existing)	Contractor Response
1.1 Do the Vehicle(s) offered meet all Authorized User Specifications for the requested Vehicle? <i>[click on yellow box and use drop-down menu]</i> <i>(Note: General specifications, and an "Additional Vehicle Specifications Document" are included with each Mini-Bid Request. A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected)</i>	
1.2 Will the Vehicle(s) and pricing offered for the Mini-Bid Response remain firm and not be withdrawn for at least ten (10) calendar days from the first business day immediately following the Mini-Bid response submittal deadline, or such other period of time as specified in the Mini-Bid Request, in accordance with the Contract (see Section 2.42 Procurement Method, Paragraph G Timeframe for Offers in Mini-Bids)? <i>[click on yellow box and use drop-down menu]</i>	
1.3 If the Vehicle(s) offered are ZEVs (see definition), did final assembly of the Vehicle(s) occur in the United States? <i>[click on yellow box and use drop-down menu]</i>	
2.0 Additional Information (Pre-Existing)	
2.1 If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Bidders are strongly encouraged to submit proposed deviations to the Authorized User by email prior to the Mini-Bid Response Due Date, so that they may be given due consideration prior to the submission of Bids. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications. If not applicable, enter "N/A".	
3.0 Vehicle Price Worksheet (Pre-Existing)	

[If more than fifteen (15) Pre-Existing Inventory Vehicles are being offered for a Mini-Bid, submit an additional completed Form B (Single OEM Vehicle) Mini-Bid Response form for the Mini-Bid. Submit both Form Bs following the instructions at the top of this Form, using the following naming convention for the additional Form B "OGS 23166-XXXXXXX-PC12345-Additional Vehicles" (i.e., OGS Award#-Mini-Bid Reference#-Contract#-Additional Vehicles).]

Ref. #	Model Year	Make	Model and Trim Level	Model Code	Exterior Color	Interior Color	Seat Fabric	Drive Type	Fuel Type	NYS Base MSRP	NYS Discount	NYS Base Price	NYS Aftermarket Components Price	NYS Price for Vehicle	Final Assembly in USA?
Example	2023	Chevrolet	Traverse	CV14526	Blue Metallic	Dark Titanium	Cloth	FWD	Gasoline	\$41,500.00	5.00	\$39,425.00	\$1,500.00	\$40,925.00	Yes
001															
002															
003															
004															
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007															
008															
009															
010															
011															
012															
013															
014															
015															
Total Price for Mini-Bid														\$0.00	
Total Pre-Existing Vehicles Offered														0	

Revision Date: Revised 04/29/2025

[illegible][illegible][illegible]

Late Bid (#)	Mini-Bid #	Contractor	Contract #	Date/Time Bid Arrived

No Bid (#)	Mini-Bid #	Contractor	Contract #	Reason for No Bid

Group 40440-23166, VEHICLES, Class 1-8 (Vehicle Marketplace)

Form B (Single OEM Vehicle): Mini-Bid Response

Form Revision: 04/29/2025

Part A: Mini-Bid and Contractor Information	
1.0 Mini-Bid Questions	Contractor Response
1.1 Mini-Bid Reference Number (e.g. 12345; see the <i>Mini-Bid Request</i>)	2026323214
1.2 Is the Mini-Bid for Vehicle(s) to be purchased or leased by the Authorized User? <i>[click on yellow box and use drop-down menu]</i>	Purchased
1.3 Are Vehicle(s) Built to Specifications being offered in response to the Mini-Bid? <i>[click on yellow box and use drop-down menu]</i>	Yes, Part B of this form has been completed.
1.4 Are Pre-Existing Inventory Vehicle(s) being offered in response to the Mini-Bid? <i>[click on yellow box and use drop-down menu]</i>	No, Part C of this form has been left blank.
2.0 Contractor Information	
2.1 Full Legal Business Name, including DBA if applicable	VanBortel Ford, Inc
2.2 OGS Contract Number (e.g., PC12345)	PC86933
2.3 Federal Employer Identification Number / FEIN (e.g., 14-1234567)	16-1609363
2.4 NYS Vendor ID Number (e.g., 1000012345)	1000008473
3.0 Primary Contact Information	
3.1 Contact Name	Joshua Relyea
3.2 Contact Email	jrelvea@vanbortelford.com
3.3 Contact Phone (1)	585-586-7705
3.4 Contact Phone (2)	
4.0 Secondary Contact Information	
4.1 Contact Name	George Lumley
4.2 Contact Email	glumley@vanbortelford.com
4.3 Contact Phone	585-586-7705
Part B: Vehicle(s) Built to Specifications offered for Mini-Bid	
1.0 General Questions (Built to Spec)	Contractor Response
1.1 Does the Vehicle offered meet all Authorized User Specifications for the requested Vehicle? <i>[Note: General specifications, and an "Additional Vehicle Specifications Document(s)" are included with each Mini-Bid Request]</i>	Yes
1.2 Enter the estimated number of days after receipt of a Purchase Order, or other ordering document, that the delivery will be made.	180 +/-
1.3 Enter the Final Order Due Date for the Vehicle offered for the Mini-Bid, or "TBA" if the date has not been announced by the manufacturer.	TBA
1.4 If the Vehicle is a ZEV (see definition), will final assembly of the Vehicle occur in the United States? <i>[click on yellow box and use drop-down menu]</i>	

2.0	Vehicle Offered (Built to Spec)	
2.1	Model Year (e.g., 2023, 2024)	2026
2.2	Make (e.g., Ford, Chevrolet, Dodge)	FORD
2.3	Model (e.g., Taurus, Tahoe, Grand Caravan), and Trim Level (e.g., SE, LE, XL)	RANGER XL SUPERCREW
2.4	Model Code (the OEM code used to identify a particular subset of a Vehicle Model)	R4P
2.5	Drive Type <i>[click on yellow box and use drop-down menu]</i>	4x4
	If the offered Drive Type is not included in the drop-down menu, enter it here	
2.6	Fuel Type <i>[click on yellow box and use drop-down menu]</i>	Gasoline Only
	If the offered Fuel Type is not included in the drop-down menu, enter it here	
2.7	Enter the vendor business name(s) of the Aftermarket Components Provider(s), if applicable, if not applicable, enter "N/A."	N/A
3.0	Additional Information (Built to Spec)	
3.1	If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Bidders are strongly encouraged to submit proposed deviations to the Authorized User by email prior to the Mini-Bid Response Due Date, so that they may be given due consideration prior to the submission of Bids. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications. If not applicable, enter "N/A."	
	RANGER WILL BE DRIVEN TO THE DELIVERY LOCATION LISTED	
4.0	Vehicle Price Worksheet (Built to Spec)	Price
4.1	NYS Base MSRP	\$39,280.00
4.2	NYS Discount <i>[Type a number only (e.g., 5.5); Do not type a percentage sign (%). After the number, For 5.5% type 5.5, not 0.055].</i>	11.53
4.3	NYS Base Price <i>[Automatically calculated: NYS Base MSRP minus NYS Discount]</i>	\$34,751.02
4.4	NYS Aftermarket Components Price <i>[If there are no Aftermarket Components, leave blank]</i>	
4.5	NYS Price for this Vehicle <i>[Automatically calculated: NYS Base Price plus NYS Aftermarket Component Price]</i>	\$34,751.02
4.6	Number of Vehicles <i>[This quantity must match the Number of Vehicles specified by the Authorized User in the Mini-Bid Request]</i>	1
4.7	Total Price for Mini-Bid <i>[Automatically calculated: NYS Price for the Vehicle multiplied by Total Number of Vehicles]</i>	\$34,751.02

Part C: Pre-Existing Inventory Vehicle(s) offered for Mini-Bid

1.0 General Questions (Pre-Existing)		Contractor Response	
1.1	Do the Vehicle(s) offered meet all Authorized User Specifications for the requested Vehicle? <i>(Click on yellow box and use drop-down menu)</i> <i>(Note: General specifications, and an "Additional Vehicle Specifications Document" are included with each Mini-Bid Request. A Vehicle offered that does not meet all Authorized User Specifications may be deemed non-responsive and may be rejected.)</i>		
1.2	Will the Vehicle(s) and pricing offered for the Mini-Bid Response remain firm and not be withdrawn for at least ten (10) calendar days from the first business day immediately following the Mini-Bid response submittal deadline, or such other period of time as specified in the Mini-Bid Request, in accordance with the Contract (see Section 2.4.2 Procurement Method, Paragraph G Timeframe for Offers in Mini-Bids)? <i>(Click on yellow box and use drop-down menu)</i>		
1.3	If the Vehicle(s) offered are ZEVs (see definition), did final assembly of the Vehicle(s) occur in the United States? <i>(Click on yellow box and use drop-down menu)</i>		
2.0 Additional Information (Pre-Existing)			
2.1	If applicable, enter any deviations from the Authorized User Specifications, or other additional information applicable to this Mini-Bid. Bidders are strongly encouraged to submit proposed deviations to the Authorized User by email prior to the Mini-Bid Response Due Date, so that they may be given due consideration prior to the submission of Bids. Do not enter information about Options or Aftermarket Components available for the Vehicle offered, unless it has been included in the Authorized User Specifications. If not applicable, enter "N/A".		
3.0 Vehicle Price Worksheet (Pre-Existing)			

(If more than fifteen (15) Pre-Existing Inventory Vehicles are being offered for a Mini-Bid, submit an additional completed Form B (Single OEM Vehicle), Mini-Bid Response form for the Mini-Bid. Submit both Form Bs following the instructions at the top of this Form, using the following naming convention for the additional Form B "OGS 23166-XXXXXX-PC12345-Additional Vehicles" (i.e., OGS Award#, Mini-Bid Reference#, Contract#, Additional Vehicles)).

Ref. #	Model Year	Make	Model and Trim Level	Model Code	Exterior Color	Interior Color	Seat Fabric	Drive Type	Fuel Type	NYS Base MSRP	NYS Discount	NYS Base Price	NYS Aftermarket Components Price	NYS Price for Vehicle	Final Assembly in USA?
(Example)	2023	Chevrolet	Traverse	CV14526	Blue Metallic	Dark Titanium	Cloth	FWD	Gasoline	\$41,500.00	5.00	\$39,425.00	\$1,500.00	\$40,925.00	Yes
001															
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015															

Total Price for Mini-Bid	\$0.00
Total Pre-Existing Vehicles Offered	0



Town of Harrietstown

39 Main Street

Saranac Lake NY 12983

Phone: 518-891-1470

harrietstown.gov

Training Sign-Ups

2026 APA Training

Saranac Lake

May 6th and 7th – Hotel Saranac - 4.5 Training Points

Member/Email	Board/ Title	Location	Date	Fee
Dean Baker climber9@verizon.net	Planning Board Chairperson	Saranac Lake Hotel Saranac	May 6th & 7th	\$116.60
Tim Burpoe timburpoe@gmail.com	Zoning Board Deputy Charperson	Saranac Lake Hotel Saranac	May 6th & 7th	\$116.60
Stacey Allott geomaticsslspc@gmail.com	Planning Board Member	Saranac Lake Hotel Saranac	May 6th & 7th	\$116.60
Jim Sloan jim@foresthombuild.com	Zoning Board Deputy Charperson	Saranac Lake Hotel Saranac	May 6th & 7th	\$116.60
			Total	\$466.40

SIGN-UPS IN BY:

March 20, 2026

☐ Approve

☐ Deny

Date: _____

Adirondack Planning Forum-Attendee Registration

Wednesday May 6 & Thursday May 7, 2026

Who: Local Government Officials, State Agencies, Interested Citizens, Consultants, etc.

What: A conference to discuss and learn about current Adirondack issues, ideas, and funding potential and for Planning and Zoning Board members to acquire annual continuing education credit hours.

Where: Hotel Saranac, 100 Main St. Saranac Lake, NY

If you require lodging, please contact reservations at the Hotel Saranac at (518) 891-6900. A special room rate of **\$110** (+ tax if applicable) will be offered for Wednesday, May 6. Rates and availability are only guaranteed through April 22, so please make your reservations early. Please identify yourself to the hotel as a participant in the Adirondack Planning Forum for the special room rate. Visit: [Hotel Reservations](#) for more information.

When: The conference will commence with a social on Wednesday evening, May 6 and sessions will run throughout the day on Thursday, May 7.

How: Complete the registration form below and submit with a **check** or **voucher** payable to: **Hotel Saranac** along with a **tax-exempt form** (if applicable). Please use a separate form for each attendee and be sure to note the names of all persons covered by each check or voucher so we may properly account for everyone.

PLEASE NOTE: Registration will be processed by APA staff, so please mail all registration materials to:
Adirondack Park Agency, Attn: Adirondack Planning Forum, PO Box 99, Ray Brook, NY 12977
Alternatively, you may fax vouchers, registration forms & tax-exempt forms (if applicable) to: **(518) 891-3938**.

If you have any questions please contact the APA at (518) 891-4050 and reference

"Adirondack Planning Forum", or email LocalGovernment@apa.ny.gov.

Check for updates on the APA website at: [Adirondack Park Agency](#)

Cost : Before April 22nd: **\$124.23** (or \$116.60 with a valid tax-exempt form and a check/voucher from the tax-exempt organization). After April 22: **\$159.23** cash/check (or \$151.60 with a valid tax-exempt form and a check from the tax-exempt organization). Payments by personal check *must* include tax. **Refunds cannot be issued after the April 22 deadline.** The per-person conference registration fee includes the Wednesday evening Social plus all refreshment breaks and lunch on Thursday.

REGISTRATION FORM

Please fill out completely, as you would like it to appear on your name badge:

First Name (or Nickname)

Full Name (First & Last)

Title

Town/Village/Organization

Provide a phone number or email address where you can be reached in case there are questions about your registration.

Email

Payment Information

APA Staff will be processing registrations, however, **all checks/ vouchers must be made payable to: Hotel Saranac**

Before April 22

☐ **\$124.23 not tax-exempt** and/or paying by a personal check.

☐ **\$116.60 tax-exempt** and paying by a tax exempt organization check/ voucher with tax-exempt form.

After April 22

All attendees **MUST** pre-register before the day of the conference.

☐ **\$159.23 not tax-exempt** and/or paying by a personal check.

☐ **\$151.60 tax-exempt** and paying with a check from a tax exempt organization + tax-exempt form.

To ensure adequate seating, please check the sessions that you are interested in attending:

Wednesday, May 6

5:00 PM Social ☐

Thursday, May 7

Tracks	A	B
1) Session 1	☐	☐
2) Session 2	☐	☐
3) Session 3	☐	☐
4) Session 4	☐	☐

Refer to Agenda for session descriptions.

Adirondack Planning Forum Tentative Agenda

Wednesday, May 6th, 2026

☞ Social/Light Hors D'oeuvres – 5:00PM ☞

Thursday, May 7th, 2026

Conference Sessions

8:00AM	★ Registration Begins at 8:00AM on Thursday ★	
8:45AM	☞ Welcome & Introductory Remarks ☞	
9:00AM to 9:30AM	☞ Refreshment Break & Visit with Exhibitors ☞	
	Track A	Track B
Session 1 9:30AM to 10:45AM	<i>Zoning Board of Appeals Overview (Part 1 of 2)</i>	<i>Warren County Thriving Hamlets Panelists: Ethan Gaddy (Warren Co), Sara Frankenfeld (Warren Co), Matt Kendall (APA) Moderator: Megan Phillips</i>
Session 2 11:00AM to 12:15PM	<i>Zoning Board of Appeals Overview (Part 2 of 2)</i>	<i>NY Forward – Chesterfield/Ausable Spotlight Panelists: Tim Bresett (Ausable), Clayton Barber (Chesterfield), Kylie Peck (DOS) Moderator: Keith McKeever</i>
12:15PM to 1:30PM	☞ Luncheon ☞	
Session 3 1:30PM to 2:45PM	<i>Revising Zoning</i>	<i>Workforce Housing Solutions – Move In NY Panelists: Nicole Justice Green (Essex Co Land Bank), Aron Chilewich (HCR) Moderator: John Burth</i>
2:45PM to 3:00PM	☞ Refreshment Break & Visit with Exhibitors ☞	
Session 4 3:00PM to 4:15PM	<i>Regulating Short Term Rentals</i>	<i>Community Based Recreation – Trail Towns Panelists: Glenn Glover (BETA), Clay Arsenault or Alex Roalsvig (Long Lake), Jeremy Manning (Caroga) Moderator: Charlotte Staats</i>

AGREEMENT BETWEEN

THE TOWN OF HARRIETSTOWN

AND

THE HARRIETSTOWN HOUSING AUTHORITY

This **AGREEMENT**, dated the ____ day of _____, 2026, between the Town of Harrietstown, a municipal corporation organized under the laws of the State of New York, whose principal offices are located at 39 Main Street, Saranac Lake, New York 12983 (hereinafter referred to as the Town), and the Harrietstown Housing Authority, a public housing authority organized under the laws of the State of New York, whose offices are located at 14 Kiwassa Road, Saranac Lake, New York 12983 (hereinafter referred to as the Subrecipient).

WITNESSETH

WHEREAS, the Town of Harrietstown is the recipient of a New York State Office of Community Renewal Community Development Block Grant (CDBG) No. _____ in the amount of \$_____; and

WHEREAS, a portion of said Grant funds has been made available to cover the costs of administration and program delivery associated with the project; and

WHEREAS, the Harrietstown Housing Authority possesses the experience, capacity, and willingness to assist the Town in administering said Grant and implementing the funded activities;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

I. EMPLOYMENT OF SUBRECIPIENT

The Town of Harrietstown hereby engages the Harrietstown Housing Authority, and the Harrietstown Housing Authority hereby agrees to perform the administration and program delivery services hereinafter described.

II. STATEMENT OF WORK

The Harrietstown Housing Authority shall serve as the Subrecipient responsible for assisting the Town with administration and implementation of the New York State Community Development Block Grant in a manner consistent with the Town's application as approved by the New York State Office of Community Renewal (OCR), which application is incorporated herein by reference.

The Harrietstown Housing Authority shall provide the following services:

- a. Assist the Town with completing all preliminary activities necessary for the release of program funds, including environmental review documentation, reports, public notices, and certifications required for project activities.
- b. Establish and maintain appropriate books, records, and accounting systems necessary to document all grant-related activities and expenditures in accordance with 2 CFR Part 200 Uniform Administrative Requirements.
- c. Assist with required public meetings, public notices, and community outreach activities associated with the project.
- d. Coordinate with municipal officials, consultants, contractors, and the Office of Community Renewal as necessary for successful project implementation.
- e. Assist with preparation of project plans, specifications, cost estimates, and other documentation required for project implementation.
- f. Assist with procurement and preparation of construction contracts, including detailed plans and specifications.
- g. Monitor contractors and project progress and assist in reviewing payment requests, change orders, and project close-out documentation.
- h. Prepare program amendments, revised budgets, and other documentation required during the course of the project.

The Harrietstown Housing Authority shall provide the above services beginning on or about the date of grant award and continuing for the duration of the grant period or until grant close-out.

The Town of Harrietstown shall provide the following services:

- a. Conduct required public hearings and provide overall oversight of the grant program.
- b. Review fiscal claims and reports prepared by the Subrecipient prior to submission to the Office of Community Renewal.
- c. Submit required audit reports to the Office of Community Renewal in accordance with 2 CFR Part 200 Subpart F, if applicable.

III. RECORDS AND REPORTS

The Subrecipient shall maintain all files and documentation as required by HUD and CDBG regulations.

The Subrecipient shall provide the Town with copies of all project-related documentation on a periodic basis.

Upon grant close-out, the Subrecipient shall transfer all records associated with the grant to the Town. All records shall be available for inspection by the Town of Harriestown, the New York State Office of Community Renewal, and the Comptroller General of the United States or their authorized representatives.

IV. PROGRAM INCOME

Program Income shall be defined and managed in accordance with 24 CFR 570.489(e) and applicable CDBG regulations. Any program income generated by activities funded with CDBG funds shall be handled in accordance with federal and state requirements and reported to the Housing Trust Fund Corporation where applicable.

V. SUSPENSION AND TERMINATION

This agreement may be terminated by either party upon thirty (30) days written notice should either party fail to perform in accordance with the terms of this agreement, or for convenience as permitted under 2 CFR Part 200.

VI. REVERSION OF ASSETS

Upon expiration of this agreement, the Subrecipient shall transfer to the Town any remaining CDBG funds and any accounts receivable attributable to the use of CDBG funds. Any real property acquired or improved with CDBG funds shall be handled in accordance with applicable federal regulations regarding disposition and use.

VII. UNIFORM ADMINISTRATIVE REQUIREMENTS

The Subrecipient shall comply with all applicable federal regulations including 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

VIII. OTHER PROGRAM REQUIREMENTS

The Town and the Subrecipient agree to comply with all applicable federal and state laws and regulations including, but not limited to:

Title VI of the Civil Rights Act of 1964

Housing and Community Development Act of 1974

Section 3 of the Housing and Urban Development Act of 1968

Executive Order 11246 (Equal Employment Opportunity)

HUD Lead-Based Paint Regulations (24 CFR Part 35)

Flood Disaster Protection Act of 1973

CDBG regulations under 24 CFR Part 570

IX. PROHIBITION ON RELIGIOUS ACTIVITIES

CDBG funds shall not be used for inherently religious activities as outlined in 24 CFR 570.200(j).

X. COMPENSATION

The Harrietstown Housing Authority shall provide the services described herein for compensation not to exceed \$_____ over the life of the project. This amount includes all costs related to program administration, project delivery, start-up activities, and grant close-out.

XI. INVOICES

The Subrecipient shall submit vouchers and documentation for reimbursement of eligible costs incurred.

Administrative and program delivery vouchers shall be submitted on a quarterly basis, or more frequently if required.

All costs must be documented and allowable in accordance with 2 CFR Part 200 Cost Principles.

XII. AMENDMENT OF AGREEMENT

This agreement may be amended only with the written approval of both the Town of Harrietstown and the Harrietstown Housing Authority.

XIII. SUBRECIPIENT MONITORING

In accordance with 2 CFR 200.331 and 24 CFR 570.501, the Town shall monitor the activities of the Subrecipient to ensure compliance with federal requirements and achievement of performance objectives.

XIV. CONTRACT TERM

This agreement shall take effect beginning on the date of the grant award letter and shall remain in effect until the completion and close-out of the CDBG project unless extended by written amendment.

IN WITNESS WHEREOF

The parties hereto have executed this Agreement as of the date first written above.

TOWN OF HARRIETSTOWN

Recipient

Chief Elected Official

Title: Town Supervisor

HARRIETSTOWN HOUSING AUTHORITY

Subrecipient

Authorized Signatory

Title: Executive Director



ADIRONDACK REGIONAL AIRPORT

GATEWAY TO THE ADIRONDACKS

Date: March 23, 2026
To: Harriestown Town Board
From: Corey Hurwitch, Airport Manager
Subject: Parking lot project

I am requesting approval of the McFarland Johnson (MJ) scope of work for the **parking lot rehabilitation** project. This project is listed on the airport's capital improvement plan and is now being considered for utilizing IIJA (Infrastructure Investment and Jobs Act) funds. The design fee will be confirmed by independent fee estimate (IFE). This scope of work covers the design portion of the project to include PFAS testing. It is anticipated for a separate project to follow design which will be for the actual construction. The parking lot project aims for a full-depth reconstruction of existing asphalt, includes new drainage, and replacing an oil/water separator. If approved by the FAA the project is eligible for 95% coverage from the FAA, 2.5% covered by NYS, and 2.5% needing to be covered by local funds. The engineer's estimated total cost for the construction project is \$775,000.



EXHIBIT A

SCOPE OF SERVICES

FOR

**TOWN OF HARRIETSTOWN
ADIRONDACK REGIONAL AIRPORT**

ENGINEERING DESIGN SERVICES

FOR THE

RECONSTRUCT VEHICLE PARKING AREA PROJECT

PROJECT DESCRIPTION

The project includes the reconstruction of the asphalt parking lot associated with the airport terminal building at the Adirondack Regional Airport in Saranac Lake, New York. The project will reconstruct the airport's non-revenue generating parking lot that is open to the public. The parking lot is comprised of a paved parking area approximately 66,500 SF. Parking area is for public use associated with the terminal building including vehicles of passengers and people meeting or delivering passengers. The project will include reconstruction of existing asphalt pavement, stormwater quality features, replacement of an existing oil water separator, drainage improvements, and pavement markings. Work will include PFAS testing and design coordination.

SCOPE OF WORK

The CONSULTANT (McFarland-Johnson, Inc.) shall provide the following professional design and bidding phase services under this agreement related to the above-described project including the preparation of conceptual, preliminary, and final design, and assistance in bidding.

The project will be completed by the SPONSOR (Town of Harrietstown), with grant assistance from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP), and New York State Department of Transportation (NYSDOT) at funding levels of 95% FAA, 2.5% NYSDOT and 2.5% SPONSOR.

1. PROJECT ADMINISTRATION/GRANT MANAGEMENT SERVICES

- A. Prepare Data Sheets for the design and construction phases. The Data Sheets will be used by the FAA in programming and funding of the project.
- B. Perform project management duties such as providing monthly project status reports to the SPONSOR, invoice preparation, managing the design schedule, internal coordination of the

design team, and management of subconsultants.

- C. Project Development. The preparation of data for use by the CONSULTANT, SPONSOR, and FAA in the funding of the project. The participation in a Pre-design meeting to determine the project's scope and requirements.
- D. Procure special services such as topographical surveying and subsurface soils investigation/evaluation. Topographic surveying services will be completed by Aubertine and Currier (SURVEYOR) and the subsurface soils investigation will be completed by Atlantic Testing Laboratory (GEOTECH), both are subconsultants to CONSULTANT.
- E. Prepare an FAA grant application for the design phase (design and bidding) of the Project for the SPONSOR to review, sign, and submit to the FAA. This grant application for design will include the following six (6) forms:
 - Application for Federal Assistance (OMB Standard Form 424)
 - Application for Development and Equipment Projects (Parts II-VI) (FAA Form 5100-100)
 - Sponsor Certification of Drug Free Workplace (FAA Form 5100-130)
 - Sponsor Certification of Project Plans and Specs (FAA Form 5100-132)
 - Sponsor Certification of Selection of Consultants (FAA Form 5100-134)
 - Sponsor Certification of Disclosure/Conflicts (FAA Form 5100-135)
- F. Prepare Invoice Summaries for the SPONSOR'S use in requesting reimbursement of funding for the applicable FAA and NYSDOT grants. Twelve (12) reimbursement requests are anticipated. The Invoice Summaries shall include the cost of administrative expenses and engineering services.
- G. Submit performance reports using FAA Form 5100-140 on a quarterly basis (Federal fiscal year) to the FAA. The first report is due for the quarter after the grant agreement is executed. The last report is due for the quarter when the grant closeout documentation is submitted.

2. CONCEPTUAL DESIGN (30%) SERVICES

- A. Attend Pre-design Meeting (held via video call) with the SPONSOR's representatives, the tenants, and other appropriate agencies such as the FAA and NYSDOT. Prepare agenda and distribute minutes to attendees via e-mail. This meeting is anticipated to require one (1) day with two (2) people from CONSULTANT and will be conducted as Meeting #1.
- B. Gather and review the necessary data to support design. This data includes, but is not limited to, survey information; airline schedules; utility plans; and photographs, as readily available.
- C. Obtain a topographic survey to cover the physical limits of the proposed project. The survey will be tied into permanent control points used by previous airport projects. The survey will collect surface features such as pavement edges, drainage structures, lighting, signage, and

topography within the project limits. Refer to Attachment 1 for the full scope of work for the project survey. Subtasks to complete this item are as follows:

- Coordinate the work of the SURVEYOR with the SPONSOR, including coordination of scheduling and acquisition of security badges. This task is anticipated to include two (2) days in the field to monitor the survey.
- Review the deliverables of the SURVEYOR for completeness to the requirements of the topographic survey scope, including invoices, for accuracy and completeness for inclusion in CONSULTANT's invoices to SPONSOR.
- Update the base plan with information provided by the SURVEYOR and prepare existing condition (base) drawings to use in the design of the project.

D. Complete a subsurface soils investigation to accurately identify and evaluate the existing soils strata properties and existing pavement thicknesses to support the reconstruction design. The subsurface soils investigation collection and testing shall be in accordance with FAA AC 150/5320-6F, *Airport Pavement Design and Evaluation*. Soil sampling, pavement coring, laboratory testing of soil samples, and the preparation of a soils report will be completed by GEOTECH. Refer to Exhibit C for the full scope of work for the subsurface soils' investigation. Subtasks to complete the subsurface soils investigation task are as follows:

- Review existing soils data, existing and proposed site topography, existing pavement sections, and climatic records.
- CONSULTANT will layout the pavement cores, borings, and test pit locations prior to the start of geotechnical investigations to facilitate the geotechnical firm's coordinating with Dig Safe for public utilities, and airport operations staff for the location of private airport utilities. This task will require one (1) CONSULTANT employee for one (1) day.
- Coordinate the work of the geotechnical firm with the SPONSOR to include reviewing required safety procedures, protocols for working on the airfield, and to monitor the field sampling. This task is anticipated to include three (3) days in the field to monitor the field sampling.
- Review the deliverables of the GEOTECH for completeness to the requirements of the scope of services, including review of invoices for inclusion in CONSULTANT's invoices to SPONSOR.
- Summarize existing soil and pavement conditions and any critical characteristics that will affect the pavement design in the Engineer's Design Report.

E. The CONSULTANT will prepare a Change of Site Use form as required by regulation by 6NYCRR Part 375-1.11(d) and 375-1.9(f) to the NYSDEC. This portion of the airport is currently listed as a Classification Code 2 on the NYSDEC's State Superfund Program as Site Code 517013. This listing has been created due to the presence of PFAS at the airport.

- Based upon the NYSDEC's review of that form, the CONSULTANT will prepare a confirmation sampling plan for review and approval by the NYSDEC. The

CONSULTANT will engage a qualified environmental testing agency (Atlantic Testing Laboratories) to conduct soil testing in accordance with the NYSDEC approved plan. Atlantic Testing Laboratories will conduct sampling and laboratory analysis and provide the results to the CONSULTANT (for detailed sub-consultant's scope of work see the attachments below).

- Based upon the results of that testing, the CONSULTANT will prepare a pre-excavation work plan for review and approval by the NYSDEC. This plan will detail the steps that will be required by any potential contractor to minimize potential increased exposure to contamination by potential contractors.
- F. The CONSULTANT will coordinate with and prepare an application request for a permit with the Adirondack Park Agency (APA). This is assumed to include one site meeting with the APA and permit form completion.
- G. Perform a visual inspection and assessment of the project limits. This task is anticipated to require one (1) day in the field by one (1) person from CONSULTANT conducted as part of Field Visit #1.
- H. Facilitate a meeting with the SPONSOR's representatives, airport operations, the airlines, and tenants to discuss alternatives for construction phasing and the associated impacts. The intent of the meeting is to determine preferences for construction phasing, assess impacts to each of the stakeholders, and determine if mitigating measures can be added to the phasing to manage operational impacts. Prepare agenda and distribute minutes to attendees via e-mail. This meeting is anticipated to require one (1) day with two (2) persons from CONSULTANT and conducted as Meeting #2.
- I. Develop conceptual designs of pavement reconstruction, construction sequencing, and probable construction cost and budget.
- J. Prepare 30% Engineer's Design Report in accordance with the New York Airports District Office (NYADO) requirements, the AIP Sponsor Guide , and the Recommended Outline for Engineer's Design Report
- K. Perform in-house Quality Assurance/Quality Control (QA/QC) review of the 30% Engineer's Design Report in accordance with in-house QA/QC standards prior to submitting for SPONSOR review.
- L. Submit 30% Engineer's Design Report for SPONSOR review. Address comments.
- M. Submit 30% Engineer's Design Report for FAA review. Discuss comments with SPONSOR and address.

3. PRELIMINARY DESIGN (90%) SERVICES

- A. Continue the development of pavement plans, sections, and profiles; drainage and grading improvements (if any); markings layout, and guidance sign improvements.
- B. Prepare a Phasing Plan that will be prepared in accordance with NYSDOT MPT requirements. The phasing plan will include the proper clearances and a series of notes to be provided to the contractor relative to coordination and safety. The phasing plan will consider access to work areas by construction equipment and trucks. Access routes will be developed in an attempt to minimize impact on airport operations and damage to existing pavement.
- C. Prepare preliminary plans and details in accordance with standard NYSDOT Specifications. The sheets anticipated to be included in the plans are as follows with the number of sheets in parenthesis:
 - Cover Sheet (1)
 - Sheet Index and Estimated Quantities (1)
 - Abbreviations and Legend (1)
 - General Notes (1)
 - Project Layout Plan (1)
 - Survey Control Plan (1)
 - Construction Phasing and Safety Plans – Overall (1)
 - Construction Phasing and Safety Plans – Phase 1 (1)
 - Construction Phasing and Safety Plans – Phase 2 (1)
 - Construction Phasing and Safety Details (1)
 - Existing Conditions and Removal Plans (1)
 - Existing Pavement Sections (1)
 - Soil Boring and Pavement Coring Logs (1)
 - Plan & Profile (2)
 - Typical Pavement Sections and Details (1)
 - Grading and Drainage Plans (1)
 - Grading and Drainage Details (1)
 - Oil Water Separator Detail Plan (1)
 - Erosion and Sedimentation Control Plans (1)
 - Erosion and Sedimentation Control Details (1)
 - Stormwater Pollution Prevention Plan (SWPPP) (1)
 - Stormwater Details (1)
 - Cross Sections (1)
 - Pavement Marking Plans, (1)

- Pavement Marking Details (1)
 - Sign Layout Plans (1)
 - Sign Details (1)
- D. Prepare a preliminary set of specifications for use in bidding and construction of the project in accordance with FAA AC 150/5340-10H, Standards for Specifying Construction of Airports and NYSDOT Standard Specifications. The FAA standard specifications will be used and may be supplemented with State specifications (with NYADO approval). When special specifications are required, they will be assigned an identifier that distinguishes them from the FAA specifications.
- E. Prepare preliminary quantity take-offs from the various design documents, by type of material and FAA or other specification identifier. Separately, a unit cost will be developed for each material to be used on the project. The unit costs will be compiled from other recent projects at the airport, other airports in the area, and other reliable sources. An Engineer's Opinion of Probable Construction Costs will be generated and compared with the available budget for the project. Should any discrepancy occur, the budget will be modified in consultation with the SPONSOR's representative, the FAA, and the NYSDOT; or the project modified to result in a project within the available budget.
- F. Prepare 90% Engineer's Design Report in accordance with the New York Airports District Office (NYADO) requirements. This will be a continuation and further development/refinement of the 30% Engineer's Design Report.
- G. Prepare an airspace clearance review request for the FAA to review temporary airspace obstructions during construction utilizing FAA Form 7460, Notice of Proposed Construction or Alteration.
- H. Perform in-house Quality Assurance/Quality Control (QA/QC) review of the 90% submittal documents (Draft phasing plan, plans, specifications, and Engineer's Design Report) in accordance with in-house QA/QC standards prior to submitting for SPONSOR review. The review will examine conformance to specified criteria, constructability, and clarity of delivery.
- I. Submit the 90% documents the SPONSOR for review.
- J. Facilitate a preliminary design progress review meeting with the SPONSOR, airport tenants, users, and operations staff to review the 90% documents and discuss SPONSOR comments. This meeting is anticipated to require one (1) day with two (2) persons from CONSULTANT and conducted as part of Meeting #3.
- K. Update the Draft Phasing Plan and 90% plans, specifications, and Engineer's Design Report to address SPONSORs 90% design review comments.
- L. Submit the 90% documents to the FAA for their formal review.

4. FINAL DESIGN (100%) SERVICES

- A. Update the Draft phasing plan and 90% plans, specifications, and Engineer's Design Report to address FAA's 90% design review comments.
- B. Perform in-house QA/QC review of the 100% submittal documents (Final phasing plan, plans, specifications, and Engineer's Design Report) in accordance with in-house QA/QC standards prior to submitting for SPONSOR review. The review will examine conformance to specified criteria, constructability, and clarity of delivery.
- C. Submit 100% documents to the SPONSOR for review.
- D. Facilitate a final design progress review meeting with the SPONSOR, airport tenants, users, and operations staff to review the 100% documents and discuss SPONSOR comments. This meeting is anticipated to require one (1) day with two (2) persons from CONSULTANT and conducted as part of Meeting #4.
- E. Address SPONSOR comments and revise the documents as necessary.
- F. Submit 100% documents to the FAA for review.
- G. Address FAA comments and revise the documents as necessary.
- H. Prepare a bid package to reflect the specific requirements of the FAA, NYSDOT, and the SPONSOR. This will include a Notice to Bidders, a standard contract form, bidding forms, contractor assurances and questionnaire, standard provisions and conditions, and technical specifications.
- I. Prepare a complete set of "Issued for Bid" drawings and specifications to be used for bidding, and distribute these items to the SPONSOR, the FAA, and the NYSDOT. The "Issued for Bid" drawings will be stamped and signed by an engineer registered to practice in the State of New York. Submit only PDF files of the IFB plans and specifications to the FAA for its file.
- J. Obtain FAA approval letter to advertise the project for bids. SPONSOR will advertise after retaining this letter.

5. BIDDING AND AWARD ASSISTANCE SERVICES

- A. Make available the "Issued for Bid" drawings and specifications to prospective bidders on CONSULTANT's web-based bid portal.
- B. Attend and facilitate a project pre-bid meeting to discuss specific project requirements with prospective bidders and answer any questions. Document the meeting proceedings in a



formal set of meeting minutes, which will be made available to prospective bidders via a bid addendum. This meeting is anticipated to require one (1) day with one (1) person from CONSULTANT and conducted as part of Meeting #5.

- C. Provide responses to questions received from potential bidders through the SPONSOR, and issue formal contract addendums as required.
- D. Compile changes to the “Issued for Bid” drawings and specifications into a reconciled “Issued for Construction” set of contract documents.
- E. Prepare and compile bid results. Provide the SPONSOR with a certified bid tabulation along with a recommendation to award.
- F. Submit the bid evaluation package to the FAA for review. This package includes the following:
 - Bid Tabulation
 - Bid Proposal
 - Bid Bond
 - Addendums
 - DBE Utilization Statement Form
 - DBE Letter of Intent Form(s)
 - Buy American Forms
 - Sponsor’s Recommendation of Award
 - Engineer’s Recommendation of Award (if Sponsor letter based on)
- G. Prepare an FAA grant application for the construction phase (based on bid) of the Project for the SPONSOR to review, sign, and submit to the FAA. This grant application for construction will include the following eight (8) forms:
 - Application for Federal Assistance (OMB Standard Form 424)
 - Application for Development and Equipment Projects (Parts II-VI) (FAA Form 5100-100)
 - Sponsor Certification of Construction Acceptance (FAA Form 5100-129)
 - Sponsor Certification of Drug Free Workplace (FAA Form 5100-130)
 - Sponsor Certification of Equip/Construct Contracts (FAA Form 5100-131)
 - Sponsor Certification of Project Plans and Specs (FAA Form 5100-132)
 - Sponsor Certification of Selection of Consultants (FAA Form 5100-134)
 - Sponsor Certification of Disclosure/Conflicts (FAA Form 5100-135)
- H. Draft an award of construction contract letter for the SPONSOR’s use.

6. GRANT CLOSEOUT SERVICES

- A. Prepare grant closeout documentation (for the design-only grant). Documentation will include the following:
 - Sponsor Cover Letter;

- Outlay Report and Request for Reimbursement for Construction Programs (Standard Form 271);
- Federal Financial Report (Standard Form 425);
- Copy of invoices, receipts, purchase orders, etc. documenting Sponsor administrative costs; and
- Copy of Final Engineering Invoice.

DESIGN ASSUMPTIONS

- A NYS Stormwater Pollution Discharge Elimination System (SPDES) Permit will be required as the disturbance areas will be greater than one acre.
- The estimated total cost of construction is \$775,000.

PROPOSED SCHEDULE OF COMPLETION

The CONSULTANT agrees to complete the work under this phase of the Agreement in a manner satisfactory to the SPONSOR within 8 months after receiving an executed copy of this contract from the SPONSOR accompanied by a resolution from its governing body authorizing said execution or within such extended periods as agreed to by the SPONSOR. The following milestones are anticipated:

<u>Task</u>	<u>Completion</u>
Grant Application for Design	05/15/2026
Notice to Proceed with Design	09/15/2026
Conceptual Design	11/15/2026
Preliminary Design	12/15/2026
Final Design	03/01/2027
Bid Documents	03/20/2027
Advertise for Bids	04/01/2027
Bid Opening	05/01/2027
Grant Application for Construction	05/15/2027

Milestones may be delayed if SPONSOR, FAA, and NYSDOT reviews take longer than anticipated. The bid opening date is subject to availability of FAA funding.

NOTE: This contract provides services only through the bidding and award process. A separate contract will be executed for the construction phase. The latter contract will be developed based upon the Construction Project Awarded.



EXHIBIT A
PROJECT SKETCH



EXHIBIT B

GEOTECH SCOPE OF SERVICES

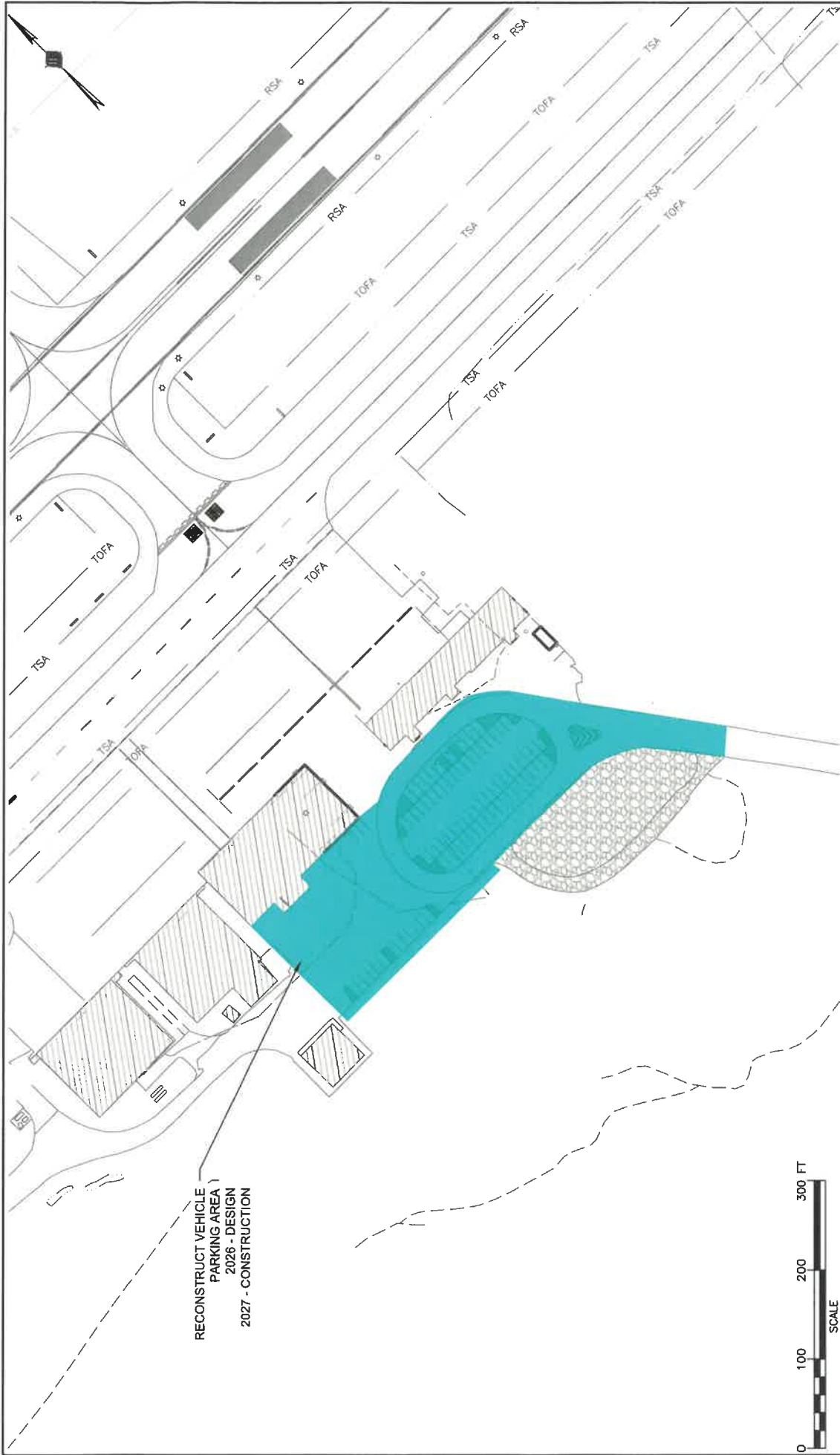


EXHIBIT C

SURVEY SCOPE OF SERVICES



EXHIBIT A
PROJECT SKETCH



RECONSTRUCT VEHICLE
PARKING AREA
2026 - DESIGN
2027 - CONSTRUCTION



SCALE

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECT SUPERVISION OF A LICENSED PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR, TO ALTER AN ITEM IN ANY WAY IF AN ITEM BEARING THE STAMP OF A LICENSED PROFESSIONAL IS ALTERED. THE ALTERING ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR SHALL STAMP THE DOCUMENT AND INCLUDE THE NOTATION "ALTERED BY" FOLLOWED BY THEIR SIGNATURE, THE DATE OF SUCH ALTERATION, AND A SPECIFIC DESCRIPTION OF THE ALTERATION.

McFarland Johnson
90 EAST ADELE
SPRING SPRING, NEW YORK 12885

**ADIRONDACK REGIONAL AIRPORT
TOWN OF HARRIETSTOWN, STATE OF NEW YORK
RECONSTRUCT VEHICLE PARKING AREA**

SCALE: 1" = 100'
DRAWN: AAE
CHECKED: AAE
DESIGN: AAE
PROJECT: SLK
DATE: 2026

FIG-01
01 OF 01



EXHIBIT B

GEOTECH SCOPE OF SERVICES

EXHIBIT B - SCOPE OF SERVICES

Geotechnical Investigations / Laboratory Testing / PFAS Testing

☒ SECTION 1 – GENERAL REQUIREMENTS

A. Protection of Property

SUBCONSULTANT acknowledges for itself and its subcontractors that it is the SUBCONSULTANT'S responsibility to contact the OWNER and appropriate utility companies for information regarding buried utilities and structures, and for areas on the surface of the project site that shall not be accessed, nor travelled upon by SUBCONSULTANT or its subcontractors due to the potential for damaging these areas. The SUBCONSULTANT shall take all reasonable precautions to prevent damage to property, visible and concealed, and shall reasonably restore the site to the condition existing prior to commencing any site work, unless directed by OWNER to do otherwise. Restoration shall include, but not be limited to, backfilling of borings, patching of slabs and pavements, repair of lawns and plantings, and repair of areas damaged due to unauthorized access by SUBCONSULTANT or its subcontractors. Such restorations and repairs shall be completed at the end of each workday prior to SUBCONSULTANT or its subcontractors leaving the site unless the Scope of Work specifically directs the SUBCONSULTANT to leave items such as groundwater observation wells or other similar facilities in place beyond the end of each day's work on the site. The SUBCONSULTANT shall be responsible for remaining on site until all restorations and repairs are sufficiently cured to support the design vehicles or aircraft.

B. Site Access and Movement Control

SUBCONSULTANT acknowledges that the ENGINEER'S responsibility at the site of work is limited to the observation of and advisement on the engineering aspects of the scope of work.

SUBCONSULTANT acknowledges for itself and its subcontractors, that Site Access and Movement Control shall be conducted in public non-secured areas of the property. Access to all other non-public or secure areas of the property by the SUBCONSULTANT or its subcontractors is prohibited unless otherwise directed by the OWNER.

C. Work Schedule

The SUBCONSULTANT's field work is to be scheduled per the arrangement checked below:

- ☒ The ENGINEER shall be responsible for coordinating SUBCONSULTANT'S schedule of work with the OWNER and notifying SUBCONSULTANT. The SUBCONSULTANT shall contact the following person representing the ENGINEER to coordinate SUBCONSULTANT'S schedule of work:

Ashley Erdmann, Civil Engineer, McFarland Johnson

- ☐ The OWNER or ENGINEER has secured permission from the present property owner(s) for entry to the property, subject to the following conditions:

The SUBCONSULTANT shall notify ENGINEER of its proposed work schedule dates at least 5 business days in advance of SUBCONSULTANT'S start date of work.

D. Site Conditions

If unusual conditions are encountered, including but not limited to unanticipated materials that cannot be penetrated by standard sampling equipment, the SUBCONSULTANT shall immediately consult with the ENGINEER.

The SUBCONSULTANT shall take such measures as are required to obtain the necessary information, subject to the ENGINEER's approval.

E. Drilling and Sampling Methods

Unless otherwise stipulated, drilling and sampling will be performed in accordance with current applicable ASTM Standards and other standards, including but not limited to ASTM Standards D1586, D1587, and D2113. As a minimum, samples of soil shall be taken at the ground surface, at two feet below existing grade and at each identifiable change in conditions, but not further apart than five feet in each of the borings unless otherwise specified on the boring plan. Continuous sampling will normally be required. Split-spoon samples shall be placed in sealed jars labeled with the following information:

- (1) Boring number
- (2) Sample number
- (3) Sample depth
- (4) Blows per six-inch increment required to drive sample as per applicable standards
- (5) Date
- (6) Project name

Rock cores shall be recovered using Double-Tube NX and/or NQ core barrels resulting in rock cores with diameters of 2.125 inches and/or 1.813 inches, respectively, and shall be placed in new wooden core boxes properly labeled with sample location, length of core run, sample depths, percent recovery, RQD values, etc.

The samples shall be preserved and field logs prepared either by an Engineering Geologist or an experienced Soil Technician.

The SUBCONSULTANT shall notify the ENGINEER before drilling equipment is removed from the site and advise the ENGINEER as to the field description of subsurface conditions encountered. The SUBCONSULTANT shall perform such additional borings or other exploration as may be authorized by the ENGINEER prior to demobilization.

Groundwater observation wells, when required, shall consist of two-inch diameter slotted PVC well screen attached to a two-inch diameter PVC riser pipe of sufficient length so that either a roadway box or a casing pipe may be installed for protection. The well(s) shall be installed in accordance with accepted practice and details for their installation(s) included in the Laboratory report. The report shall also include drawings of each well installation and subsequent groundwater level readings as required.

F. Layout and Benchmarks

- ☒ The ENGINEER shall provide layout information for all test pits, borings, and pavement cores. The ENGINEER shall be responsible for actual layout in the field of these points.
- ☒ The ENGINEER shall provide a benchmark to be used as a reference for ground elevations at each sample and testing location.
- ☐ The SUBCONSULTANT shall establish a benchmark at the site, record its locations and reference its elevation to:
 - ☐ National Geodetic Vertical Datum (NGVD) 1988
 - ☐ Other – _____

G. Deliverable Requirements

- ☒ **REPORTS AND LOGS:** The SUBCONSULTANT shall deliver 02 copies of the Geotechnical Report(s) and/or results of field and laboratory tests including boring logs to the ENGINEER. It is understood that the OWNER, or the ENGINEER on the OWNER's behalf, may make and distribute copies of the reports and boring logs as necessary in connection with the proposed Project without incurring obligation for additional compensation.

All segments of the reports covering the investigations and analyses shall be presented on 8-1/2 x 11 inch sheets suitable for photocopying and bound in booklet form. If larger drawings are absolutely necessary, they shall be folded and bound into the booklet. Written reports and analyses shall be on the SUBCONSULTANT's letterhead. Each drawing shall carry a title block which contains the project name and location, the Laboratory's name and address, the date of the subsurface investigation, the date of the drawings, the initials of the person in charge of the crew making the investigation, the initials of the drafter, and the initials of the Professional Engineer who is the responsible checker. Color photos shall also be included when specified.

Soils shall be classified and reported on boring logs in accordance with current applicable ASTM Standards and other standards, including but not limited to, ASTM Standards D2487 and D2488. Soil classifications on boring logs shall be based on field information, plus results of tests plus, further inspection of samples in the laboratory by the SUBCONSULTANT preparing the reports. In addition to soils descriptions, all soil samples subject to laboratory testing shall also be classified according to the Unified Soil Classification System.

- ☒ Include with the report a chart illustrating the soil classification criteria and the terminology and symbols used on the boring logs
- ☒ Identify the ASTM Standards or other recognized standard sampling and test methods utilized

- ☐ Provide a plot plan giving dimensioned locations of test borings
- ☒ Provide vertical sections for each boring graphically presented showing identifying number of boring, sampling method used, date of start and finish, surface elevation, description of subbase, soil and rock types, sample number and depth, thickness of each layer, depth to loss or gain of drilling fluid, required number of blows per foot (N value), Rock Quality Designation (RQD) and, where applicable, depth to wet cave-in, depth to artesian head, groundwater elevation and time when reading was made (repeat observation after 24 hours). Note the location of all strata changes, zones of organic material, top of bedrock and other conditions that might affect engineering evaluations
- ☒ Describe the existing surface conditions and summarize the subsurface conditions found to be present using geomorphologic descriptions.
- ☐ Analyze variations in groundwater elevations and movements of subsurface water due to seasonal influences as required by the ENGINEER
- ☒ Report all laboratory determinations of soil and/or rock properties as required by the ENGINEER. All grain size analyses shall be reported graphically on grain-size curves. Field and laboratory CBRs, as well as laboratory proctors shall also be reported graphically
- ☒ Provide color photographs of all rock cores recovered. Photos shall contain the following data: Test Boring identification number, run number, depth of run, recovery and scale
- ☒ Provide color photographs of all Test Pits showing the Soil Profile. Provide color photographs of all pavement cores with a scale, denoting depths of all discernible pavement layers.
- ☒ Provide pavement recommendations based on on-site soil conditions, NYSDOT standards, and proposed pavement usage.
- ☐ Other:

H. DISPOSITION OF SAMPLES

After all laboratory tests have been completed:

- ☒ Samples may be discarded
- ☐ Samples shall be delivered to ENGINEER's office
- ☐ Samples shall be retained in such a manner as to retain the original moisture content and soil structure by the SUBCONSULTANT for the period specified below:
 - ☐ 6 Months
 - ☐ 12 Months
 - ☐ Other -

☒ SECTION 2 – GEOTECHNICAL INVESTIGATIONS

A. Field Testing: The SUBCONSULTANT shall render the following services as described below:

	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total</u>
☒ Mobilization and Demobilization Including Drill Rig, Backhoe and Any Necessary Equipment, Materials and Personnel	<u>01</u>	Lump Sum	\$	\$
☒ Pavement Cores Including Restoration of Pavement Surface with Non-Shrink Grout (6" Dia.)	<u>04</u>	Each	\$	\$
☒ Continuous Sampling with two-inch O.D. Split Spoon Sampler (10' max. per location)	<u>40</u>	L.F.	\$	\$
☒ Test Pits ☒ Log to a depth of 6.0 feet	<u>02</u>	Each	\$	\$
☒ Percolation Tests (4" PVC at bottom of Test Pit) (Per Appendix D - NYSDEC Stormwater Design Manual. To be performed with a perforated PVC pipe. Pipe to be removed when test is complete. Test pit and piping must be protected to prevent issues or injury to the general public until area can be backfilled.)	<u>02</u>	Each	\$	\$
☐ Field CBRs ☐ Performed at test pit locations at depths of feet	_____	Each	\$	\$
☐ In Place Field Density Tests ☐ Performed at test pit locations at depths of 3.0 feet	—	Each	\$	\$
☒ Other ☒ Photos ☒ Water levels, if encountered in test pits ☐	cost to be included w/test pits cost to be included w/test pits cost to be included w/test pits			
Maximum Field Test Total				\$ _____

- ☒ A plan has been attached depicting the locations of the proposed borings/corings/monitoring wells. **If the SUBCONSULTANT finds it necessary to change the location or depth of any of these proposed borings, test pits, or observation wells, the ENGINEER shall be notified and a new location or depth shall be selected by the ENGINEER.**

All quantities represented above reflect approximations, whereas actual testing requirements may be more or less, depending on soil conditions encountered. Payment for field testing shall be made at the above unit price for the actual quantity of tests performed. Prior to completing field testing quantities greater than those listed above, approval of the ENGINEER is required. The ENGINEER will select samples for laboratory testing after reviewing the completed boring logs.

B. Laboratory Testing: The SUBCONSULTANT shall render the following services as described below:

	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total</u>
☒ Mechanical Analysis	<u>06</u>	Each	\$	\$
☒ Lab Proctors				
☐ ASTM D-698	<u> </u>	Each		
☒ ASTM D-1557	<u>02</u>	Each	\$	\$
☐ Soaked Laboratory CBR (1-Point)	<u> </u>	Each	\$	\$
☒ Soaked Laboratory CBR (3-Point)	<u>02</u>	Each	\$	\$
☒ Atterberg Limits	<u>02</u>	Each	\$	\$
☒ Natural Moisture Content	<u>02</u>	Each	\$	\$
☒ Hydrometer Analysis	<u>06</u>	Each	\$	\$
☐ Percolation Test	<u> </u>	Each	\$	\$
☐ Other	<u> </u>		\$	\$
☐ Other	<u> </u>		\$	\$
Maximum Laboratory Test Total				\$

All quantities representative above represent approximations, whereas actual testing requirements may be more or less, depending on soil conditions encountered. Payment for laboratory testing shall be made at the above unit price for the actual quantity of tests performed. Prior to completing laboratory testing quantities greater than those listed above, approval of the ENGINEER is required.

☒ SECTION 3 – PFAS TESTING REPORT

A. The ENGINEERING LABORATORY shall render the following services as described below:

1. **Project Description:** The project is the pavement removal and grading of soil from the site for the installation of new asphalt pavement. The site is on the NYSDEC State Superfund Program listed as Site 517013 with a Site Classification of Code 2.
2. Provide a Special Inspector to collect soil samples for subsequent laboratory analysis to assess disposal options. The minimum quantity of samples to be collected will be selected in accordance with criteria described in Table 13 (e) of NYCRR Part 360 and Table 5.4(e)10 of NYSDEC DER-10. Soil will be obtained from borings through the existing parking lot within the work area. Four (4) borings are anticipated for a geotechnical report. If additional borings are required for PFAS sampling, the ENGINEER should be notified.
3. Analyze the samples at a New York State Department of Health (NYSDOH) Environmental Laboratory Approval Program (ELAP) approved laboratory for analysis (ELAP No. 11148) for PFAS, in accordance with EPA Method 1633.
4. Prepare and distribute a soil sampling and analysis report (via email), to include the following:
 - Summary of observations recorded during field activities
 - Description of sampling methodologies
 - A copy of the laboratory reports and sample custody documentation
 - A summary of findings
 - A tabular summary of the laboratory analysis results, with comparison to guidance values described in NYSDEC PFAS guidelines

	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total</u>
☒ PFAS Testing Report	<u>01</u>	Lump Sum	\$ _____	\$ _____

TOTAL PRICING SUMMARY:

Section	Item	Price (LS)
2	Geotechnical Investigation (Field Testing, Laboratory Testing, and Geotechnical Report)	
3	PFAS Testing Report	
Total Price		



EXHIBIT C

SURVEY SCOPE OF SERVICES

EXHIBIT A - SCOPE OF SERVICES

Design Survey and Mapping

☒ SECTION 1 – GENERAL REQUIREMENTS

SURVEYOR shall perform complete survey within the following limits:

- ☒ as shown on the attached sketch
- ☐ as described below:

A. Protection of Property

SUBCONSULTANT acknowledges for itself and its subcontractors that it is the SUBCONSULTANT'S responsibility to contact the OWNER and appropriate utility companies for information regarding buried utilities and structures, and for areas on the surface of the project site that shall not be accessed, nor travelled upon by SUBCONSULTANT or its subcontractors due to the potential for damaging these areas. The SUBCONSULTANT shall take all reasonable precautions to prevent damage to property, visible and concealed, and shall reasonably restore the site to the condition existing prior to commencing any site work, unless directed by OWNER to do otherwise. Restoration shall include, but not be limited to, backfilling of borings, patching of slabs and pavements, repair of lawns and plantings, and repair of areas damaged due to unauthorized access by SUBCONSULTANT or its subcontractors. Such restorations and repairs shall be completed at the end of each workday prior to SUBCONSULTANT or its subcontractors leaving the site unless the Scope of Work specifically directs the SUBCONSULTANT to leave items such as groundwater observation wells or other similar facilities in place beyond the end of each day's work on the site. The SUBCONSULTANT shall be responsible for remaining on site until all restorations and repairs are sufficiently cured to support the design vehicles or aircraft.

B. Site Access and Movement Control

SUBCONSULTANT acknowledges that the ENGINEER'S responsibility at the site of work is limited to the observation of and advisement on the engineering aspects of the scope of work.

SUBCONSULTANT acknowledges for itself and its subcontractors, that Site Access and Movement Control shall be conducted in public non-secured areas of the property. Access to all other non-public or secure areas of the property by the SUBCONSULTANT or its subcontractors is prohibited unless otherwise directed by the OWNER.

C. Work Schedule

The SUBCONSULTANT's field work is to be scheduled per the arrangement checked below:

- ☒ The ENGINEER shall be responsible for coordinating SUBCONSULTANT'S schedule of work with the OWNER and notifying SUBCONSULTANT. The SUBCONSULTANT shall contact the following person representing the ENGINEER to coordinate

SUBCONSULTANT'S schedule of work:

Ashley Erdmann, Civil Engineer, McFarland Johnson

- ☐ The OWNER or ENGINEER has secured permission from the present property owner(s) for entry to the property, subject to the following conditions:

The SUBCONSULTANT shall notify ENGINEER of its proposed work schedule dates at least business days in advance of SUBCONSULTANT'S start date of work.

D. Units of Measure

The units of measure for this project shall be English.

E. Survey Control

Horizontal Control shall be based upon:

- ☒ North American Datum (NAD 83)
- ☒ Primary Airport Control Station (PACS)
- ☒ Secondary Airport Control Station (SACS)

☐ Other

- Error of horizontal closure Not To Exceed:

- ☒ 1/5,000
- ☐ Other –as specified below:

Vertical Control shall be based upon:

- ☒ National Geodetic Vertical Datum (NGVD) 1988
- ☐ Other – _____

- Error of vertical closure Not To Exceed:

- ☒ (0.05') Miles ^{1/2}
- ☐ Other –as specified below:

☒ SECTION 2 – TOPOGRAPHICAL SURVEY

SURVEYOR shall perform complete topographic survey, including locating all natural and man-made features within the limits described in Section 1.

Requirements for utility locating:

- ☒ State one-call notification system
- ☒ Locate utility pole and guy wires and identify operating authority and identification numbers of each
- ☒ Provide location and size of water and gas mains, central steam and other utilities serving or on the property
- ☒ Provide location, size, depth, pipe material type, and direction of flow of sanitary sewers, combination sewers, storm drains and culverts serving or on property, and location of catch basins and manholes with top of grate and invert elevations of each.

Requirements for Topographical Survey:

Spot Elevations:

- ☒ Spot elevations at a 50 ft grid interval on all turf areas
- ☒ Spot elevations at 25 ft foot intervals on all pavement areas
- ☒ Spot elevations at all changes in grade, high and low points
- ☒ Lakes, Rivers, Streams or watercourses
- ☒ Building floor elevations and at all corners
- ☒ Building floor elevations and at all doors
- ☐ Building floor elevations and at all changes in floor elevation
- ☐ Building roof elevations on all flat roofs and at all roof peaks and edges

Horizontal location and description of miscellaneous features:

- ☒ Pavement markings
- ☒ Drainage features
- ☒ Lighting and signage
- ☒ Underground cable or duct markers
- ☒ FAA ILS or Navaid checkpoint markers
- ☒ Individual Trees
- ☒ Brush lines
- ☒ Tree lines
- ☐ NOAA Weather Station

Wetlands Survey:

- ☐ Assume _____ ft of wetland boundary survey
- ☐ Assume ____ crew days for wetland boundary survey

Temporary Construction Horizontal and Vertical control

- ☒ Establish a minimum of 3 horizontal control monument(s) within project work area
- ☒ Establish a minimum of 3 vertical benchmark(s) within project work area

Other Requirements:

☒ **SECTION 3 – SUPPLEMENT SURVEY REQUIREMENTS**

SURVEYOR shall perform complete supplemental survey services, as requested by the ENGINEER, as needed to provide additional topographic and planimetric data. For the purposes of this quote, the SURVEYOR shall assume up to two (2) additional field days of survey, and the associated office work as required.

☒ **SECTION 4 – DELIVERABLES**

A. Deliverable Requirements

☒ Hardcopy Drawing(s):

Drawing sheets shall be at a scale of 1" = 30 ft - A graphic scale and north arrow shall be included on the plan.

The topographic mapping scale for this project is 1" = 30 ft horizontal, with a 0.5 ft contour interval.

The following information shall be shown, in addition to all planimetric features:

- Coordinate grid system
- Location of horizontal control monuments used or established
- Location / Description of benchmarks used or established
- Land Surveyor stamp – licensed in state in which work is being performed
- Other:

☒ Miscellaneous:

- ☐ Copies of Field books
- ☒ Sketches with tie dimensions for all horizontal control points and benchmarks
- ☐ Horizontal and Vertical Control traverse closure reports

☒ Electronic Files

☒ Separate AutoCAD files containing:

- All planimetrics
- Breaklines, spot elevations, & contours
- Supporting files as listed below:
 - ☒ The ground surface in an .xml file
 - ☐ Font resource file
 - ☐ block drawing files (AutoCAD)

CADD Layer/Level Designations shall be:

- ☒ Engineer supplied drawing template with CADD Layer/Level Designations
- ☒ As listed on MJ survey layer attached by ENGINEER
- ☐ Other standards –as specified below:

☒ Separate ASCII files of survey information in the following format:

Point #/Northing/Easting/Elevation/Point Description

- ☒ Surface-spot shots
- ☒ Surface-breakline shots
- ☐ Subsurface shots
- ☐ Stream cross sections