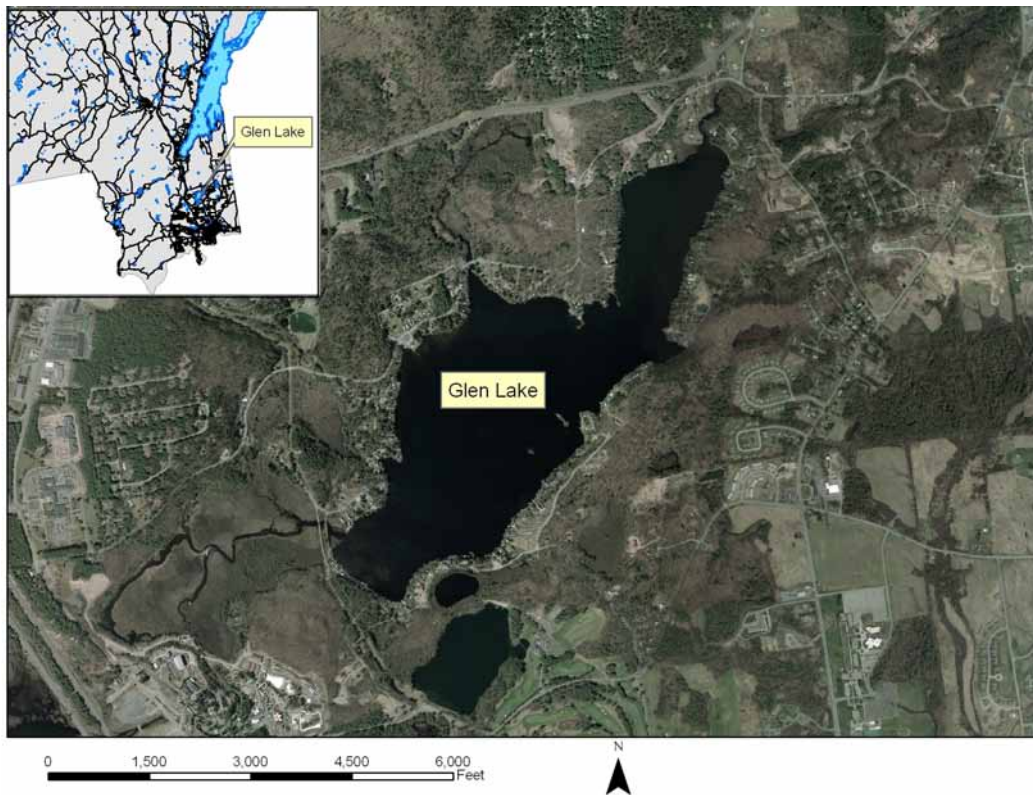


Scope of Work

For the
Glen Lake Watershed
Stormwater Retrofit Project



Project Sponsor:	Warren County Soil and Water Conservation District
Project Manager:	Dave Wick, District Manager 51 Elm Street, Warrensburg, NY 12885, (518) 623-3119
Submitted To:	Bill Wasilauski, DEC Region 5 Regional Water Engineer PO Box 220, Warrensburg, NY 12885
Submittal Date:	December 14, 2007
Resubmittal Date:	January 7, 2009
Grant Amount:	\$122,000
Local Match:	\$122,000
Total Project Cost:	\$244,000
Grant Timeframe:	December 2007- December 2011

Appendix C of State Assistance Contract
Water Quality Improvement Projects for SFY 2000/2001
Clean Water/Clean Air Bond Act
Environmental Protection Fund & Performance Partnership Grant
Project Work Plan Form - Nonpoint Source Abatement and Control Projects

I. COVER SHEET:

RECIPIENT INFORMATION

<p>1. MUNICIPALITY: <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other (specify) of: <u>Warren County SWCD</u></p>	<p>3. PROJECT MANAGER & MAILING ADDRESS: name: <u>Warren County SWCD</u> (no. & street) <u>51 Elm Street</u> (city) <u>Warrensburg</u> (state) <u>NY</u> (zip) <u>12885</u> PHONE: <u>(518) 623-3119</u> FAX: <u>(518) 623-3519</u></p>
<p>2. MUNICIPAL CONTACT & MAILING ADDRESS: name: <u>Dave Wick</u> title: <u>District Manager</u> (no. & street: <u>51 Elm Street</u> (city) <u>Warrensburg</u> (state) <u>NY</u> (zip) <u>12885</u> PHONE: <u>(518) 623-3119</u> FAX: <u>(518) 623-3519</u></p>	<p>4. FISCAL/ADMINISTRATIVE WORK CONTACT (if different from above) name: street: (city) _____ (state) _____ (zip) _____ PHONE: (____) _____ FAX: (____) _____</p>

GENERAL PROJECT INFORMATION

<p>1. PROJECT NAME <u>Glen Lake Watershed Stormwater Retrofit Project</u></p>	<p>4. FEDERAL (IRS) IDENTIFICATION #:</p>
<p>2. APPLICATION TRACKING # <u>B_2006WQI9059</u></p>	<p>5. SEQR STATUS Type I <input type="checkbox"/> Unlisted <input type="checkbox"/> Type II <input checked="" type="checkbox"/> If Type I or Unlisted: Has a Negative Declaration has been accepted: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>3. HAS A CURRENT MUNICIPAL RESOLUTION BEEN SUBMITTED? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>OR has the final EIS been accepted Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>6. EXISTING CLEAN WATER STATE REVOLVING LOAN FUND PROJECT # Do you have a pending or approved application for the Clean Water State Revolving Fund? Yes <input type="checkbox"/> No <input type="checkbox"/> (Status of Application) APPLICATION SUBMITTED Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>7. PROJECT LOCATION(S) AND ZIP CODES: <input type="checkbox"/> City <input checked="" type="checkbox"/> Town <input type="checkbox"/> Village of <u>Queensbury</u> County of: <u>Warren</u> ZIP CODE(S) : <u>12804</u></p>	

PROJECT TIMING AND COSTS

Any invoices to be paid must be for services that fall between the start date and completion date of the project. When identifying the proposed start date, make sure it is before work has begun and any costs have been incurred. When identifying the expected completion date, leave yourself enough time to ensure that the project will be completed, final report prepared, and all bills paid within that time period. Give yourself extra time to be sure that all bills will fall within the project schedule to avoid the need for a contract amendment before reimbursement of costs can occur.

1. START DATE:	<u>Dec. 1, 2007</u>
2. COMPLETION DATE:	<u>Dec. 1, 2011</u>
3. STATE ASSISTANCE	<u>\$ 122,000</u>
4. LOCAL MATCH	<u>\$ 122,000</u>
5. TOTAL COSTS (ADD 3 & 4)	<u>\$ 244,000</u>

II. **BUDGET:** Fill in the Budget Worksheet. Provide backup documentation for all cost estimates by completing the Budget Detail Worksheet (pages 3, 4 & 5).

BUDGET WORKSHEET

Expenditure Category	State Assistance	* Local Match	❖ Total Costs <i>(entire project covered by this contract)</i>
1. Personal Services			
E.g. Municipal employees, time records	22,000	52,000	74,000
2. Non Personal Services			
i. Travel	3,000	3,000	6,000
ii. Equipment	12,000	22,000	34,000
iii. Supplies & Materials	52,000	30,000	82,000
iv. Contracts			
a. construction	18,000	10,000	28,000
b. design			
c. engineering			
d. miscellaneous contracts	15,000	5,000	20,000
v. Land Acquisition			
vi. Other ___legal_____	0	0	
(provide a detailed breakdown of all costs)			
Total	100,000	70,000	170,000
3. Total Costs			
(enter state share, local match and total costs and check to make sure the amounts correspond to those amounts listed on the cover sheet)	<u>122,000</u>	<u>122,000</u>	<u>244,000</u>
<u>Describe source of local match:</u>			
Warren County SWCD – in kind services match			
Town of Queensbury – in kind services and cash match			

III. PROJECT SUMMARY: Provide a detailed description of the overall project.

This project utilizes an existing partnership between the Warren County Soil and Water Conservation District and the Queensbury municipal highway department, for the purpose of constructing and installing stormwater retrofit improvements identified within the Glen Lake Watershed. The District has worked with the Town of Queensbury on many stormwater projects and issues, including stormwater retrofits and reducing stormwater from new developments. This project will encompass the installation of stormwater pre-treatment and post-treatment (infiltration) systems within and adjacent to the road and highway networks within the Glen Lake watershed, utilizing proven techniques and technologies. Glen Lake carries a "B" classification, suitable for primary contact recreation, fish propagation, and fishing. It is listed on the PWL and in the Glen Lake Watershed Management plan as being impacted primarily from urban runoff (major pollutant), which is well documented. This grant would be used to fund the materials necessary (catch basins, hydrodynamic devices, infiltration chambers and wells, proper ditch materials, etc) to undertake these improvements. The Queensbury highway department will work under the supervision of the Warren County SWCD to install these systems as the local match. These systems are designed to capture, treat, and physically remove stormwater runoff from reaching these lakes, thereby eliminating sediment, pathogens, phosphorus, and floatables.

IV. PROJECT OBJECTIVE AND TASKS: Describe the specific objectives of the project and identify the tasks that will be performed to meet those objectives. Follow the example in the instructions. All segments and/or phases of the project should be included here. Attach additional pages as necessary.

Objective	Task	Time	Responsible Parties
Project Design	<ol style="list-style-type: none"> 1. Identify the specific locations for BMP installation. 2. Develop conceptual and final designs for BMP's. 3. Develop RFP for engineering services with the Town of Queensbury. 4. Contract with an engineer to finalize any potential engineering designs. 5. Obtain necessary approvals from NYSDOT, OPRHP, Warren County DPW, and the Town of Queensbury 	<p>Winter 2008 – Fall 2010</p> <p>Winter 2008 – Fall 2010</p> <p>Fall 2009 - Spring 2010</p> <p>Fall 2009 – Fall 2010</p> <p>Spring 2009 – Fall 2010</p>	Warren County SWCD and Town of Queensbury
Project Implementation	<ol style="list-style-type: none"> 1. Send RFP for construction of the design plan. 2. Preconstruction meetings with Town Highway Supervisor and construction foreman for BMP solutions and implementations. 3. Order materials for projects 4. Notify UFPO prior to any construction work 5. Construction 	<p>Summer 2009- Fall 2010</p> <p>Summer 2009 – Fall 2010</p> <p>Fall 2009 – Summer 2011</p> <p>Fall 2009 – Summer 2011</p> <p>Fall 2009 – Summer 2011</p>	Warren County SWCD and Town of Queensbury
Administration	<ol style="list-style-type: none"> 1. Prepare and submit quarterly reports to NYS DEC Region 5. 2. Prepare and submit final project report to NYS DEC Region 5. 	<p>Quarterly 2008-2011</p> <p>Dec. 2011</p>	Warren County SWCD

V. KEY PERSONNEL: Identify the key personnel for the project. Attach additional pages if necessary. Please **DO NOT** attach resumes.

Project Manager: Dave Wick, District Manager, Warren County Soil and Water Conservation District

Project O&M: Mike Travis, Highway Superintendent, Town of Queensbury Highway Department

Fiscal Manager: Rhonda Jarvis, Office Manager, Warren County SWCD

VI. DELIVERABLES: List and describe anticipated deliverables. All segments and/or phases of the project should be included here. Attach additional pages if necessary. At a minimum, include:

1. Completion of each objective and task identified in the project summary and tasks sections.
2. Quarterly Reports
3. Final Report, including documentation that deficiencies have been corrected and closeout procedures completed
4. Other

VII. PROJECT SCHEDULE: Develop a time line for the project that includes: 1) the project start date; 2) the estimated start date and completion date for each task; and 3) the project completion date. Make sure that you leave time after the project is completed for final inspection and closeout procedures. Track time in **monthly increments** as shown in the instructions. All segments and/or phases of the project should be included here. Attach additional pages if necessary.

See attached schedule.

Timeline: Glen Lake Watershed Stormwater Retrofit Project

2008

2009

	Dec	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
Identify the specific locations for BMP installation																									
Develop conceptual and final designs for BMP's																									
Develop RFP for engineering services with the Town of Queensbury																									
Contract with an engineer to finalize any potential engineering solutions																									
Obtain necessary approvals from NYSDOT, NYSOPRHP, Warren County DPW and the Town of Queensbury																									
Send RFP for construction of the design plan																									
Preconstruction meetings with Town Highway Supervisor and construction foreman for BMP installations by town forces																									
Notify UFPO prior to any construction work																									
Order materials for projects																									
Construction																									
Prepare and submit quarterly reports to NYS DEC Region 5																									
Prepare and submit final project report to NYS DEC Region 5																									

Timeline: Glen Lake Watershed Stormwater Retrofit Project continued

2010

2011

	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	
Identify the specific locations for BMP installation																									
Develop conceptual and final designs for BMP's																									
Develop RFP for engineering services with the Town of Queensbury																									
Contract with an engineer to finalize any potential engineering solutions																									
Obtain necessary approvals from NYSDOT, NYSOPRHP, Warren County DPW and the Town of Queensbury																									
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