



Engineering and Land Surveying, P.C.

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December 12, 2014

Ms. Joanne Yepsen, Mayor
City of Saratoga Springs
City Hall – 494 Broadway
Saratoga Springs, NY 12866

RE: Supplemental Proposal for Planning Services for Agreement Executed on April 2, 2013
Comprehensive Plan Update
MJ Project No. 778.01

Dear Mayor Yepsen:

M.J. Engineering and Land Surveying, P.C. (MJ) is providing the City of Saratoga Springs (the City) with this supplemental proposal for planning services associated with the final preparation of a draft comprehensive plan update for the Comprehensive Plan Committee (CPC).

SCOPE OF SERVICES

A. Comprehensive Plan Committee (CPC) Meeting Attendance

MJ will attend one (1) additional CPC meeting. In preparation for this meeting, MJ will prepare a draft resolution for the CPC to consider advancing a draft plan to the City Council. This resolution will outline the process and requirements fulfilled by the CPC throughout this effort.

Deliverable: MJ will attend one additional CPC meeting. MJ will prepare a draft resolution for CPC consideration.

B. Additional Project Related Meetings

Over the course of finalizing the CPC final draft plan, the City may wish to have MJ present for additional project related meetings with the Mayor's office, CPC leadership or City planning staff. Such meetings will be billed on an hourly basis at a rate of \$110 per hour.

Deliverable: Attendance at additional project related meetings as needed.

C. Adoption Assistance

The adoption of a comprehensive plan update by the City Council requires several steps in accordance with General Municipal Law, General City Law and the State Environmental Quality Review Act (SEQRA). MJ can assist the City with these requirements on an as needed basis. This task includes the following:



- Preparation of a draft SEQRA full environmental assessment form (EAF) Parts 1 and 2 for City Council review and evaluation.
- Preparation of a SEQRA Negative Declaration (should the City Council find no environmental impacts are anticipated from the adoption of the plan)
- Preparation of a draft SEQRA resolution
- Preparation of a draft City Council adoption resolution
- Preparation of materials for GML §239-m review

Deliverable: Preparation of draft SEQRA EAF, resolution and negative declaration. Preparation of one City Council adoption resolution. Preparation of materials for GML §239-m review.

ASSUMPTIONS

This proposal has been prepared assuming the following:

- City staff will be responsible for distributing public comments and other preparation materials to the CPC in advance of the CPC meeting.
- Meeting notes for the CPC meetings and public hearings moving forward will be the responsibility of the City.
- The CPC and/or the City will provide MJ with a list of specific written edits to be incorporated into the final CPC draft plan update. MJ will prepare one (1) revised final CPC draft document based on those edits, including one (1) revision of the future land use map.

TASKS NOT INCLUDED IN THIS PROPOSAL

The following efforts are excluded from this supplemental scope of services:

- Changes or edits to the draft plan after the CPC advances the plan to the City Council will be considered outside this scope. MJ can provide these services under a separate supplemental agreement.
- This proposal does not include preparation of a Generic Environmental Impact Statement (GEIS) for the purposes of SEQRA;
- This proposal does not include attendance at a City Council public hearing or City Council meetings.



*J. Ogden
Deputy Mayor*

FEE

MJ proposes to complete the above-listed services for the following fees:

- * Task A – CPC Meeting Attendance (one meeting) \$800 (Lump Sum)
- ~~Task B – Additional Project Meetings* \$770/per meeting (Hourly)~~
- ~~Task C – Adoption Assistance \$5,000 (Lump Sum)~~

*Additional project meetings will be billed at an hourly rate of \$110 per hour.

The fees assume there are no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

We look forward to assisting the City in bringing this project to its completion. In the event there are any questions concerning our suggested approach and scope of services, please do not hesitate to contact this office at (518) 371-0799 or contact Jaclyn Hakes directly at jhakes@mjels.com.

Sincerely,

Michael D. Panichelli, P.E.
Executive Vice President

AUTHORIZATION TO PROCEED

I hereby authorize M.J. Engineering and Land Surveying, P.C. to proceed with the scope of services as described in the this Agreement, and in accordance with the attached General Terms and Conditions.

Printed Name

Title

Signature

Date