

VILLAGE OF PITTSFORD

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Village of Pittsford Board of Trustees Regular Meeting July 28, 2025, 6 PM

Tentative Agenda

Board Member - Conflict of Interest Disclosure & Open Meeting Compliance Certification

Pledge of Allegiance

Meeting Items

1. Change Order South & Wood Street
2. 7 French Road Repair
3. Hiring of a candidate for the DPW Gardner / Laborer position

*The next Scheduled Meeting is August 12, 2025, and is Subject to Change Without Notice**

7/18/25

Mr. Scott Harter P.E.
Village of Pittsford Engineer
Professional Engineering Group
7171 Victor-Pittsford Road
Victor, Ny 14564

Dorothea Ciccarelli, Village Clerk
Village of Pittsford
21 North Main Street
Pittsford, NY 14534

Re: **Village of Pittsford Sidewalk and Pavement Improvements for South and Wood Streets
Supplemental Request for Full Time Inspection and Office Support**

Dear Dorothea;

As discussed during the pre-construction meeting for the Wood/South Street roadway project, due to recent changes in Village staffing, a request was made by the Village for GPI to transition from a part-time construction inspection with Village assistance to full-time inspection by GPI staff. As construction inspection activities are tracked/charged on an hourly basis, a supplemental amount is requested to support both the field inspection and office related activities of the construction activities and pay items, responding to contractors, village and residents questions (which has included individually meeting with property owners regarding releases), monumentation coordination for survey, preparation of public meeting materials with bi-weekly construction updates.

In order to provide the best value for the Village, GPI has provided a less experienced staff member at a lower rate for the daily Full-Time Inspection, with more experienced staff providing support from both the office and field as needed. This is to keep the cost to the Village as low as we can with the increased scope need for Full Time Inspection.

Construction Inspection (Field)

Previous Scope: 12 Weeks of Part-time inspection (20 hrs./week), with village staff providing the other 20 hours/week of inspection and tracking of quantities. There was an assumption that the previous village supervisor would have been in the field overseeing the progress of the project, village staff or contractor when GPI was not present and providing a daily face for the contractor regarding coordination with the village and residents.

New Scope: 12 weeks of full-time inspection (40 hrs/week) with minimal to no assistance from village DPW staff. GPI is providing the daily face of the project and facilitating coordination between the village, contractor and residents. GPI fully tracking the quantities within APPIA software on a daily/weekly basis.. 12 weeks of Full-time inspection (40 hours/week inspection, 5 hours Overtime for inspector per week, input weekly quantities GPI into tracking software for all 12 weeks, resident engineer 10 hours per week, 60 hours total for project closeout.

Construction Support (Office)

Previous Scope: Pre-construction meeting, review contractors schedule, shop drawing review, design team responses to contractor questions on design details, clarifications of materials, and preparation of as-builts in PDF format. Office Engineer set up process with village to coordinate and assist with tracking of quantities/field inspection process.

New Scope: *Removed underlined above and add in: Provide oversight of full time GPI field inspection. Provide assistance to contractor and village, meet with property owners on a one-on-one basis regarding releases, preparation of public materials (project flyer for residents), provide bi-weekly construction updates per village request. Assist Village with the construction and contract management process (NTP, Award of contract, full quantity tracking and pay applications).*

Schedule Update:

Construction Start July 7, 2025
 Estimated Construction End November 2025

The additional budgeted amount for the additional services is summarized in the following table, please note that construction services are budgeted amounts that are billed hourly.

Item	Description of Scope	Part-Time (Previous Budget)	Full-Time Services (Added Budget)	Construction Phase (Budget)
5	Construction Office Support (Billed Hourly)	\$8,000	\$9,200	\$17,200
6	Construction Inspection (Billed Hourly)	\$33,120	\$23,045	\$56,165
	Expense – APPIA Quantity Software (Reimbursable expense)	\$0.00	\$810	\$810
	Total	\$41,120	\$33,055	\$74,175

If you have any questions, feel free to contact me at any time.

Sincerely,
GPI/Greenman-Pedersen, Inc.



Cailyn Hemmes
 Project Manager
 150 State Street, Suite 100
 Rochester, NY 14614