

**Business of the Village Board
Village of Saranac Lake**

BILL #183-2026

SUBJECT: Professional Services Agreements

FOR AGENDA: 10/13/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 10/07/2026

Resolution to approve Suozzo, Doty & Associates professional services agreement.

MOVED BY: Evans SECONDED BY: Ryan

VOTE ON ROLL CALL:

TRUSTEE RYAN	<u>Yes</u>
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TRUSTEE WHITE	<u>Yes</u>
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TRUSTEE EVANS	<u>Yes</u>
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TRUSTEE TRUDEAU	<u>Yes</u>
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MAYOR BRUNETTE	<u>Absent</u>
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**APPROVE PROFESSIONAL SERVICES AGREEMENT WITH SUOZZO, DOTY &
ASSOCIATES**

WHEREAS, Suozzo, Doty & Associates Professional Engineering, PLLC (SDA) has submitted a professional services agreement necessary to advance the Village's projects for Dorsey Street and Lake Colby parking lots stormwater upgrades and Lake Colby Beach site civil and engineering work; and

WHEREAS, SDA was awarded the project via bill 160-2026;

NOW, THEREFORE, BE IT RESOLVED, that the Village of Saranac Lake Board of Trustees hereby approves the following professional services agreement with SDA:

Dorsey Street and Lake Colby Parking Lots Stormwater Upgrades and Lake Colby Beach Site Civil and Engineering Work, SDA Project No. 26-055. Not to exceed \$200,300.

BE IT FURTHER RESOLVED, that the Village Manager is authorized to execute the agreement and related documents on behalf of the Village in accordance with the terms of the agreement and applicable project funding requirements.

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July 17, 2026
Revised October 7, 2026

Laura Ferranti
Village of Saranac Lake
Village Clerk
39 Main Street, Suite 9
Saranac Lake, New York 12983

**RE: Professional Services Final Report, Final Design and Construction Documents
Dorsey Street and Lake Colby Parking Lots Stormwater Upgrades and Lake Colby Beach Site
Civil and Engineering Work
SDA Project No. 26-055**

Dear Ms. Ferranti:

Suozzo, Doty & Associates Professional Engineering, PLLC (SDA) thanks you for the opportunity to submit this professional services proposal for the above referenced project. This proposal is a separate price proposal itemized by phase and task as required by the RFQ. Please note that our office will provide quarterly reimbursement reports for submission to the funding agency throughout the project. SDA, as noted in the proposal timeline, intends to schedule monthly progress meetings through February 2027, in addition to the on-site programming meetings.

Based on our current project understanding, we offer the scope of services described below:

SCOPE OF SERVICES

Phase 1 Task 1 – Initiation, Data Collection, On-Site Programming, and Planning

This task includes the project initiation, desktop-level data collection, and the first on-site programming meeting for the Dorsey Street Parking Lot and the Lake Colby Beach site, which will be incorporated with Phase 2 Task 1. SDA recommends an initial in-person kick-off meeting for both sites to better understand the vision from all project partners. At the conclusion of the kick-off meeting, we hope to schedule the first on-site programming for each site.

For stormwater best practices, SDA intends to perform multiple site visits during this phase, some during intense precipitation events to understand surface runoff patterns. SDA will attempt to locate record maps or information to understand which buildings' roof drains are directly connected to the existing stormwater sewer system for the Dorsey Street Parking Lot.

At the conclusion of Task 1, areas for green infrastructure or stormwater retrofit practices are generally located so we can transition into geotechnical testing.

Phase 1 Task 1 will also include, for both Dorsey Street and Lake Colby Beach, grant and planning management services throughout Task 1.

**Phase 1 Task 2 – Field Inventory and Soil Testing**

SDA field staff will conduct in-field data collection required for planning phases. Prior to any field work, SDA will coordinate schedule with the Village to ensure prior approval. It may be advised that cleaning of stormwater structures via vac truck (or other methods) occurs to allow for full visual observation and GPS mapping prior to data collection. To complete the data collection effort, two (2) SDA staff will use GPS equipment to accurately locate features not previously mapped and provide planning-level elevation data. This data will be required to approximate pipe slopes and hydraulic capacity. Staff will be equipped with field tablets to photograph and document features using SDA standard templates for stormwater infrastructure. In addition to standard dimensional data, any issues with existing structures will be noted. It is anticipated that two (2) major data collection phases will occur: (1) an initial data collection with results reviewed by the project manager, and (2) a final data collection after preliminary results have been reviewed. Electronic data collection forms (or paper forms) will be maintained and incorporated into the final report.

At the Dorsey Street Parking Lot, SDA will rely upon existing mapping for the base existing condition mapping and will use the GPS to supplement the stormwater layout and design.

At the Lake Colby Beach site, SDA will rely upon the Phase 2 survey work for the existing condition mapping.

Soil Testing

In-situ soil testing is a requirement of the NYSDEC WQIP program. In-situ soil testing is a crucial step towards the proper selection of green infrastructure or stormwater retrofit facilities. Since the two sites have different constraints and uses, the geotechnical testing approach slightly different.

Dorsey Street Parking Lot

The Dorsey Street Parking Lot site is mostly paved and is a vital parking lot within the Village. Soil testing with excavations would most likely disturb existing asphalt and the affected/disturbed area could impact multiple parking spaces. To minimize any parking lot impacts, we intend to subcontract with a geotechnical testing firm to perform deep test pit borings and install 4" casing pipe for SDA staff to perform infiltration testing. This approach should minimize the impact to parking spaces to the maximum extent practicable. The testing firm will provide soil profile test results that will be incorporated into the report.

Lake Colby Beach Site

Unlike the Dorsey Street Parking Lot, the Lake Colby Beach site has ample space to allow for deep soil test pits and infiltration tests using an excavator. As a cost savings measure, we intend to overlap the Lake Colby Beach soil investigation with the wetland/water resource investigation required under Phase 2.

Phase 1 Task 3 – Hydrologic & Hydraulic Evaluation

Both sites will require stormwater runoff and volume analysis in accordance with the NYS Stormwater Management Design Manual (NYS SMDM). Both sites will require siting of green infrastructure techniques or practices that provide runoff reduction volume or RRV. Under this task, SDA will use the information collected in prior tasks to create hydrologic and hydraulic models using the software package HydroCAD, which is approved by the NYS DEC for stormwater analysis. This task will be the basis for sizing all proposed stormwater treatment practices in accordance with the NYS SMDM. Phase 2 will require a full SWPPP and coverage under the NYS DEC Construction General Permit (CGP), and the model created under this task will be incorporated into the full SWPPP (as required by the CGP).

Phase 1 Task 4 – Draft WQIP Report and Options



Under this task, SDA will provide a draft stormwater report for both sites in the NYS DEC WQIP format. The required elements include, a cover page, executive summary, project objectives, existing conditions discussion and graphic, project description including the NYSDEC runoff reduction worksheets, anticipated regulatory approvals or permits, conceptual plans with up to 3 options, and site photographs. The draft report will provide to all project partners for review and comment. As part of the report, SDA intends to provide up to three options for stormwater management areas/practices for discussion.

Phase 1 Task 5 – On-Site Programming

Under this task, SDA intends to hold the second of the two on-site programming meetings. At this meeting, final recommendations on stormwater practices and locations are identified.

Phase 1 Task 5 – Final WQIP Report

Under this task and once the project partners have time to review and comment on the draft report, SDA would meet with the project partners to discuss any comments. Once all comments are discussed, SDA would make the appropriate edits to the draft report and deliver the final report. The final report will meet the requirements of the NYSDEC WQIP outline and be stamped by a licensed professional engineer in NYS. SDA would submit the reports to the NYS DEC.

Phase 2 Task 1 – Programming Study

Site Programming will include the following work:

Preliminary/Kick-off Meeting:

- Identify project stakeholders (i.e. Village staff, Town of Harriestown, Village Recreation Committee, Village DPW staff or building maintenance staff, Community Development and playground specialist, etc.).
- Determine season(s) of building use (i.e. year-round, limited seasonal, or extended seasonal. Determine the hours of operation, how will building be secured during non-use hours, and if site illumination will be provided round the clock.
 - a. Duration of building usage determines heating/cooling and insulation standards for building.
 - b. Determine if building will provide toilet facilities only or if showers are needed.
 - c. Pursuant to the beach capacity, the number of plumbing fixtures will be set by NYS Building Code.
 - d. Are the bathroom facilities to be designated as “Male” and “Female” with a “Family Restroom” or are “Gender Neutral” facilities desired.
- Discussion of NYSDOH Bathing Beaches State Sanitary Code ([NYS Sanitary Code Subpart 6-2 Includes Amendments Effective July 6, 2011 28pgs](#)) – Building sufficient to accommodate all required bathing beach elements and lifeguarding equipment.
- Conduct a site visit, document existing conditions, and begin to envision how best to maximize the site.
- Provide meeting minutes among all attendees and schedule a follow-up meeting once attendees have had the opportunity to consider the items identified above.

Second Follow-Up Meeting Among Stakeholders:

- Review the meeting minutes from the kickoff meeting.
- Confirm the decisions made during the first meeting, and revise as attendees have had the opportunity to consider their original vision for the site.
- Review the topics identified during the kickoff meeting and make recommendations for modifications and/or additions.

**PROFESSIONAL SERVICES PROPOSAL**

- Based upon the decision about the length of operating season (i.e. heating and cooling requirements for the bathrooms), building envelope and mechanical equipment requirements can be estimated.
- Based upon the stakeholders' review of the NYSDOH Bathing Beaches State Sanitary Code, decisions will be made on the lifeguarding staffing and equipment requirements.
- A preliminary building footprint can be determined and incorporated into the site plan.
- A preliminary floor plan, building elevations and cost estimates will be incorporated into the Program Report.
- Provide meeting minutes among all attendees and schedule a final meeting to solidify the Program Report.

Final Planning Meeting Among Stakeholders:

- Review the Program Report for the stakeholders.
- Provide confirmation from the stakeholders to proceed to the next phase of the project.

Phase 2 Task 2 – Field Investigations**Wetland and Shoreline Investigation**

SDA staff will first review all available mapping and use that data to build a new GIS map to support the field work. Following the desktop review, SDA staff will flag the wetland boundaries, flag the ordinary high water mark, complete the US ACOE field sheets, which will culminate with providing the wetland and shoreline delineation report. Following the report, SDA will submit the APA Jurisdictional Inquiry Form (JIF). SDA has included 8 hours for an on-site meeting with the APA following their initial review of the JIF. Concurrent with the APA JIF, SDA staff will submit a Jurisdictional Determination application to the NYS DEC and ACOE.

Topographic and Utility Survey and Mapping (Existing Conditions Mapping)

SDA intends to sub consult the survey services to Pawlowski Land Surveying, a NYS licensed land surveyor. An existing conditions survey will be produced for both Village owned parcels, totaling an area of roughly 3.0 acres. Topographic data will be collected through conventional survey over the entire 3.0 acre area and a surface of 1 foot contours will be depicted. Two horizontal control points and two benchmarks will be established. Aboveground physical features captured will include but is not limited to buildings, curbing, sidewalks, utility poles, trees, culverts, manholes, streetlights, curb cuts, and catch basins. Surveyed sanitary and storm structures will capture the structure location, rim elevation, and invert elevations along with pipe size and general direction. Underground utilities will utilize record information provided by the Village and any surface features associated with the same (water shut-off risers, cleanouts, etc.). The subsurface utility standard will be Level C. The survey will also pick-up and depict the wetland and shoreline delineations. Mapping will be provided digitally and as a hard copy for Village records.

Existing Bathhouse Demolition Hazardous Material Assessment

SDA intends to sub-consult with Adelaide Environmental Health (AEH) for the existing bathhouse demolition hazardous material assessment. AEH will perform the site visit at the bathhouse for the materials to be impacted by demolition according to all federal, state, and local regulations. AEH will provide testing services for asbestos, lead & PCB in caulk and sealant. AEH will conduct the site visit, collect necessary samples and prepare a letter report of their findings.

Phase 2 Task 3

Under this task SDA will prepare Design Development Documents related to site design, which will include Contract Drawings. With respect to contract drawings, we anticipate the following:

Design Development Documents



Under this task SDA will prepare 60% Site and Civil Drawings and we anticipate the following sheets:

- General Notes and Legends
- Existing Conditions
- Removals Plans
- Site Plans
- Grading and Drainage and Stormwater Management Plans (**please note the grading plan will include spot grades and details showing ADA compliant paths throughout the site as noted by the RFQ**)
- Utility Plans
- Erosion and Sediment Control Plans
- Utility Profile(s)
- Site Details
- Water & Sewer Details
- Stormwater Management/Storm Sewer Details
- Erosion and Sediment Control Details
- Miscellaneous Details

We will also perform site visits (anticipate two) to confirm existing conditions/determine effects of the same on proposed design. SDA will also coordinate with all project stakeholders, including the Community Development team and playground specialist.

Design Development SWPPP

SDA will prepare a 60% draft of the project SWPPP including completing work needed to develop 60% design of the storm water management facilities for the site (water quality and water quantity). The SWPPP will be prepared with the understanding that all redevelopment areas of the site will be designed to meet the redevelopment requirements of the NYS Stormwater Management Design Manual, with new impervious areas subject to new impervious requirements of the same. The SWPPP will be developed in conformance with NYSDEC General Permit for Stormwater Discharges from Construction Activity (GP-0-25-001). Proposed stormwater facilities, watershed delineations and soil testing will be completed during Phase 1 as a cost and time savings measure.

Design Development Specifications

SDA will prepare 60% draft technical specifications (Please note that the front end specifications will be provided in the Final Design Phase) that include but are not limited to the following specification sections:

DIVISION 2 EXISITING CONDITIONS

- 02 33 13 Underground Utility Locator Service
- 02 41 13 Selective Demolition

DIVISION 3 CONCRETE

- 03 30 00 Cast-in-Place Concrete

DIVISION 31 EARTHWORK

- 31 00 00 Earthwork
- 31 00 01 Earthwork Materials
- 31 13 00 Selective Tree and Shrub Removal and Trimming
- 31 23 19 Dewatering



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- 31 25 00 Erosion and Sedimentation Controls
- 31 25 14.13 Hydraulically-Applied Erosion Control

DIVISION 32 EXTERIOR IMPROVEMENTS

- 32 12 16 Asphalt Paving
- 32 13 00 Concrete Walks
- 32 13 73 Concrete Paving Joint Sealants
- 32 16 13 Concrete Curbs and Gutters
- 32 16 13.23 Precast Concrete and Granite Curbing
- 32 17 23 Pavement Markings
- 32 17 26 Tactile Warning Surfacing
- 32 31 13 Chain Link Fences and Gates (**per the RFQ, fencing is required to separate the play area and parking lot from the swimming area as required by NYS DOH**)
- 32 92 00 Turf and Grasses

DIVISION 33 UTILITIES

- 33 01 10.58 Disinfection of Water Utility Piping Systems
- 33 01 30.86 Manhole Rim Adjustment
- 33 05 05.31 Hydrostatic Testing
- 33 05 05.33 Infiltration and Exfiltration Testing
- 33 05 05.36 Vacuum Testing
- 33 05 05.41 Air Testing
- 33 05 05.43 Mandrel Testing
- 33 05 09.33 Thrust Restraint for Utility Piping
- 33 05 53 Identification for Utilities Piping and Equipment
- 33 05 61 Concrete Manholes
- 33 05 97 Identification and Signage for Utilities
- 33 14 16 Site Water Utility Distribution Piping
- 33 14 17 Site Water Service Utility Laterals
- 33 14 19 Valves and Hydrants for Water Utility Service
- 33 31 00 Sanitary Sewerage Piping
- 33 42 00 Stormwater Conveyance

DIVISION 34 TRANSPORTATION

- 34 41 13 Traffic Signs
- 34 71 15 Site Bollards

Wetland and Shoreline Permitting

After the Phase 2 Task 2 field investigations are completed and the full scope of the work is outlined, an APA JIF will be completed and submitted. A site visit will be scheduled with the APA to review jurisdiction and project permitting. The permitting task runs parallel with the design development such that the design is advanced enough to support a robust conversation with the APA. If the APA determines a permit is required, SDA will prepare and submit the application along with the final plans.

Phase 2 Task 4 – Final Construction Documents and Specifications

Under this task, SDA first recommends a page turn meeting to discuss each design plan and technical specification. Final comments will be incorporated into the site drawings and technical specifications. If any changes affect the SWPPP or permitting, final revisions will be made to those documents. Final construction



documents will be prepared and a final presentation with the Village Board that is anticipated to be held on the first Village Board Meeting following the project deadline (02/01/2027) or Monday, February 8, 2027.

For SEQRA compliance, SDA will complete a Short Environmental Assessment form along with the final documents.

ASSUMPTIONS AND LIMITATIONS

- SDA will request that the Village of Saranac Lake advance deep test pits at the Lake Colby Beach site only, which SDA will witness to support design of the proposed stormwater infiltration systems. This request to the Village has not yet been made, as we anticipate making this request following authorization. If the Village is unable or unwilling to advance test pits, deep test pits will need to be advanced by a separate entity under a separate agreement. Please note that we intend to use a subconsultant for the soil investigation at the Dorsey Street Parking Lot, therefore we do not anticipate using Village forces at that site.
- SHPO consultation and archeological investigations are not anticipated.
- Village will provide field crews with unfettered access to both sites during normal business hours (7:30am to 5:00pm) Monday through Friday.
- Field work is subject to NYS prevailing wage and supplemental benefits.
- The wetland and shoreline permitting require meetings and concurrence with regulatory agencies, whose schedule is outside of our control. SDA intends to schedule the wetland and shoreline investigation in the early to middle of August to allow for as much time as possible for regulatory review and concurrence.
- The Village will provide a licensed electrician to temporarily cut-off power to the existing Lake Coble Beach Bathhouse to facilitate hazardous material testing.

PROFESSIONAL SERVICES FEE AND COMPENSATION

SDA will perform the above-listed professional services on a lump sum basis in accordance with the estimated fees and schedule depicted in the Professional Services Fee Schedule. Time and material tasks will be completed on a time and materials basis which will be billed in accordance with our discounted rate schedule in effect at the time of service. Any direct expenses we incur (mileage, overnight mailings, document reproduction, etc.) are included in the fee estimates.

Invoices will be submitted to the Client on a monthly basis. Payment shall be made to Suozzo, Doty & Associates Professional Engineering, PLLC, 4607 Lake Shore Drive, P.O. Box 653, Bolton Landing, NY 12814.



PROFESSIONAL SERVICES FEE SCHEDULE

Task	Lump Sum Fee	Subconsultant Estimate	Schedule ¹
Phase 1 Task 1	\$13,500	---	Start: Authorization End: Mid/Late August
Phase 1 Task 2	\$1,500	\$8,500	Start: Mid August End: Early September
Phase 1 Task 3	\$4,000	---	Start: Mid August End: Mid September
Phase 1 Task 4	\$25,000	---	Start: Mid September End: Early December
Phase 1 Task 5	\$5,000	---	Start: Mid September End: Early December
Phase 1 Task 6	\$20,000		Start: Early December End: February 1, 2027
<i>Phase 1 Subtotal</i>	<i>\$69,000</i>	<i>\$8,500</i>	
<i>Phase 1 Total</i>		<i>\$77,500</i>	
Phase 2 Task 1	\$55,000	---	Start: Authorization End: Mid/Late August
Phase 2 Task 2	\$15,500	\$5,500 (survey) \$8,800 (HMA)	Start: Mid August End: Late October
Phase 2 Task 3	\$25,000		Start: Mid September End: Early December
Phase 2 Task 4	\$13,000		Start: Early December End: February 1, 2027
<i>Phase 2 Subtotal</i>	<i>\$108,500</i>	<i>\$14,300</i>	
<i>Phase 2 Total</i>		<i>\$122,800</i>	

¹Schedule begin and completion dates are estimates only and begin upon authorization. SDA will make its best attempt to begin and complete tasks in accordance with the periods depicted above, but certain items that affect the schedule may be out of SDA's control (weather affecting site investigations, agency approvals, etc).



CLOSING

We thank you for this opportunity to work with the Village on this important project! If you have any questions or if you need additional information, please feel free to call me directly at 518-240-6293. Thank you!

Sincerely,

A handwritten signature in black ink, appearing to read "Richard M. Adams".

Richard M. Adams, P.E.
Senior Engineer, Project Manager
(518) 240-6293
Radams@SDAPLLC.com

cc: Gregory Swart, PE, Suozzo, Doty & Associates, PLLC
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