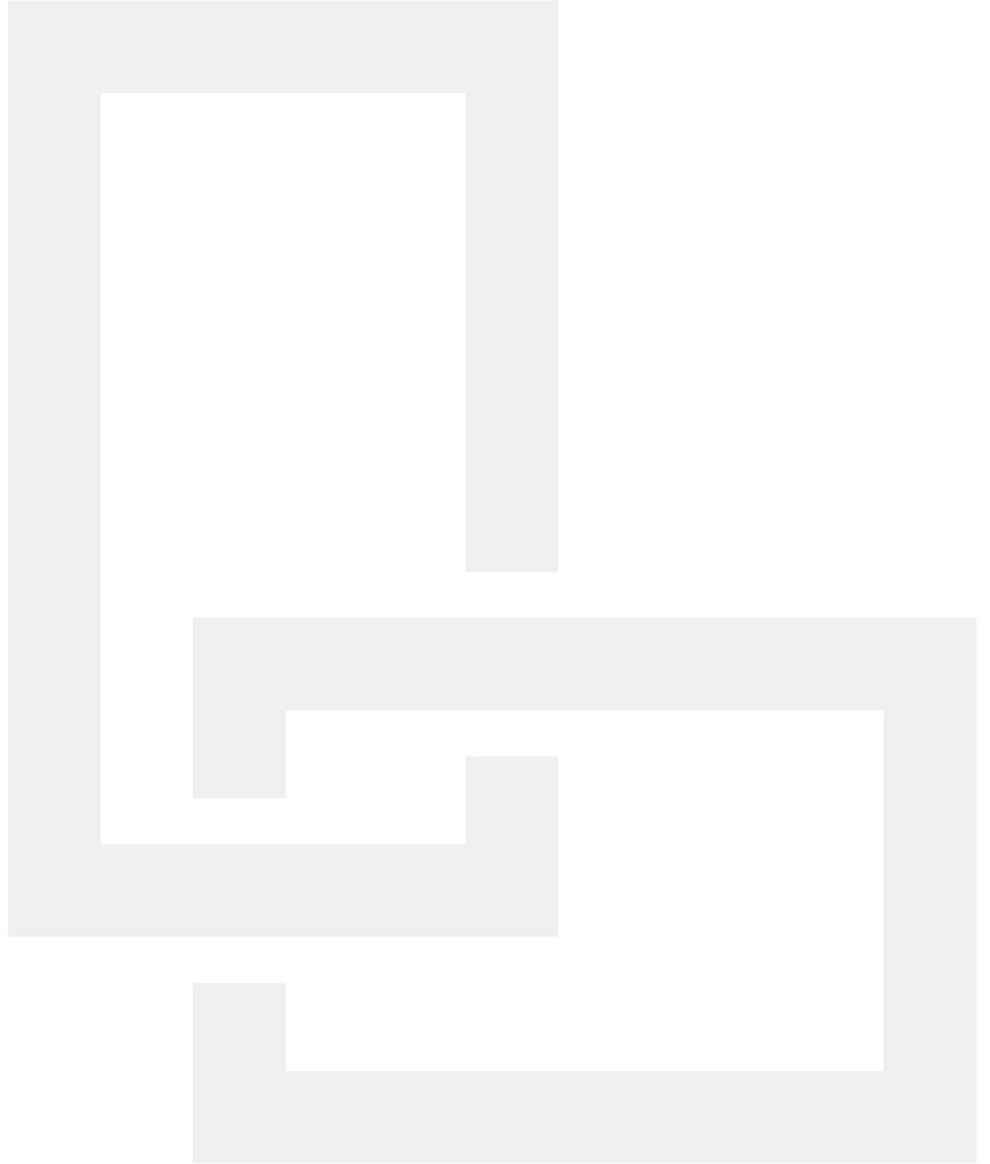


Prepared For:

Village of Scotia
4 North Ten Broeck
Scotia, NY 12302
Attn: Maria Schmitz

Submitted by:

LaBella Associates
4 British American Boulevard
Latham, NY 12110



Mohawk Avenue Streetscape Design

MAY 8. 2026

May 8, 2026

Village of Scotia
4 North Ten Broeck
Scotia, NY 12302
Attn: Maria Schmitz

**Re: Mohawk Avenue Streetscape Design
Village of Scotia, Schenectady County, New York**

LaBella Associates, D.P.C. ("LaBella") is pleased to submit this proposal to the Village of Scotia for professional engineering, planning, and landscape architecture services to advance the design of streetscape improvements along the Mohawk Avenue corridor.

LaBella understands that the Village has successfully secured Brownfield Opportunity Area (BOA) Pre-Development funding to advance this priority project from conceptual planning to 60% design and environmental clearance. The proposed improvements will address long-standing safety, accessibility, and placemaking needs within the Village's primary commercial corridor while positioning the project for future implementation funding.

Project Understanding

Mohawk Avenue (NY Route 5) serves as the Village's central commercial spine and a critical regional transportation corridor connecting the City of Schenectady to surrounding communities. The corridor currently functions as a high-volume arterial with documented safety concerns, limited pedestrian and bicycle accommodations, and aging infrastructure.

The Village has completed extensive planning efforts—including the Scotia Downtown Connections Plan and Envision Scotia BOA Plan—which identify a comprehensive set of Complete Streets improvements to transform the corridor into a safer, more accessible, and economically vibrant downtown environment.

The project limits extend approximately 0.7 miles from the Mohawk/Reynolds Street intersection to the Mohawk/Schonowee/Glen Avenue intersection and include multiple signalized intersections, transit stops, and key redevelopment sites.

The Village now seeks to advance this effort through survey, right-of-way mapping, preliminary and detailed design, and environmental review to advance toward a shovel-ready set of contract drawings. This scope will advance the design to 60%, so that the project team can refine the project scope, develop a construction budget and identify/pursue additional funding to make the project implementation ready.

Scope of Services

LaBella proposes a streamlined scope structured around **three integrated phases**, consistent with BOA requirements and tailored to the Village's project goals.



TASK 1 — PROJECT INITIATION & DATA COLLECTION

1.1 Project Kickoff and Coordination

- Conduct kickoff meeting with Village staff and stakeholders
- Confirm project limits, scope, schedule, and communication protocols
- Establish data needs and coordination with NYSDOT and CDTC

1.2 Data Collection and Existing Conditions Review

- Review prior planning documents, including the Downtown Connections Plan
- Compile existing traffic, crash, transit, and infrastructure data
- Conduct field reconnaissance to document existing conditions

1.3 Survey and Right-of-Way Mapping

- Perform topographic and boundary survey for full corridor
- Identify right-of-way limits, utilities, and potential easements
- Measure pipe sizes and inverts for potential drainage system modifications
- Complete subsurface utility mapping as appropriate, based on proposed improvement areas
- Develop base mapping for design (CAD and GIS compatible)

Deliverables:

- Base mapping and survey files
- Existing conditions memorandum

TASK 2 — PRELIMINARY AND DETAILED DESIGN (INCLUDES TRAFFIC ANALYSIS)

This phase consolidates transportation analysis with engineering design to efficiently advance the project to 60% design.

2.1 Corridor Analysis and Design Criteria Development

- Evaluate multimodal operations (vehicular, pedestrian, bicycle, transit)
- Review crash history and identify safety priorities
- Assess parking, curb use, and access management needs
- Establish design criteria consistent with Complete Streets principles

The corridor has documented safety challenges, including elevated crash rates and pedestrian conflicts, which will inform design decisions.

2.2 Concept Refinement and Preliminary Design (30%)

- Translate planning concepts into engineering layouts, utilizing survey to develop preliminary contract drawings
- Develop typical sections, finalize intersection concepts, and streetscape elements
- Prepare general construction plans including geometry, layout, and scope callouts via NYSDOT item number designations

These improvements are consistent with previously identified recommendations to enhance safety, walkability, and corridor identity.

2.3 Detailed Design Development (60%)

- Advance design drawings to 60% completion
- Fine tune proposed features from concept drawings, such as:
 - Limits of paving, sidewalk reconstruction, ADA improvements and grading
 - Curb extensions and median treatments
 - Mid-block crossings and pedestrian signals
 - Bicycle accommodations and shared-use facilities
 - Streetscape and landscaping elements



- Signing and striping
 - Identify utility conflicts
 - Drainage modifications and adjustments
- Prepare supporting project details and tables for contract drawings
- Further detail pay items via NYSDOT item catalog
- Develop opinion of probable construction cost
- Coordinate with NYSDOT regarding design requirements and plan review

2.4 Public Engagement

- Conduct one (1) initial public workshop during early design
- Conduct one (1) final public presentation at 60% design
- Prepare engagement summaries documenting input and design integration

Deliverables:

- 30% conceptual drawings (PDF and CAD)
- 60% construction set (Advance Detail Plans) (PDF and CAD)
- Cost estimate
- Design report
- Public engagement summaries

TASK 3 — ENVIRONMENTAL REVIEW (SEQR)

3.1 Environmental Documentation

- Prepare SEQR Environmental Assessment Form (EAF Parts 1–3)
- Coordinate with Village as lead agency (if non-Type II)
- Identify involved and interested agencies

3.2 Supporting Technical Review

- Evaluate environmental resources, including:
 - Natural resources: Floodplain considerations near the Mohawk River
 - Cultural and historic resources
 - Potential ecological constraints

3.3 Determination Support

- Assist with preparation of determination of significance
- Respond to agency comments

Deliverables:

- SEQR documentation
- Environmental coordination materials

Task 4 — Grant Administration

LaBella will support the Village of Scotia with grant administration services to ensure compliance with New York State Department of State (NYSDOS) BOA Pre-Development requirements.

4.1 Project Initiation and Contract Compliance

- Assist with grant agreement execution requirements
- Support project kickoff coordination with NYSDOS

4.2 Ongoing Grant Administration and Reporting

- Prepare and submit quarterly progress reports
- Track project schedule and budget status
- Maintain documentation for compliance with BOA requirements
- Coordinate with Village staff on reimbursement submissions

4.3 Invoicing and Financial Tracking

- Prepare reimbursement requests and supporting documentation



- Track expenditures against approved budget

4.4 Project Closeout

- Prepare final report and closeout documentation
- Coordinate final submission to NYSDOS

Deliverables:

- Quarterly reports
- Reimbursement packages
- Final report and closeout documentation

Schedule

LaBella anticipates the following schedule upon Notice-to-Proceed:

- **Project Initiation & Survey:** 8–10 weeks
- **Preliminary & Detailed Design (to 60%):** 20–24 weeks
- **Environmental Review (SEQR):** Concurrent (6–8 months total)
- **Grant Administration:** Concurrent (for the project duration)

This schedule aligns with the Village's goal of completing design and environmental clearance within the BOA grant timeframe.

Fee

LaBella will provide the professional services outlined herein on a Time-and-Expense (T&E) basis with a Not-to-Exceed (NTE) amount, inclusive of direct expenses such as travel, printing, and data collection.

FEE SUMMARY TABLE

Tasks		LaBella Associates	Azar Design Group ¹	Hudson Cultural ¹	Task Subtotal
1	Project Initiation & Survey	\$19,500	\$77,500	-	\$107,000
2	Preliminary & Detailed Design (to 60%)	\$203,000	\$10,000	-	\$203,000
3	Environmental Review (SEQR)	\$12,500	-	\$2,500	\$15,000
4	Grant Administration	\$5,000	-	-	\$5,000
Firm Subtotal/Total Fee		\$240,000	\$87,500	\$2,500	\$333,000

¹In compliance with the grant requirements to utilize minority and disadvantaged business enterprises (MWBE) at a 30% participation level on the State funding amount (\$300,000) our fee proposal includes services from Azar Design Group and Hudson Cultural to meet this threshold, as shown above.



Assumptions/Exclusions

- Design will advance to approximately 60% and is not intended for construction
- Utility relocation design and detailed structural design are excluded
- Additional environmental studies (if required) will be scoped separately
- Right-of-way acquisition services are not included

Substantive Revisions

The Scope of Services provided in this proposal was developed based on information available at the time it was prepared, including the known conditions of the site and study area. In the event of project changes (e.g., additional information becomes available, regulatory agencies require additional studies, the extent of the project or its design, etc.) a Professional Services Change Order will be provided to you.

Additionally, Client requested changes to the documents after the originals are submitted to regulatory agencies will constitute a change in services and will also require a Professional Services Change Order.

Agreement

By signing below, the Client agrees to the terms set forth in this proposal and authorizes a notice to proceed with the work.

Please feel free to contact me at (518) 929-0354 or dteator@labellapc.com if you have any questions. LaBella looks forward to working with you on this project.

Sincerely,

LaBella Associates



Douglas A. Teator, PE
Associate Vice President
Principal Transportation Engineer

LaBella Associates, D.P.C.

By: _____
Name: _____
Title: _____
Date: _____

Village of Scotia

By: _____
Name: _____
Title: _____
Date: _____

