



October 6, 2022

The Honorable Ron Kim  
City of Saratoga Springs  
474 Broadway  
Saratoga Springs, NY 12866

**Re: Reconnecting the West Side Technical Assistance Proposal**

Dear Mayor Kim:

The Capital District Transportation Committee (CDTC) and the Capital District Regional Planning Commission (CDRPC) are pleased to inform you that the Reconnecting the West Side project has been approved for funding through the 2022 CDTC/CDRPC Community Planning Technical Assistance Program. Your award is valued at \$10,000 in CDTC and CDRPC staff support matched with local in-kind volunteer services valued at \$3,512 for a total project value of \$13,512. Jen Ceponis ([iceponis@cdtcmpo.org](mailto:iceponis@cdtcmpo.org)) of the CDTC and Kate Maynard ([kate.maynard@cdrpc.org](mailto:kate.maynard@cdrpc.org)) of the CDRPC have been assigned to work with you on this project.

This letter serves as our mutual commitment to the project and includes the scope of work by task, a detailed breakdown of the estimated project value and a match documentation form for the local in-kind match contribution. The match documentation form will be provided to CDTC at the conclusion of the project, no later than March 31, 2023. We have done our best to estimate the scale of this project and will be flexible if there are unforeseen challenges in completing the scope of work. Assistance beyond the approved scope of work will not be considered. Failure to provide the agreed to in-kind support may result in cancellation of the project and impact your ability to apply for Technical Assistance Program funding through March 31, 2025 (two fiscal years).

If you have any questions, please contact Sandy Misiewicz of the CDTC (518-458-2161) or Mark Castiglione of the CDRPC (518-453-0850). We thank you for your interest in the Technical Assistance Program and look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Sandra Misiewicz".

Sandra Misiewicz, AICP  
CDTC Executive Director

CC: Mark Castiglione, CDRPC  
Tina Carton, City of Saratoga Springs

Encl.

# 2022 CDTC/CDRPC Community Planning Technical Assistance Program

## Reconnecting the West Side Scope of Work

CDTC and CDRPC will assist the City of Saratoga Springs with identifying the safest pedestrian and bicycling options in a residential area along sections of Grand Avenue, Pine Road, and Kirby Road. The project's goal is to encourage healthy alternatives to vehicular travel, provide a safe route to Saratoga Springs High School for students, and promote community connectivity and mobility in a growing residential area of the City. CDTC and CDRPC will work with the City to meet with stakeholders, review existing plans, collect, and consolidate existing conditions data and develop a technical report as described below.

### **Task 1: Project Kick-Off**

A kick-off meeting will be conducted to identify the vision, mission, and goals of the project and to assign responsibilities for data collection tasks.

### **Task 2: Stakeholder meeting**

CDRPC staff will plan and organize a meeting with neighborhood groups, city officials, businesses, and other stakeholders in the study area to collect information about bicycle and pedestrian safety and access concerns.

### **Task 3: Data Collection**

A site visit meeting will be held with City, CDTC, and CDRPC staff to identify local walking and bicycling conditions in the study area. CDTC staff will collect and compile relevant transportation and land use data to assess road safety and highlight potentially hazardous areas for pedestrians and bicyclists. The product of this meeting will be an Existing Conditions Memorandum including information, data, maps, and photos compiled from Tasks 2 and 3.

### **Task 4: Develop and evaluate connection options**

CDTC will collect feedback on the Existing Conditions Memorandum and plan a meeting with CDRPC staff to develop preliminary walking and bicycling route(s) and facility type(s) recommendations, consistent with the goals of the City of Saratoga Springs. Recommendations should include methods and guidance for connecting to existing and proposed trail and complete street plans within the area.

### **Task 5: Final technical report and create maps from findings**

CDTC staff will draft a technical report in coordination with CDRPC staff. The draft report will include maps illustrating potential connections and facility types for pedestrians and bicyclists that will improve safety and accessibility in the study area. The final report will include an implementation plan that provides guidance on the best course of action to develop the recommended walking and bicycling facilities.

### **Task 6: Final technical report and presentation**

CDTC and CDRPC staff will finalize the technical report based on comments and feedback from the City. Upon acceptance of the final technical report, CDTC staff will create 5-8 slides that could be used to present the final recommendations to the public by City staff. CDTC staff, in coordination with the City, will present the final recommendations to the CDTC Active Transportation Advisory Committee.

**Total Project Value:**

CDTC and CDRPC have developed a total project value based on the value of CDTC and CDRPC staff time and the City’s pledge of in-kind staff support. At the conclusion of the project, the City will be required to document the local in-kind staff or volunteer contribution of not less than 25% of the project value using the Match Documentation Form on page 4.

CDTC/CDRPC Staff Time

Description	Total Amount
CDTC Staff Budget	\$8,500.00
CDRPC Staff Budget	\$1,500.00
<b>Total CDTC/CDRPC Staff Time</b>	<b>\$10,000.00</b>

Local In-Kind Match – Salaries / Wages / Travel

Activity Description	Rate (\$/hr)	Estimated Total Hours	Value (Rate * Hours) (to nearest dollar)
Data Collection, Coordination, Research, Review	\$48.42 including fringe	30	\$1,453.00
	\$58.00 including fringe	20	\$1,160.00
<b>Total Local In-Kind Match</b>			<b>\$2,613.00</b>

In-Kind Match – Volunteer Hours

Volunteer Name	Activity Description	Volunteer Hours	Volunteer Rate	Volunteer Value (= Hours * Rate)
Sheila Cowiesen	Stakeholder review and event assistance	20	29.95	\$599
Becca Oppeneer	Stakeholder review and event assistance	10	29.95	\$300
<b>Total Volunteer Match</b>				<b>\$899</b>

<b>Total Project Value and Match</b>	
Total Value CDTC/CDRPC Staff Time:	<u>\$10,000.00</u>
Total Local Match*:	<u>\$3,512.00</u>
<b>Total Project Value:</b>	<b><u>\$13,512.00</u></b>
<i>Additional Local Match:</i>	<u>\$0</u>
*Documentation of in-kind match contributions is required valued at a minimum of 25% of the value of CDTC/CDRPC staff time. Documentation of any additional local match is appreciated.	



- LINKAGE PROGRAM *\*cash match will be invoiced separately*
- CDTC/CDRPC TECHNICAL ASSISTANCE PROGRAM

**REMIT TO:** Capital District Transportation Committee  
 c/o Latanya Sellie  
 1 Park Place  
 Albany, NY 12205

**MATCH GOAL: \$**

DATE OF ACTIVITY	QUANTITY OF HOURS	STAFF (INLCUDE TITLE) OR VOLUNTEER NAME(S) Use Staff Loaded Hourly rate or Volunteer rate found <a href="#">here</a> (Hours are entered as 1.0 or .50/ include Fringe in rate)	HR. RATE	TOTAL
				0.00
				0.00
				0.00
				0.00
				0.00
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				0.00
				0.00
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				0.00
				0.00
<b>TOTAL HOURS TO MEET MATCH</b>				<b>0.00</b>