



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

May 2, 2025

Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

**Re: 2025-2026 Large Culvert and Pedestrian Bridge Condition Inspections
Various Locations, Erie County**

Dear Honorable Members:

This resolution requests authorization for the County Executive to execute an agreement with the design firm Popli Design Group for Erie County Large Culvert and Pedestrian Bridge Condition Inspections at various locations throughout the County.

Should your Honorable Body require further information, I encourage you to contact Commissioner William E. Geary at the Department of Public Works. Thank you for your consideration on this matter.

Sincerely yours,

A handwritten signature in blue ink, reading "Mark C. Poloncarz".

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/jtd
Enclosure

cc: William E. Geary, Jr., Commissioner of the Department of Public Works

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Public Works/Division of Highways
Re: 2025-2026 Large Culvert and Pedestrian Bridge Condition Inspections
Various Locations, Erie County
Date: May 2, 2025

SUMMARY

The Department of Public Works is seeking authorization to enter into an agreement with the design firm of Popli Design Group for large culvert and pedestrian bridge condition inspections at various locations throughout Erie County in 2025 and 2026. Large culverts/small bridges are inspected on a 4-year cycle and pedestrian bridges are inspected on a 2-year cycle to monitor and document the condition of these structures over time. These reports are used to prioritize maintenance and repairs. Popli Design Group was selected through an RFP process which solicited proposals, and a selection committee reviewed and ranked the proposals received.

FISCAL IMPLICATIONS

The Popli Design Group contract will be in the amount of \$547,000. Funds are available in the following Projects in Fund 420, Funds Center 123:

B.21155 – 2021 Culvert & Bridge Inspection	\$ 2,679
B.23055 - 2023 Culvert & Bridge Inspection	\$165,451
B.24054 - 2024 Culvert & Bridge Inspection	\$378,870
TOTAL PROJECT	\$547,000

REASONS FOR RECOMMENDATION

Large culvert/small bridge and pedestrian bridge condition inspections are needed to determine and document the condition of the structures over time. The utilization of this Project will allow for the large culvert/small bridge and pedestrian bridge inspections to continue to take place on the existing inspection schedule.

BACKGROUND INFORMATION

The County has 486 large culvert/small bridges and 11 pedestrian bridges. These structures are not inspected by the New York State Department of Transportation (NYSDOT) Bridge Inspection Program. The Erie County Department of Public Works has previously established its own inspection program. Under this program, approximately ¼ of the large culverts/small bridges are inspected each calendar year, so that every culvert would be inspected, a minimum of once every 4 years. All pedestrian bridges are inspected once every 2 years, similar to the NYSDOT highway bridges. This inspection program will help to determine and document the condition of the structures over time, which is then used to help prioritize repairs and replacements.

This contract would cover the inspections for the 2-year period from 2025 to 2026. An additional 2-year period could be added pending legislative approval.

CONSEQUENCES OF NEGATIVE ACTION

If the Inspection Services contract is not processed, the traveling public may be in danger from uninspected large culverts/small bridges and pedestrian bridges that are subject to possible damage or complete collapse depending on their unknown condition.

STEPS FOLLOWING APPROVAL

The County Executive will execute a contract with Popli Design Group for the 2025-2026 Large Culvert and Pedestrian Bridge Condition Inspection contract.

COMPTROLLER'S OFFICE REVIEW

The proposed legislation has been reviewed by the Comptroller's Office and is related to an authorized capital project for which there are sufficient appropriations for the action proposed.

TJC CCA 4/11/25

Timothy C. Callan
Deputy Comptroller
Comptroller's Office

B.21155 – 2021 Culvert & Bridge Inspection
B.23055 - 2023 Culvert & Bridge Inspection
B.24054 - 2024 Culvert & Bridge Inspection

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF PUBLIC WORKS

RE: 2025-2026 Large Culvert and Pedestrian Bridge Condition Inspections Various Locations, Erie County

WHEREAS, there is a need for large culvert and pedestrian bridge condition inspections to be performed by an engineering firm specializing in such services; and

WHEREAS, the Department of Public Works, Division of Highways, determined that Popli Design Group has the appropriate expertise and experience in large culvert and pedestrian bridge condition inspections through a Request for Proposal process; and

WHEREAS, Legislative approval is required for the County Executive to execute an agreement with Popli Design Group for large culvert and pedestrian bridge condition inspections for the 2025-2026 period; and

WHEREAS, at the conclusion of the 2025-2026 period, the contract may be extended for an additional 2-year period covering 2027-2028, subject to renegotiated costs and Legislative approval.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the County Executive or Deputy County Executive to enter into a contract with Popli Design Group for the 2025-2026 Large Culvert/Small Bridge and Pedestrian Bridge Condition Inspection Services project for an amount of \$547,000; and be it further

RESOLVED, that sufficient funds are available for the Project from the following SAP projects in Fund 420, Funds Center123:

B.21155 - 2021 Culvert & Bridge Inspection	\$ 2,679
B.23055 - 2023 Culvert & Bridge Inspection	\$165,451
<u>B.24054 - 2024 Culvert & Bridge Inspection</u>	<u>\$378,870</u>
TOTAL PROJECT	\$547,000

and be it further

RESOLVED, that the contract may be extended for an additional 2-year period covering 2027-2028, subject to renegotiated costs and Legislative approval; and be it further

RESOLVED, that authorization is hereby given to the Division of Budget and Management to make any technical adjustments necessary to effectuate this resolution; and be it further

RESOLVED, that five (5) certified copies of this resolution be sent to the Department of Public Works, Commissioner's Office, and one copy each to the County Executive's Office, Comptroller's Office, Division of Budget and Management and Division of Purchase.

TO: TIMOTHY CALLAN, COMPTROLLER'S OFFICE

PROPOSED RESOLUTIONS REQUIRING RULE 55

CONTRACT APPROVAL CHECKLIST
CONFIRMATION OF AVAILABILITY OF FUNDS IN CAPITAL PROJECTS

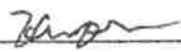
REQUESTING DEPARTMENT

COMPLETE ITEMS 1 THROUGH 5

- | | | |
|----|--------------------|--|
| 1. | CONTRACTOR'S NAME | <u>Popli Design Group</u> |
| 2. | AMOUNT OF CONTRACT | <u>\$547,000</u> |
| 3. | PROJECT NUMBER | <u>B.21155 - \$2,679</u>
<u>B.23055 - \$165,451</u>
<u>B.24054 - \$378,870</u> |
| 4. | PROJECT TITLE | <u>2025-2026 Large Culvert and Pedestrian Bridge</u>
<u>Condition Inspections</u> |
| 5. | DEPARTMENT CONTACT | <u>Funding questions: Darlene Svilokos</u>
<u>Letter pickup: Christy Weber at x8301</u> |

COMPTROLLER'S OFFICE

COMPLETE ITEMS 6 AND 7

- | | | |
|------------------------------------|-----------------------|--|
| 6. | AVAILABILITY OF FUNDS | <u>\$ 88, 131, 72</u> |
| 7. | PERFORMED BY | <u></u> |
| Date Sent to Comptroller's Office: | | <u>April 10, 2025</u> |

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It is my opinion in recommending People Design Group, the Erie County Department of Public Works has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code. Scoring sheets and other materials related to this matter are available for review at the Department of Public Works' office during regular business hours.

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William E. Geary, Jr., Commissioner
The County Department of Public Works

Deputy County Executive