CITY OF KINGSTON

OFFICE OF ECONOMIC DEVELOPMENT & STRATEGIC PARTNERSHIPS

Shayne R. Gallo, Mayor *Gregg H. Swanzey, Director*

Date: February 15, 2013

Mr. Daniel Gillen, P.E., LEED AP
Senior Project Engineer
Economic Development Administration
The Curtis Center
601 Walnut St, Suite 140S
Philadelphia, PA, 19010

Re: EDA Award Number: 01-79-14217
Kingston, NY
Subject: **Grant Administration Plan**

Dear Mr. Gillen:

This letter is to propose a Grant Administration Plan for the Washington Avenue Stabilization Project #01-79-14217.

Names, addresses, phone and facsimile numbers and email addresses for all personnel responsible for all activities pertaining to the EDA Award follow:

For compliance with grant conditions and processing payment requests to EDA:

Gregg Swanzey, Director of Economic Development & Strategic Partnerships
Kingston City Hall
420 Broadway
Kingston, NY 12401
Phone: 845-334-3962
Cell: 845-853-3282
Fax: 845-334-3965
Email: GSwanzey@kingston-ny.gov

For engineering activities such as design and inspection:

Ralph Swenson, PE, City Engineer
Kingston City Hall
420 Broadway
Kingston, NY 12401
Phone: 845-334-3967
Fax: 845-334-3950
Email: RSwenson@kingston-ny.gov

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For legal services:

Andrew Zweben, Corporation Counsel
Kingston City Hall
420 Broadway
Kingston, NY 12401
Phone: 845-334-3949
Fax: 845-334-3959
Email: AZweben@kingston-ny.gov

For financial management:

John Tuey, Comptroller
Kingston City Hall
420 Broadway
Kingston, NY 12401
Phone: 845-334-3941
Fax: 845-334-3944
Email: JTuey@kingston-ny.gov

Proposed detailed project implementation schedule. The schedule shall contain at a minimum, the following milestones:

Request for Proposals for Engineering Services 2/13 -3/6/13
Advertisement 2/13/13
Pre-bid Meeting 2/20/13 @ 10am
Proposals Due 3/6/13 @ 2pm
Award of Engineering Contract 4/13
Start of Design Activities 5/13

Milestone/Activity	Grouting	Brook	Street Restoration
Completion of Final Plans and Specifications	6/13	9/13	7/13
Date All Permits will be obtained	6/13	9/13	7/13
Advertisement for Bids	7/13	10/13	8/13
Bid Opening	8/13	11/13	9/13
Construction Contract Award	8/13	11/13	9/13
Pre-Construction Conference	8/13	11/13	9/13
Issuance of Notice-to-Proceed	9/13	11/13	10/13
Substantial Completion Date	10/13	11/14	12/13
Final Completion Date/Acceptance by Owner	10/13	12/14	12/13

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Project Financial Plan
Expenses will be paid prior to the disbursement of funds by EDA through the use of bridge financing derived from a combination of contingency funds, line of credit, or a Municipal Bond authorized by the City of Kingston Common Council and approved by the Mayor, as appropriate, in sufficient amount to cover the cash flows and the required match in the amount of $280,000.

Should you require additional information please contact Gregg Swanzey, Director of Economic Development and Strategic Partnerships at (845) 334-3962.

Sincerely,

Gregg Swanzey
Authorized Representative
Director of Economic Development

EDA Concurrence: _____

Daniel Gillen, P.E., LEED AP **Date**

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Email: gswanzey@kingston-ny.gov