
Date: May 26, 2026

Re: McNair Road over Tuscarora Creek Superstructure Replacement Project
PIN 9755.82
FA#230798

Progress Report #15
(March 28, 2026 to April 24, 2026)

Achievements this period

- Coordinated with NYSDOT – Received comments on PS&E Submission
- Begin updates to PS&E package based on comments

Schedule Statement

- The project is behind schedule due to delayed NYSDOT approval. PS&E was submitted February 17, 2026. Following NYSDOT approval, project will be let for Summer 2026 construction.

Budget Statement

- The project is currently on budget.

Accomplishments Planned for Next Period

- Coordinate with NYSDOT
- QAQC & Submit PS&E package

Needs from the Client (and Others)

- None at this time.

Appendix 12-5

March 3, 2026

Matthew Hart
44 Hawley Street
Binghamton, NY 13901

**RE: TRANSMITTAL OF CONTRACT BID DOCUMENTS AND
PLANS, SPECIFICATIONS AND ESTIMATE (PS&E)
PIN: 9755.82 OSC D#: D041473 BIN: 2226070
McNair Road over Tuscarora Creek
Town of Windsor, Broome County
LETTING DATE: July 2025 (Proposed)**

Dear Mr. Hart:

In accordance with Chapter 12 of NYSDOT's Local Projects Manual (LPM), the Town of Windsor has compiled the following information and documents to progress this project to advertisement, letting, and award for the above-referenced locally administered transportation project including:

1. Contract Bid Document Package:

- PS&E Checklist and attachments
- Contract Bid Documents
- Contract plans
- Bid proposal
- Engineer's estimate
- Signed Right-of-Way Clearance Certificate
- PS&E Certification by NYS licensed Professional
- Environmental Commitments Checklist
- Construction Management Plan (CMP)
- Draft Notice to Bidders – Advertisement to Bid (Appendix 14-8)

2. Agency Coordination

No other agency is directly involved in the project's construction, maintenance, or ownership.

3. Project Type

This project is a Bridge Superstructure Replacement project.

4. Design Approval

This project's Design Approval Document (DAD) was an IPP/FDR. Design Approval was granted on July 14, 2025 by Mike Kithcart, Town of Windsor Highway Superintendent with NYSDOT concurrence granted on August 4, 2025.

No nonstandard features have been identified since Design Approval.

5. Previous Letting(s)

None.

6. Letting Date, Location and Time, and Contract Completion Date

The suggested contract letting date is **July 9, 2026**.

The location of the Bid opening is **Windsor Town Hall**.

The time of Bid opening is **3:00 PM**.

The proposed contract completion date is **December 31, 2027**.

7. Construction Supervision

The supervision of construction is to be by Consultant forces.

8. Prebid Meeting

A pre-bid meeting is not required.

9. Federal Aid Procedure

a. Contract Document Approval

This project is federally funded, but no additional approval of the Contract Documents, including the PS&E, is needed.

b. Proprietary Specifications and Salvage Items

There are no proprietary specifications. Salvage is consistent with NYSDOT's policy.

10. Statewide Significance

This project was not determined to be of statewide significance.

11. Advertisement

The advertisement length is three weeks.

12. Prerequisites to Advertisement

- a. **ROW.** The Right of Way Clearance Certificate was approved by NYSDOT on May 22, 2026 and is attached.

b. Environmental Issues

The project is Federally Funded.

1. NEPA – Based on 23 CFR Section 771, this project was determined to be a NEPA CLASS II Categorical Exclusion with documentation on August 4, 2025 by NYSDOT Regional Director Andrew D. Stiles, P.E.

2. SEQR – Based on 6 NYCRR Part 617, this project was determined to be a SEQR Type II on July 14, 2025 by Town of Windsor with NYSDOT concurrence on August 4, 2025.
3. Permits/Approvals – The PS&E is consistent with permit requirements.

Permit/Approval Type	Permit Status	Date of Receipt
Highway Work Permit	To be obtained by Contractor	

4. Air Quality Conformity Determinations.

An air quality conformity determination was not necessary.

5. Minority and Low-Income Groups

No discussion is necessary because an EA or an EIS was not prepared.

c. State Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP)

The project is on the STIP. The STIP does not have to be amended.

The project is on the TIP. The TIP does not have to be amended.

d. Resolutions / Agreements

This project does not require resolutions/agreements.

e. Utility Involvement

This project does not require any utility involvement.

f. Railroads

There are no railroads within the project limits.

13. Disadvantaged Business Enterprise (DBE) Goals

A goal reduction or waiver is not being requested. The DBE goal is 0%.

14. Minority/Women's Business Enterprise (M/WBE) Goals.

N/A – Project is federal aid funded.

15. Service-Disabled Veteran-Owned Business Enterprise Goals.

N/A – Project is federal aid funded.

16. Incomplete Items

There are no incomplete items. All special specifications requiring approval have been approved, and those items necessary to ensure proper coordination with construction activities (items 12a through 12f) are complete.

17. Contact Persons

Fisher Associates P.E., L.S., L.A., D.P.C. was responsible for the preparation of the PS&E Submission for this project.

Responsible Local Official

Name & Title: Michael Kithcart, Highway Superintendent

Phone #: [REDACTED]

Email: [REDACTED]

Sponsor's Project Manager

Name and Title: Michael Kithcart, Highway Superintendent

Organization: Town of Windsor Highway Department

Phone #: [REDACTED]

Email: [REDACTED]

Project Designer

Name and Title: Dana White, P.E., Project Manager

Organization: Fisher Associates

Phone #: [REDACTED]

Email: [REDACTED]

18. RPPM Concurrence

The project is consistent with the capital program.

Kathryn Mangan, RPPM

Date

Sincerely,

Michael Kithcart

Mike Kithcart, Highway Superintendent
Town of Windsor Highway Department

Attachments:

- PS&E Checklist and attachments
- Contract Bid Documents
- Contract plans
- Bid proposal
- Engineer's estimate

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