

AGENDA

County Facilities
March 27th 2009 - 1:00 pm

1.) CALL MEETING TO ORDER.....Ch. Frank Thomas
Approval of Minutes – Feb. 20th special meeting 2009

2.) OLD BUSINESS

A.) Court Space Ch. Frank Thomas / CPL

B.) Up Yonda Paul Butler

C.) Elevator Safety CollarF. Morehouse

3.) NEW BUSINESS

A.) Contract for Overhead Door Repair, Replacement, Installation and Maintenance
(including Sheriff's Dept. and DPW) F. Morehouse

4.) PRIVILEGE OF THE FLOOR..... Ch. Frank Thomas

5.) ADJOURNMENTCh. Frank Thomas

RESOLUTION REQUEST FORM NO. 3

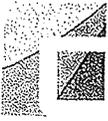
Request for New Contract

DEPARTMENT NAME: BUILDINGS & GROUNDS

DATE: 3/27/09

- (a) Is this a Result of a Bid or Request for Proposal? BID
- (b) Purpose of Contract: OVERHEAD DOOR REPAIR, REPLACEMENT, INSTALLATION AND PREVENTATIVE MAINTENANCE
- (c) Name of Contractor: WINCHIP OVERHEAD DOOR CO. INC.
- (d) Address of Contractor: PO BOX 378, GLENS FALLS, NY 12801
- (e) Contractor's Contact Person and Telephone Number: ROBERT S. WINCHIP SR. 792-0777
- (f) Has or will the Contract be provided, if so, please attach: _____
- (g) Commencement Date of Contract: 5/1/2009
- (h) Termination Date of Contract: 4/30/2010
- (i) Payment Provisions: i) lump sum amount 60.00 PREVENTATIVE
ii) hourly rate amount 69.00
iii) total amount not to exceed _____
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)

- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A. 1620.470 FOR BUILDINGS & GROUNDS ALSO INCLUDES SHERIFF & TPA LOCATIONS



March 25, 2009

Mr. Jeff Tennyson
Warren County Department of Public Works
4028 Main Street
Warrensburg, NY 12885

**RE: ARCHITECTURAL/ENGINEERING CONSULTING SERVICES
COURTS MASTER PLAN**

Dear Jeff:

As requested by Warren County Public Works Department, Clark Patterson Lee is submitting our proposal for preparation of a Court Master Plan for the Warren County Municipal Center. The following is based upon our meeting with the Warren County Space Committee on January 13, 2009.

This proposal is organized into the following sections:

- A) Project Objective
- B) Project Personnel
- C) Scope of Services
- D) Deliverables
- E) Proposed Schedule
- F) Professional Fees
- G) Stipulations of This Contract
- H) Acceptance

A) PROJECT OBJECTIVE AND SCOPE

Clark Patterson Lee met with the Warren County Space Committee on January 13, 2009. The committee was concerned with space limitations within the existing Warren County Court areas. With new and potential future needs for court activities a Master Plan need to be developed.

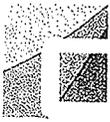
The County has vacant space to the east of the Mail Room in what was the former Jail Kitchen. There is also vacant space in the former jail. There is also an existing courtyard that should be evaluated for potential use.

The objective is to review the needs of the Court and Court-related departments, determine program requirements and establish a cost-effective plan for use of existing and additional space to meet the needs of this program.

B) PROJECT PERSONNEL

- Principal in Charge: John J. Martin, P.E.
- Project Manager: Jon Norris, AIA
- Project Architect: Robert Warholic
- Project Mechanical Engineer: Rich Morelle
- Project Electrical Engineer: Robin DeRue

540 Broadway
3rd Floor, Suite 3B
Albany, NY 12207
clarkpatterson.com
518.463.4107 TEL
518.463.3823 FAX



- Project Plumbing Engineer: Jennifer Wengender, P.E.
- Project Structural Engineer: Joseph Rausch, P.E.

C) SCOPE OF SERVICES

The scope of services shall include architectural and engineering services as needed to prepare a Master Plan Report with Conceptual Plans.

Tasks:

Phase 1 – Review and Gather Information on Existing Conditions

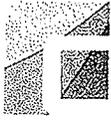
1. Interview Court and Court-related departments, including Public Defender and Probation. Discuss staffing, court calendar, public waiting, storage, and programmatic functions. Walk-thru existing spaces for determination of present space usage, allocation, and circulation.
2. Prepare a square footage program chart. Indicate Office of Court Administration Guidelines. Develop room sketch plans as needed.
3. Review and incorporate previous space studies, hazardous materials surveys, and ACM surveys as provided by County
4. Prepare base drawings for preparation of Conceptual Floor Plans. Field measure and walk spaces for confirmation of present layout.
5. Prepare Conceptual Level Life Safety Code review. Determine construction classification of existing Municipal Center Building. Discuss findings with County Code Enforcement Office.
6. Meet to Brief Committee.

Phase 2 – Initial Concept Options

1. Prepare sketches and space scenarios of plan options to address the Court and Court-related program needs. Provide options including the renovation of existing court space, renovation of vacant space, renovation of space currently used, infill of the existing courtyard and an addition to the existing building for court-related program. Indicate usages and conceptual renovation work scope for existing spaces.
2. Include Conceptual Cost Estimates for comparison of alternatives.
3. Meet to Brief Committee

Phase 3 – Preferred Option Development

1. Meet to Select Options / Narrow Scope
2. Develop narrowed options further with input from Clark Patterson Lee Structural, Mechanical, Plumbing, and Electrical Engineers. Develop conceptual site plans reflecting entrance and parking modifications. Provide Building Systems Narratives noting work scope from each discipline.
3. Prepare Budgetary Cost Estimates including Soft Cost
4. Meet to Select Preferred Alternative
5. Prepare Final Master Plan Report
6. Meet to Brief Committee



D) DELIVERABLES

Deliverables consist of a Master Plan Report including program, code, building systems narratives, and meeting discussions. Deliverables shall also consist of 1/8" = 1'-0" scale conceptual floor plans of portions of the Municipal Center reflecting the proposed Master Plan program.

E) PROPOSED SCHEDULE

Clark Patterson Lee proposed the following schedule:

- | | |
|---|--------------|
| 1. Interviews, base drawing preparation, and program generation: | Days 0-30 |
| 2. Code review, preparation of sketches and scenarios of plan options | Days 31- 75 |
| 3. Narrowing of options | Days 75-105 |
| 4. Final Master Plan preparation and cost information generation. | Days 106-120 |

F) PROFESSIONAL FEES

Clark Patterson Lee proposes that the fees for the project be a lump sum of \$71,700. This includes an allowance of \$1,200 for reimbursable expenses. This is based on the services and project scope described above. Fees will be invoiced monthly based on the progress of work.

G) STIPULATIONS OF THIS PROPOSAL

Scope of Work does not include:

1. Preparation of renderings or perspective drawings
2. Preparation of building elevations
3. NEW Hazard investigations

It is assumed that the number of meetings with Warren County to accomplish the work scope of this project is eight.

This contract offer is available for thirty (30) days from date at top of agreement. Start notification must be at least ten days after this agreement is signed and received at Clark Patterson's office.

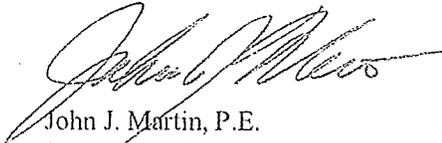
Additional Work: if changes are authorized by the Client and include alterations to the scope of work or additional site visits during construction, the additional work will be compensated at our approved hourly rates.

Reimbursable Expenses: Reimbursable expenses include printing, document copying costs, any fees or services paid on behalf of the Owner. Expenses shall be billed at the actual direct cost.

Mr. Jeff Tennyson
March 25, 2009
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We thank you for your request. If you have any questions please feel free to contact me at (518) 463-4107 extension 2800 or Jon Norris at extension 1065.

Very truly yours,
CLARK PATTERSON LEE



John J. Martin, P.E.
Senior Vice President