

**WARREN COUNTY GASLIGHT ADHOC COMMITTEE MEETING**

Wednesday, May 4th, 2010 //  
9:30 am

**AGENDA**

**CALL TO ORDER..... Chairman Monroe**  
**APPROVAL OF MINUTES..... Chairman Monroe**  
**NEW BUSINESS..... Chairman Monroe**

**Page #**

**1 Demolition Project/South Parcel Update..... Jeff Tennyson**  
**- Grading/Temporary Improvement for 2011 Use..... Jeff Tennyson**  
**2 (R) Establish Capital Project – Gaslight Festival Space..... Jeff Tennyson**  
**3 (R) New Contract – Festival Space Consultant Services..... Jeff Tennyson**  
**7 Westbrook Rd Parking Meter Options..... Jeff Tennyson**  
**- Festival Space Boundary Line Modification..... Paul Dusek**  
**- Land Swap Negotiations/Status..... Paul Dusek**  
**OLD BUSINESS..... Chairman Monroe**  
**REFERRALS (Page 8)..... Chairman Monroe**  
**PRIVILEGE OF THE FLOOR..... Chairman Monroe**  
**ADJOURNMENT..... Chairman Monroe**

WBCI – Stormwater Treatment Project

Overall Project Status Summary & Site Status

Activity	Status	Remarks
1. Building Demolition (South Parcel)	Received Asbestos Clearance from Asbestos Lab on 4/25/2011	Transmitted Change Order & NTP to Demo Contractor...waiting for mobilization date...to complete demo on South Parcel..pads to be removed.
2. Soil Contamination (South Parcel)	NYSDOT's consultant and site monitor from State Museum on site...completed on site investigation week of 4/22/2011. Waiting report of findings.	Contamination confirmed and location delineated...DOT & DEC to conduct meeting as to how to proceed...remediation/mitigation. As soon as meeting date is set...we will be advised/invited.
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4. Phase Three Construction – South Parcel Construction Schedule	Release Bid Solicitation – 5/13/2011, contingent upon Item 2 above. Return date of 5/27, unless Fed Procurement Regs prohibit. If not resolved...may impact contractor schedule start date.	Discussing various contingencies regarding planting of selected wetlands plants...vis-à-vis, summer dry period, vs fall weather and more conducive germination times.
5. Impact of multi storm events on South Parcel, open construction .	Recent storm events, significantly above 1 year or even 10 year storms. Site already wet due to spring conditions. Warned of this last fall.	Accelerated elements of work from Phase III into Phase II, placement of protective weirs. Encountered several off premise sources of stormwater runoff & groundwater flows, not shown on drawings, not in contract drawings. Taking emergency action to deal with present situation..Owners need to address larger question of off site sources, coming from private property.

**RESOLUTION REQUEST FORM NO. 8**

***Request to Establish Capital Project or Capital Reserve Project\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: DPW**

**DATE: 5/4/11**

- (a) Exact Title **and** Number of Project (**must be obtained from Treasurer's Office**): H323.9550.280-Gaslight Festival Space
  
- (b) Is this a Capital Project? Yes
  
- (c) Is this a Capital Reserve Project? No.
  
- (d) Amount of Project: \$15,000
  
- (e) Source of Funding (including name & title of codes, etc.): TBD
  
- (f) Purpose of Establishment: Landscape Design Services through Final Design. Funding for construction is anticipated, but not yet identified.

**RESOLUTION REQUEST FORM NO. 3**

***Request for New Contract***

**DEPARTMENT NAME: DPW**

**DATE: 5/4/11**

- (a) Is this a Result of a Bid or Request for Proposal? RFQ
- (b) Purpose of Contract: Landscape Arch. Consultant services for Gaslight Festival Space
- (c) Name of Contractor: TBD
- (d) Address of Contractor: TBD
- (e) Contractor's Contact Person and Telephone Number: TBD
- (f) Has or will the Contract be provided, if so, please attach: Consultant Agreement
- (g) Commencement Date of Contract: upon execution
- (h) Termination Date of Contract: Until Complete
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed estimated \$15,000
  - 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: New H323.9550.280 - Gaslight Festival Space

RFQ FOR PROFESSIONAL ENGINEERING SERVICES OR PROFESSIONAL LANDSCAPE ARCHITECTURAL SERVICES IN CONJUNCTION WITH THE DEVELOPMENT OF THE FESTIVAL SPACE OF THE WEST BROOK CONSERVATION INITIATIVE

PROPOSAL OF: Elan Planning, Design & Landscape Architecture, PLLC  
COMPANY NAME

TO: Jeffery E. Tennyson, P.E., Superintendent  
Warren County DPW  
4028 Main Street  
Warrensburg, NY 12885

The undersigned, having carefully examined the specifications and having to their satisfaction ascertained all the facts concerning these specifications, herewith submits the following attached proposal.

Lump sum cost to perform all Services as per the requirements of the attached specifications for any and all costs associated with this project for all professional services to be performed as outlined in the proposal and all out-of-pocket expenses incurred during the term of the agreement to be entered into between the parties, including listing of any additional associated expenses and other project costs, through completion of this. There shall be no other amounts due and payable by the County regardless of costs or expenses of the Professional except for additional services requested by the County which are beyond the Scope of Services or those services customarily performed as part of the Scope of Services. Those additional services shall be billed at the rates set forth in Schedule B-1 herein.

- 1. Lump Sum Fee to Provide Preliminary Design Services specific to the Festival Space for the West Brook Conservation Initiative: \$4,500.00

Four Thousand Five Hundred Dollars and Zero Cents  
(Amount in Words)

- 2. Lump Sum Fee to Provide Final Design Services specific to the Festival Space for the West Brook Conservation Initiative: \$9,000.00

Nine Thousand Dollars and Zero Cents  
(Amount in Words)

TOTAL LUMP SUM FEE (Item 1 + Item 2 above) :\$13,500.00

Please attach all other information requested in these specifications.

Date: May 3, 2011 Federal ID# 65-1188056

Professional's Signature: \_\_\_\_\_

Professional's Name (Printed): Jere T. Tatich, RLA  
Name of Firm: Elan Planning, Design & Landscape Architecture, PLLC  
Business Address: 18 Division Street, Studio 304  
Saratoga Springs, New York 12866  
Phone: 518.306.3702  
Fax: 518.226.0469

FESTIVAL SPACE FOR THE WEST BROOK CONSERVATION INITIATIVE  
 PROPOSED PROJECT BUDGET  
 Village of Lake George, Warren County  
 3-May-11

TASK	TITLE	Elan Planning & Design, Inc. LCN PIC \$ 135.00	JET Landscape Architect P.E. \$ 135.00	CT Male Assoc. AR P.E. \$ 135.00	Hoffman Architects CH Architect \$ 125.00	Shadley Associates PS Landscape Architect \$ 135.00	Points North Comm. HF Interpretation \$ 125.00	Total By Task
Phase 1 -- Special Services - Project Initiation, Programming, Public Input, and Concept Development								
Task 1	Project Start Up							
Task 2	Initial Site Data Evaluation	1.99 \$ 268.65			1 \$ 125.00	1 \$ 135.00	1 \$ 125.00	654 \$
Task 3	Project Programming Initial Program Report							
Task 3.1	PMEC Charrette							
Task 3.2	Interpretation and Site Exhibits							
Task 3.3	Program Report		2 \$ 270.00		1 \$ 125.00	1 \$ 135.00		530 \$
Task 4	Stakeholder Meetings							
Task 5	Multi-Day Charrette							
Task 5.1	Community Visioning Session							
Task 5.2	Open Design Studio							
Task 5.3	Work-In-Progress Presentation		2.8 \$ 378.00	2 \$ 270.00	5 \$ 625.00	4 \$ 594.00	2 \$ 275.00	2,142 \$
Task 6	Schematic Plan Preparation							
Task 7	Schematic Plan Cost Assessment							
Task 8	Public Presentation #3							
Task 9	Schematic Design Report		5 \$ 675.00	1 \$ 135.00	1 \$ 135.00	1 \$ 135.00		1,080 \$
Phase 1 -- Preliminary Design Services								
								4,406 \$

TASK	TITLE	Eian Planning & Design, Inc.		CT Male Assoc.		Hoffman Architects		Shadley Associates		Points North Comm.		Total By Task
		LCN PIC \$ 135.00	JET Landscape Architect \$ 135.00	AR P.E. \$ 135.00	CH Architect \$ 125.00	PS Landscape Architect \$ 135.00	HF Interpretation \$ 125.00					
Phase 2 - Final Design Services												
Task 10	Integrate Festival Space into the WBCI Design Report		10 \$ 1,350.00	3 \$ 445.50	2 \$ 250.00	3 \$ 445.50	1 \$ 125.00					2,616.00
Task 11	Final Plans, Specifications & Estimates											
Task 11.1	Contract Documents											
Task 11.2	Cost Estimate		16 \$ 2,160.00	10 \$ 1,350.00	6 \$ 750.00	11 \$ 1,375.00	3 \$ 375.00					6,010.00
Phase 2 - Project Management												
Task 12	Project Management											
Task 13	Project Reporting		3 \$ 405									405.00
<b>PHASE 2 TOTAL</b>												<b>\$ 9,031.00</b>
<b>TOTAL PROFESSIONAL SERVICES FEE</b>												<b>\$ 13,437</b>

Project related expenses are incorporated in the stated rates and values.

**WESTBROOK ROAD METERED PARKING CONCEPT**  
**Preliminary Estimate**

Parking Type	<u>60 Degree Angle</u>	<u>45 Degree Angle</u>	<u>Parallel (1 side)</u>	<u>Parallel (2 sides)</u>
No. of Stalls North Side	54	76	41	82
No. of Stalls South Side	56	78	42	84
Total No. of Stalls	110	154	83	166
Estimated Additional Pavement Needed (Ft.)	2 <sup>A</sup>	4 <sup>A</sup>	0	5 <sup>A</sup>
<b>Estimated Cost of Road Improvements<sup>B</sup></b>	<b>\$ 27,820.00</b>	<b>\$ 39,650.00</b>	<b>\$ 390.00</b>	<b>\$ 42,900.00</b>
<b>Estimated Annual Revenue<sup>C</sup></b>	<b>\$ 99,000.00</b>	<b>\$ 138,600.00</b>	<b>\$ 74,700.00</b>	<b>\$ 149,400.00</b>

A- Includes removing/installing sidewalks, relocating drainage and utilities, subbase and paving, and striping.

B- Does not include Labor and Meter installation costs, or annual collection/maintenance costs.

C- A Parking Meter is estimated to provide \$900 per year in revenue.

GASLIGHT VILLAGE AD HOC COMMITTEE:

- 1) Discussion on a Project Administrator to represent the County to be discussed at a future meeting. (01.06.11)
- 2) Mayor Blais to present a proposal for maintaining and securing the property, collecting parking fees & etc. at a future meeting. (01.06.11)
- 3) Mr. Dusek to draft an RFP for solicitation of naming rights to the Festival Space, assuming research determines this to be legally viable. (01.06.11)
- 4) Mr. Decker to present an interim and long term plan for maintenance of the stormwater treatment area of the property. (01.06.11)
- 5) Jeff Tennyson to research the feasibility of widening the Westbrook Road to add more parking meters and approximate revenue estimate. (03.31.11)

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