

WARREN COUNTY MUNICIPAL CENTER



LAKE GEORGE, NEW YORK 12845

**PLANNING & COMMUNITY DEVELOPMENT
DEPARTMENT**

Telephone: (518) 761-6410

**Planning and Community Development Committee
Meeting Agenda
May 26, 2011**

A. Pending Items:

- 1.) The Warren County Planning Board currently has 3 vacancies; 2 members are needed from the northern communities and 1 from the Town of Queensbury.
- 2.) Planning staff to undertake additional research concerning an expanded list of properties in the County that would potentially qualify for funding under the NYS Brownfield Opportunities Program. Staff to contact the Town of Warrensburg regarding their involvement in the DEC Program for the environmental the clean up of properties in the hamlet.

B. Planning Committee Actions Requested:

- 1.) Authorize Contract with SDG (Systems Development Group, Inc.) (\$3,600.)
Image Mate Online Software Support Plan for GIS for the period of October 1, 2011 through September 30, 2014. Note: The cost of this service is annually provide by the Warren County Board of Realtors. Planning staff anticipates a continued financial relationship for the technical support services provided by this contract.
- 2.) Authorize Contract with EnvisionGEO (Amount not to exceed \$1200 per year) There is a need to adapt the First Wilderness Heritage Corridor mapping materials for use in handouts and brochures for use by the Event Coordinator within the corridor communities. Maps, logos and related graphic images were previously created with specialized publisher software by planning consultants during the implementation of the first LWRP funding award. EnvisionGEO has familiarity with this software and can provide selected information in a digital file format suitable for high-resolution printing purposes. LWRP funds will be used for this contract for a 2 year period.

C. Updates on Planning Projects and Programs:

- 1.) First Wilderness Heritage Corridor Projects - Station stop progress in Stony Creek.
- 2.) FW Scenic Byway - Inventory underway to complete typology of visitor related services.
- 3.) Development of information for the HUD Sustainable grant application for the Adirondack gateway Council Communities being developed by the Glens Falls.
- 4.) Other items as identified by Committee members.....

RESOLUTION REQUEST FORM
Request for Extension of Existing Contract

DEPARTMENT NAME: Planning and Community Development

DATE: 24 May 2011

(a) Resolution No. which Authorized the Original Contract: _____

(b) Name of Contractor: SDG

(c) Address of Contractor: 441 Trenton Ave, Utica, NY 13502

(d) Contractor's Contact Person and Telephone Number: Jenn Mitchell, 316.798.1328

(e) Commencement Date of Extension: 1 Oct 2011

(f) Termination Date of Extension: 30 September 2014

(g) Payment Provisions: i lump sum amount \$3,600 per year
 ii hourly rate amount _____
 iii total amount not to exceed _____
 iv how will payments be made (i.e. monthly, quarterly,
 upon completion of the project, etc. _____

(h) 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: 8022.470 GIS Contracts

Comments or notes

Warren County ImageMate Online Annual Software Support Plan

SDG shall make available to the Warren County Real Property Department all standard software upgrades for the ImageMate Online system. Warren County agrees to pay SDG an annual fee of \$3,600.00 for support of the ImageMate Online Web Services. This agreement will be reviewed after expiration and, if necessary, renegotiated by Warren County and SDG.

SDG shall provide dial-in telephone support during normal working hours (8:00 am -5:00 pm EST). This support insures that the installed ImageMate software programs are functioning properly.

SDG will provide support for RPS Version 4 data extraction on a regular schedule.

SDG will provide Warren County ITS with technical guidance in support of the planning of network infra-structure modifications and upgrades that affect the software components listed above.

When necessary, SDG field engineers will provide On-site support to resolve software problems that arise and that can not be resolved via telephone support. However, this does not include service of induced problems including:

- Operator installation of additional programs that render the system inoperable
- Reconfiguration of local area network (LAN) assets that render the system inoperable
- Third party PC / Windows operating system upgrades that fail to transfer ImageMate Online software to new systems, etc...

Resolution of induced problems will be billed at a rate of \$85 per hour including travel time.

Software Enhancements Classifications

- 1) **Standard** – Software improvements to the current release for the purposes of increasing system performance, adding functionality and completing bug fixes. SDG may voluntarily reclassify Custom system enhancements as Standard Enhancements for Warren County. Such reclassifications will be provided at SDG's discretion on a case by case basis. Standard software enhancement charges are included in the annual support plan fee.
- 2) **Custom** – Client requested changes to increase system functionality (i.e. Extended ImageMate Online Comp Search Capabilities). Warren County and SDG will negotiate costs for custom enhancements as necessary. Please note that SDG's New York State OGS standard contracting rate for similar services is currently set at \$140 per Hour.

This agreement is in effect from October 1, 2011 through September 30, 2014

This Agreement shall be construed and interpreted under and according to the laws of the State of New York.

Warren County

Systems Development Group, Inc.

By: _____

By: _____
David Guzman, VP of Operations

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Planning and Community Development

DATE: 24 May 2011

- (a) Is this a Result of a Bid or Request for Proposal? Proposal
- (b) Purpose of Contract: Update First Wilderness brochure
- (c) Name of Contractor: EnvisionGEO
- (d) Address of Contractor: 142 Grand Ave, Saratoga Springs, NY 12866
- (e) Contractor's Contact Person and Telephone Number: Marci Phinney, 518.587.7120
- (f) Has or will the Contract be provided, if so, please attach: _____
- (g) Commencement Date of Contract: 1 June 2011
- (h) Termination Date of Contract: 31 December 2012
- (i) Payment Provisions: i) lump sum amount _____
ii) hourly rate amount see proposal
iii) total amount not to exceed \$1,200 per year
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.) as services are rendered
- (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: H312.9552 280 First Wilderness Building the Future

Comments or notes

EnvisionGEO

Geospatial Analysis, 3D Visualization & Presentation Mapping

May 10, 2011

Wayne E LaMothe, AICP
Assistant Director
Warren County Planning
1340 State Route 9
Lake George, NY 12845

RE: Graphic Design Services

Dear Wayne:

It is a pleasure to be given the opportunity to put the final touches on the First Wilderness Brochure that I first worked on several years ago. I look forward to seeing it in its final format for publication this summer and to continue to make edits as necessary in the future.

Project Understanding

Warren County Planning wishes to contract with EnvisionGEO to provide graphic design services that will include digital text and graphic edits to the First Wilderness Brochure and preparation of a digital document for transfer to a printing company for production.

Scope of Services

EnvisionGEO will provide the following edits to the First Wilderness Brochure as per our discussion on May 5, 2011:

- Edits to the Visitors Services panel including addition of bullets and a green border.
- Replacement of The Four Lives panel and the Beyond First Wilderness panel with text and images to be determined.
- Replace NYS Coasts logo with new logo
- Replacement of First Wilderness Corridor logo with brown version of logo
- Text edits and addition of image to The First Wilderness panel
- Replacement of North Creek Train Station image from center image panel with one to be provided
- Remove reference of any mention of Upper Hudson River Railroad
- Update text under The Story and What To Do for each community as provided by Warren County Planning
- Add website addresses under The Story and What To Do for communities as applicable
- Highlight First Wilderness Scenic Byway including spur on large corridor map and label route number on route between Thurman Station and Route 8
- Add www.firstwilderness.org
- Edit Area of Interest map to maximize size and possibly add Hudson River

Deliverables

EnvisionGEO will provide Warren County Planning with a digital file format suitable for high-resolution printing purposes.

EnvisionGEO

Geospatial Analysis, 3D Visualization & Presentation Mapping

Compensation

EnvisionGEO will provide these services on an hourly basis plus reimbursables. Based on the items listed in the Scope of Services section above and assuming that information necessary to conduct the work be provided in a timely manner to maximize efficiency, EnvisionGEO estimates this scope will be completed within 15 hours.

Warren County Planning will be invoiced for services performed upon completion of the work. Amounts unpaid (30) days after the due date shall bear interest at the rate of (1.5%) percent per month cumulatively.

Reimbursables

If Warren County Planning requires any large format printing services, they will be invoiced at 1.2 times our direct cost.

Additional Services

Additional services as requested by Warren County Planning will be provided on an hourly compensation basis plus reimbursable expenses.

Hourly Rates

Graphic Designer:	\$60.00/hour
Clerical/ Support Staff:	\$45.00/hour

I look forward to the opportunity to work with you. Upon review of this information, if you have any questions or require any additional information, please do not hesitate to call. If this proposal is satisfactory to you, please sign and date in the space provided below.

Truly yours,

EnvisionGEO

Marci Phinney
PRINCIPAL

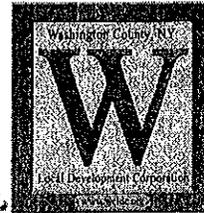
I have read and agree to the proposal, scope of work and terms for compensation listed above and authorize start of work:

Wayne Lamothe

Date



NEW YORK MUNICIPAL INSURANCE RECIPROCAL



Presents a
***LAND USE TRAINING PROGRAM
FOR LOCAL OFFICIALS.***

By New York State regulations; All County and local planning board members must have 4 hours of training per year. This training is being provided towards meeting these requirements.

COST: The cost will be \$20 per participant. Cash or Check will be accepted payable to Washington County Local Development Corporation.

**Training is being conducted by
A. Kevin Crawford
Executive Director for:
New York Municipal Insurance Reciprocal**

Program will be held on June 9th, 2011 in the Washington County Municipal Center, Training Room B036 at 383 Broadway, Fort Edward, NY 12828.

The Program will run from: 6:00 p.m. – 8:30 p.m., with a light dinner provided.

Please pre-register by calling the Washington County Local Development Corporation at 518-746-2290 or mailing the form below to:

Washington County Local Development Corporation
383 Broadway
Fort Edward, NY 12828
Attn: Deanna Derway

Yes! Please Register me for the Land Use Program: on June 9th, 2011 @ 6:00pm

NAME _____

ADDRESS _____

Representing the Town, Village, or County of: _____

Payment Method: _____

*** Seating is Limited, Please Register Early ***