

WARREN COUNTY GASLIGHT ADHOC COMMITTEE MEETING

Friday, April 27, 2012

10:15 am

AGENDA

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

Item

- 1 Festival Space Survey – Funding Source..... Jeff Tennyson**
- 2 (R) Auth New Contract: Final Design Services WBCI.....Jeff Tennyson**
- 3 Discussion Re: Town Proposal to Purchase Ownership in Park. Jeff Tennyson**

Items of Interest:

- **New Grant Documents are Pending (OOB for May BOS Meeting)**
- **New Cap Project Pending (OOB for May BOS Meeting)**

OLD BUSINESS..... Chairman Monroe
REFERRALS (none)..... Chairman Monroe
PRIVILEGE OF THE FLOOR..... Chairman Monroe
ADJOURNMENT..... Chairman Monroe

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW

DATE: 4/27/12

- (a) Is this a Result of a Bid or Request for Proposal? RFP
- (b) Purpose of Contract: Final Design WBCI
- (c) Name of Contractor: To be determined (Proposals due 5/15)
- (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:
- (g) Commencement Date of Contract: upon execution
- (h) Termination Date of Contract: upon completion
- (i) Payment Provisions:
 - i) lump sum amount TBD
 - ii) hourly rate amount TBD
 - iii) total amount not to exceed TBD
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. upon completion
- (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 Capital Project to be Established with new Grant

(3)

**WC 38-12 - RFP FOR FINAL ENGINEERING AND/OR LANDSCAPE ARCHITECTURAL DESIGN
SERVICES FOR THE WEST BROOK CONSERVATION INITIATIVE FESTIVAL SPACE AND
ENVIRONMENTAL PARK**

DATE: MAY 15, 2012 TIME: 3:00 P.M. PLACE: HUMAN SERVICES BUILDING, 3RD FLOOR

SCHEDULE "A" SCOPE OF SERVICES

PROJECT SPONSORS:

The construction of the Festival Space and improvements to the Environment Park as components of the West Brook Conservation Initiative (WBCI) is a joint project sponsored by the Village of Lake George and Warren County. Warren County and the Village of Lake George are seeking the services of a qualified Professional Engineering and/or Landscape Architectural firm to provide engineering and final design services for the construction of the Festival Space and selected landscape improvements to the Environmental Park on parcels bordering West Brook Road (CR 69) located in the Village and Town of Lake George (see attached location map). The scope of work elements listed in this RFP are being funded with assistance from the New York State Department of State with funds provided under Title 11 of the Environmental Protection Fund and the NYS Environmental Facilities Corporation Green Innovation Grant Program (GIGP).

PROJECT DESCRIPTION:

The concept plan for the entire park and preliminary design development drawings for selected park components have been completed by ELAN Planning, Design and Landscape Architecture PLLC (ELAN Planning and Design). The services required as part of this proposal will be related to the design of selected amenities to include the Phase I build out, including stabilized turf pavers of the Festival Space, as well as selected park components including: at-grade crossing bridges over West Brook, a portion of the restroom building as well as park landscape improvements. Coordination with ELAN Planning and Design, the consultant selected for the master plan design of the WBCI park project, will be paramount to insure a completed homogeneous park.

The project sponsors are seeking to retain an engineering firm and/or landscape architecture firm to provide final design services for elements mentioned above.

Tasks to be performed will include but not be limited to: Coordination with ELAN Planning and Design in the preparation and submission of design development for the Festival Space and various park elements mentioned in project description above, construction documents, permitting, estimates and bidding for construction.

INTENT:

It is the intent of these specifications that a Professional Engineering firm and/or Landscape Architectural firm provide final engineering and design services for construction of the Festival Space and park elements as mentioned in project description above on parcels bordering West Brook Road (CR 69) located in the Village and Town of Lake George (see attached location map). A final concept plan and preliminary design plan have been developed by ELAN Planning and Design and has been approved by the Warren County Board of Supervisors on August 19, 2011. Selected components will need to adhere to this design plan and will require coordination with ELAN Planning and Design and the Project Management Executive Committee (PMEC) to insure cohesion between individual element designs and retain the original vision shown in the design plan.

THE CONSULTANT SHALL:

1. Develop familiarity with all facets of the final Concept Plan prepared by ELAN Planning and Design and adopted by the Warren County Board of Supervisors on August 19, 2011.

(4)

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2. Hold and initial meeting to review the project scope, project requirements, roles and responsibilities of project partners, the selected process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, and any other information which would assist in project completion with the P MEC and ELAN Planning and Design.
3. Coordinate with ELAN Planning and Design to review all elements of the final design to insure original design intent remains intact.
4. Participate in meetings with the P MEC to provide updates on design process and identify any concerns or changes regarding the design of the components of the Festival Space and/or Park elements being designed through this scope of services.
5. The consultant shall prepare a design development package based on the approved concept plan prepared by ELAN Planning and Design and adopted by the Warren County Board of Supervisors on August 19, 2011. The design development package shall include all required maps, tables, data, written discussions, and other information identified in the contract and subcontract work plans and during the project kick-off meeting. The design development package shall be provided to the P MEC and ELAN Planning and Design for review at least two weeks prior to the due date for comments. Comments must be addressed to the satisfaction of the funding agencies in subsequent revisions of the products and the final design. Completed designs will need to include the funding attribution: "Project Designs were prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund".
6. The consultant shall prepare the construction drawings, plans, specifications, and cost estimates. The construction documents shall be provided to the P MEC and ELAN Planning and Design for review at least two weeks prior to the due date for comments. Construction documents are subject to approval of the funding agencies. These documents must be certified by a licensed professional engineer, architect, or landscape architect and the appropriate seal must be affixed to these documents.
7. After the final design and construction documents have been approved by the P MEC the consultant shall prepare the necessary permit or other approval applications and obtain the required permits or approvals. Prior to filing, the consultant shall submit for review all applications to the P MEC and ELAN Planning and Design.
8. After the final design and construction documents have been approved by the P MEC the consultant shall prepare and distribute a bid invitation to select a construction subcontractor or subcontractors. Prior to distributing the bid invitation, the consultant shall submit the bid invitation to the P MEC and ELAN Planning and Design for review and comment. The consultant shall select the construction subcontractor(s) from the bid respondents and shall prepare a draft contract or contract(s) to conduct the work with the selected construction subcontractor(s). The contract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of project completion, a payment schedule (payments should be tied to project milestones), and a project cost. The Consultant must certify to the P MEC that applicable public bidding procedures of General Municipal Law were followed for the selection of all construction or other subcontractors. The Contractor shall submit the draft subcontractor(s) to the P MEC for review and approval, and shall incorporate the comments in the final subcontract(s). A copy of the final, executed subcontract(s) shall be submitted to the P MEC.

(5)

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9. Participate in approximate bi-monthly project progress meetings with the PMEC and ELAN Planning and Design at the direction of the PMEC's Project Manager.
10. Compile and distribute a monthly project progress report to the PMEC's Project Manager relating to the Professional's scope of work.
11. Perform the services under this Agreement in character, sequence, and timing such that they will be coordinated with the County's schedule.
12. Perform services with the understanding that services provided to the Warren County Department of Public Works must be administered and operated in full conformance with all New York State Laws, Rules, Regulations, and Permit requirements.
13. Furnish to the County, as required for performance of services for the Project, data prepared by or services of others, and any other special data or consultations pertinent to the project, all of which the Professional may rely upon in performing services under this Agreement.

THE COUNTY SHALL:

1. Provide in a timely manner all criteria, directives, and information defining its requirements for the project or other efforts of the Professional under this contract. Included shall be design or performance objectives and constraints, space and capacity requirements, flexibility and expandability, and any construction standards which the County requires to be included in reports, drawings, specifications, or other documents generated as part of the Professional's efforts under this Agreement.
2. Place at the Professional's disposal reports, drawings, specifications, schedules and other information which were prepared by the County or information by others which is available to the County, and which the County considers pertinent to the Professional's responsibilities hereunder, which the Professional may rely upon in performing services hereunder except as may be specifically noted otherwise in writing.
3. Furnish to the Professional as required for performance of services for the Project, data prepared by, or services of others, including, without limitation inspections of materials and equipment and appropriate professional interpretations of all of the foregoing consultations pertinent to the Project; all of which the Professional may rely upon in performing services under this Agreement.
4. Arrange for access to and make all provisions for the Professional to enter upon public and private property as required for the Professional to perform services under this Agreement.
5. Give prompt written notice to the Professional whenever the County observes or otherwise becomes aware of any development that affects the scope of timing of the Professional's services.
6. Advise the Professional of the identity of other independent professional associates or consultants participating in the Project and their general scope of services.
7. The information and services to be provided by the County in accordance with this Agreement will be without cost to the Professional.

(6)

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RFP GENERAL TERMS AND CONDITIONS:

- A. Selection of a Professional Engineering and/or Landscape Architectural firm to provide the services required shall be made based on best value using a weighted analysis of the following criteria:
- * Experience in planning, development and design of similar projects.
 - * Experience with coordination of multi-jurisdictional projects involving local, county and state agencies.
 - * Previous working relationship with planning and preliminary design consultant, ELAN Planning and Design.
 - * Understanding of the work to be completed.
 - * Quality of staff assigned to the project.
 - * Familiarity with the project area and understanding of site issues and concerns.
 - * Previous working relationships with local municipalities and project stakeholders.
 - * Experience with DOS, EFC, TEP and USDA policies and procedures regarding grant administration and allocation.
 - * Cost/fees.

Each of the above criteria will be weighted on a point system ranging from 5-20 points determined by the Warren County Department of Public Works totaling 100 points. Selection will be based on best overall score. Other matters set forth herein or determined by the Warren County Board of Supervisors to be appropriate, such as financial responsibility, logistics and previous work done for the County will also be considered. Awarding of the contract to the successful Professional will be made at the earliest possible time, and upon acceptance of proposal, shall bind themselves to enter into the written contract with Warren County. Where requested to submit a proposal on individual items and/or on a total sum or sums, the County reserves the right to award in whole or in part based on the best value proposal.

- B. The Professional or firm selected shall be required to furnish an engagement letter and/or execute an agreement. The terms of such engagement letter or agreement is subject to discussion and agreement and is more fully set forth beginning on page 11 of these Specifications.
- C. Please note that retention of services by reason of this RFP is not certain. The right to reject any and all proposals, solicit new or additional proposals or perform some or all of the services in-house or by using services available from professionals currently under contract are retained at all times, even after proposals have been reviewed and considered.
- D. Additional information, interviews and/or presentations may be required at the option of the County. In no event shall the County or it's Boards, Officers and employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies.
- E. It is the Professional's sole responsibility to be familiar with an understand all terms and conditions regarding the RFP before the opening. Any questions should be submitted in writing to the Purchasing Agent and, if relevant, should cite the section and page number of the RFP document relating to the question raised by the provider. Answers to all questions of a substantive nature will be given to all service providers

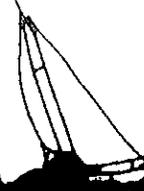


VILLAGE OF LAKE GEORGE, NEW YORK

P.O. BOX 791
12845

ROBERT M. BLAIS
Mayor

DARLENE V. GUNTHER
Clerk-Treasurer



TRUSTEES
John Earl
Ray Perry
John Root
Joseph Mastrodomenico, J
ENFORCEMENT OFFICER
Douglas Frost
518-668-5771
Fax: 518-668-3735
E-mail: lgville@nycap.rr.com

April 9, 2012

Dennis Dickinson, Supervisor
Town of Lake George
PO Box 392
Lake George, NY 12845

RE: West Brook buyout

Dear Dennis:

I am writing you personally as I do not want any misunderstanding, rumors or lack of communication to destroy the great relationship that the Village and Town has established.

I am not against your "buying in" as an owner of the West Brook Park. I am against selling any of the Village's shares, but rather suggesting the County allow you to purchase some of theirs.

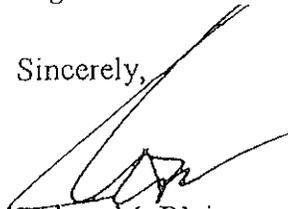
Presently the ownership is 62%-38%. Purchasing your original shares of 19% would result in 43% County, 38% Village, 19% Town, or 3 County, 2 Village, 1 Town on the Management Committee. Actually you have that now, with you as a voting member!

My reluctance to sell is based on my past experience, regardless of who comprises the Town Board. Two partners work better than three! Town Board election for supervisor is every two years, a short time span.

So, I have no problem with the County selling you shares. I would support that concept. The Village stepped up when everyone wanted the Town out and that should be respected and considered. We are pleased with our present shares and position.

I respect your thoughts and hope something can be worked out between the County and Town.

Sincerely,



Robert M. Blais
Mayor

cc: Town Councilpersons
Village Trustees
Chairman Dan Stec
Fred Monroe, Mgmt. Committee Chair
Walt Lender, LGA
Peter Bauer, Fund for Lake George

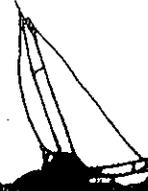
RMB/das



P.O. BOX 791
12845

ROBERT M. BLAIS
Mayor

DARLENE V. GUNTHER
Clerk-Treasurer



John Earl
Ray Perry
John Root
Joseph Mastrodomenico
ENFORCEMENT OFFICER
Douglas Frost
518-668-5771
Fax: 518-668-3735
E-mail: lgvillage@nycap.rr.c

April 11, 2012

Joanne Gavin, Spokesperson
The Lake George Citizens' Group
24 Halada Drive
Lake George, NY 12845

Dear members:

While I expect that you may have read my previous letter regarding the Town's request I respect your thoughts and want to answer to you directly. I personally have no problem with the Town having ownership in Charles R. Wood Park but I do have a problem with selling any of our shares and diminishing our interest.

This is based solely on the fact that the property is located in the Village as well as the Town, and the Village stepped up to the plate when the Town wanted to sell, not the County with the cooperation of the LGA and The Fund. I also know that you realize no one more than yours truly and the Village Board worked harder to put this project together, from the building controversy, the land swap, and securing the funds from the Wood Foundation.

No one would borrow the funds needed for the \$2.5M TEP grant, and again the Village stepped up to the plate and is paying all the interest on the borrowing as well as doing all the administrative work.

We secured the circus, handled the parking lot and never once asked out, unlike the County and the Town.

We will work well with the new Town members and I earnestly encourage the County to sell some of their interests to the Town. The complexity of that will take time and involve costly legal fees as well. It will be much more cost effective, as well, for the Town to deal with the County as the Village has much more in costs since the buyout.

I look forward to discussing this further with everyone upon my return and again understand and respect the Town's position and that of your group.

Sincerely,

Robert M. Blais
Mayor

cc: Karen Azer
Howard Krantz, Attorney
Village Board
Supervisor Dickinson
Walter Lender, LGA
Peter Bauer, Fund for Lake George
Nancy Williams, LG Land Conservancy
Chairman Stec, Warren County
Supervisor Monroe, Warren County

RMB/das