

WARREN COUNTY OFFICE OF EMERGENCY SERVICES



Main Office
1340 State Route 9
Lake George, NY 12845
518-761-6240
Fax: 518-761-6402
oes@co.warren.ny.us

BRIAN A. LAFLURE
Director
Fire Coordinator

AMY J. DREXEL
Deputy Director
Emergency Services Coordinator

Divisions
EMS Coordinator
Gary Scidmore
Hazmat/WMD Coordinator
Jamie Schrammel

Public Safety Committee Agenda

January 2017, 2012

1. Committee meeting called to order by Chairman.
2. Motion to approve minutes of prior committee meeting.

Action Agenda

1. Emergency Services Training Center discussion

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Office of Emergency Services

DATE: January 20, 2012

- (a) Purpose of Request: Moving forward with Milestone B of the Emergency Services Training Facility with Laberge Group as well as the purchase of a modular building & equipment to be used as a Mass Confidence structure, contingent upon amending the State grant

- (b) Details: H254.9550 280 - Fire Training Center Project \$320,337

- (c) Previous Resolution Number: 220 of 2008

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: see above

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

December 21, 2011

Brian LaFlure, Director/Fire Coordinator
Warren County Emergency Services
1340 State Route 9
Lake George, NY 12845

Re: **Proposal for Professional Services**
Warren/Washington County Emergency
Training Center, New York

Dear Mr. LaFlure:

As you are aware, the Department of State has indicated that they will not consider additional schedule extensions for the use of LGE Funds. They have indicated that if the grant cannot be closed out by March 31, 2012 the award will be rescinded. Therefore, since these funds are important to your project it will be very important to act quickly and define components that can be delivered prior to the grant deadline.

Laberge Group is prepared to mobilize resources on an extremely aggressive schedule if so directed. We recommend that field survey updates and permit coordination be advanced immediately to avoid agency review delays. This will allow time sensitive portions of the work to get started while a formal project work plan to access all grant funds is developed.

As part of our recommended approach, we propose to:

1. Perform field survey and update base mapping to reflect site grading that has occurred since original field information was collected. As indicated at our meeting on December 12th, we have completed this work while we await your formal approval to avoid delays related to oncoming winter weather.
2. Prepare schematic design plans based on the existing concept plan to continue coordination with permit issuing authorities. The design will make every effort to avoid wetland impacts in an attempt to minimize permitting delays. However, stormwater, wetland buffer disturbance, and National Grid ROW crossing permits will be required.
3. Prepare initial applications and correspondence to permit agencies. It is not the intent of this phase to develop complete permit applications. Instead this phase will allow agency coordination to be initiated. Wherever possible we will attempt to schedule an on-site meeting to review site conditions first hand before weather prohibits useful field review. Reviewing agencies will be fully engaged as part of this phase in an attempt to define permitting needs and schedules.

Based on the above, a proposed fee of \$9,800 would be required. We expect to be able to complete schematic design and initiate communication with permitting agencies prior to December 30, 2011 if an

Proposed Work Plan
Warren/Washington County Emergency Training Center Project
December 22, 2011

- Task 1: Approve \$9,800 proposal to initiate preliminary design and permitting coordination that must be completed prior to snow.
- Task 2: Revise DOS Grant Budget to define a \$444,444.44 project, and apply for reimbursement of grant eligible expenses. Proposed grant budget follows:
- Grant Eligible Expenses Incurred - \$123,663.00
 - Phase B Professional Services - \$252,885.00
 - Modular Building & Equipment Purchase - \$67,452
- Task 3: Grant Laberge Authorization to Proceed with services relating with Authorization Milestone “B” Preliminary Design, Permitting, and Contract Document services.
- Task 4: Develop performance based bid specification, advertisement and other information as required for procurement of modular building and equipment purchase in the amount of approximately \$67,500. No erection will be contemplated but instead included as part of the site construction contract (Task 10)
- Task 5: Complete preliminary design, permitting and contract document preparation for the entire development plan per approved master plan concepts included all site improvements, utilities and buildings.
- Task 6: Prepare a project phasing plan for initial construction of an access driveway and the minimum site improvements necessary to install and operate the modular building and equipment purchased as part of Task 3.
- Task 7: Grant Laberge Authorization to Proceed with services relating with Authorization Milestone “C,” Bidding Phase. The fee established for this phase will be reduced to reflect the scale of the construction project identified as part of Task 6 since the original fee provided services as they relate to construction of the entire facility.
- Task 8: Advertise and award the initial construction project.
- Task 9: Grant Laberge Authorization to Proceed with services relating with Authorization Milestone “D,” Construction Phase. The fee established for this phase will be reduced to reflect the scale of the construction project identified as part of Task 6 since the original fee provided services as they relate to construction of the entire facility.
- Task 10: Initiate construction per the phasing plan developed as part of Task 6. In addition to site development, construction documents will also specify installation/erection of modular building components purchased as part of Task 4.
- Task 11: Put facility into service and request grant closeout including release of 10% retainage resulting in total reimbursement of \$400,000.

Proposed Schedule
Warren/Washington County Emergency Training Center Project
December 22, 2011

SCHEDULE											
	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	
Task 1		Complete prior to January 13, 2012									
Task 2		Complete prior to December 30, 2011									
Task 3		Complete prior to January 24, 2012									
Task 4		Complete prior to January 24, 2012 (Purchase complete before March 31, 2012)									
Task 5		Complete prior to March 31, 2012									
Task 6		Complete prior to March 31, 2012									
Task 7		Complete prior to March 31, 2012									
Task 8		Complete prior to May 18, 2012									
Task 9		Complete prior to May 18, 2012									
Task 10		Complete prior to August 31, 2012									
Task 11		Complete prior to September 28, 2012									

Ben,

Rob and I reviewed just went over what we spoke about. I have no problem recommending a budget and work plan modification to help Warren/Washington County fund the following (generally) for the joint training facility:

1. Site design, engineering, surveying, etc. on the **selected site** that would have otherwise been required at the original site.
2. Materials needed to develop the **selected site** that the county can take delivery of in preparation for spring work.
3. Purchase of the training devices or buildings to be installed at the site.

Regarding the costs associated with examining other sites because the original did not work out, we do not believe that it would be appropriate to fund this work because the competitive application indicated that the funds were to be used to get this two county training facility up and running. It was our expectation that the site was determined to be feasible at the time of application. Although it is unfortunate that certain circumstances may have been discovered after application, we must keep our funding as consistent as possible with the original project application since it was scored against other competitive projects. Rob and I believe that means reimbursing costs directly related to the selected site only.

Please have the county send a letter (or email) to me requesting the budget and work plan changes with an explanation of the changes and a general breakdown on how funds are being used. I will review that letter and prepare the amendments needed to complete this project. As we have done all along, we will continued to do our best to assist the counties with completing this project while considering the original project scope and proposal.

All project work charged to this grant must be completed by 03/31/2012. Expenses incurred after that date will not be reimbursed.

Regards,

Sean M. Maguire, AICP

NOTE: Local laws/intermunicipal agreements are provided for illustrative purposes only and do not have the approval or endorsement of the Department of State.

New York State Department of State <image002.jpg>
Division of Local Government Services <image004.png>
99 Washington Ave, Suite 1015 <image006.png>
Albany, NY 12231-001
Phone: (518) 473-3355
Toll-Free: (800) 367-8488
Fax: (518) 474-6572
<http://www.dos.state.ny.us/LG>