

**WARREN COUNTY PUBLIC WORKS  
FACILITIES COMMITTEE MEETING**

**Thursday, August 14, 2014  
9:30 am**

**AGENDA**

**CALL TO ORDER..... Chairman Dan Girard**  
**APPROVAL OF MINUTES..... Chairman Dan Girard**  
**NEW BUSINESS..... Chairman Dan Girard**

**Page #**

**1 Discussion – Court Space Expansion (Tasks 1 & 2)..... Jeff Tennyson**  
**6 (R) Est. Capital Project – H350 – Court Space Expansion..... Jeff Tennyson**

**Transfers**

**\*\*\*Transfer TBD for H350\*\*\***

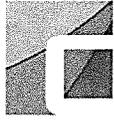
**Pending Items**

**None**

**Items of Interest**

- Airport Fuel Tank Testing and Temporary Measures (page 7)**

**OLD BUSINESS..... Chairman Dan Girard**  
**REFERRALS (no updates)..... Chairman Dan Girard**  
**PRIVILEGE OF THE FLOOR..... Chairman Dan Girard**  
**ADJOURNMENT..... Chairman Dan Girard**



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**Clark Patterson Lee**  
DESIGN PROFESSIONALS

August 13, 2014

Mr. Jeffery Tennyson, P.E.  
Superintendent  
Warren County Department of Public Works  
4028 Main Street  
Warrensburg, NY 12885

**RE: WC 64-11 – ARCHITECTURAL/ENGINEERING CONSULTING SERVICES  
WARREN COUNTY MUNICIPAL CENTER COURTHOUSE EXPANSION  
TASK 1 – Needs Assessment**

Dear Jeff:

In accordance with our discussions, we are pleased to submit a proposal for **Task 1, Program Needs Assessment** of the Warren County Court facilities.

This work shall be completed per service agreement WC 64-11 Periodic Professional Multidiscipline Engineering Services CPL has with Warren County. The following presents our Scope of Work recommended for this phase of the project.

### **Scope of Work**

1. Project administration, including distributions, meeting agenda, forecasting, tracking, and coordination with sub-consultants.
2. Re-interviewing courts - review of Yr 2006 program & interview notes
  - a. DSS for Court-related functions, Probation, Public Defender, District Attorney
  - b. Supreme/County, Family, Surrogate, Jurors, Law Library, Security
  - c. Write-up's
3. Program chart revisions
  - a. Comparison of needs with NYS Office of Court Administration guidelines, and comparison to existing space SF's
  - b. Development of room sketch plans
  - c. Modifications to program per County/Judicial District Court, and Court Architect reviews
  - d. Program requirements/adjustments within a proposed new addition due to renovations to existing court spaces in second phase of court project work
4. Review of Changes to Plans Since 2006
  - a. Site visit walk-thru's of spaces and review of space usages
  - b. Field measure existing Probation/Public Defender wing
  - c. Place existing condition base plans on CAD

30 Century Hill Drive  
Suite 104  
Latham, NY 12110  
clarkpatterson.com  
518.463.4107 TEL  
518.463.3823 FAX



- d. SF tabulations by space
- 5. Prepare chart comparison existing available SF to projected need SF
- 6. Prepare adjacency bubble diagram showing space relationships and circulation connectivity
- 7. Meetings
  - a. Kick-off meeting
  - b. Discuss program square footages
  - c. Judicial District/NYS Office of Court Administration interface

**Fee Proposal and Schedule**

Clark Patterson Lee will provide the Scope of Work described above for a **Lump Sum fee of \$22,000**. We are prepared to begin work as soon as authorized to proceed.

We appreciate the opportunity to submit our proposal and look forward to assisting you in this endeavor. If you have any questions or require additional information, please contact me at (800) 274-9000.

**Acceptance**

Agreed to the foregoing scope and fee to be completed in accordance with the terms and conditions of service agreement WC 64-11, Periodic Professional Multidiscipline Engineering Services:

CONSULTANT:  
CLARK PATTERSON LEE  
30 Century Hill Drive, Suite 104  
Latham, NY 12110

OWNER:  
WARREN COUNTY  
Department of Public Works  
4028 Main Street  
Warrensburg, NY 12885

\_\_\_\_\_  
(signature)

Matthew T. Smullen, P.E.  
Principal

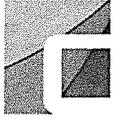
Date: August 13, 2014

\_\_\_\_\_  
(signature)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



August 13, 2014

Mr. Jeffery Tennyson, P.E.  
Superintendent  
Warren County Department of Public Works  
4028 Main Street  
Warrensburg, NY 12885

**RE: WC 64-11 – ARCHITECTURAL/ENGINEERING CONSULTING SERVICES  
WARREN COUNTY MUNICIPAL CENTER COURTHOUSE EXPANSION  
TASK 2 – Exploration of Options**

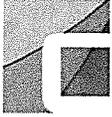
Dear Jeff:

In accordance with our discussions, we are pleased to submit a proposal for **Task 2, Exploration of Options** for the expansion of the Warren County Court facilities, which will follow **Task 1, Program Needs Assessment** of the facilities.

This work shall be completed per service agreement WC 64-11 Periodic Professional Multidiscipline Engineering Services CPL has with Warren County. The following presents our Scope of Work recommended for this phase of the project.

**Scope of Work**

1. CPL Engineer Review of Existing Conditions
  - a. Involvement of Civil, Structural, Mechanical, Electrical, and Plumbing Disciplines
  - b. Review of existing available drawings and previous documentation on conditions
  - c. Site visit of existing building and preparation of write-up of condition survey
2. Prepare 3 sketch plan options to address Court/Court-related needs
  - a. Incorporation of input from Structural, Civil, Mechanical, Electrical, and Plumbing Disciplines
  - b. Indicate on sketches public, staff, judge, jury, incarcerated circulation
  - c. Review "fit" of program plan onto site plan and implications
  - d. Review "fit" of each program plan option with both renovation and addition requirements
3. Meeting with County to review sketch plan options
  - a. Modify sketch plan options in response to meeting comments
4. Concept Code Review
  - a. Code implications to three sketch plan options
  - b. Determine what alteration level per Existing Building Code
  - c. Energy, handicap code review requirements



5. Provide square footage cost information on options
6. Meeting with Local Courts for comments of sketch plan options
7. Meeting with Court Architect and Judicial District for comments on sketch plan options
8. Narrow/Modify options per court meetings
  - a. Modifications to options per meetings
  - b. Incorporation of millwork/furniture elements onto options for special understanding
  - c. Incorporate structural "grid" onto options
  - d. Incorporate MEP program elements/spaces onto options
9. Meeting with County to discuss comments received by Courts
10. Address construction phasing implications/phasing plans for options
11. Adjust Cost Information
12. County Meeting for Narrowing to One Option
13. OCA Review of County-proposed narrowed option
14. Adjustments to be made on narrowed option
15. Board Meeting

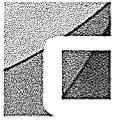
#### **Fee Proposal and Schedule**

Clark Patterson Lee will provide the Scope of Work described above for a **Lump Sum fee of \$58,000**. We are prepared to begin work as soon as authorized to proceed.

Work scope excludes:

- Moving forward with Schematic Design for narrowed option
- Hazard survey, geotechnical survey, topographic survey generation
- Investigation of green building design certification
- Preparation of presentation renderings of narrowed plan
- Reimbursable expenses

We appreciate the opportunity to submit our proposal and look forward to assisting you in this endeavor. If you have any questions or require additional information, please contact me at (800) 274-9000.



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Jeffery Tennyson, P.E.  
Warren County DPW  
August 13, 2014  
Page 3 of 3

**Acceptance**

Agreed to the foregoing scope and fee to be completed in accordance with the terms and conditions of service agreement WC 64-11, Periodic Professional Multidiscipline Engineering Services:

CONSULTANT:  
CLARK PATTERSON LEE  
30 Century Hill Drive, Suite 104  
Latham, NY 12110

OWNER:  
WARREN COUNTY  
Department of Public Works  
4028 Main Street  
Warrensburg, NY 12885

\_\_\_\_\_  
(signature)

Matthew T. Smullen, P.E.  
Principal

Date: August 13, 2014

\_\_\_\_\_  
(signature)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# **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: DPW - Facilities**

**DATE: August 14, 2014**

- (a) Purpose of Request:  
**To appropriate \$80,000 from the General Fund (A909.00) to Budget Code A.9950 910, Transfers-Capital Project**
  
- (b) Details:  
**Funding for Capital Project No. H35.9550 280, Court Space Expansion**
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**General Fund (A909.00)**

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

\* as listed in budget and LOGOS

## ***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 - Facilities**

**DATE: August 14, 2014**

- (a) Exact Title\* and Number of Project (must be obtained from Treasurer's Office):  
**H350.9550 280, Court Space Expansion**
  
- (b) Is this a Capital Project?  
**Yes**
  
- (c) Is this a Capital Reserve Project?  
**No**
  
- (d) Amount of Project:  
**\$80,000**
  
- (e) Source of Funding (including name & title of codes, etc.):  
**A.9950 910, Transfers-Capital Projects**
  
- (f) Purpose of Establishment:  
**To complete construction/modification of Court Space at the Municipal Center to improve court functions and provide space for future additional Courts.**

**\*Title should reflect department if possible:**

**i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport Replace VASI with PAPI.**

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August 13<sup>th</sup> 2014

Warren County NY  
Attn: Ross Dubarry

RE: Temporary Jet A Fuel Storage at KGFL

Dear Ross and Warren County Officials:

As you know Rich Air has been diligently looking for the most viable and cost effective solution to meet our temporary Jet A fuel storage needs at KGFL. After careful consideration of several options, (Which include: Buying or Leasing another Jet A Refueler Truck, Renting a Mobile Fuel Tanker or Buying A Jet A Storage Tank.), we feel the best solution for us and the county at this time is renting a Mobile Fuel Tanker, (Capable of holding at least 7,000 + gallons of Jet A Fuel), from our fuel distributor. The reasons for this decision are simple...

- 1.) The Mobile Tanker is available for use in less than 3 Days lead time, (After the site is prepped for the tanker, which should be less than a two week timeframe from today completed), Providing an immediate and most reliable insurance of fuel availability with no service interruptions at GFL. (A New Storage Tank would be Months out before delivery, regardless of Cost)
- 2.) The Mobile Tanker provides the most cost effective solution at only a fraction of the cost to rent vs. buying a new fuel truck which, also alleviates the need to take partial fuel load deliveries or split loads (3,000 – 4,000 Gal. fuel load deliveries), which are more costly than a normal 7,000 Gal. delivery load, (+/- \$2,000 / Month Rental Vs. \$210,000+ Upfront Purchase Cost for New Refueler + Higher Fuel Deliver Costs.)

In short, renting the Mobile Fuel Storage Tanker will meet our current temporary fuel storage needs. Not only is this solution the most efficient, but more importantly the most cost effective solution at this time. Thank you in advance for expediting the approval of this temporary solution, while we all work towards a more permanent one. By approving this Temporary solution, we will continue to maintain the level of service our customer comes to expect and enjoy from Rich Air and Warren County without any service interruptions.

Best Regards,

Stephen D. Abbott  
Operations Manager - Rich Air

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