

**WARREN COUNTY FACILITIES
BUILDINGS AND GROUNDS COMMITTEE**

Thursday August 28, 2014
11:00 am

AGENDA

CALL TO ORDER	Chairman Dan Girard
APPROVAL OF MINUTES	Chairman Dan Girard
NEW BUSINESS	Chairman Dan Girard
<u>Page #</u>	
2-4 Court Space Needs Assessment.....	Jeff Tennyson / CPL
NYS Justice Center Office Space Rental	Frank Morehouse
OLD BUSINESS	Chairman Dan Girard
Update – Solar Energy RFP	Jeff Tennyson
REFERRALS.....	Chairman Dan Girard
PRIVILEGE OF THE FLOOR	Chairman Dan Girard
ADJOURNMENT	Chairman Dan Girard



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:

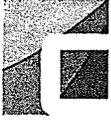
In accordance with our discussions, we are pleased to submit a proposal for **Task 2, Exploration of Options** for the expansion of the Warren County Court facilities, which will follow **Task 1, Program Needs Assessment** of the facilities.

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

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



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.



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: _____