

WARREN COUNTY GASLIGHT ADHOC COMMITTEE MEETING

Tuesday, December 2, 2014

10:00 am

AGENDA

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

Item #

- 1 Discussion: Park Construction Progress..... Jeff Tennyson**
- 2 (R) Amend Contract – Elan Festival Space Design/ Const Sup. Jeff Tennyson**

Pending Items

- None

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

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RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: DPW

DATE: 12/2/14

- (a) Purpose of Contract Change: Extra Work Authorization No. 1 and No. 2 for Lake George Environmental Park for additional design and construction support services

- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 389 of 2013

- (c) Name of Contractor: Elan Planning, Design, Landscape Architecture, PLLC

- (d) Address of Contractor: 18 Division Street, Studio 304, Saratoga Springs, NY 12866

- (e) Contractor's Contact Person and Telephone Number: Jere Tatich (518) 306-3702

- (f) Commencement Date of Extension: Upon Execution

- (g) Termination Date of Extension: Until Complete

- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$14,495
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (i) 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: H338.9550 280 Lake George Environmental Park Project

Project Work Order (WO)

Elan Project No. 11-005.1			
Contract No.: NYS DOS Project Contract No. C007158			
Project Name: Lake George Environmental Park (Charles R. Wood Environmental Park)			
Work Order No. 1			
Contract and Date: Agreement between Warren County & Elan Planning, Design and Landscape Architecture, PLLC dated 07/18/12 Signed by the County and 07/27/12 Signed by Notary (Attached)			
Project Sponsor: Warren County, NY			
Original Contract Amount: \$54,000			
WO No. 1 Amount: \$2,995.			
Total Contract Amount: \$56,995			
Description of Proposed Work: Scope modification as described in Attachment A. 2014 Staff Hourly Rate and Project Expense Schedule as described in Attachment B. C.T. Male's Invoice No. 31985 (Attached)			
Work Order Tasks			
Tasks	Description	Item Value	Percent of effort
N/A	See Attachment A		
TOTALS:			
NOTE: N/A			
Elan (print): <u>Jere Tatich, Principal</u> Date: <u>9/16/2014</u>			
Elan (signature): <u></u> Date: <u>9/16/2014</u>			
Approved (print): _____ Date: _____			
Approved (signature): _____ Date: _____			

3

WORK ORDER NO. 1 - ATTACHMENT A

CONTRACT:

Agreement between County of Warren and Elan Planning, Design and Landscape Architecture, PLLC dated 7/18/12 signed by the County and dated 07/27/12 signed by the Notary

Festival Space at the Charles R. Wood Park

West Brook Conservation Initiative

Village of Lake George

Warren County, New York

Attachment A: Additional Work related to 400 AMP Stage Electrical Panel

Elan will provide final design services as outlined in C.T. Male's Technical Services Change Order 1, dated February 21, 2014 described as "Revisions to electrical services for festival space stage area. Original C.T. Male design included 200 Amp service. Client requested to modify the service size to 100 Amp which C.T. Male revised and included in the current set of documents at their request. Client subsequently requested a change to a dedicated 400 Amp service for the festival space stage area. Electrical service will be re-designed including the larger service entrance, underground wiring, conduit and panel. These revisions will be incorporated into drawings for construction contract bidding."

End of Services Description



18 DIVISION STREET
STUDIO 304
SARATOGA SPRINGS
NEW YORK 12866
PHONE 518-306-3702
FAX 518-226-0469

4

**WORK ORDER NO. 1 - ATTACHMENT B
CONTRACT**

Agreement between County of Warren and Elan Planning, Design and Landscape Architecture, PLLC dated 7/18/12 signed by the County and dated 07/27/12 signed by the Notary

Year 2014 Staff Hourly Rate & Project Expense Schedule

<u>Position Title</u>	<u>Hourly Rate</u>
Principal Planner/Landscape Architect	\$135.
Senior Landscape Architect	\$125.
Senior Planner	\$125.
Project Manager	\$ 95.
Planner	\$ 85.
Landscape Designer	\$ 85.
Technical Drafts Person	\$ 60.
Clerical	\$ 55.

Project Related Expenses

Project related expenses are invoiced at cost.

1. Travel: Standard IRS Mileage Rate which is currently set at \$.56 per mile for business miles.
2. Copies:
 - a. Large format drawings
 - i. 24" x 36" = \$2.25sq.ft. b/w standard paper
 - ii. 24" x 36" = \$2.75sq.ft. color standard paper
 - iii. 32" x 46" = \$3.25sq.ft. standard paper
 - b. 8.5" x 11" b/w = \$.10/sheet
 - c. 8.5" x 11" color = \$.20/sheet
 - d. 11"x17" b/w = \$.50/sheet
 - e. 11"x17" color = \$.75/sheet
3. Document CD Disc with Label: \$9/disc

5

C.T. MALE ASSOCIATES

Engineering, Surveying, Architecture & Landscape Architecture, D.P.C.
50 Century Hill Drive
Latham, NY 12110
Tel. 518.786.7400
FAX 518.786.7299



INVOICE

Invoice Number: 31985
Invoice Date: 4/4/2014
CTM Project No.: 11.1220

Elan Planning, Design & Landscape
Architecture, PLLC
18 Division Street, Studio 304
Saratoga Springs, NY 12866

Terms subject to interest after 30 days,
1.5% interest compounded monthly.

DESCRIPTION OF WORK

West Brook Conservation Initiative Engineering Services

Festival Space Utilities Revisions - Elan No. 11-005.1

Services for the period from February 21, 2014 through March 22, 2014.

Per contract dated September 13, 2012 and Technical Services Change Order No. 1, dated February 21, 2014.

Technical Services Change Order No. 1		
100% Complete	100% x \$2,995.00	\$2,995.00

Prepared by:

Charles R. Kortz / jaim
Charles R. Kortz, P.E.
Managing Engineer

MAIL ALL REMITTANCES TO:
ACCOUNTS RECEIVABLE
C.T. MALE ASSOCIATES
LATHAM, NY 12110

C.T. Male Associates Engineering, Surveying, Architecture & Landscape Architecture, D.P.C. is committed to equal opportunity for all persons regardless of race, color, sex, age, national origin, marital status, handicap, or veteran's status. In striving to eliminate discrimination in the work place, it is our policy to deal only with sub-contractors, vendors, suppliers, and other affiliates who recognize and support employment opportunity and comply with all applicable State and Federal Equal Employment Opportunity laws and regulations including the annual filing of Standard Form EEO-1.

TOTAL DUE THIS INVOICE = \$2,995.00

PLEASE RETURN ONE COPY WITH PAYMENT

Project Work Order (WO)

Elan Project No. 11-005.1																			
Contract No.: NYS DOS Project Contract No. C007158																			
Project Name: Lake George Environmental Park (Charles R. Wood Environmental Park)																			
Work Order No. 2																			
Contract and Date: Agreement between Warren County & Elan Planning, Design and Landscape Architecture, PLLC dated 07/18/12 signed by the County and 7/27/12 signed by the Notary																			
Project Sponsor: Warren County, NY																			
Original Contract Amount: \$54,000																			
WO No. 1 Amount: \$2,995.																			
WO No. 2 Amount: \$11,500																			
Total Contract Amount: \$68,495.																			
Description of Proposed Work: Construction observation services as described in Attachment A. 2014 Staff Hourly Rate and Project Expense Schedule as described in Attachment B. Fees for this work will be charged hourly. Services provided to work Order No. 2 will be hourly with a not-to-exceed amount of \$11,500																			
Work Order Tasks																			
Tasks	Description	Item Value	Percent of effort																
N/A	See Attachment A																		
TOTALS:																			
NOTE: N/A																			
<table style="width:100%; border:none;"> <tr> <td style="width:20%; border:none;">Elan (print):</td> <td style="width:45%; border:none;"><u>Jere Tatich, Principal</u></td> <td style="width:15%; border:none;">Date:</td> <td style="width:20%; border:none;"><u>9/16/2014</u></td> </tr> <tr> <td style="border:none;">Elan (signature):</td> <td style="border:none;"></td> <td style="border:none;">Date:</td> <td style="border:none;"><u>9/16/2014</u></td> </tr> <tr> <td style="border:none;">Approved (print):</td> <td style="border:none;">_____</td> <td style="border:none;">Date:</td> <td style="border:none;">_____</td> </tr> <tr> <td style="border:none;">Approved (signature):</td> <td style="border:none;">_____</td> <td style="border:none;">Date:</td> <td style="border:none;">_____</td> </tr> </table>				Elan (print):	<u>Jere Tatich, Principal</u>	Date:	<u>9/16/2014</u>	Elan (signature):		Date:	<u>9/16/2014</u>	Approved (print):	_____	Date:	_____	Approved (signature):	_____	Date:	_____
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WORK ORDER NO. 2 - ATTACHMENT A

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Charles R. Wood Park
West Brook Conservation Initiative
Village of Lake George
Warren County, New York

Attachment A: Project Construction Scope of Services

Elan will provide construction phase services in the capacity defined as Construction Observation. Elan shall visit the project site at 10 day intervals during periods of active construction for the project construction duration of 15 months to observe the progress and quality of work completed by the Contractor. Elan's construction site visits are not an exhaustive check or a detailed inspection on the Contractor's work. The construction visits enable Elan to determine if the work is proceeding in accordance with project's design intent and in accordance with the Contract Documents. Based on general observation, Elan shall keep the owner informed regarding the progress and quality of work.

Elan's Construction Observation Services include:

1. Project site visits at approximately intervals of 10 business days
2. Attendance at biweekly project meetings in-person or via conference call
3. Provide availability to be on site when situations require Elan's attendance
4. Compile and submit field reports summarizing on-site visits by Elan
5. Review shop drawing submissions and on-site mock ups
6. Respond to Contractor Requests For Information (RFI)
7. Change Order review for adherence to project design intent

It is understood that the project will have a full time Resident Project Representative that be responsible for project coordination and management.

End of Services Description



18 DIVISION STREET
STUDIO 304
SARATOGA SPRINGS
NEW YORK 12866
PHONE 518-306-3702
FAX 518-226-0469

8

WORK ORDER NO. 2 - ATTACHMENT B

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