

County Facilities – Buildings and Grounds

Department of Public Works

AGENDA

April 28, 2015 – 10:00am

Committee Members: *GIRARD, Wood, Conover, Monroe, Seeber, Strough, Westcott*

- I. **Committee Meeting Call to Order**..... Chairman Girard
- II. **Motion to Approve Minutes of Prior Committee Meeting**..... Chairman Girard
- III. **Action Agenda/New Business**
 - Page
 - 3-11 Request for New Contract..... Frank Morehouse
Rationale: WC 25-15 Beverage Vending
 - 4-11 Request for New Contract – Prestige Services, Inc. Frank Morehouse
Rationale: WC 25-15 Snack / Healthy Snack Vending
 - 5-11 Request for New Contract Frank Morehouse
Rationale: WC 25-15 9 Miles East Farm, LLC - Meal Vending
 - 12-14 Request for New Contract..... Frank Morehouse
Rationale: Door repair, replacement, installation and maintenance
 - 15-19 Approval of Revised Concept Design..... Jeff Tennyson
Rationale: Updated design concept
 - 20-25 Approval of CPL Work Tasks 4-8..... Jeff Tennyson
Rationale: To advance design to construction
- IV. **Referral/Pending Items**
 - Page
 - 2 RFP – Solar..... Jeff Tennyson
- V. **Information for Discussion/Review**
 - Page
 - HSB server room – back up A/C..... Frank Morehouse
- VI. **Privilege of the Floor to discuss any additional items to come before the Committee**
- VII. **Motion to Adjourn**

Attachments - None

REFERRALS - APRIL/MAY 2015

COUNTY FACILITIES: *(Including Airport and Buildings & Grounds)*

AIRPORT:

No items this month.

BUILDING & GROUNDS:

- 1) Mr. Tennyson to work with Clark Patterson Lee on the development of a Request for Proposals for solar power conversion of Cornell Cooperative Extension and other County facilities and to report back to Committee at that meeting (07.29.14) Update: Mr. Tennyson informed the respondents to the RFP had been contacted regarding additional information and clarification on their proposals and interviews would be conducted with them in the next couple of weeks; he anticipated having recommendation for the Committee at the next meeting. (03.31.15)

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Buildings and Grounds

DATE: 4/28/15

- (a) Is this a Result of a Bid or Request for Proposal?
Bid - WC 25-15
- (b) Purpose of Contract:
Vending - Beverages
- (c) Name of Contractor:
Fitzgerald Brothers Beverages, Inc.
- (d) Address of Contractor: **152-160 Dix Ave.**
Glens Falls, NY 12801
- (e) Contractor's Contact Person and Telephone Number:
Damian D'Angelico
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:
Upon Execution
- (h) Termination Date of Contract:
One year from execution
- (i) Payment Provisions: i) lump sum amount **per bid tab sheet**
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title*
and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and
Amount:

Westmount - G/L code EF 82100 5503 421 Countryside - A.6030.445

Sample: A.1010 470 Legislative Board - Contract \$xx.xx
Capital Project No. H289.9550 480 - Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Buildings and Grounds

DATE: 4/28/15

- (a) Is this a Result of a Bid or Request for Proposal?
Bid WC 25-15
- (b) Purpose of Contract:
Vending - Snacks / Healthy Snacks
- (c) Name of Contractor:
Prestige Services, Inc.
- (d) Address of Contractor: **4 Enterprise Ave.
Clifton Park, NY 12065**
- (e) Contractor's Contact Person and Telephone Number:
Christopher Williams
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:
Upon Execution
- (h) Termination Date of Contract:
One year from execution
- (i) Payment Provisions: i) lump sum amount **per bid tab sheet**
ii) hourly rate amount
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Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Buildings and Grounds

DATE: 4/28/15

- (a) Is this a Result of a Bid or Request for Proposal?
Bid - WC 25-15
- (b) Purpose of Contract:
Vending - Meals
- (c) Name of Contractor:
9 Miles East Farm, LLC
- (d) Address of Contractor: **136 Goff Road**
Schuylerville, NY 12871
- (e) Contractor's Contact Person and Telephone Number:
Gordon Sacks
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:
Upon Execution
- (h) Termination Date of Contract:
One year from execution
- (i) Payment Provisions: i) lump sum amount **per bid tab sheet**
ii) hourly rate amount
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Sample: A.1010 470 Legislative Board - Contract \$xx.xx
Capital Project No. H289.9550 480 - Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

**WARREN COUNTY
BID TABULATION SHEET**

<p>BID NO.: WC 25-15 ITEM(S): RFP FOR CONTRACTED VENDING MACHINE SERVICES AT VARIOUS WARREN COUNTY FACILITIES DATE: MARCH 24, 2015 TIME: 3:00 P.M.</p>	<p>NAME & ADDRESS OF BIDDER Fitzerald Brothers Beverages, Inc Attn: Damian D'Angelico 152-160 Dix Ave. Glens Falls, NY 12801 Ph: 518-793-3431 ext 217 Fax: 518-793-3691</p>	<p>NAME & ADDRESS OF BIDDER Prestige Services, Inc. Attn: Christopher Williams 4 Enterprise Ave. Clifton Park, NY 12065 Ph: 518-877-7426 Fax: 518-877-4782</p>
<p>DESCRIPTION OF ITEM</p>	<p>BID PRICE</p>	<p>BID PRICE</p>
<p>% Commission to be paid to the County on a monthly basis</p>	<p>25%</p>	<p>12.5%</p>
<p>Monthly Rental for machine at Westmount Health Facility</p>	<p>None</p>	<p>\$150.00</p>
<p>A. GENERAL VENDING MACHINE SERVICES:</p>	<p>Item Cost x</p>	<p>Item Cost x</p>
<p>20 oz. Pepsi</p>	<p>\$1.75</p>	<p>No Bid</p>
<p>20 oz. Vitamin Water</p>	<p>\$1.75</p>	<p>No Bid</p>
<p>20 oz. Green Tea</p>	<p>\$1.75</p>	<p>No Bid</p>
<p>1 3/4 oz. Bag of Doritos</p>	<p>No Bid</p>	<p>\$1.25</p>
<p>3 Muskateers Bar</p>	<p>No Bid</p>	<p>\$1.25</p>
<p>TOTAL PROFIT</p>	<p>\$1.32</p>	<p>\$0.1562</p>
<p>BID AWARDED TO:</p>	<p>Resolution No.</p>	<p>\$0.1562</p>
<p>JULIE A. PACYNA, PURCHASING AGENT</p>	<p>Term: Commencing upon execution of an agreement and terminating one year thereafter</p>	<p>\$0.3124</p>

**WARREN COUNTY
 BID TABULATION SHEET**

BID NO.: WC 25-15 ITEM(S): RFP FOR CONTRACTED VENDING MACHINE SERVICES AT VARIOUS WARREN COUNTY FACILITIES DATE: MARCH 24, 2015 TIME: 3:00 P.M.	NAME & ADDRESS OF BIDDER			NAME & ADDRESS OF BIDDER		
	Fitzgerald Brothers Beverages, Inc Attn: Damian D'Angelico 152-160 Dix Ave. Glens Falls, NY 12801 Ph: 518-793-3431 ext 217 Fax: 518-793-3691			Prestige Services, Inc. Attn: Christopher Williams 4 Enterprise Ave. Clifton Park, NY 12065 Ph: 518-877-7426 Fax: 518-877-4782		
DESCRIPTION OF ITEM	BID PRICE			BID PRICE		
	Item Cost x	% Commission =	County Profit	Item Cost x	% Commission =	County Profit
12 oz. Tropicana 100% Juice	\$1.75	25%	\$0.44	No Bid		
20 oz. Vitamin Water	\$1.75	25%	\$0.44	No Bid		
12 oz. V8 Juice	No Bid			No Bid		
1 1/2 oz. Bag of Sun Chips	No Bid			\$1.00	12.5%	\$0.125
Clif Bar				\$1.50	12.5%	\$0.1875
TOTAL PROFIT			\$0.88			\$0.3125
C. SODA CANS (CASE)	COST PER CASE	BRAND NAME IF DIFFERENT	# OF CANS PER CASE	COST PER CASE	BRAND NAME IF DIFFERENT	# OF CANS PER CASE
BRAND	8 OZ CANS	12 OZ CANS		8 OZ CANS	12 OZ CANS	
Pepsi	\$7.95	\$8.95	24	No Bid	No Bid	
Diet Pepsi	\$7.95	\$8.95	24	No Bid	No Bid	
Ginger Ale	\$7.95	\$8.95	24	No Bid	No Bid	
Diet Ginger Ale	\$7.95	\$8.95	24	No Bid	No Bid	
Sierra Mist	\$7.95	\$8.95	24	No Bid	No Bid	
Diet Sierra Mist	\$7.95	\$8.95	24	No Bid	No Bid	

**WARREN COUNTY
 BID TABULATION SHEET**

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<p>DESCRIPTION OF ITEM</p>	<p>BID PRICE</p>	<p>BID PRICE</p>
<p>D. MEAL VENDING SERVICE:</p>		
<p>LIST OF MEALS (TOP 5 SELLERS)</p>	<p>PRICE PER MEAL</p>	<p>PRICE PER MEAL</p>
	No Bid	No Bid
<p>County receive commission on sales</p>		
<p>% Commission to be paid to the County on a monthly basis</p>		
<p>Any costs to County</p>		
<p>Cost per machine</p>		

**WARREN COUNTY
 BID TABULATION SHEET**

BID NO.: WC 25-15 ITEM(S): RFP FOR CONTRACTED VENDING MACHINE SERVICES AT VARIOUS WARREN COUNTY FACILITIES DATE: MARCH 24, 2015 TIME: 3:00 P.M.	NAME & ADDRESS OF BIDDER 9 Miles East Farm LLC Attn: Gordon Sacks 136 Goff Rd Schuylerville, NY 12871 Ph: 518-514-8106 Fax:																					
DESCRIPTION OF ITEM	BID PRICE																					
% Commission to be paid to the County on a monthly basis																						
Monthly Rental for machine at Westmount Health Facility																						
A. GENERAL VENDING MACHINE SERVICES:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Item Cost x</th> <th style="width: 20%;">% Commission =</th> <th style="width: 20%;">County Profit</th> </tr> </thead> <tbody> <tr> <td>20 oz. Pepsi</td> <td>No Bid</td> <td></td> </tr> <tr> <td>20 oz. Vitamin Water</td> <td>No Bid</td> <td></td> </tr> <tr> <td>20 oz. Green Tea</td> <td>No Bid</td> <td></td> </tr> <tr> <td>1 3/4 oz. Bag of Doritos</td> <td>No Bid</td> <td></td> </tr> <tr> <td>3 Muskateers Bar</td> <td>No Bid</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;">TOTAL PROFIT</td> </tr> </tbody> </table>	Item Cost x	% Commission =	County Profit	20 oz. Pepsi	No Bid		20 oz. Vitamin Water	No Bid		20 oz. Green Tea	No Bid		1 3/4 oz. Bag of Doritos	No Bid		3 Muskateers Bar	No Bid		TOTAL PROFIT		
Item Cost x	% Commission =	County Profit																				
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BID AWARDED TO:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Resolution No.</td> <td></td> </tr> <tr> <td>Term:</td> <td></td> </tr> </table>	Resolution No.		Term:																		
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Term:																						
JULIE A. PACYNA, PURCHASING AGENT																						

(9)

**WARREN COUNTY
BID TABULATION SHEET**

BID NO.: WC 35-10 ITEM(S): RFP FOR CONTRACTED VENDING MACHINE SERVICES AT VARIOUS WARREN COUNTY FACILITIES DATE: MARCH 4, 2010 TIME: 3:00 P.M.		NAME & ADDRESS OF BIDDER 9 Miles East Farm LLC Attn: Gordon Sacks 136 Goff Rd Schuylerville, NY 12871 Ph: 518-514-8106 Fax:			
DESCRIPTION OF ITEM		BID PRICE			
B.HEALTHY VENDING MACHINE SERVICES:		Item Cost x	% Commission =	County Profit	
12 oz. Tropicana 100% Juice		No Bid			
20 oz. Vitamin Water		No Bid			
12 oz. V8 Juice		No Bid			
1 1/2 oz. Bag of Sun Chips		No Bid			
Clif Bar		No Bid			
TOTAL PROFIT					
C. SODA CANS (CASE)		COST PER CASE	BRAND NAME IF DIFFERENT	# OF CANS PER CASE	
BRAND	CURRENT USAGE	8 OZ CANS	12 OZ CANS		
Pepsi	864 cans	No Bid	No Bid		
Diet Pepsi	640 cans	No Bid	No Bid		
Ginger Ale	640 cans	No Bid	No Bid		
Diet Ginger Ale	576 cans	No Bid	No Bid		
Sierra Mist	192 cans	No Bid	No Bid		
Diet Sierra Mist	128 cans	No Bid	No Bid		

**WARREN COUNTY
BID TABULATION SHEET**

BID NO.: WC 35-10 ITEM(S): RFP FOR CONTRACTED VENDING MACHINE SERVICES AT VARIOUS WARREN COUNTY FACILITIES DATE: MARCH 4, 2010 TIME: 3:00 P.M.	NAME & ADDRESS OF BIDDER 9 Miles East Farm LLC Attn: Gordon Sacks 136 Goff Rd Schuylerville, NY 12871 Ph: 518-514-8106 Fax:
DESCRIPTION OF ITEM	BID PRICE
D. MEAL VENDING SERVICE:	
LIST OF MEALS (TOP 5 SELLERS)	PRICE PER MEAL
Athens Greek Go Box	\$8.41
Red Rice Asian Go Box	\$8.41
Chili with Grass Fed Beef	\$6.54
Mushroom Risotto for Two	\$10.28
Go Basket Dinner for Two	\$10.28
County receive commission on sales	No
% Commission to be paid to the County on a monthly basis	
Any costs to County	No
Cost per machine	None

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Buildings and Grounds

DATE: 4/28/15

- (a) Is this a Result of a Bid or Request for Proposal?
Bid WC 15-15
- (b) Purpose of Contract:
Overhead Door Repair, Replacement, Installation and Preventative Maintenance
- (c) Name of Contractor:
Winchip Overhead Door., Inc.
- (d) Address of Contractor: **PO Box 378**
Glens Falls, NY 12801
- (e) Contractor's Contact Person and Telephone Number:
Robert Winchip
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:
Upon execution
- (h) Termination Date of Contract:
4/30/16
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount **per bid tab sheet**
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title*
and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and
Amount:**

Various throughout county as needed

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

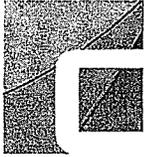
WARREN COUNTY BID TABULATION SHEET

BID NO: WC 15-15		NAME & ADDRESS OF BIDDERS	NAME & ADDRESS OF BIDDERS
ITEM(S): OVERHEAD DOOR REPAIR, REPLACEMENT, INSTALLATION & PREVENTATIVE MAINTENANCE DATE: MARCH 5, 2015 TIME: 3:00 P.M.		Winchip Overhead Door Co., Inc. Attn: Robert Winchip, Sr. PO Box 378 Glens Falls, NY 12801 Ph: 518-792-0777 Fx: 518-792-0851	Adirondack Overhead Door Co., Inc. Attn: Michael Ringer 10 South Western Avenue Queensbury, NY 12804 Ph: 518-793-8962 Fx: 518-793-0681
DESCRIPTION OF ITEM	QUANTITY	BID PRICE	BID PRICE
A. LABOR			
OVERHEAD DOOR MECHANIC	Hourly Rate	\$80.00	\$85.00
	Weekly Rate	n/a	n/a
APPRENTICE	Hourly Rate	n/a	n/a
	Weekly Rate	n/a	n/a
B. MATERIAL AND EQUIPMENT (Percentage of mark-up above cost for Overhead & Profit)			
Material & parts supplied to complete work %		10%	20%
Equipment to be installed as part of work %		10%	n/a
Specialized equipment rented to complete work %		10%	n/a
Response time for regular work and emergency situations after notification from the Supt. of Public Works	Regular Work	Same Day	1 Day
	Emergency Work	24 Hours	12 Hours
C. PREVENTIVE MAINTENANCE			
Lump Sum Price per Door	Lump Sum	n/a	\$83.50
BID AWARDED TO:			
✓	RESO # of 2015		
	TERM OF BID: May 1, 2015 through April 30, 2016		
JULIE A. BUTLER, PURCHASING AGENT			

1 1/2

WARREN COUNTY BID TABULATION SHEET

<p>BID NO: WC 8-12 ITEM(S): OVERHEAD DOOR REPAIR, REPLACEMENT, INSTALLATION & PREVENTATIVE MAINTENANCE DATE: MARCH 1, 2012 TIME: 3:00 P.M.</p>	<p>NAME & ADDRESS OF BIDDERS Winchip Overhead Door Co., Inc. Attn: Robert Winchip, Sr. PO Box 378 Glens Falls, NY 12801 Ph: 518-792-0777 Fx: 518-792-0851</p>	<p>NAME & ADDRESS OF BIDDERS Overhead Door Company of Glens Falls Attn: Gregory Hydock PO Box 834 Glens Falls, NY 12801 Ph: 518-798-4228 Fx: 518-798-0469</p>
<p>DESCRIPTION OF ITEM</p>	<p>QUANTITY</p>	<p>BID PRICE</p>
<p>A. LABOR</p>		
<p>OVERHEAD DOOR MECHANIC</p>	<p>Hourly Rate</p>	<p>\$74.00</p>
	<p>Weekly Rate</p>	<p>n/a</p>
<p>Apprentice to Be Paid Based on Overhead Door</p>	<p>Hourly Rate</p>	<p>n/a</p>
<p>Mechanic N.Y.S.D.O.L. Prevailing Wage Rates</p>	<p>Weekly Rate</p>	<p>n/a</p>
<p>B. MATERIAL AND EQUIPMENT</p>		
<p>Material & parts supplied to complete work %</p>		<p>10%</p>
<p>Equipment to be installed as part of work %</p>		<p>10%</p>
<p>Specialized equipment rented to complete work %</p>		<p>0%</p>
<p>Response time for regular work and emergency</p>	<p>Regular Work</p>	<p>M-F 8-4:30</p>
<p>situations after notification from the Supt. of Public Works</p>	<p>Emergency Work</p>	<p>24 Hours</p>
<p>C. PREVENTIVE MAINTENANCE</p>		
<p>Lump Sum Price per Door</p>	<p>Lump Sum</p>	<p>\$100.00</p>
<p>BID AWARDED TO: Winchip Overhead Door Co., Inc.</p>		
<p>RESO # 171 of 2012</p>		
<p>TERM OF BID: May 1, 2012 through April 30, 2013</p>		
<p>EXTENDED: May 1, 2013 through April 30, 2014</p>		
<p>EXTENDED: May 1, 2014 through April 30, 2015</p>		
<p>EXTENDED: May 1, 2015 through July 21, 2015</p>		
<p>✓ Julie A. Butler JULIE A. BUTLER, PURCHASING AGENT</p>		



Clark Patterson Lee
DESIGN PROFESSIONALS

Narrative
OCA Facilities Capital Review Board

PROJECT: Warren County Expansion of Court Facilities
CPL PROJECT NO.: 13260.00
DATE: March 24, 2015

Project Narrative

A Court Facilities Needs Assessment for Warren County Courts was generated between September and October 2014. Local Warren County Court staff-persons were interviewed, including Judges, Chief Court Clerks, Commissioner of Jurors, and Court Security. The Needs Assessment chart compared the existing available square footage of the local courts to the projected need square footage. Comments were received by the New York State Office of Court Administration Architect in October 2014.

Clark Patterson Lee worked with the County to develop options to address the Court Facilities Needs Assessment findings. Based on the findings of the Needs Assessment, consideration was given to relocating family courts to an off-site location; relocating all court facilities to an off-site location; relocating County departments to make room for expanding court facilities into renovated space on site; and expanding the court facilities on site with renovation of existing court spaces.

The County Board of Supervisors has elected to expand the court facilities on site and renovate the existing court facilities to meet the needs. The Board of Supervisors approved the Court Facilities Needs Assessment and directed moving forward with the development of Schematic Level Court Plans.

Phase One of the proposed construction involves a 22,000 SF new court addition connected to the north of the present court facility, housing Family Court Clerk offices, Family Court Judge chambers, one Magistrate Hearing Room, and two Family Courtrooms with court waiting, court-ready, and attorney-client conference rooms. The new court addition also includes new court security spaces, public entrance magnetometer screening, Surrogate Vault expansion, and Commissioner of Juror office.

Phases Two, Three, Four, and Five of construction involve the renovation of the existing court space of 21,600 SF. Phase Two takes the present family court space and provides a new multi-purpose courtroom and jury assembly space with Visiting Judge/Robing Room, Jury Deliberation Room, and Court Ready rooms. Phase Two is important to serve as an Interim Courtroom for County and Supreme Court as existing courtrooms are renovated in the later phases of construction. Renovations of existing court space serve to improve and define circulations and separations of public, judge, and incarcerated. A 1,200 SF court-ready addition is proposed for the existing County Courtroom. The space allocations in the renovations call for high traffic public functions closer to the public entrance, graduating toward lesser public penetration further into the court facility. Renovations also provide handicap accessibility to courtrooms for participants, much needed attorney-client conference rooms for Supreme and County Court, and modifications to judge chambers.

The plans submitted to the Court Facility Capital Review Board reflect February 2015 discussions among Warren County, Local Court Staff, Judicial District, and Judge Coccoma and review comments by OCA Architect.

DESIGN PROFESSIONALS

186 NORTH WATER STREET ■ ROCHESTER, NEW YORK 14604
WWW.CLARKPATTERSON.COM ■ TEL: (585) 454-7600 ■ FAX: (585) 454-7616

NARRATIVE

Warren County Court Expansion

March 24, 2015

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Project Schedule

<u>Task</u>	<u>Start</u>	<u>Finish</u>
Schematic Design Approvals	March 2015	April 2015
Design Development Phase	May 2015	July 2015
Construction Document Phase	July 2015	September 2015
Bidding & Award (Phases 1 & 2)	September 2015	October 2015
Construction (Phases 1 & 2)	November 2015	April 2017
Bidding & Award (Phases 3 – 5)	January 2017	February 2017
Construction (Phases 3 – 5)	March 2017	June 2018

Cost Estimate

Construction Cost (All Phases)	\$ 11,140,000
Construction Contingency	\$ 2,540,000
<u>Owner's Soft Costs</u>	<u>\$ 2,420,000</u>
TOTAL PROJECT COST	\$ 16,100,000

Project Management

The County's Architectural/Engineering Consultant will work in collaboration with the Warren County Department of Public Works to administer the bidding and construction of the project. The Consultant and Department of Public Works will collaborate with courts staff to minimize disruption to the operations of the courts.

The project will be bid through the Warren County Purchasing Department in accordance with all local and state laws and public bidding procedures.

During construction of the project, the County's Architectural/Engineering Consultant will act as the construction administrator, advise the County, act as the County's representative at the project site, issue instructions of the County to the contractor(s), and perform the following tasks:

- Be involved in bid de-scoping, early construction (kick-off) phase, coordination drawing phase, and master construction schedule phase.
- Review and resolve construction issues that require communications with contracting company top management.

Additionally, the Consultant will provide full time representation on the site during the time the Work is progressing on the Project. The Consultant will be responsible to see that the contractors undertake their work in material compliance with the Contract Documents and will keep the County informed of the progress of such work, will guard the County against defects and deficiencies in the work on the Project performed by any contractor, and may recommend disapproval of such work as failing to conform to the Contract Documents.

Full time representation by the Consultant also includes the following tasks:

- Communication, cooperation, and control of the project on a contractor level.
- Ensuring that contractors have Safety Plans in place and require documentation that they are implemented on-site.
- Reviewing, logging and communicating the Requests for Information (RFI's) from the contractors and Informational Bulletin's (IB's) from the Architects/Engineers.
- Review and resolve all building code issues with contractors.
- Review all bids, changes of scope of work, change orders, and pay applications.
- Ensure that all work is performed, completed, and tested as specified by the Architect/Engineer.
- Report to the Owner's representative daily.

NARRATIVE

Warren County Court Expansion

March 24, 2015

PAGE 3

- Preside over weekly construction meetings. Attend pre-construction conferences and establish a schedule of progress meetings with the County and notify those expected to attend, and maintain and circulate copies of records of the meetings.
- Review, approve and maintain project schedule.



April 22, 2015

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

**RE: WC 75-14 – ARCHITECTURAL/ENGINEERING CONSULTING SERVICES
WARREN COUNTY MUNICIPAL CENTER COURTHOUSE EXPANSION
TASK 4 – Design Development
TASK 5 – Construction Documents
TASK 6 – Bidding
TASK 7 – Construction Administration
TASK 8 – Construction Observation (Including Full Time On-Site Representative)**

Dear Jeff:

In accordance with our discussions, we are pleased to submit a proposal for **Tasks 4 through 8** for the expansion of the Warren County Court facilities, which will follow **Task 3, Schematic Design** for the facilities.

This work shall be completed per service agreement WC 75-14 Periodic Professional Multidiscipline Engineering Services CPL has with Warren County. The following presents our Scope of Work recommended for these phases of the project. The scope includes the work related to additions and renovations, generally described as follows, and in accordance with the previously issued schematic design drawings and building systems narratives:

- Phase 1 of the proposed construction involves a 22,000 SF new court addition connected to the north of the present court facility, housing Family Court Clerk offices, Family Court Judge chambers, one Magistrate Hearing Room, and two Family Courtrooms with court waiting, court-ready, and attorney-client conference rooms. The new court addition also includes new court security spaces, public entrance magnetometer screening, Surrogate Vault expansion, and Commissioner of Juror office.
- Phase 2 of construction involves the renovation of the existing family court space, and provides a new multi-purpose courtroom and jury assembly space with Visiting Judge/Robing Room, Jury Deliberation Room, and Court Ready rooms. Phase 2 is important to serve as an Interim Courtroom for County and Supreme Court as existing courtrooms are renovated in the later phases of construction.
- Phases 3, 4, and 5 involve renovations of existing court space, which will serve to improve and define circulations and separations of public, judge, and incarcerated. A 1,200 SF court-ready addition is proposed for the existing County Courtroom. The space allocations in the renovations call for high traffic public functions closer to the public entrance, graduating toward lesser public penetration further into the court facility. Renovations also provide handicap accessibility to courtrooms for participants, much needed attorney-client conference rooms for Supreme and County Court, and modifications to judge chambers.



Scope of Work

Task 4 – Design Development

The Design Development Phase will narrow down the selection of the most appropriate structural, mechanical, electrical, and building systems in response to program and cost objectives. This phase is necessary to the evaluation of all building systems before final plan development. We will again confirm Budget, Scope and Schedule to verify that the design is conformant as at this point.

Room by room information will be generated. Specific features will be determined, such as case work. Interior elevations will be generated to indicate what special needs may be related to any given space.

The project will be further defined with generation of outline specifications, equipment/material product cut sheets, door schedule, room finish schedule, and a more extensive drawing generation from schematic phase. Drawings to include:

- Site plans to include grading, utilities, parking, landscaping, and site lighting.
- Floor plans, building sections, exterior elevations, roof plans, wall sections, and details as appropriate.
- Structural framing plans, foundation plans, and details, along with design calculations.
- Mechanical and electrical systems layout and selection of equipment.

Clark Patterson Lee will provide recommendations to the County regarding packaging of the work scope for bidding. Clark Patterson Lee will also update and refine the construction schedule and update the cost estimate for each Design Development submission. Clark Patterson Lee will suggest during the Design Development phase review meetings with each design discipline.

Task 5 – Construction Documents

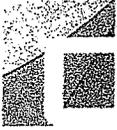
Clark Patterson Lee will develop a full set of Construction Documents from the approved design development package, incorporating any changes or modifications established from Design Development review meetings. The Construction Documents are the actual plans and specifications that contractors will utilize in submitting bids for the work. The document package includes:

- Design Drawings and Details
- Technical Specifications
- Front End Documents
- Wage Rate Information

Clark Patterson Lee will work with the County on the content of specifications, including requirements for bidding, insurance, identification of alternates, and temporary facilities and controls. CPL will discuss with the County the requirements for construction staging, impacts of site on existing parking, utilities, and existing buildings. Alternates and allowances will be discussed with the County. Discussions on specifications will include contractual requirements, general conditions, supplementary conditions, and bidding requirements.

Clark Patterson Lee will prepare a Storm Water Pollution Prevention Plan (SWPPP) in accordance with NYSDEC SPDES requirements. The SWPPP will document changes in storm water run-off, as a result of new development, and provide calculations to document the adequate design of the stormwater management facility as necessary.

At the completion of Construction Documents, cost estimates will be updated and a project schedule to move forward will be reviewed.



Clark Patterson Lee will prepare for and attend County Facilities Committee and Board of Supervisors meetings as appropriate.

Task 6 – Bidding & Award

Clark Patterson Lee will issue 100% completion submission sets to the County for review, prior to authorization for Bid Document Package preparation. It is assumed that two separate bid packages will be prepared. One bid package will be issued for completion of Phases 1 and 2 of the project; and a later bid package will be issued for completion of Phases 3 through 5 of the project.

The County will administer the distribution of Bid Document Packages including mailing to bidders and logging of bidders. Clark Patterson Lee will issue one original set of Bid Documents to a printing vendor selected by the County including drawings, technical specifications and front end requirements capable of being reproduced. Clark Patterson Lee will coordinate with the County and the Printing Vendor issuances of Addenda.

Clark Patterson Lee will conduct a pre-bid conference with all contractor-bidders at which time questions regarding bid procedures, etc. will be addressed. CPL will be available during the bid process to respond to questions and issue addenda providing all bidders with equal information.

CPL will attend the opening of bids, prepare the Bid Tabulation, and compare the Construction Estimate with all provided Contractor Bids. CPL will review the bids for errors and completeness. CPL will attend post-bid meetings scheduled by the County with apparent low bidders and assist in the follow up with references given by Contractors for work quality, timely project completion, and budget management. CPL will provide a letter to the County for recommendations on award of Contracts.

Finally, we will assist the County in preparing contracts between the Board and successful low bidders, making sure the Board receives complete packages of contracts, performance bonds, and insurance certificates.

Task 7 – Construction Administration

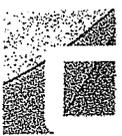
Clark Patterson Lee will provide support to the County from the commencement of construction to the punch list work completion.

Clark Patterson Lee will provide Construction Administration Services including attendance at weekly construction project meetings, reviewing contractor material and shop drawing submittals, approval of Contractors' monthly vouchers, and reviewing of work in progress. CPL will review all change order proposals and respond to all Request for Information documents from Contractors.

Clark Patterson Lee will be part of the closeout process by preparing punch lists, reviewing all operating and maintenance manuals, reviewing warranty information, and reviewing all Contractor project completion forms and financial paperwork. The Contractors will prepare red line drawings which will be submitted for review, and then submitted to Clark Patterson to create the as-built drawings.

Task 8 – Construction Observation (Including Full Time On-Site Representative)

Clark Patterson Lee will provide representation on the site during the time the construction work is progressing on the project. CPL will be responsible to see that the contractors undertake their work in material compliance with the Contract Documents and will keep the County informed of the progress of such work, will do our best to guard the County against defects and deficiencies in the work on the project performed by any contractor, and may recommend disapproval of such work as failing to conform to the

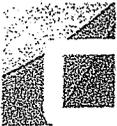


Contract Documents. We will not be responsible for selecting the contractor's means, methods, and techniques of performing the contractor's work. We will be responsible for the following tasks:

- Communication, cooperation, and control of the project on a contractor level.
- Ensuring that contractors have Safety Plans in place and that there is documentation that the Safety Plans are being implemented on-site.
- Reviewing, logging and communicating the Requests for Information (RFI's) from the contractors and Informational Bulletin's (IB's) from the Design Architects/Engineers.
- Review and resolve all building code issues with contractors.
- Review all bids, changes of scope of work, change orders, and pay applications.
- Ensure that all work is performed, completed, and tested as specified by the Architect/Engineer.
- Report to the Owner's representative daily.
- Preside over weekly construction meetings. CPL will attend pre-construction conferences and establish a schedule of progress meetings with the County and notify those expected to attend, and maintain and circulate copies of records of the meetings.
- Review project progress and issues with the Facilities Committee each month.
- Review, approve and maintain project schedule.

In addition to the items described above, our on-site representative will also:

- Serve as the County's liaison with the contractor.
- Obtain from the County additional details or information, when required at the job site for proper execution of the Work.
- Maintain orderly files for correspondence, reports of job conferences, shop drawings and other submissions, reproductions of original Contract Documents including all addenda, change orders and additional Drawings issued subsequent to the award of Contracts, the County and/or our interpretations of the Contract Documents, progress reports and other Project related documents.
- Keep a diary or log book of daily reports, recording hours (time of day) on the job site, weather conditions, list of visitors, daily activities, decisions, observations in general, and specific procedures. A copy of this record will be provided to the County at the Projects end and if requested, during the Project.
- Record names, addresses and telephone numbers of all parties involved in the Project such as officials of the County and the public agencies involved, contractors, sub-contractors and major material suppliers. A copy shall be provided to the County and updated as changes occur.
- Maintain a set of Drawings and a Field Book on which authorized changes as provided by the contractor(s) are noted which are to be available for review.
- When required, obtain from the contractor his list of suppliers and sub-contractors.
- Receive reviewed shop drawings and other submissions; record data received; maintain a file of such drawings and submissions; and check construction for compliance with them.
- Alert the contractor(s) field superintendent when he observes materials or equipment being installed before review of shop drawings or samples, where such are required, and advise the County when he believes it is necessary to disapprove work of the contractor as failing to conform to the Contract Documents.
- Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the outcome of these inspections and report to the County.
- Consult and coordinate with the County in advance of scheduled major tests, or important phases of the Project.



- During the course of the contractor(s) work, assemble guarantees, certificates, manuals and other required data to be furnished by the contractor and, as soon as practicable but prior to start-up of the Project, deliver this material to the County.
- Prior to final inspection, issue to the contractor(s) a list of observed items (“punch list”) requiring correction and verify that each correction has been made.
- Conduct final inspection in the presence of the County and prepare a final punch list of items to be corrected.
- Verify that all items on final punch list have been corrected and make recommendations to the County concerning acceptance.
- Conduct, in company with the County, a final inspection of the Project for conformance and compliance with the Contract Documents before the final payment to the contractor(s). Certify that all construction work has been satisfactorily completed in accordance with the Contract Documents. CPL will confirm that appropriate Project performance tests and requirements have been complied with so that the County can be assured that the Project will operate and perform as intended.

Fee Proposal

Clark Patterson Lee will provide the Scope of Work described as **Tasks 4 through 7** in accordance with the following **Lump Sum Fee Schedule**.

	Phases 1 and 2	Phases 3 through 5
Task 4 – Design Development	\$118,000	\$98,000
Task 5 – Construction Documents	\$234,000	\$184,000
Task 6 – Bidding & Award	\$27,500	\$22,500
Task 7 – Construction Administration	\$110,000	\$90,000
TOTAL	\$489,500	\$394,500

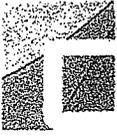
Clark Patterson Lee will provide the Scope of Work described as **Task 8** at the **Hourly Billing Rates** provided in the current service agreement WC 75-44 Periodic Professional Multidiscipline Engineering Services. It is anticipated that the following Titles and Rates will be applicable to this task:

Principal	\$165	(assume 2 hours +/- biweekly)
Project Engineer	\$95	(assume 80-90 hours biweekly)
Assistant Engineer	\$70	(assume 20-40 hours biweekly)

We are prepared to begin work as soon as authorized to proceed.

Work Scope Excludes:

- Generation of colored renderings other than one front elevation
- Hazard Abatement Design
- Acoustical Consultant for Courtrooms
- Consultant for Noise Abatement for Active Court Operations during construction
- Construction logistics for operating courts during construction
- Security Consultant for Access Control/Cameras and Incarcerated Holding Door/Hardware
- Moving specifications



- Temporary Outfitting of Interim Family Court Judge while Phase 1 is being constructed
- Interim Phasing:
 - Move of magnetometer screening
 - Temporary moves of Judge Secretaries and Law Clerks to Phase 2 S/C Courtroom area
- Loose furniture selection and procurement (by OCA)
- NYSERDA
- Green Building/LEED certification
- Special Inspections, including SWPPP Inspections
- Geotechnical Services during construction
- Site improvement scope beyond area to north, east, and west of Family Court Addition and west of existing Court Facility
- Design of Municipal Center security modifications to spaces other than for Courts
- Design for Court-related renovations of Probation, Public Defender, and District Attorney
 - Only design for modifications to existing Supreme Court Law Library for Courts and District Attorney
- What is unknown at this time, and what has been excluded:
 - Design excluded for Probation office renovations for requirements to move two Probation offices for proposed S/C Courtroom court-ready
 - Design excluded for extensive renovations for District Attorney for re-orientation of department for public access entrance at Probation/Public Defender

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 75-14, 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: April 22, 2015

(signature)

Print Name: _____

Title: _____

Date: _____