

Gaslight Adhoc Committee
Department of Public Works
AGENDA
September 24, 2015 – 10:30am

Committee Members: *MONROE, Merlino, Kenny, Dickinson, Frasier*

- I. **Committee Meeting Call to Order**..... Chairman Monroe
- II. **Motion to Approve Minutes of Prior Committee Meeting**..... Chairman Monroe
- III. **Action Agenda/New Business**
 - 1 Amend Contract – Elan Planning (H357 Festival Space)..... Jeff Tennyson
 Rationale: Additional scope related to fence bid package and CS
- IV. **Referral/Pending Items – None**
- V. **Information for Discussion/Review**
 - Park Construction Update
- VI. **Privilege of the Floor to discuss any additional items to come before the Committee**
- VII. **Motion to Adjourn**

Attachments- None

RESOLUTION REQUEST FORM NO. 4

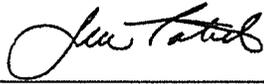
Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: DPW

DATE: 9/24/15

- (a) Purpose of Contract Change: Extra Work Authorization No. 3 for additional design and construction support services in relation to the Festival Space Fence
- (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 \$12,000
 - 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: H357.9550 280 CR Wood Park Festival Space Fence

Project Work Order (WO)

Elan Project No. 11-005.1			
Contract No.: NYS DOS Contract No. C007158 & C1000228			
Project Name: County Festival Space at Charles R. Wood Environmental Park			
Work Order No. 3			
Contract and Date: Agreement between Warren County & Elan Planning, Design and Landscape Architecture, PLLC dated 07/18/12			
Project Sponsor: Warren County, NY			
Original Contract Amount: \$54,000			
WO No. 1 Amount: \$2,995. (Electrical Service Connection)			
WO No. 2 Amount: \$11,500. (Construction Observation)			
WO No. 3 Amount: \$12,000. (Perimeter Fence)			
Total Contract Amount: \$80,495.			
<p>WO No. 3: Boundary fence system with gates and a gateway feature for the Festival Space grounds located at the Charles Wood Park located in the Village of Lake George, NY.</p> <p>The fence will enclose the festival space along its property boundaries and will have four access points. The Gateway feature will define the vehicle point of access/egress at the proposed West Brook Road parking area. The gateway feature will use material types in keeping with other park feature and building.</p>			
Work Order Tasks			
Tasks	Description	Item Value	Percent of effort
N/A	See Attachment A		
TOTALS:			
NOTE:			
N/A			
Elan (print): Jere Tatich, Principal		Date: 6/1/2015	
Elan (signature): 		Date: 6/1/2015	
Approved (print): _____		Date: _____	
Approved (signature): _____		Date: _____	

**CONTRACT WORK ORDER NO. 3
ATTACHMENT A**

**PROFESSIONAL SERVICES PROPOSAL FOR
SITE DESIGN & CONSTRUCTION PHASE SERVICES**

PROJECT NAME

Festival Space Perimeter Fence and Masonry Column Entrance Feature at the Charles R. Wood Lake George Environmental Park

DATE:

June 1, 2015

PROJECT SPONSOR:

Warren County, NY

PROPOSAL SUBMITTED BY:

Elan Planning, Design and Landscape Architecture, PLLC

I. PROJECT DESCRIPTION

Boundary fence system with gates and a gateway feature for the Festival Space grounds located at the Charles Wood Park located in the Village of Lake George, NY.

The fence will enclose the festival space along its property boundaries and will have four access points. The Gateway feature will define the vehicle point of access/egress at the proposed West Brook Road parking area. The gateway feature will use material types in keeping with other park feature and building.

II. PROJECT INTENT

The design and construction for the Festival Space Perimeter Fence and Gateway Feature is to:

1. Enclose the festival space with a relatively transparent fence system
2. Allow for public use of the festival space when event are not occurring
3. Provide controlled access to the site for festival space events
4. Define the main entrance to the Festival Space with a gateway feature
5. Provide for both pedestrian and vehicular access at the main entrance

III. REQUIRED SERVICES

To achieve the project intent Elan will meet with Warren County and the Village of Lake George to understand needs and operational use. A conceptual fence plan and gateway sketches and cost assessment will be developed. Upon resolve of the use program and operational requirements, construction documents will be produced and publicly bid. Elan will assist Warren County in the bidding process and provide construction observation services limited to review of submittals, requests for information responses, and construction site visits to determine that work is proceeding in accordance with project's design intent and Contract Documents.

The planning, design, bidding and construction phase services as proposed includes 3 meetings during the design development through bidding and up to 3 on-site meetings during the construction phase. Time frame to undertake, review, and complete the project as described herein is approximately 140 days.

IV. PROJECT DELIVERABLES

Deliverables for the project will be as follows:

- A. Design Development: Emailed electronic versions in pdf format of the fence layout plan, I gateway and cost assessment. Elan will attend 1 coordination / scoping meeting during this phase of the project.
- B. Construction/Bid Documents: The deliverable will be a project manual (specifications) and project drawing package. The deliverable format will be 1 hard copy and 15 electronic copies in pdf format provided on a compact disc.
- C. Bidding: Elan will attend 2 meetings during this phase of work. Elan will evaluate bids received and provide the County with a bid summary document as a deliverable. The bid summary will be provided electronically in pdf format.
- D. Construction Observation: Elan will attend 3 construction site visits / meetings.

V. PROPOSED FEE

The lump sum fee proposed for providing the services and deliverables as described is twelve thousand dollars (\$12,000.) inclusive of direct project expenses.