

OCCUPANCY TAX COMMITTEE

DATE: March 5, 2015

AGENDA

Committee Supervisors:

William H. Kenny, Chairman

Eugene J. Merlino

Ronald F. Conover

Dennis L. Dickinson

Edna Frasier

Matthew J. Simpson

John F. Strough

- I. Committee meeting called to order by Chairman.**
- II. Motion to approve minutes of meeting held on February 20, 2015.**
- III. Report on Revenues from the County Treasurer.**
- IV. Action Agenda:**
 - Report of activity from the Adirondack Civic Center Coalition, Inc.**
 - Discuss request from Mayor Blais for funding of Elan planning study for stage at the Festival Space at Charles R. Wood Park - \$6510 (62% County Share)**
- V. Old Business/Pending items: none**
- VI. New Business : if any**
- VII. Adjourn**

PROFESSIONAL SERVICES PROPOSAL TO PROVIDE CONCEPTUAL PLANNING AND DESIGNS SERVICES

PROJECT NAME

Performance Stage Conceptual Planning Study at the Charles R. Wood Lake George Environmental Park

PROPOSAL DATE:

February 18, 2015

PROJECT SPONSOR:

Village of Lake George, NY

PROPOSAL SUBMITTED BY:

Elan Planning, Design and Landscape Architecture, PLLC
and it's Subconsultants

I. PROJECT DESCRIPTION

Conceptual Planning for an outdoor performance stage being proposed for the Festival Space located at the Charles Wood Park, Lake George, NY.

The program for the facility is generally described as an open, air, seasonal use, elevated stage having a roof and side walls, with support rooms, and utility services. Architectural character should be in keeping with the style of the other park features and buildings. The proposed stage location is at the area of the existing at-grade performance area at the north section of the Festival Space.

II. PROJECT INTENT

The Conceptual Planning Study for the Festival Space Stage is to determine:

1. How the facility will be used
2. Its capacity and level of service
3. A floor plan and architectural style
4. Acoustical and operational considerations
5. Preliminary development costs

III. REQUIRED SERVICES

To achieve the project intent Elan and its subconsultants will meet with regional event promoters, performers, and public works to understand needs and operational use. A conceptual floor plan will be developed that best address the proposed use. Elan will consult with an acoustical engineer to determine industry recommendations to achieve a high quality sound for the stage. Upon resolve of the use program and operational requirements, a conceptual architectural drawing will developed depicted a design style compatible with the park setting.

The planning and design services as proposed include 4 meetings related to the project. Time frame to undertake, review, and complete the project as described herein is 8 weeks.

IV. PROJECT DELIVERABLES

Deliverables for the project will be compiled in a report brief containing the project description, resolved use program, written description of design considerations, a graphic floor plan and architectural building character sketch, and project budget. The deliverable format will be 3 hard copies and a digital report file.

V. PROPOSED FEE

The lump sum fee proposed for providing the services and deliverables as described is \$10,500 inclusive of deliverable expenses. Based on the level of expertise required to undertake this project, this fee at an average hourly rate of \$115/hr., minus expenses, equates to a level of effort of approximately 85 hours.

If you agree to the above stated scope of services, please counter-sign this letter and return a copy to our office.



Jere Tatich
Principal
Elan Planning, Design & Landscape Architecture

Robert Blais
Title: Mayor
Village of Lake George