

County Facilities – Buildings and Grounds
Department of Public Works
AGENDA
March 23, 2016 –9:00am

*Committee Members: Girard, Wood, Strough, Conover, Seeber, Beaty, Montesi, Braymer Simpson,
Leggett, MacDonald*

- 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 -5 Authorization – Easement for Town of Warrensburg well Jeff Tennyson
6 -7 Amend Budget Contingency to 1620.470 (Siemens System Study) Jeff Tennyson
- IV. **Referral/Pending Items**
Page
2
- V. **Information for Discussion/Review**
Page
8 Municipal Center Security – Update..... Frank Morehouse
Discussion re: Naming of court areas..... Marcy Flores PD
Discussion – Court project generator options..... Jeff Tennyson
Discussion – Siemens Project – Study / RFP..... Jeff Tennyson
- VI. **Privilege of the Floor to discuss any additional items to come before the Committee**
- VII. **Motion to Adjourn**

Attachments - None

Facilities Committee Referrals – 3/23/16

BUILDING & GROUNDS:

- 1)
 - 1) Committee to investigate the possibility of making County campuses smoke free. (09.01.15)
 - 2) Committee to hold discussion on Siemens energy savings contracts at next meeting to determine whether savings obtained are equal to the amount identified; County staff to perform review and provide findings. (11.18.15) Mr. Tennyson informed he had completed a study to review the Siemens Energy Contract with the Municipal Center. He introduced a list of FlexTech consultants provided by NYSERDA, explaining the list provided pre-screened companies to send future Request for Proposals (RFP) to. (01.26.16)
 - 3) Supreme Court Justice Robert J. Muller will return with feedback he received from other judges and the New York State Bar Association
regarding the potential dedication of the new Family Court Wing to the deceased Family Court Judge Timothy Breen. (01.26.16)

Warren County Board of Supervisors

RESOLUTION NO. _____ OF 2016

Resolution introduced by Supervisors Girard, Wood, Strough, Conover, Seeber, Beaty, Montesi, Braymer, Simpson, Leggett and McDonald

AUTHORIZING THE TOWN OF WARRENSBURG TO CONSTRUCT A WATER WELL FOR THE TOWN'S MUNICIPAL WATER SYSTEM ON WARREN COUNTY PROPERTY IN THE TOWN

WHEREAS, the Town of Warrensburg previously purchased a .634 acre parcel of real property located in the Town, and merged the parcel into a parcel owned by the County of Warren, as a boundary line adjustment for purposes of establishing a "buffer zone" for the Town's municipal water system, and

WHEREAS, by Resolution 278 of 1999 the County authorized and subsequently granted the Town an easement to establish, maintain and operate wells and the appurtenant pipes and accessories on County property, and

WHEREAS, the Town of Warrensburg has maintained water wells on the property as part of its municipal water system and has historically provided water from the system to the County for its use at the Countryside facility, and

WHEREAS, the Town desires to construct an additional water well and appurtenant devices and accessories on the parcel to serve its municipal water system on County property in the location shown on Schedule "A" attached hereto, and

WHEREAS, the Town proposes that it be permitted and authorized to cause the construction of such a well on Warren County property on the following conditions;

- a) the Town of Warrensburg will provide the necessary liability insurance certificates as deemed necessary by the County Attorney and will indemnify and hold harmless Warren County for any claims, lawsuits, losses and causes of action occurring on or related to the construction project; and
- b) the Warren County Superintendent of the Department of Public Works will review

and approve all plans for the construction of the water well and all necessary pipes and accessories; and

- c) the Town of Warrensburg will be responsible for continuing compliance with the terms of prior resolutions authorizing construction of the facility, including Resolution 278 of 1999, Resolution 412 of 2012 and Resolution 360 of 2013; now, therefore, be it

RESOLVED, that Warren County hereby authorizes the Town of Warrensburg to construct a water well and necessary appurtenances on Warren County property as described in the preambles and Schedule "A" attached to this resolution, and be it further

RESOLVED, that the Vice Chairman of the Board of Supervisors be, and hereby is, authorized to execute any and all necessary documents to carry out the terms of this resolution in a form approved by the County Attorney.

ARTHUR M. BROWN
REPUTED OWNER



275' +/-
FROM Q. CR. 10'
EXISTING ACCESS

NEW WELL
JULY, 2012

Proposed Well #7
Location

TO COUNTY
HOME
BRIDGE

LANDS OF
WARREN COUNTY ALMS HOUSE

EDWARD J. TOWERS
REPUTED OWNER

EXISTING WELLS
SEE EASEMENT L. 1169 P. 233.
JUNE 16, 2000

MAP OF
EASEMENT FOR
TOWN OF WARRENSBURG
MUNICIPAL
WATER WELL

URSULA MONROE
REPUTED OWNER

JULY 16, 2012

TO
WARRENSBURG

COUNTY
ROUTE 10

REQUEST FOR TRANSFER OF FUNDS

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: DEPARTMENT OF PUBLIC WORKS

SIGNED: *Jeffrey E. Thompson* Name of Department DATE: 3/15/2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund	A.1620 470	General, Building, Contract	\$20,000.00

Please state reason for transfer request:
Please file original request with Clerk of the Board and retain copy for your records.

Reso No 45 of 2016, to retain engineering services through NYSERDA FlexTech program to review the savings reported under the Municipal Center Energy Performance Contract

Warren County Board of Supervisors

RESOLUTION NO. 45 OF 2016

Resolution introduced by Supervisors Simpson and Montesi

**AUTHORIZING THE CHAIRMAN OF THE BOARD OF SUPERVISORS TO RETAIN
ENGINEERING ASSISTANCE TO REVIEW REALIZED MUNICIPAL CENTER ENERGY
SAVINGS AND PROVIDE ADVICE AND COUNSEL TO THE WARREN COUNTY BOARD
OF SUPERVISORS**

WHEREAS, there have been questions raised regarding Savings Guarantees of said project, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chairman of the Board of Supervisors, to propose a Scope of Work and retain engineering services through the NYSERDA FlexTech program to review the savings reported under the Municipal Center Energy Performance Contract with and provide advice and counsel to the Warren County Board of Supervisors regarding said contract, and be it further

RESOLVED, that the funds shall be expended from the Contingent Fund, not exceed Twenty Thousand Dollars (\$20,000).

WARREN COUNTY BAR ASSOCIATION, INC.

MAR 1 * REC'D

16 Maple St. Suite 3
Glens Falls, NY 12801
Telephone (518) 792-9239
Fax (518) 792-3183
wcba-ny@verizon.net

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Warren County
Warren County Municipal Center
1340 State Rt. 9
Lake George, NY 12845

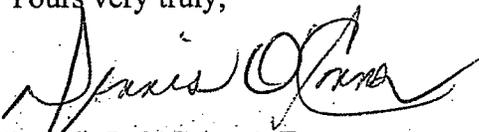
Attention: Members of the Facilities Committee

Dear Sirs/Madams:

On behalf of the Warren County Bar Association, Inc., I respectfully request that strong consideration be given to naming certain room(s) and/or area(s) within the new courthouse expansion after deceased distinguished attorneys and jurists who practiced in Warren County during their lifetimes, such as, the Hon. Richard J. Bartlett and the Hon. J. Timothy Breen. I would also request that other rooms and areas of the newly expanded courthouse be left unnamed to allow for their naming at appropriate times in the future.

Your consideration of our request would be greatly appreciated.

Yours very truly,



Dennis J. O'Connor, Esq.
President, Warren County Bar Association

bhs

DRAFT RFP for Retro-Commissioning Services Consultant

Project Description

Warren County procured an energy performance contractor approximately 10 years ago to conduct energy audits and possible installations and/or improvements necessary for the electrical, heating, ventilation and/or air conditioning systems for various county buildings. As a result of these energy audits, energy savings projects were developed and implemented to improve energy efficiency and provide cost savings to the County. These projects include, but are not limited to:

- Energy Management Systems (EMS) Night Setback and Shutdown
- Retro-fitting of Lighting at the Municipal Center
- Removal of the Cooling Tower and Installation of a Geothermal Heat Pump System at the Municipal Center

Warren County is seeking to procure the most highly qualified Consultant to complete Retro-Commissioning Services in relation to the aforementioned energy efficiency improvement projects.

Scope of Work

The designated Consultant shall become familiar with and review all available documentation pertaining to the development, implementation and operation of the energy efficiency projects listed above. The Consultant shall perform testing and evaluate, as applicable, all buildings, equipment, systems, instrumentation and controls relative to the energy efficiency projects listed above, to ensure the building is operating as required to deliver functional and energy efficient performance. The Consultant shall compile and tabulate the following information:

- Develop independent projections of energy and cost savings resulting from the completed energy efficiency projects.
- Determine actual energy savings (KWH, KW and Therms) based on historical metering records.
- Determine actual cost savings based on actual energy savings (above) and actual energy rates incurred for each year
- Comparison of Consultant developed energy and cost savings to the original projections provided by energy performance consultant.
- Evaluation of the Measurement & Verification submittals.
- Evaluation of the feasibility of the initial assumptions and cost savings, including non-energy savings such as reduced maintenance, avoided costs, etc.

The Consultant shall prepare a report detailing the methodology and findings of the retro-commissioning study. The report shall include, but not be limited to:

- Executive Summary
 - Summary of the project intent, methodology and findings.
 - Historical information regarding the energy efficient projects
- Project Methodology
 - Detailed description of the project approach, methodology and tasks performed
- Findings/Conclusion
 - Detail the findings of all analyses and compilations
 - Provide analysis of historical data and to date energy savings for each year in the form of KWH, KW, Therms.
 - Provide analysis of historical data and to date cost savings for each year

- Appendices
 - All supporting documentation study (historical energy costs, sample calculations, spreadsheet analysis, assumptions, and conversion factors, etc.)

The County Shall:

- Provide the Consultant with all available documentation pertaining to the contract(s), annual performance reports, NYSERDA reports and related energy bills.
- Provide access to County staff knowledgeable of and familiar with the original energy efficiency studies, and the development and implementation of the various improvement projects.
- Provide access to all County facilities in a timely manner.

The Consultant Shall:

- Attend scoping meeting with County/Committee personnel to determine final scope and tasks.
- Become familiar with the facilities and systems relative to the energy efficiency studies and improvement projects.
- Conduct any and all site walkthroughs, investigations, tests, etc. necessary to satisfactorily complete the work.
- Prepare and deliver to the County/Committee a draft report for review and comment. Draft report shall be provided in electronic format (pdf) and hard copy format (30 copies).
- Attend meeting with County/Committee to discuss comments on draft report.
- Provide the County/Committee a final report addressing the comments from the draft report. Final report shall be provided in electronic format (pdf) and hard copy format (30 copies).
- Attend Committee/County Board of Supervisors meeting to present report and discuss findings.

Proposals

At a minimum, proposals shall contain the following information:

- **Summary of Similar Work Experience**
 - Provide detail of similar projects work experience within the last 10 years
- **Personnel and Qualifications**
 - Provide list of personnel anticipated to work on project including their titles, qualifications and certifications.
- **Summary of Project Approach**
 - Provide detailed plan, procedures and time frame to be implemented to meet the objectives of the project
- **Cost**
 - Include summary of all technical salary costs, direct non-salary costs, fixed fee and other miscellaneous costs. (See Schedule X)

Proposal Evaluation & Award of Contract

Proposals will be evaluated by _____

Proposals shall be ranked in accordance with the following criteria listed in order of descending weighted value:

- Summary of Similar Work Experience – 30 points
- Personnel and Qualifications – 25 points
- Project Approach – 25
- Cost – 20 points