



Buildings & Grounds Committee

Thursday, April 7, 2022 5PM
40 McMaster Street, Ballston Spa, NY
Conference Room 1

Chair: Matt Veitch

Members:

Eric Connolly
Joe Grasso
John Lant
Scott Ostrander
Jean Raymond
Mike Smith

- I. Welcome and Attendance
- II. Award County Facilities Assessment Study (Chad Cooke, Public Works)
- III. Other Business
- IV. Adjournment



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Chad M. Cooke, P.E.

DATE: 3/29/2022

RE: Award County Facilities Assessment Study

COMMITTEE: Buildings and Grounds

1. Is a Resolution Required: YES or NO
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed: YES or NO
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule: YES or NO
(If yes, provide details)
4. Specific details on what the resolution will authorize:
Award the County Facilities Assessment Study to a qualified consultant.
5. Does this item require hiring a Vendors/Contractors: YES or NO
 - a. Were bids/proposals solicited: Yes
 - b. Is the vendor/contractor a sole source: No
 - c. Commencement date of contract term: TBD
 - d. Termination of contract date: TBD
 - e. Contract renewal and term: N/A
 - f. Contact information: TBD
 - g. Is the vendor/contractor an LLS, PLLC or partnership: TBD
 - h. State of vendor/contractor organization: TBD
 - i. Is this a renewal agreement: YES or NO
 - j. Vendor/Contractor comment/remarks:



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6. Is this an annual housekeeping resolution: YES or NO
(If yes, attach the last approved resolution)
- a. What were the terms of the prior resolution
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:
7. Is a new position being created: YES or NO
- a. Effective date
 - b. Salary and grade
8. Is a new employee being hired: YES or NO
- a. Effective date of employment
 - b. Salary and grade
 - c. Appointed position:
 - d. Term:
9. Is a grant being accepted: YES or NO
- a. Source of grant funding:
 - b. Amount of grant:
 - c. Purpose grant will be used for:
 - d. Equipment and/or services being purchased with the grant:
 - e. Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
- The County issued RFP 22-SCFAS-1 seeking proposals from qualified consultants to perform a facilities assessment of County owned and leased space to assess condition and departmental space needs for the next 20 years. The County received six (6) proposals from the following consulting firms:
- BCA Architects and Engineers
Labella
Delta Engineers
CPL
CHA
CBRE