



# Buildings & Grounds Committee

**Tuesday, April 4, 2023 4PM**  
40 McMaster Street, Ballston Spa, NY

Chair: Matthew Veitch

Members:

Philip Barrett  
Eric Connolly  
Diana Edwards  
John Lant  
Scott Ostrander -vc  
Mike Smith

- I. Welcome and Attendance
- II. Approval of the minutes of the February 7, 2023 meeting.
- III. Amending the contract with CPL in the amount of \$55,000 for additional services related to the Facilities Study and amending the budget in relation thereto – Chad Cooke, Public Works
- IV. Executive Session: Discussion regarding the proposed acquisition, sale or lease of real property
- V. Other Business
- VI. Adjournment



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Department of Public Works

**DATE:** March 24, 2023

**COMMITTEE:** Buildings & Grounds

1. Is a Resolution Required:

Yes, Contract Amendment

2. Proposed Resolution Title:

AUTHORIZING AN AMENDED AGREEMENT WITH CPL ARCHITECTS, ENGINEERS, LANDSCAPE ARCHITECT AND SURVEYOR, DPC FOR PROFESSIONAL SERVICES ASSOCIATED WITH THE COUNTY'S FACILITIES ASSESSMENT STUDY, AND AMENDING THE 2023 COUNTY BUDGET IN RELATION THERETO

3. Specific Details on what the resolution will authorize:

Requesting a resolution to amend CPL's contract in the amount of \$55,000 for additional services to evaluate a third option for the Facilities Assessment Study including detailed phasing and parking considerations.

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted Yes

4. Is a Budget Amendment needed:  YES or  NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
 Consulted Yes

Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount
A.50.000-7094	Bldg Components Realty	\$55,000

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Decrease A-0599.B Appropriated Fund Balance-Budgetary	<input type="checkbox"/>
Amount: \$55,000	

5. Identify Budget Impact (**Required**):

Other

- a. G/L line impacted See above
- b. Budget year impacted 2023
- c. Details

The contract amendment will require an appropriation from fund balance in the amount of \$55,000.

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted  
No

7. Does this item require the awarding of a contract:  Y  N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?  Y  N  N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted  
No

County Administrator's Office  
Consulted NO

8. Is a grant being accepted:  YES or  NO

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

Marked-up previous resolution

No Markup, per consultation with County Attorney

Information summary memo

Copy of proposal or estimate

Copy of grant award notification and information

Other \_\_\_\_\_

10. Remarks:



March 24, 2023

Mr. Chad M. Cooke, P.E.  
Commissioner  
Saratoga County Department of Public Works  
3654 Galway Road  
Ballston Spa, NY 12020

**RE: AMENDMENT PROPOSAL #2  
Facility Assessment Study, 22-SCFAS-1**

Dear Chad:

In accordance with our discussions, we are pleased to submit a proposal for additional services related the ongoing Facility Assessment Study.

It is our understanding that the County has re-assessed the first two space planning options, and is requesting the evaluation of a third option. The third option may involve more detailed phasing and parking considerations than the first two options.

### **Scope of Work**

Based on our understating of the project needs, we anticipate the following scope of work to be added to the existing Agreement.

- Preparation of revised options for County consolidation and growth
- Site development options for parking
- Meeting with NYS Office of Courts Administration
- Two rounds of review with county leadership
- Cost Estimating
- Preparation of new summary presentation materials
- Draft Review
- Buildings and Grounds Committee presentation
- Revise per B&G comments
- Final Presentation

### **Schedule**

We project that the process outlined above will run from April through August with B&G in September. Final documentation to be delivered by year end 23.



Chad M. Cooke, P.E.  
Saratoga County DPW  
March 24, 2023  
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**Fee Proposal**

CPL will provide the Scope of Work described above for a Lump Sum Fee of **\$55,000**.

We appreciate the opportunity to submit our proposal for this additional work, and we and look forward to assisting you as needed. If you have any questions or require additional information, please contact me at (518) 915-7444.

Very truly yours,

CPL

A handwritten signature in blue ink that reads "Matthew T. Smullen".

Matthew T. Smullen, P.E.  
Principal