



# Buildings & Grounds Committee

Tuesday, April 2, 2024 4PM  
40 McMaster Street, Ballston Spa, NY

**Chair:** Scott Ostrander

**Members:** J.D. Arnold, Dave Ball, Angela Thompson, Kevin Tollisen, Kevin Veitch, Matt Veitch VC

## Agenda

- I. Welcome and Attendance
- II. Approval of the minutes of the March 5, 2024 meeting
- III. Authorizing an agreement with MJ Engineering and Land Surveying, P.C. for professional services associated with repairs to the Transfer Station in the Town of Clifton Park – Chad Cooke, Public Works
- IV. Other Business
- V. Adjournment



# SARATOGA COUNTY AGENDA ITEM REQUEST

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

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

**DEPARTMENT:** Department of Public Works

**DATE:** 3/19/24

**COMMITTEE:** Buildings & Grounds

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing a contract with MJ Engineering and Land Surveying, P.C. in the amount of \$41,100 for professional services associated with repairs to the Town of Clifton Park Transfer Station.

3. Specific Details on what the resolution will authorize:

Authorizing a contract with MJ Engineering and Land Surveying, P.C. in the amount of \$41,100 for professional services associated with repairs to the Town of Clifton Park Transfer Station.

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
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Expense

Account Number	Account Name	Amount
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Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

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

**No Budget Impact. Funds are included in the Department Budget**

- a. G/L line impacted **D.50.516-8461**
- b. Budget year impacted **2024**
- c. Details

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

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

a. Type of Solicitation **Professional Service**

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

Purchasing Office Consulted

No

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:

8. Is a grant being accepted:  YES or  NO

County Administrator's Office  
Consulted

- 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:

No precedent resolution



March 7, 2024 (Revision 2)

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

Re: Recycling Center Structure Rehabilitation  
Clifton Park Transfer Station  
Town of Rexford  
**MJ Proposal No. 2024032 for Engineering and Survey Services**

Dear Mr. Cooke:

M.J. Engineering and Land Surveying, P.C. (MJ) is pleased to provide you this proposal for engineering and land surveying design services associated with Saratoga County's (County) proposed renovations to the Recycling Center at the Clifton Park Transfer Station in Rexford, New York.

## **PROJECT UNDERSTANDING**

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Based upon information provided to MJ via email and at our site visit on January 18<sup>th</sup>, MJ understands the following:

- The County contracts with a vendor to provide recycling pickup at the Recycling Center located within the Clifton Park Transfer Station, which is owned and operated by the Town of Clifton Park (Town).
- The Recycling Center includes three (3) existing wood framed structures which house roll-off recycling containers. The structures' wood columns are supported by the concrete apron slabs at the driveway elevation and presumed concrete slab-on-grade at the lower recycling container elevation.
- Structural deficiencies were identified and reported to the County at the Recycling Center. The deficiencies include damaged concrete apron slab overhangs, deteriorated sheet piling, deteriorated handrails at metal stairs, and a damaged wood column.
- The County is interested in contracting with MJ to design repairs of the deficiencies at the damaged concrete apron slab overhangs, and deteriorated sheet piling identified above. Refer to Figure 1 Project Limits for additional information.
- It is anticipated that the existing wood framed structures will need to be removed or temporarily shored to facilitate the repairs to the apron slab. The Town will be responsible for this scope of work.

Based upon the above understanding, MJ offers the following scope of services for your consideration.



21 Corporate Drive  
Clifton Park, NY 12065



518.371.0799  
mj@mjteam.com  
mjteam.com



Fishkill, NY  
Levittown, NY  
Picatinny, NJ  
Melbourne, FL



## **SCOPE OF SERVICES**

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### **Task 01: Design Phase Services (30%, 90%, Construction Documents)**

1. Attend a kickoff meeting with the County to review scope, schedule, and deliverables.
2. Design structural repairs for the concrete apron slab overhangs and deteriorated steel sheet piles.
3. Develop 30% conceptual design documents including drawings.
4. Attend a 30% review meeting with the County to review the documents and discuss written comments provided by the County.
5. Develop 90% documents including new construction and schematic structural demolition drawings, technical specifications, and front-end specifications. The 90% documents will incorporate comments from the 30% documents.
6. Develop an opinion of probable construction cost based on the 90% documents for submission with the 90% documents.
7. Attend a 90% review meeting with the County to review the documents and discuss written comments provided by the County.
8. Develop final stamped and signed documents for bidding. The final documents will include new construction and schematic demolition structural drawings, front-end specifications, and technical specifications.

### **Task 02: Bid Phase Services**

1. Coordinate with the County to develop an advertisement for the bid documents.
2. Conduct a pre-bid meeting at the project site to review the project with eligible bidders.
3. Respond to bidder questions and issue addenda, as required.
4. Review contractor bids and provide recommendations for award.
5. Coordinate with the County to complete the contract agreement for a single prime contractor.

### **Task 03: Construction Phase Services**

1. Conduct a pre-construction meeting with the contractor to review the project.
2. Respond to contractor questions (RFIs).
3. Review shop drawings.
4. Attend a maximum of four (4) bi-weekly construction progress meetings at the site.
5. Review contractor payment applications and recommend approval or rejection.
6. Review contractor change orders and recommend approval or rejection.



7. Conduct a punch list site visit at the completion of construction to verify that the work complies with the construction documents.

**Task 04: Construction Inspection Services**

1. Attend a kickoff meeting with the County to review scope and schedule.
2. Review available information including drawings, specifications, and engineering reports.
3. Perform periodic inspections during key elements of construction, which include but not limited to:
  - a. Demolition of existing buildings and concrete slabs.
  - b. Slab reinforcing installation.
  - c. Cast-In-Place concrete installation.
  - d. Observation of all concrete testing performed by the contractor’s testing agency.
  - e. Structural steel repairs including welding or bolted connections.
  - f. Asphalt installation.
4. Attend progress meetings to discuss the project and current construction milestones.
5. A written report will be kept of onsite inspections and submitted to the County in a timely manner.
6. The Hourly Not To Exceed (HNTE) fee below is based on 80 Hours of inspection and report time.

**TECHNICAL ASSUMPTIONS AND TASKS NOT INCLUDED IN THIS PROPOSAL**

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This proposal includes the following assumptions:

1. The County will provide complete site access to MJ staff during fieldwork completed during normal business hours of 7:00AM – 5:00 PM, Monday – Friday.
2. The County will provide record drawings for the existing structures including buildings, apron slabs, and sheet piling.
3. The County will employ a construction professional to provide periodic or continuous construction supervision.
4. The project is anticipated to be bid as a single-prime contract.
5. The construction duration will be a maximum of 2 months.
6. The existing buildings will be removed or temporarily shored by the Town prior to the start of construction.
7. The contractor is responsible for all phases of material testing.

The following efforts are excluded from this scope of services:

1. Underground utility locating services.
2. Topographic, utility, boundary surveying services.





3. Construction related survey services.
4. Hazardous materials testing and design.
5. Geotechnical testing and design.
6. Architectural design.
7. Design of building demolition, rehabilitation, or temporary shoring.
8. Drainage improvement design.
9. Design of site utility modifications.
10. Attendance at bid opening.
11. Construction management and special inspection services.
12. Full-time construction inspection services.
13. Construction material quality assurance testing.

**SCHEDULE**

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MJ will work with the County to develop a realistic design schedule meeting the County’s critical deadlines.

MJ will work with the County and Contractor to develop a reasonable schedule for required construction inspections. MJ will require 48-hour notice for construction inspections.

**FEE**

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MJ proposes to complete the above-listed services for the following fees.

<b>Task 01:</b> Design Phase Services (Lump Sum).....	\$20,700
<b>Task 02:</b> Bid Phase Services (Lump Sum).....	\$ 2,500
<b>Task 03:</b> Construction Phase Services (Lump Sum).....	\$ 6,700
<b>Task 04:</b> Construction Inspection (80 Hours, HNTE).....	\$11,200

**Total Estimated Fee:    \$ 41,100**

MJ will invoice the County on a monthly basis based on the percentage of work completed for lump sum services.

MJ will invoice the county on a monthly basis based on the rate schedule listed below for HNTE services.

Construction Inspector (NICET III)	\$140.00/hour
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The fee assumes there are no significant changes resulting from decisions, conditions, and/or events beyond MJ’s control.



## SUMMARY

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Thank you for the opportunity to provide this proposal. We look forward to continuing to work with the County. Please do not hesitate to contact Nicholas Cruden at 518-371-0799 or via email at [ncruden@mjteam.com](mailto:ncruden@mjteam.com) if you have questions or require additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michael D. Panichelli'.

Michael D. Panichelli, P.E.  
President

Cc: N. Cruden  
File



**Figure 1: Project Limits**

