

**STEBEN COUNTY ADHOC OFFICE SPACE COMMITTEE**

**Special Meeting**

*Monday, January 23, 2017*

*9:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Joseph J. Hauryski Scott J. Van Etten	Carol A. Ferratella	John V. Malter
<b>STAFF:</b>	Jack K. Wheeler Carol Gamet Andy Morse	Mitchell Alger Kelly Penziul Tammy Hurd-Harvey	Eric Rose Jennifer Prossick Pa Donnelly
<b>LEGISLATORS:</b>	Dan C. Farrand Hilda T. Lando Robert V. Nichols	Kelly H. Fitzpatrick Steven Maio Gary B. Roush	K. Michael Hanna Aaron I. Mullen Randolph J. Weaver
<b>ABSENT:</b>	Robin K. Lattimer, Chair	Brian C. Schu	Gary D. Swackhamer

**I. CALL TO ORDER**

Mr. Hauryski called the meeting to order at 9:00 a.m.

**II. GENERAL BUSINESS**

A. **Awarding the RFP for Construction Manager** – Mr. Wheeler informed the committee that they worked with Labella to put out an RFP for a construction manager. The responses were not as plentiful as we had hoped, as we only received two bids. The first was from Werth Construction Services for \$248,800 and the second was from Streeter for \$540,000. Werth is a small, family-owned firm that does not have a website for Facebook presence. However, the references we received were very positive. The references all indicated that Werth works very well with contractors and has good communication with management.

Mr. Hanna asked did Labella indicate why there were so few responses? Mr. Wheeler replied the holidays might have affected the responses. Some firms are going through merging processes and there are a number of school projects. He recommended awarding to Werth.

**MOTION: RECOMMENDING AWARDING THE RFP FOR CONSTRUCTION MANAGEMENT SERVICES TO WERTH CONSTRUCTION SERVICES, LLC FOR AN AMOUNT NOT TO EXCEED \$248,800 MADE BY MRS. FERRATELLA. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mrs. Lando asked when will they start? Mr. Wheeler replied they will start fairly quickly as we would like them to have a chance to review the bid documents before they are put out in the middle of February. Mr. Hauryski asked Mr. Wheeler to review the timeline. Mr. Wheeler stated we will put out bids in February with a return in March. The bids will be reviewed with an award in April and ground breaking at both sites in May/June.

Mr. Hanna asked Mr. Rose how much experience he has working with construction managers. Mr. Rose replied that he has very little, however, he understands how they operate and their importance to a job.

B. **Update on Hornell DMV** – Mr. Wheeler informed the committee that at the next meeting they should have a more defined plan. All indications from the State level are that the County will be able to relocate the DMV offices. Mr. Rose commented due to the size of the project, we may have to send some of the work out to a contractor. Mr. Wheeler explained we are working with the County Clerk to see what she would like and Public Works has been working on CAD drawings. He stated that he will also be discussing the proposed move with Mayor Hogan.

Mr. Mullen asked why are we moving their offices? Mr. Wheeler replied the Courthouse where they are currently located is in need of repair, and there are also accessibility issues. The new location, in North Hornell is very accessible.

C. **Review of 95 Percent Building Drawings** – Mr. Wheeler briefly reviewed the proposed drawings for the construction of the new office building. Mrs. Ferratella asked where will we house the Veterans’ Service Agency once the house is demolished? Mr. Wheeler replied we have met with ProAction and have identified some space that we should be able to use.

**MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEBEN COUNTY AD HOC OFFICE SPACE COMMITTEE**

*Tuesday, March 21, 2017*

*11:05 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Robin K. Lattimer, Chair Brian C. Schu	Carol A. Ferratella, Vice Chair Gary D. Swackhamer	John V. Malter Scott J. Van Etten
<b>STAFF:</b>	Jack K. Wheeler Eric Rose Tammy Hurd-Harvey	Mitchell Alger Alan Reed Jennifer Prossick	Andy Morse Pat Donnelly Carol Gamet
<b>LEGISLATORS:</b>	Joseph J. Hauryski	Aaron I. Mullen	
<b>OTHERS:</b>	Mike Duell, LaBella Korey Webb, Werth		

**I. CALL TO ORDER**

Ms. Lattimer called the meeting to order at 11:05 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE DECEMBER 13, 2016, AND JANUARY 23, 2017, MEETINGS MADE BY MR. VAN ETTEN. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**III. NEW BUSINESS**

A. County Manager

1. **Construction Bids** – Mr. Wheeler introduced Korey Webb, the Construction Manager from Werth Construction Services. He stated that he has been doing a great job. The bids we received came in well under budget.

Mr. Duell explained there are four primary contracts; general construction, electrical, mechanical, and plumbing. For general construction, they are recommending awarding to Edger for a total of \$4,020,250 which includes three alternates. He explained the alternates are increasing the length of the Records Storage Facility an additional 24’ 3”; additional work to provide dehumidifiers in both buildings and upgrading the roofing materials and going with a 25-year warranty. There was a fourth alternate for the County to provide material and fill in the demolished houses. That alternate is being rejected, as the contractor will be performing that task. Mr. Webb commented that with regard to references, Edger has an outstanding reputation and we feel very comfortable with awarding to them. Mr. Wheeler commented that the Bath School District used them and gave a high recommendation.

Mr. Duell recommended awarding the electrical contract to Schuler Hass Electric for a total cost of \$574,800, which includes the two alternates for extending the length of the Records Storage Facility and additional work to provide dehumidifiers in both buildings.

Mr. Duell recommended awarding the mechanical contract to Picciano for a total cost of \$636,000, which includes the two alternates for extending the length of the Records Storage Facility and additional work to provide dehumidifiers in both buildings. Mr. Webb commented that he has worked with Picciano and they are located in Vestal. Mr. Wheeler stated they have also worked with Day Automation who is upgrading the HVAC in the County Office Building.

Mr. Wheeler commented with regard to the plumbing contract, they are recommending declaring Bell Mechanical as non-responsive as they did not provide all required bid documents. We are recommending awarding to the next lowest bidder, Nairy, for a total cost of \$492,400, which includes the two alternates for extending the length of the Records Storage Facility and additional work to provide dehumidifiers in both buildings.

Mr. Wheeler stated the Legislature authorized a total project cost of \$8.7 million. Including soft costs of \$300,000 and a construction contingency of 5 percent, plus what we have already paid to Werth and Labella, we are estimating the total project cost to be \$7.4 million. We are significantly under budget. Mr. Van Etten stated the construction bid for these four companies comes in at \$5,723,000. What is the difference between that and the \$7.4 estimated project cost? Mr. Wheeler explained there is the \$300,000 contingency, \$400,000 to Labella, \$300,000 to Werth and other costs for permitting, etc. This also includes the \$240,000 for hi-density storage. Mr. Van Etten asked what about the costs for demolition? Mr. Wheeler replied that is not included. That is worse case.

Mr. Swackhamer commented with the mechanicals, within a year or so certain things will already be out of date and we don't want that to happen. Mr. Wheeler stated that is why we are comfortable with Day Automation for the control systems. They are on State contract and their work has been great.

**MOTION: DECLARING BELL MECHANICAL A NON-RESPONSIVE BIDDER AND RECOMMENDING THE AWARD OF THE FOLLOWING CONTRACTS FOR THE CONSTRUCTION OF THE NEW OFFICE BUILDING AND RECORDS STORAGE FACILITY: GENERAL CONSTRUCTION TO EDGER FOR \$4,020,250; ELECTRICAL TO SCHULER HASS ELECTRIC FOR \$574,800; MECHANICAL TO PICCIANO FOR \$636,000; AND PLUMBING TO NAIRY FOR \$492,400 MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 6-0. Resolution Required.**

Mr. Wheeler informed the committee that the buildings are coming down later this week. We are targeting a May 1<sup>st</sup> start date for construction. Mr. Webb stated the two projects will start simultaneously. The office building may start first due to the foundation work. The Records Storage Facility may take longer to get worked out. Mr. Duell stated we anticipate that it will take six to seven months for the completion of the Records Storage Facility.

2. **Option for Third Floor for New Office Building** – Mr. Wheeler stated that he did not expect to bring this to you, but based on the bids that came in, we asked what the price would be to add a third floor shell to the New Office Building. The shell would include the mechanicals, stairs and would be dry-walled. The estimate is \$1.3 million and a little additional for foundation costs. Mr. Duell explained we would need to reconfigure the foundation and the steel would be larger on the first and second floors. We are estimating roughly \$150.00 per square foot.

Mr. Malter asked if we do the third floor, how much additional square feet would we have? Mr. Wheeler replied 9,000. Thirty years ago when this building was built, the Legislature had a similar discussion and chose not to do it. He does not see an immediate need for use of that space, but adding a third floor would be planning for the future. Mr. Swackhamer commented many years ago the comment was made that if you build it, you will fill it. Mr. Duell commented one advantage is that you already have the contractors on site.

Ms. Lattimer stated she sees this as having good foresight, and we did not anticipate the bids coming in so low. This would be a good move. Mr. Hauryski stated space needs for the court services will be an issue that we will see sooner rather than later.

Mrs. Ferratella asked if you build the space now in anticipation of judicial needs, will that jeopardize our funding in the future? Mr. Wheeler replied no.

Mr. Van Etten commented that for 17 percent more, if you are able to add a third floor, drywalled, he thinks that would be the responsible thing to do. The second floor is a lot of conference area. To have a third floor vacant and ready to go for 17 percent more and to have that much more space available is smart.

Mr. Wheeler stated if you choose to move forward, this will require additional engineering from LaBella, and will be an additional cost. Mr. Van Etten asked if we do this, will it delay the start of construction? Mr. Duell replied we can work on that as we build. Mr. Van Etten asked since you have been conservative on your estimates, is there a potential that the addition would come in at less than \$1.3 million? Mr. Duell replied he doubts it.

Mr. Webb stated the only possible potential issue is that at this point we are forecasting that construction will end right toward the beginning of winter. There might be an additional cost for winter conditions and needing to have heat, etc.

Mr. Van Etten stated nine companies put in a bid for the general construction contract. If we add a third floor, does it require rebidding? Mr. Wheeler replied no, we do not need to rebid. We will be able to work within the current contract to do that.

Ms. Lattimer asked if we build a third floor, will there be any impact on maintenance? Mr. Rose replied he does not believe so. The third floor will be heated. Mr. Duell stated the cost for heating the third floor would be minimal.

**MOTION: AUTHORIZING A CHANGE ORDER RELATIVE TO THE CONSTRUCTION OF THE NEW OFFICE BUILDING/RECORDS STORAGE FACILITY PROJECT MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.**

Mr. Van Etten asked will the addition change the contract costs with Werth? Mr. Webb replied it will, but it will not be a large impact. We can figure that out and forward those numbers to Mr. Wheeler. This is not a \$100,000 ticket item. Ms. Lattimer commented that she would like to know that figure.

Mr. Mullen asked what is the square footage of the Records Storage Facility? Mr. Duell replied with the additional length, it will be 5,500 square feet. Mr. Mullen asked what would be the cost of that building separate from the New Office Building? Mr. Webb replied we are trying to round up those numbers. This project was bid as a joint project, but we will put together something to send out to you. Mr. Mullen asked so the difference between the original budgeted amount of the project and the bids is \$822,000. What will that money be used for? Mr. Wheeler replied a portion will be used for obtaining additional permits so that we can go up another floor. Mr. Mullen asked would it be possible to put the records storage on half of the third floor at the same cost? With the 9,000 square feet of space you could put the records storage up there for a little less than the cost of the Records Storage Facility. Mr. Wheeler replied that would change the structure of the building. We would need to increase the steel to incorporate hi-density storage. For the cost of having the records out at the Records Storage Facility, it is a relatively inexpensive space.

Mr. Mullen asked how much square footage does Mental Health have? Mr. Wheeler replied about 24,000 and we are paying \$9.75 per square foot in the lease.

Mr. Mullen asked with the change order, do you think the contractors will not be as competitive in price? Mr. Duell replied we will need to contact them before they lock into contracts with their sub-contractors. Mr. Wheeler stated that he would ask the Legislature for authorization to approve the change order, as long as it is within the overall project budget. If the amount comes in too high, we do not need to do it.

Mrs. Ferratella asked if the costs come in high, would it make sense to still do the steel? Mr. Wheeler replied you probably could, but when you decided to actually build that floor, you would need to vacate the building during the course of construction. Mr. Webb commented you would also be removing the roof, etc.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

*Secretary's Note: Legislators Schu and Swackhamer were excused from the meeting.*

3. **Parking** – Mr. Wheeler stated that we will need to look at an alternative parking arrangement during construction. They have been working with a local landowner to find accommodations for the 50 spots we will lose in the Management lot during construction. The faith organizations were unwilling to lease or rent spaces to us during construction, as was the Village. Mr. Wheeler stated there is the potential to enter into a lease agreement for use of land for temporary parking for 18 months. The land is the site of the former Agway, on Lackawanna Avenue. The County would provide gravel, cut a hole in the fence and pave a walkway. The cost would be \$6,000 for use of that property. Mr. Wheeler stated that he thinks that is a good deal. We will indemnify the landowner against accidents, etc.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A LEASE AGREEMENT WITH JAY DICKSON FOR THE USE OF LAND ON LACKAWANNA AVENUE FOR A TEMPORARY PARKING LOT DURING THE COURSE OF THE NEW OFFICE BUILDING CONSTRUCTION FOR A TOTAL COST OF \$6,000 MADE BY MR. MALTER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. SCHU AND MR. SWACKHAMER ABSENT FOR VOTE)**

4. **Hornell Courthouse** – Mr. Wheeler stated Mr. Rose has done a great job of looking at options. We are working with Judy Hunter to come up with renovation options at the North Hornell facility. There is \$40,000 available in a capital project for this renovation. He requested that the committee formally state their intention to move the DMV offices to Seneca Street in North Hornell.

Mr. Hauryski asked did we get approval from the State? Mr. Wheeler replied we have not received final approval, however they have not raised any objections. The State will need to come down and make sure that the rooms and doors are within the specifications they require for locking up the license plates.

Mr. Van Etten commented given the age of the building, there should be no asbestos issues. Mr. Rose stated no, we should be good with that.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO CONTINUE MOVING FORWARD WITH THE RELOCATION OF THE COUNTY CLERK'S OFFICE IN HORNELL FROM THE HORNELL COURTHOUSE TO THE SENECA STREET LOCATION IN NORTH HORNELL MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. SCHU AND MR. SWACKHAMER ABSENT FOR VOTE)**

Mr. Wheeler informed the committee that Mayor Hogan has expressed some mild displeasure over moving the DMV out of the city. However, he indicated that there may be an opportunity to partner with a prospective developer or individual looking for space that they could make use of the courthouse. Mr. Wheeler requested authorization that when we vacate the courthouse, that we transfer title to the city, who in turn will transfer title to a prospective owner. He stated he thinks this is a good idea and is helping to promote economic development.

**MOTION: AUTHORIZING THE COUNTY MANAGER, ONCE THE HORNELL DMV OFFICES ARE RELOCATED, TO TRANSFER TITLE OF THE HORNELL COURTHOUSE TO THE CITY OF HORNELL MADE BY MR. VAN ETTEN. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. SCHU AND MR. SWACKHAMER ABSENT FOR VOTE)**

Mr. Van Etten commented if the third floor option for the new building does not come in where we expect, we need to look at the Corning Courthouse. Ms. Lattimer stated we can still tackle that issue. The potential for development is greater there.

**MOTION: TO ADJOURN MADE BY MR. MALTER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. SCHU AND MR. SWACKHAMER ABSENT FOR VOTE)**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature