

Highway, Buildings and Grounds

Wednesday, July 27, 2022 @ 1:00 PM

Chambers/ Zoom

AGENDA

1:00 PM Call Meeting to Order

Approval of Minutes

- Approval of minutes for June 29, 2022 regular meeting minutes

Highway:

1. Approving Trade-In of 1998 Ingersoll Rand Roller
2. Authorizing the Modification of the 2022 Adopted County Budget
3. Authorizing the Chairman to Enter into an Agreement with Barton and Loguidice, D.P.C. for the Design and Construction Support of Larkin Road Bridge Replacement
4. Designating Disposal of Surplus County Personal Property
5. Authorizing the Chairman to Enter into an Agreement with Town & County Bridge and Rail, Inc.
6. Highway Highlights 7-27-22

Facilities/Maintenance:

1. Authorizing the Chairman to award Bid 22-10 and enter into an agreement with Atlantic Contracting Partners, LLC
2. Authorizing the Chairman to Enter into an Agreement with King & King Architects, LLP
3. Authorizing the Chairman to Enter into an Agreement with LaBella Associates, D.P.C.
4. Authorizing the modification of the 2022 adopted county budget (Wayfinding Signage)
5. Central Services Monthly Report
6. Facilities Highlights

Preferred Agenda: Consensus to allow any eligible resolution from today's meeting to be added to the preferred agenda

Next Meeting: Wednesday, August 24, 2022 @ 1:00 p.m. in Chambers

Adjourn

Highway, Buildings and Grounds

Wednesday, June 29, 2022 @ 1:00 PM

Chambers/ Zoom

MINUTES

1:00 PM Call Meeting to Order

Chairman William Zupan called the meeting to order at 1:01 p.m. in Chambers.

Committee Members Present:

Vice Chairman Jon Pinard, Supervisors Paul Walrod, Greg Reuter & Alexander Stepanski

Others Present:

Director of Public Facilities John Regan, Maintenance Supervisor Lyle Malbouf, Deputy Highway Superintendent Brad Newman, Assistant County Attorney Jeff Aumell, Board Chairman John Becker, Public Information Assistant Ryan Coe, Director of Finance Lou Anne Randall, Lincoln Supervisor Melissa During, Board Clerk Emily Burns

Approval of Minutes

- Approval of minutes for May 25, 2022 regular meeting

Motion by Pete Walrod to approve the minutes of the May 25, 2022 regular meeting. Second by Greg Reuter. The motion was Passed.

Other Committee Business

1. Authorizing the modification of the 2022 adopted county budget (ARPA)

Consensus of the Committee, Resolution approved by FWM Committee

Highway:

1. Authorizing the Implementation, and Funding in the First Instance 100% of the Federal-Aid and State Program-Aid Eligible Costs, of a Transportation Federal-Aid Project, and Appropriating Funds Therefore

Motion by John Pinard to approve the resolution. Second by Greg Reuter. The motion was Passed.

2. Authorizing the Modification of the 2022 Adopted County Budget (Road Machinery - Gasoline & Diesel Fuel)

Motion by Pete Walrod to approve the resolution. Second by John Pinard. The motion was Passed.

3. Authorizing Attendance at an Out-Of-State Recertification Training
Motion by Greg Reuter to approve the resolution. Second by Pete Walrod. The motion was Passed.
4. Highway Highlights 6-29-22
Deputy Highway Superintendent Brad Newman, reviewed the department highlights with the committee

Facilities/Maintenance:

1. Authorizing the Chairman to award Bid 22-28 and enter into an agreement with AJB Property Maintenance LLC
Motion by John Becker to approve the resolution. Second by Greg Reuter. The motion was Passed.
2. Authorizing the Chairman to enter into an agreement with C&S Engineers Inc.
Motion by Greg Reuter to approve the resolution. Second by Pete Walrod. The motion was Passed.
3. Authorizing Bid Award to Kinsley Power Systems for Paralleling Generators for the County Complex
Motion by Pete Walrod to approve the resolution. Second by Greg Reuter. The motion was Passed.
4. Facilities Highlights
Director of Public Facilities, John Regan, reviewed the department highlights with the committee
5. Central Services Monthly Report
Director of Public Facilities, John Regan, reviewed the Central Services monthly report

Preferred Agenda

It was the consensus of the Committee to allow any eligible resolution from today's meeting to be added to the preferred agenda. All resolutions were voted on and approved by the Committee.

Next Meeting: Wednesday, July 27, 2022 @ 1:00 p.m. Chambers

Adjourn

Motion by Pete Walrod to meeting was adjourned at 1:22 p.m.. Second by Greg Reuter. The motion was Passed.

RESOLUTION NO. _____

APPROVING TRADE-IN OF 1998 INGERSOLL RAND ROLLER

WHEREAS, in accordance with Madison County Purchasing Policy and Procedures, Article 13, certain County equipment must be approved for trade-in by the Board of Supervisors; and

WHEREAS, Alta Construction Equipment NY LLC has provided a trade-in value of \$17,000 for Madison County Highway department's 1998 Ingersoll Rand SD100DPR Roller (#MOR093); and

WHEREAS, Alta Construction Equipment NY LLC has provided a trade difference cost of \$127,429 that would allow Madison County Highway department to trade #MOR093 for a new Volvo SD115B Roller; and

WHEREAS, the cost of the trade-in equipment has been appropriated in the 2022 Road Machinery Fund Budget; and

WHEREAS, the Highway, Buildings and Grounds committee met on July 27, 2022, to review and recommend the trade-in of equipment;

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors approves the trade-in of the above piece of equipment.

Dated: August 9, 2022

David Jones, Chairman
Administration and Oversight Committee

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2022 Adopted County Budget be modified as follows:

County Road Fund

5112 Construction Projects

Expense

	<u>From</u>	<u>To</u>
D511250 529062 Water Street Superstructure	\$250,000	\$190,000
D511250 547340 Asphalt Paving	<u>200,000</u>	<u>260,000</u>
Control Totals	<u>\$450,000</u>	<u>\$450,000</u>

Dated: August 9, 2022

William Zupan, Chairman
Highway, Buildings & Grounds Committee

Matthew Roberts, Chairman
Finance, Ways & Means Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH BARTON
AND LOGUIDICE, D.P.C. FOR THE DESIGN AND CONSTRUCTION SUPPORT OF
LARKIN ROAD BRIDGE REPLACEMENT**

WHEREAS, RFPs were submitted for design and construction support for Larkin Road Bridge Replacement, BIN 3308580, in the Town of Hamilton, Madison County, P9-22, and;

WHEREAS, selection based on the highest scoring summary is as follows;

Barton & Loguidice, D.P.C. Lump Sum of \$54,950.00

WHEREAS, the cost for services has been appropriated in the 2022 County Road Fund Budget;

WHEREAS, this agreement was reviewed and approved by the Highway, Buildings and Grounds Committee on July 27, 2022, and;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an Agreement on behalf of the County of Madison with Barton & Loguidice, D.P.C., in the form as is on file with the Clerk of the Board.

Dated: August 9, 2022

William Zupan, Chairman
Highway, Buildings and Grounds Committee

RFP P9-22 – Professional Engineering Design Services for the Larkin Road Bridge over the Sangerfield River, BIN 3308580

Tally Sheet

	LaBella Associates	Fisher Associates	Foit-Albert Associates	Barton & Loguidice	C&S Engineers	Lu Engineers	Creighton Manning Engineering	Colliers Engineering & Design	Erdman Anthony
Qualifications, experience, references (40 points)	37	33	35	40	37	35	35	35	35
Fee (30 points)	13	22	27	30	21	15	18	17	22
Technical Information meeting Scope Requirements (30 points)	28	30	28	30	30	27	30	25	25
TOTAL POINTS	78	85	90	100	88	77	83	77	82

PART IIPROPOSAL PRICING/SIGNATURE PAGE**P9-22 – Professional Engineering Design Services for
Larkin Road Bridge over the Sangerfield River, BIN 3308580**

Vendor hereby attests by signature that he/she has read and will comply with all provisions of this entire document including

Addenda Number 1 Date: May 18, 2022

Lump Sum \$ 54,950

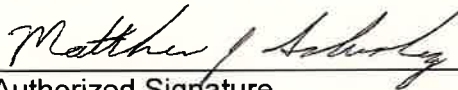
Barton & Loguidice, D.P.C.
Legal Name of Firm

443 Electronics Parkway
Address

Liverpool, New York 13088
City, State and Zip Code

June 9, 2022
Date

mschooley@bartonandloguidice.com
E-mail Address


Authorized Signature

Matthew J. Schooley
Printed Name

Executive Vice President
Title

315-457-5200
Telephone

315-451-0052
Fax

THIS PAGE MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL OR YOUR PROPOSAL WILL BE DECLARED INFORMAL!

RESOLUTION NO. _____

DESIGNATING DISPOSAL OF SURPLUS COUNTY PERSONAL PROPERTY

WHEREAS, in accordance with Madison County Purchasing Policy and Procedures, certain County personal property is required to be declared surplus by the Board of Supervisors before disposal; and

WHEREAS, the current County personal property waiting surplus designation is listed below; and

WHEREAS, the list of items has been reviewed and approved by the Administration and Oversight Committee;

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors declares the list of said items as surplus.

ITEM	DEPARTMENT	MILEAGE	CONDITION	COMMENT
EM6740 – 2017 Chevrolet 2500	Emergency Mgmt	96,674	Good	Enterprise Replace
SS4561 – 2016 Dodge Caravan	Social Services	32,220	Good	Enterprise Replace

Dated: August 9, 2022

David Jones, Chairman
Administration and Oversight Committee

RESOLUTION NO. _

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH TOWN & COUNTY BRIDGE AND RAIL, INC.

WHEREAS, sealed bids were opened in Jefferson County on February 9, 2021 for Shotcrete Supply and Application and awarded to the lowest responsive/responsible bidder who meet all the terms of the Bid specifications; and

WHEREAS, Jefferson County reserves the right to allow all municipal and not for profit organizations authorized under the General Municipal Laws of the State of New York ("GML"), to purchase any goods and/or services awarded as a result of this bid in accordance with the latest amendments to GML based on the following; and

WHEREAS, the Highway Buildings and Grounds Committee met on July 27, 2022 and approved entering into an agreement based on Jefferson County Bid #2021H-8 as follows;

Town & County Bridge and Rail, Inc. – Shotcrete Supply and Application for a cost of \$284.00 per applied bag;

WHEREAS, the cost for services has been appropriated in the 2022 County Road Fund Budget;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Madison County Board of Supervisors, be and is hereby authorized to enter into an Agreement on behalf of the County of Madison with Town & County Bridge and Rail, Inc., in the form as is on file with the Clerk of the Board.

Dated: August 9, 2022

William Zupan, Chairman
Highway, Buildings and Grounds Committee

Highway Highlights 7/27/2022

1. The road striping crew is working towards getting back on schedule.
2. The CHIP SEAL and Hot Mix paving work is scheduled.
3. We will be closing a section of Water Street in the Town of Madison for a bridge superstructure replacement project, expected to last approximately 3 weeks.
4. The drainage project on Salt Springs road in the Town of Sullivan is progressing well, despite tight working areas, with several utilities along the road section.
5. One of the previously awarded BRIDGE NY culvert projects, awarded and progressed by the NYSDOT, on Creek road, in the Town of Smithfield, is scheduled for construction to begin in early August.
6. We had 2-3 staff members pass the road test to get a license upgrade from CDLB to CDLA.
7. We are working with Suit-Kote to get the DSS parking lot milled and paved.
8. The Highway Admin and shop parking lot paving will need discussion on future plans.
9. APWA National President selected me to serve on the Snow Conference Program Review Committee, of which there are only 4 members from the Snowbelt regions of North America.

RESOLUTION NO. _____

AUTHORIZING THE CHAIRMAN TO AWARD BID 22-10 AND ENTER INTO AN AGREEMENT WITH ATLANTIC CONTRACTING PARTNERS, LLC

WHEREAS, sealed bids were received and opened on July 19, 2022 for the Cedar St. Highway Garage Demobilization project (BID 22-10); and

WHEREAS, all bids have been canvassed and reviewed by design engineer Barton & Loguidice, D.P.C., who made their recommendation to award the bid to the lowest responsible bidder; and

WHEREAS, the Highway, Buildings and Grounds Committee has reviewed and recommends moving forward with entering into the agreement as recommended by Barton & Loguidice, D.P.C. for the performance of this work;

NOW, THEREFORE, BE IT RESOLVED, that the County accept the following bid for the work heretofore described, to wit:

Bid Ref No. 22-10- Cedar St. Highway Garage Demobilization Project

**Atlantic Contracting Partners, LLC
375 Colvin Avenue, Unit 27
Buffalo, NY 14216**

1-6 Total or Gross Bid (Sum of items 1 through 6)	\$ 1,062,000.00
9a Alternate Add: New Electrical Service Entrance	\$ 149,000.00
9b Alternate Add: Salt Dome Conveyor System Removal	\$ 16,000.00
TOTAL	\$ 1,227,000.00

BE IT FURTHER RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement on behalf of the County of Madison with Atlantic Contracting Partners, LLC, in the form as is on file with the Clerk of the Board.

Dated: August 9, 2022

William Zupan, Chairman
Highway, Buildings and Grounds Committee

July 21, 2022

John Regan
Director of Public Facilities
Madison County
138 North Court Street
Wampsville, New York 13163

Re: Cedar Street Highway Garage Demobilization Project
Bid Reference No. RFB 22-10

Subj: Recommendation of Award

File: 154.121.001

Dear Mr. Regan:

Barton & Loguidice, D.P.C. (B&L) has reviewed the bids for the Cedar Street Highway Garage Demobilization Project received and opened on July 19, 2022. Atlantic Contracting Partners, LLC has submitted the lowest bid and is the apparent low Bidder, based on the total or gross bid evaluation of Items 1 through 6. The Total or Gross Bids are tabulated below:

Bidder	Total or Gross Bid (Sum of Items 1 through 6)
Atlantic Contracting Partners, LLC	\$1,062,000.00
Gorick Construction Co., Inc.	\$1,168,900.00

Note that Alternate Deduct and Add Items 7 through 9b were not identified in the Bid Documents for evaluation in determining the low Bidder; however, discounting Alternate Deduct Items 7, 8a, 8b, and 8c, and with the inclusion of Alternate Add Items 9a and 9b, Atlantic Contracting Partners, LLC proves to still be the lowest Bidder.

Responsibility

Atlantic Contracting Partners, LLC is not listed as a debarred offerer under State Finance Law §139-j (10)(b) nor listed as a Non-Responsible Entity, as determined by the New York State Office of General Services. Therefore, B&L concludes Atlantic Contracting Partners, LLC is a responsible bidder.

Responsiveness

With respect to responsiveness, it is understood that Madison County acknowledges receipt of required bid submission pages. B&L acknowledges receipt of Addenda acknowledgment.

Therefore, these conditions for bid having been satisfied, we find the Atlantic Contracting Partners, LLC bid to be responsive.



Atlantic Contracting Partners, LLC has confirmed that it has not discovered unilateral mistakes in its bid; with the exception of a non-consequential tabulation error when listing the Total or Gross Bid, inadvertently calculated as the sum of all bid items including alternate add and deduct items equaling \$1,052,000.00 (as opposed to the sum of Items 1 through 6 equaling \$1,062,000.00). As this corrected amount remains the lowest bid, we recommend that Madison County accepts the sum of Items 1 through 6 as individually listed on the Bid Form. This sum (\$1,062,000.00) is presented as the Total or Gross Bid shown above and included in the recommended contract amount listed below. See also attached Bid Canvass with this correction for Total or Gross Bid (Sum of Items 1 through 6).

It is understood that the Madison County wishes to award Alternate Items 9a and 9b as the budget of \$1,300,000.00 reserved for this project has not been exceeded with the low bid received. Therefore, having submitted the lowest bid and having determined that Atlantic Contracting Partners, LLC to be both responsible and responsive, B&L recommends award of the contract to Atlantic Contracting Partners, LLC in the amount of **\$1,227,000.00 (sum of Items 1 through 6, with the addition of Items 9a and 9b)**. Alternate Deduct items if deemed to be applicable and utilized during construction, will be addressed via change order to adjust the contract to a lesser amount.

On confirmation of acceptance, Madison County Purchasing Department will issue Notice of Award to Atlantic Contracting Partners, LLC to initiate the contract execution process.

Please feel free to contact me if you have any questions.

Sincerely,

BARTON & LOGUIDICE, D.P.C.

A handwritten signature in blue ink, reading "Scott D. Nostrand", is positioned above the printed name.

Scott D. Nostrand, P.E.
Senior Vice President

JRT/SDN/jms

Encl.: Bid Canvass

Madison County
Cedar Street Highway Garage Demobilization Project
Bid Reference No. RFB 22-10

TABULATION OF BIDS RECEIVED July 19, 2022, 2:15 P.M.

Item No.	Description	Estimated Quantities	Unit	Gorick Construction Co, Inc.		Atlantic Contracting Partners, LLC	
				27 Track Dr. Binghamton, NY 13904		375 Colvin Avenue, Unit 27 Buffalo, Ny 14216	
				Unit Price	AMOUNT	Unit Price	AMOUNT
1	Demolition and Abatement, UST Removal and Closure, Erosion and Sediment Control and Site Restoration, General Construction and Labor	NEC	LS	\$ 772,000.00	\$ 772,000.00	\$ 684,000.00	\$ 684,000.00
2	Petroleum Contaminated Soil Disposal	4,000	Ton	\$ 102.00	\$ 408,000.00	\$ 67.00	\$ 268,000.00
3	Petroleum Contaminated Fluids	2,000	Gal	\$ 4.00	\$ 8,000.00	\$ 9.00	\$ 18,000.00
4	Petroleum Contaminated Groundwater - Offsite Transport and Disposal	8,000	Gal	\$ 3.00	\$ 24,000.00	\$ 5.00	\$ 40,000.00
5	Petroleum Contaminated Groundwater Storage	3	Week	\$ 8,000.00	\$ 24,000.00	\$ 4,000.00	\$ 12,000.00
6	Petroleum Contaminated Groundwater Treatment	2	Week	\$ 9,000.00	\$ 18,000.00	\$ 20,000.00	\$ 40,000.00
7	ALTERNATE DEDUCT: Non-ACM Demolition	NEC	LS	\$ (48,000.00)	\$ (48,000.00)	\$ (5,000.00)	\$ (5,000.00)
8a	ALTERNATE DEDUCT: Petroleum Contaminated Soil Tipping Fee	4,000	Ton	\$ (30.00)	\$ (120,000.00)	\$ (30.00)	\$ (120,000.00)
8b	ALTERNATE DEDUCT: Construction and Demolition Debris Tipping Fee	NEC	LS	\$ (24,000.00)	\$ (24,000.00)	\$ (50,000.00)	\$ (50,000.00)
8c	ALTERNATE DEDUCT: Municipal Solid Waste Tipping Fee	NEC	LS	\$ (100.00)	\$ (100.00)	\$ 0.00	\$ 0.00
9a	ALTERNATE ADD: New Electrical Service Entrance	NEC	LS	\$ 84,000.00	\$ 84,000.00	\$ 149,000.00	\$ 149,000.00
9b	ALTERNATE ADD: Salt Dome Conveyor System Removal	NEC	LS	\$ 23,000.00	\$ 23,000.00	\$ 16,000.00	\$ 16,000.00
Total or Gross Bid (Sum of Items 1 through 6)					\$ 1,254,000.00		\$ 1,062,000.00

WE CERTIFY THAT THIS TABULATION IS A TRUE AND CORRECT COPY OF THE CANVASS OF BIDS (note correction documented in Recommendation of Award Letter).

BARTON & LOGUIDICE, D.P.C.:



Scott D. Nostrand, P.E.
Senior Vice President

Date: _____
7/21/2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN
AGREEMENT WITH KING & KING ARCHITECTS, LLP**

WHEREAS, Madison County is in need of professional engineer design services with regards to the County Office Building Bathrooms; and

WHEREAS, King & King Architects, LLP has served previously as the design engineer for the County Office Building possess the special skills and training to perform the services required, and

WHEREAS, King & King Architects, LLP., has agreed to perform these professional engineering services for a total cost of \$31,800 with services to commence August 9, 2022 and ending December 31, 2023; and

WHEREAS, the costs of these services have been allocated within the 2022 adopted county budget; and

WHEREAS, this agreement has been reviewed and approved by the Highway, Buildings and Grounds Committee;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement on behalf of the County of Madison with King & King Architects, LLP, in the form as is on file with the Clerk of the Board.

Dated: August 9, 2022

William Zupan, Chairman
Highway, Buildings and Grounds Committee

August 26, 2019
Revised July 12, 2022

Mr. John Regan
Director of Public Facilities
Madison County Facilities/Maintenance 138 North Court Street
PO Box 546
Wampsville, NY 13163

Re: **County Office Bldg. #4 – Bathroom Renovations**
Professional Design Service Proposal

Dear John:

We are pleased to submit the following [revised](#) fee proposal for professional design services relating to Madison County Office Building #4 at 138 North Court Street in Wampsville, NY.

The project will include architectural and MEP design services for interior renovations to the existing bathrooms on each level, to increase the Handicap Accessible compliance where possible, and as noted below.

We have assumed that interior finishes, HVAC, electrical and lighting will be updated in reconfigured rooms. We have assumed that existing interior finishes, HVAC, electrical and lighting will remain in existing spaces which are not reconfigured (or where only toilet partitions are reconfigured).

- **Basement, Men B-7:** Reconfigure bathroom fixtures to create an ADA toilet stall. Likely one toilet fixture will be removed to fit ADA stall. Review existing sinks and upgrade if required to meet ADA.
- **Basement, Women B-6:** Reconfigure bathroom to create an ADA toilet stall. Review existing sinks and upgrade if required to meet ADA. Create a Wellness Room (with sink) accessed separately from Corridor in current waiting area.
- **1st Floor, Women 113:** Already ADA. Review plumbing fixtures, accessories and access to confirm room meets current ADA.
- **1st Floor, Unisex 113A:** Already ADA. Review plumbing fixtures, accessories and access to confirm room meets current ADA.
- **1st Floor, Women 126:** No work.
- **1st Floor, Men 127:** No work.
- **1st Floor, Men, 129:** Reconfigure existing Janitor's Closet to create an ADA toilet stall. Review existing sinks and upgrade if required to meet ADA.
- **2nd Floor, Unisex 263:** Already ADA. Review plumbing fixtures, accessories and access to confirm room meets current ADA.
- **2nd Floor, Men, 264:** Reconfigure existing Janitor's Closet to create an ADA toilet stall. Review existing sinks and upgrade if required to meet ADA.
- **2nd Floor, Men 266:** No work.
- **2nd Floor, Women 267:** Enlarge and reconfigure bathroom including space in adjacent Storage Closet. Create an ADA toilet stall and relocate sink.

We have assumed a construction budget of approximately [\\$275,000](#) based on the area being renovated.



This letter will outline the tasks and deliverables proposed by the team of King and King Architects and our consultant Argus Engineering (mechanical/electrical/ plumbing design – MEP). We have assumed that no structural engineering and no environmental (hazardous material) consulting is required.

We anticipate the following scope of work:

- 1) Visit the building to review existing conditions.
- 2) Review of NY State building code, and relevant Accessibility Code (ANSIA117), that may affect the design.
- 3) Create schematic floor plans, with options reviewed as necessary, to developed preferred plans/layouts for further design development and bidding.
- 4) Construction Documents to include:
 - a. Design development of the Architectural & MEP Construction Documents and material specifications for the renovated areas, to be issued for bidding and construction. Material specifications to be included on drawings or in project manual. Scope of work will include:
 - i. Reconfiguration of areas with new walls and ceilings.
 - ii. New flooring and other interior finishes in reconfigured rooms.
 - iii. New doors and hardware where required.
 - iv. Mechanical system re-design of existing system for new proposed room layouts.
 - v. Lighting, exiting and life safety reconfigurations to suit new spaces.
 - b. Anticipated drawings include code compliance plans, floorplans, reflected ceiling plans, door/hardware schedule, finish schedules, partition types, MEP drawings, and associated details.
 - c. We have included one informal submission (drawings) at approx. 75% through construction documents for client review and approval.
 - d. Provide construction estimate at approximately 75% design to inform final scope of work.
 - e. Upon completion of the construction documents, plans and specifications for a single prime bidding process will be available for distribution to the County for their use in procuring Contractors or bidding the documents.
 - f. We have included about four client meetings during design.
- 5) Construction Phase Services to include:
 - a. Regular construction site visits to observe construction progress and review payment requisitions. King + King representative will also be available to review field conditions and coordination issues while on site during these visits. We have assumed a total of about five construction site visits to observe that construction is proceeding in general conformance with construction drawings, including final punch list visit at substantial completion.
 - b. Provide support during construction by responding to contractor RFI's and discussion of coordination items.
 - c. Review of contractor submittals and shop drawings prior to construction.

The scope of our services shall be based on the King + King Architects Standard Form of Owner Architect Agreement B161.



Understandings & Assumptions

Client shall furnish:

- a. Availability of personnel to provide reasonable access to the site as required by King + King and our consultants.

We have made the following assumptions:

- a. Construction budget will be less than \$500,000 and therefore a single-prime contract for construction will be utilized.
- b. All project areas will be bid and constructed as a single construction contract, and King + King will provide a single set of construction documents.
- c. Right-to-build fees, if any, to be responsibility of Owner or Contractor.
- d. We have not included any asbestos testing, design or monitoring services. We are happy to provide a proposal for these services if desired.
- e. On-site and off-site improvements beyond the immediate project area are not a requirement for this project. We assume existing utilities are adequate to support renovated spaces.
- f. Sprinkler design not required.
- g. We do not believe the project will require any structural engineering. We would be happy to provide a proposal for any structural engineering, if required.

Professional Design Fees

Our fees for the above architectural and MEP design services shall be a lump sum fee of **\$31,800**.

King + King will invoice the County monthly for our professional services and reimbursable expenses. Payments for the Architect's services and for reimbursable expenses shall be made monthly upon receipt by the Owner of the Architect's standard monthly invoice.

Reimbursable expenses are included in the above fees and include expenditures made by the Architect, his employees and/or his professional consultants in the interest of the project for expenses of local travel in connection with the project, long distance communications, expenses of reproductions, blueprinting and copying, photographic production techniques and postage for the project. We will provide the bid documents in .PDF electronic format to the County for their use in bidding the project.

Any additional services required and authorized by the County shall be billed at an agreed to lump sum.

We anticipate the schedule to complete the design phase of the project to be approximately two to three months once we receive authorization to proceed, assuming all information and expeditious decisions are made by the client.

We appreciate this opportunity to be of service to you and look forward to a successful project. If the above is satisfactory, please sign below indicating your acceptance.



Revised July 12, 2022
Madison County COB Bathroom Renovations
Page 4 of 4

If you have any questions regarding this proposal or the professional services fee, please feel free to contact me.

Sincerely,

King + King Architects LLP

Chad T. Rogers
Partner
King + King Architects, LLP

cc: file

Madison County
Insurance Waiver Request Form

Procedure to complete and submit this request form:

1. Any change in insurance must be discussed with the County insurance company, OneGroup.
2. The Department of Law should be copied on correspondence with OneGroup.
3. A copy of this form must be submitted to the Department's respective Committee along with the proposed contract and resolution. This form is required for every request to change the insurance requirements found in the standard County contract.

Contractor Name:

King & King Architects, LLP

Address:

358 West Jefferson St. Syracuse, NY 13202

Date: 7/27/22

Describe Services Provided to Madison County:

Professional Engineer Services for the bathroom renovations in the County Office Building

Current Levels of Insurance coverage required and coverage amounts (see Madison County Contract and provide reason for not meeting the requirement:

1. Worker's Compensation and Employer's Liability insurance - statutory limits apply.

Reason for requesting waiver: Click or tap here to enter text.

2. Commercial General Liability (CGL) insurance –
 - a. Coverage with limits of not less than \$1,000,000 each occurrence and \$2,000,000 Annual Aggregate.
 - b. The CGL coverage shall include a General Aggregate Limit and such General Aggregate shall apply separately to each project.

- c. CGL coverage shall be written on ISO Occurrence form CG 00 01 1001 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contracts, products-completed operations, XCU (explosion, collapse & underground coverage), personal & advertising injury and where applicable any work within 50 feet of a railroad. There shall be no exclusions to Contractual Liability for Employee Injuries.
- d. Madison County and all other parties required of the County for this project, shall be included as additional insureds. Coverage for the additional insureds shall apply as Primary and Non-contributing Insurance before any other insurance or self-insurance, including any deductible or self-insured retention, maintained by, or provided to, the additional insured's. Coverage for these additional insured's shall include completed operations. If additional insured coverage cannot be provided by endorsement an "Owners & Contractors' Protective" policy will be required for the same liability limits noted above in the name of the "Madison County".
- e. The Contractor's General Liability policy shall include coverage for the Contractor and any of the additional insured's for any operations performed on residential projects including single or multi-family housing, residential condominiums, residential apartments and assisted living facilities.
- f. Contractor shall maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain Completed Operations coverage for itself and each additional insured for at least 3 years after completion of the work.

Reason for requesting waiver:

- 3. **Automobile Liability Insurance** – Business Auto Liability required and should apply to and cover all owned, leased, hired and non-owned vehicles, with a minimum limit of liability of \$1,000,000 for each accident. Madison County and all other parties required by the County shall be listed as additional insureds, said coverage for the additional insureds shall be on a primary and non-contributing basis.

Reason for requesting waiver:

- 4. **Commercial Umbrella or Excess Liability insurance** – limits must be at least \$5,000,000 and include the same entities as additional insureds as required by Commercial Liability policy.

Reason for requesting waiver:

5. **Professional Liability** – limits must be at least \$1,000,000 per claim and \$3,000,000 aggregate includes completed operations for at least three years after completed.

Reason for requesting waiver:

The Professional Liability insurance submitted is \$2M/\$2M. The cost to the engineer to increase the aggregate limit would increase the cost to us for the project. King & King have been used for several years and several projects with no complications or issues.

6. **Other Types of Coverage** (i.e., Builder's risk, Owner and Contractors, Pollution, Bonds, Cyber liability, etc.).

Reason for requesting waiver:

Contract Contact information: John Regan

Contact Name, title: Director of Facilities

Telephone no. (with extension): 315-366-2253

E-Mail Address: john.regan@madisoncounty.ny.gov

Approvals:

Department Head:

Name Pol Rega

Facilities

Department Name

7/19/22

Date _____

Committee Chair:

Name

Highway, Buildings & Grounds

Committee

7/27/22

Date _____

Copy to: Department of Law



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/10/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marquis Professional Risk 485A Route 1 South, Suite 240 Iselin NJ 08830	CONTACT NAME: PHONE (A/C, No, Ext): 732-243-1300 FAX (A/C, No): 973-227-4026 E-MAIL: certificaterequest@marquispro.com ADDRESS: certificaterequest@marquispro.com
INSURED King & King Architects LLP 358 West Jefferson Street Syracuse NY 13202	INSURER(S) AFFORDING COVERAGE INSURER A: Arch Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
KING&KI-01	NAIC # 11150

COVERAGES

CERTIFICATE NUMBER: 1705405982

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WYO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☐ OCCUR ☐ GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☐					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☐ N ☐ N/A If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		PAAEP0035304	12/5/2021	12/5/2022	Per Claim Aggregate 2,000,000 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Madison County Public Facilities Department P.O. Box 546 138 N Court St., Bldg. 4 Wampsville, NY 13163	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN
AGREEMENT WITH LABELLA ASSOCIATES, D.P.C.**

WHEREAS, Madison County is in need of professional engineer design services with regards to the County Office Building Complex exterior and interior wayfinding and signage; and

WHEREAS, LaBella Associates, D.P.C. has previously performed design engineer services for the County satisfactorily and possess the special skills and training to perform the services required, and

WHEREAS, LaBella Associates, D.P.C., has agreed to perform these professional engineering services for a total cost of \$48,780 with services to commence August 9, 2022 and ending August 8, 2023; and

WHEREAS, this agreement has been reviewed and approved by the Highway, Buildings and Grounds Committee;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement on behalf of the County of Madison with LaBella Associates, D.P.C., in the form as is on file with the Clerk of the Board.

Dated: August 9, 2022

William Zupan, Chairman
Highway, Buildings and Grounds Committee

June 14, 2022

John Regan
Director of Public Facilities
Madison County
County Office Building
Wampsville, New York 13163

RE: Proposal for Exterior and Interior Wayfinding and Signage

Dear John:

LaBella Associates (LaBella) is submitting the following proposal to assist Madison County with the Signage and Wayfinding needs.

PROJECT UNDERSTANDING

It has been requested that LaBella Associates (LaBella) provide an exterior wayfinding plan and associated signage for the Madison County campus to direct vehicular and pedestrian traffic and assist them in finding their destination. Exterior building signage will also be provided at select entrance locations.

LaBella has been requested to provide interior wayfinding planning and signage for Buildings 1-5 (County Office Building, Veterans Office Building, Department of Social Services building, Health Department building and the Courthouse building), signs will include wayfinding and code compliant signage in the style already established in a previous project for the County Office Building & Courthouse.

PROJECT APPROACH

Phase 1: Master Planning and Schematic Designs

A. Exterior Vehicular and Pedestrian Wayfinding and Signage:

LaBella will meet with appointed representatives of Madison County to meet on campus to review goals and objectives. An on-site survey of existing wayfinding and signage will be documented.

LaBella will evaluate the needs outlined and create a preliminary wayfinding plan and (2) options for sign design that will be presented to Madison County for feedback and comment to refine the designs. The feedback will be used to create the final concept design for wayfinding and sign design and presented for final approval. Once final design has been approved a wayfinding plan and sign design will be approved for the next phase of the project.

B. Interior Visitor Wayfinding and Code Compliant Signage:

LaBella will meet with appointed representatives of Madison County to walk each of the 5 buildings and review objectives and goals.



LaBella will create a preliminary wayfinding plan for all 5 buildings along with a review of sign design based on the County Office Building Signage, supplemental signs that may not have been designed in the previous project may be included in the presentation to Madison County for feedback and comment. LaBella will utilize the comments to refine and present a final design for approval. Once approved the plans and designs will be use for the next phase of the project.

Phase 2: Design Development and Bid Packages

- A. Exterior Vehicular and Pedestrian Wayfinding and Signage:
LaBella will develop the plans, specifications and sign designs for approval to take to bid, this will include another opportunity to refine the plan and designs before bid. Bid documents will be prepared for Madison County to solicit bids in accordance with County procurement policies.
- B. Interior Visitor Wayfinding and Code Compliant Signage:
LaBella will develop the plans, specifications for all (5) buildings and sign design for approval to take to bid, this will include another opportunity to refine the plan and design. Bid documents will be prepared for Madison County to solicit bids in accordance with County procurement policies.

DELIVERABLES

Phase 1: Master Planning and Schematic Designs

- C. Exterior Vehicular and Pedestrian Wayfinding and Signage:
- Conceptual graphic plan of vehicular and pedestrian traffic patterns and sign locations.
 - Typical sign type concepts graphics, 2 options for the following, but not limited to: directory, identification, informational, and warning signage.
 - Singular schematic design graphic direction for sign types approved for development
 - Preliminary wayfinding traffic patterns and sign location drawings
- D. Interior Visitor Wayfinding and Code Compliant Signage:
- Conceptual location plans for new signage in Buildings 1-5
 - Typical sign type graphic for the following, but not limited to: directory, identification, informational, and warning signs. Based on County Office Building signage from previous project for approval.
 - Preliminary wayfinding plans for buildings 1-5 and sign types approved for development.

Phase 2: Design Development and Bid Packages

- C. Exterior Vehicular and Pedestrian Wayfinding and Signage:
- Bid Package to include, but not limited to, plans and written and graphic specifications.
- D. Interior Visitor Wayfinding and Code Compliant Signage:
- Bid Package to include, but not limited to, plans for all 5 buildings and written and graphic specifications.



ASSUMPTIONS & EXCLUSIONS

The following list of services is excluded from this proposal. However, should these additional services become necessary; we would appreciate an opportunity to propose a fee.

- Regulated Building Material Testing of surfaces to receive signs
- Construction Administration.
- Project Estimating.
- MEP services if needed. (Site lighting, etc.)
- Conceptual 3D renderings.

FEES

LaBella will provide professional services as outlined in the "Scope of Work" for a lump sum fee of \$48,780. A breakdown of cost by task is provided below:

Phase 1: Master Planning and Schematic Designs

A. Exterior Vehicular and Pedestrian Wayfinding and Signage:	\$12,250
B. Interior Visitor Wayfinding and Code Compliant Signage:	<u>\$15,610</u>
Phase 1 Subtotal:	\$27,860

Phase 2: Design Development and Bid Packages

A. Exterior Vehicular and Pedestrian Wayfinding and Signage:	
B. Interior Visitor Wayfinding and Code Compliant Signage:	\$9,150
Phase 2 Subtotal:	<u>\$11,770</u>
	\$20,920

Total	\$48,780
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Additional Service

Professional services outside of the scope of work listed above can be completed by our staff at the following hourly rates:

Personnel Classification	Hourly Rate
Principal Architect/Engineer	\$175
Sr. Architect/Engineer	\$110
Sr. Designer/Technician	\$85
Architect/Engineer	\$95
Jr. Architect/Engineer	\$75
Sr. Project Manager	\$150
Project Manager	\$130
Sr. Interior Designer	\$85
Interior Designer	\$55

Limitation of Liability:

Madison County acknowledges that LaBella's Scope of Work is limited and that to the fullest extent permitted by law and notwithstanding anything to the contrary contained in any other provision of this Agreement, the total liability of LaBella and its officers, directors, partners, employees, agents and consultants to Madison County and anyone claiming by, through or under Madison County for



any and all claims, losses, costs or damages, whatsoever, arising out of or in any way related to LaBella's obligation under this Agreement from any cause or causes, including, but no limited to negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied shall not exceed, in the aggregate, the amount of the professional services fee.

MODIFICATION OF SCOPE OF SERVICES

In the event of a substantial change in the project scope from the scope anticipated in this proposal, LaBella Associates, D.P.C. and Madison County will discuss and agree upon appropriate modifications to the Scope of Services to be performed by LaBella Associates, D.P.C., as well as corresponding adjustments to the Fees for such services.

ACCEPTANCE

If the proposal presented above is acceptable, please execute by signing the acknowledgment below and initializing the tasks above that you are authorizing LaBella to proceed with. Please return this to our office and we will prepare an agreement for you to execute. If you have questions or require further clarification, please contact me directly at (585) 770-2570. LaBella appreciates the opportunity and we look forward to working with you on this project.

Respectfully submitted,

LaBella Associates

Tracy Venette
Senior Interior Designer

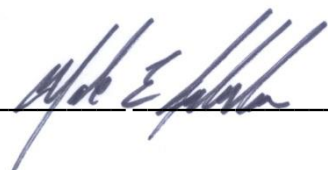
Madison County Acceptance:

Signature: _____

Title: _____

Dated: _____

LaBella Associates, D.P.C.

Signature:  _____

Title: Vice President _____

Dated: 6-14-22 _____

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2022 ADOPTED COUNTY BUDGET

BE IT RESOLVED that the 2022 Adopted County Budget be modified as follows:

General Fund

1620 Public Facilities

Expense

	<u>From</u>	<u>To</u>
A162010 540364 Wayfinding Signage Expense	\$-0-	\$48,780

1990 Contingent Fund

Expense

A199010 544440 Contingent Fund	<u>697,169</u>	<u>648,389</u>
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Control Totals	<u>\$697,169</u>	<u>\$697,169</u>
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Dated: August 9, 2022

William Zupan, Chairman
Highway, Buildings & Grounds Committee

Matthew Roberts, Chairman
Finance, Ways & Means Committee

MADISON COUNTY CENTRAL SERVICES

PO Box 546
Wampsville, New York 13163
(315) 366 2380

To: Buildings & Grounds Committee
From: Todd Russell - Central Services Technician
Subject: Central Services Monthly Report
Report Date: July 5, 2022

Listed below are the totals for the Central Services Department for the month of:

JUNE 2022

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to Date
Printing													
Jobs	36	62	39	34	44	41							256
Charge Back	\$4,152.02	\$2,899.01	\$2,675.68	\$1,273.98	\$3,142.47	\$2,474.70							\$16,617.86
		NEW PRICING											
Sheets of Paper Printed			24,782	19,426	30,275	42,454							116937
Envelopes Printed	3,000	17,500	12,000	7,000	10,000	11,000							60500
Cases of Blank Paper	20	18	20	24	20	21							123
US Mail Postage													
Pieces Processed	11,065	9,204	10,072	7,882	14,263	8,876							61362
Charged Postage	\$13,797.29	\$7,004.96	\$8,085.30	\$6,419.67	\$10,381.22	\$7,735.61							\$53,424.05
UPS/FEDEX/Other													
UPS Incoming Pkgs.	206	156	207	201	170	238							1178
UPS Outgoing Pkgs.	68	58	79	84	76	94							459
FedEx Incoming Pkgs.	101	56	69	39	39	43							347
Other Incoming Pkgs.	12	24	35	28	9	4							112
Other Outgoing Pkgs.				3		3							6
Freight & Other Delivers													
	22	7	16	11	8	6							70

Facilities Updates 7/27/22

Maintenance Highlights

- Repaired photo eyes on overhead doors at Morrisville Highway Garage
- Train and supervise summer youth employees
- Prepped walls for painting at the Human Services Building
- Placed condenser unit on the Highway Department roof
- Worked on rooftop units
- Addressing HVAC issues at the Court House
- Refurbishing wooden picnic tables
- Finished distributing surplus at former Morrisville Highway Garage and prepare for final cleanup
- Mixing valve replacement at Court House
- Repaired roof at Solid Waste Office
- Stained guard rail at LEB
- Light filters installed at CAC
- Assembled furniture at CAC
- Addressed major inmate-created septic blockage at PSB
- Major parks cleanup, including taking down and removing more than 100 dead trees
- Parks cleanup with summer youth
- Ongoing work addressing Q-Ware requests : Year-to-date: 1,204, May 25 to June 28: 180 (erroneously left out last month), June 29 to July 22: 164

Facilities Projects:

County Sewer Project

- Contract with B&L complete and signed Design should be complete early 2023, construction 2023 -2024.

Cedar Street Highway Garage

- Contractor to proceed with project after Board Approval 8/9. Project to be completed by the end of 2022.

Stand –By Generator Project

- Generators have been ordered through Kohler. Pre-bid walk through Friday 7/29 for contractors. Bid opening 8/16/22.

Roofing Project for Public Health

- Contractors have been working on site. Estimated completion by the 1st of August.

Jail Isolation Rooms R.T.U. Replacement

- County is awaiting budget pricing estimates from contractors

Cowaseleon Creek Maintenance Mowing

- Awarded contract to AJB maintenance. Work to start in August, balance to be completed by the end of September.

County Office Building Bathroom Renovations

- Contract to go for Board Approval 8/9. Design meeting in August.

Wayfinding Signage for Wampsville Complex for Interior and Exterior of Buildings

- Contract to go for Board Approval 8/9, with a design meeting to follow.

Delphi Falls Trails and Parking

- Construction has started and anticipated completion is end of 2022.

PSB Fire Alarm

- C&S awarded the bid. Design meeting to be scheduled for Mid-August.

Reconnect Project

- Facilities will be coordinating the delivery of fiber reels to be store on site.