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COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

July 10, 2012

Erie County Legislature
92 Franklin Street – 4th Floor
Buffalo, New York 14202

RE: Space Assessment Planning - Various County Owned Buildings

Dear Honorable Members:

This resolution is requesting authorization for the County Executive to enter into an Agreement Amendment with the firm of Hamilton, Houston, Lownie Architects (HHL) for providing professional design services for the critical assessment and identification of space alternatives, preparation of programming, and preliminary space planning/design development drawings for various departmental relocations within several County buildings.

Should your Honorable Body require further information, I encourage you to contact Commissioner John C. Loffredo at the Department of Public Works. Thank you for your consideration on this matter.

Sincerely,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/bb
Enclosure

cc: John C. Loffredo, Department of Public Work

MEMORANDUM

COMPTROLLER'S RECEIVED

12 JUN 26 AM 10: 12

To: Honorable Members of the Erie County Legislature
From: Department of Public Works
Re: Space Assessment Planning - Various County Owned Buildings
Date: June 26, 2012

SUMMARY

This resolution is requesting authorization for the County Executive to enter into an Agreement Amendment for Architectural and Engineering services for critical assessment and identification of space alternatives, preparation of programming and preliminary space planning/design development drawings for various departmental relocations within several County buildings.

FISCAL IMPLICATIONS

Funds are currently available from the approved 2007 Capital Budget, SAP Project A.00307 - 2007- Space Consolidation and Relocation.

REASONS FOR RECOMMENDATION

A need exists to review space allocations for various departments within the County to maximize use of space in County owned buildings and eliminate the need for leased space.

BACKGROUND INFORMATION

The goal of the assessment is to make more efficient use of County owned buildings and eliminate the need for leased space.

CONSEQUENCES OF NEGATIVE ACTION

More efficient use of County owned space will not be utilized and the County will continue to lease space at a higher cost.

STEPS FOLLOWING APPROVAL

The County Executive will execute an Agreement Amendment with the firm of HHL Architects so the design work can proceed.

COMPTROLLER'S OFFICE REVIEW

The proposed legislation has been reviewed by the Comptroller's Office and is related to an authorized capital project for which there are sufficient appropriations for the action proposed.

Handwritten signature of Lorne H. Steinhart

LORNE STEINHART
Deputy Comptroller
Comptroller's Office

Handwritten note: Cash available/Availability of Funds: \$374,724.09

**A RESOLUTION SUBMITTED BY:
DEPARTMENT OF PUBLIC WORKS**

**RE: Space Assessment Planning
Various County Owned Buildings**

WHEREAS, a critical assessment and identification of space alternatives for various departments within several County buildings is required to maximize use of County owned buildings, including the potential for utilizing County space and reducing leased space; and

WHEREAS, your Honorable Body has previously authorized the County Executive to enter in a General Architectural/Engineering services agreement with the firm of Hamilton, Houston, Lownie Architects (HHL) for providing professional design and construction document services on Erie County projects; and

WHEREAS, the County Executive is requesting authorization to issue an Agreement Amendment to the firm of Hamilton, Houston, Lownie Architects (HHL) for providing design and construction document services for the space assessment planning.

NOW, THEREFORE, BE IT

RESOLVED, that the County Executive is authorized to execute an Agreement Amendment with the firm of Hamilton, Houston Lownie Architects(HHL) for providing professional design and services for space assessment planning for an amount not to exceed \$150,000.00 including reimburseables; and be it further

RESOLVED, that the Comptroller's Office be authorized to make payment for all the above from SAP Project A.00307 – 2007 – Space Consolidation & Relocation for an amount not to exceed \$150,000.00; and be it further

RESOLVED, that two certified copies of this resolution be sent to the Department of Public Works, Commissioner's Office and one copy each to the Office of the County Executive, the Division of Budget and Management, and the Office of the Comptroller.

TO: LORNE STEINHART, COMPTROLLER'S OFFICE

PROPOSED RESOLUTIONS REQUIRING RULE 55

CONTRACT APPROVAL CHECKLIST
CONFIRMATION OF AVAILABILITY OF FUNDS IN CAPITAL PROJECTS

REQUESTING DEPARTMENT

COMPLETE ITEMS 1 THROUGH 5

1. CONTRACTOR'S NAME

HHL Architects

2. AMOUNT OF CONTRACT

Not to Exceed \$150,000

3. PROJECT NUMBER

A.00307 -2007

4. PROJECT TITLE

Space Consolidation & Relocation

5. DEPARTMENT CONTACT

Funding questions: Jeffrey P. Zack, PE at 8824
Letter pickup: Diane Bukowski at 8301

COMPTROLLER'S OFFICE

COMPLETE ITEMS 6 AND 7

6. AVAILABILITY OF FUNDS

\$ 374,724.09

7. PERFORMED BY

Jackie Purvis

Date Sent to Comptroller's Office:

June 26, 2012

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