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COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

September 17, 2012

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

Re: Erie Community College – Program Needs Assessment and Space Utilization Analysis

Dear Honorable Members:

Enclosed please find a memorandum and proposed resolution pertaining to the execution of a contract for educational programming and space utilization services for Erie Community College.

Should your Honorable Body require further information, I encourage you to contact Deputy Commissioner Thomas J. Dearing at the Department of Environment and Planning. Thank you for your consideration on this matter.

Sincerely yours,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/cw
Enclosure

cc: Commissioner Maria R. Whyte
Deputy Commissioner Thomas J. Dearing

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Environment and Planning
Re: Erie Community College – Program Needs Assessment and Space Utilization Analysis
Date: September 14, 2012

SUMMARY

The resolution authorizes the County Executive to execute a consultant contract with JMZ Architects and Planners, P.C. of Glens Falls for educational programming and space utilization services at Erie Community College.

FISCAL IMPLICATIONS

The proposed resolution requests that a total amount of \$171,200 be allocated from available funds in the SAP Account E.12002, 2012 ECC Building Project Study. An additional \$28,800 is being requested from the same account for contract amendments. The source of funding is being shared equally between Erie County and Erie Community College.

REASONS FOR RECOMMENDATION

The selected firm has broad experience in community college planning, especially within the State University of New York system. JMZ will provide a seamless approach to the engagement given their in-house capacity in both architectural and educational programming. The consultants presented a sound proposal which reflected a thorough understanding of the scope of services defined by the Department of Environment and Planning.

BACKGROUND INFORMATION

A request for proposal (RFP) was issued for a Program Needs Analysis and Space Utilization Assessment for Erie Community College in June 2012. Six firms responded to the solicitation and three were selected for an interview. The results of the consultant review are included as Attachment A to this resolution.

CONSEQUENCES OF NEGATIVE ACTION

The initiation of the assessment would be delayed, thus straining the targeted completion schedule.

STEPS FOLLOWING APPROVAL

The contracts will be prepared and executed by all parties.

**A RESOLUTION SUBMITTED BY:
DEPARTMENT OF ENVIRONMENT AND PLANNING**

RE: Erie Community College – Program Needs Assessment and Space Utilization Analysis

WHEREAS, Erie County is desirous of engaging educational planning and space utilization services for Erie Community College; and

WHEREAS, in compliance with Section 19.08 of the Erie County Administrative Code, a consultant selection process was undertaken to evaluate responses to Request For Proposal #1221VF.

NOW, THEREFORE, BE IT

RESOLVED, that the County Executive be authorized to execute a contract with JMZ Architects and Planners, P.C. in an amount of \$171,200, for the purposes of conducting a Program Needs Analysis and Space Utilization Assessment at Erie Community College; and be it further

RESOLVED, that the County Executive be authorized to execute contract amendments to the aforementioned contract in a cumulative amount not to exceed \$28,800; and be it further

RESOLVED, that said funding amounts shall be allocated from SAP Account E.12002, 2012 ECC – Building Projects Study; and be it further

RESOLVED, that the Clerk of the Legislature be instructed to forward certified copies of this resolution to the Department of Environment and Planning, 10th Floor, Rath Building; the Office of the County Executive; the Director of the Division of Budget and Management; the Office of the Comptroller; the Office of the County Attorney; and William Reuter, Chef Fiscal and Administrative Officer of ECC.

ATTACHMENT A

QUALIFICATIONS RATING SHEET - REVIEW RANK (With #1 Being Highest Rank)

FIRM	REVIEWER					Recommended Rank
	T. Dearing, ECDEP	JZak, ECDPW	W. Reuter, ECC	E. Holmes, ECC	Susan Woods, Private Workforce Consultant	
1. Flynn / Battaglia	2	2	2	2	2	2
2. JMZ	1	1	1	1	1	1
3. Rickes Associates	3	3	3	3	3	3
4. Advanced Architecture and Planning	Not Selected For Interview					
5. Sasaki	Not Selected For Interview					
6. EI Team	Not Selected For Interview					

In my opinion, in recommending JMZ to prepare the Program Needs and Space Assessment for ECC, the Department of Environment and Planning (DEP) has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code. Scoring sheets and other material related to this matter are available for review at the DEP offices.


MARIA R. WHYTE, Commissioner
 Department of Environment and Planning

7/14/12
 Date