



MEMORANDUM

COUNTY OF ERIE DEPARTMENT OF ENVIRONMENT AND PLANNING

TO: CHAIRPERSON JOHN MILLS, Erie County Legislature;
CHAIRPERSON PATRICIA H. MERTZ, Erie Community College (ECC) Board of Trustees

FROM: THOMAS J. DEARING, Deputy Commissioner

DATE: January 2, 2014

SUBJECT: Bi-Monthly Report – ECC Academic Building

This document represents the second in a series of bi-monthly reports pertaining to the design and construction of the new academic building for Erie Community College (ECC). The Memorandum of Understanding (MOU) executed on August 27, 2013 between ECC and Erie County provided for the preparation of such reports. The reports are distributed to the Erie County Legislature as well as the ECC Board of Trustees. Information describing previous work, scheduling, upcoming activity, and other matters are described in this document.

- A. **PREVIOUS WORK:** The following activities have occurred since the previous report dated November 2, 2013.
1. The contract with Fisher Associates was executed and work is underway on the analysis of various environmental issues surrounding the proposed new academic building. A kick off meeting was held with the consultant, ECC, and County officials on November 20, 2013.
 2. The Erie County Legislature authorized the County Executive to execute a contract with the Dormitory Authority of the State of New York (DASNY) at their December 12, 2013 meeting. The contract will be a project management agreement among the County, ECC, and DASNY with the latter serving as overall project manager during the design and building construction phases.
 3. An appropriate cash disbursement schedule is being evaluated among ECC, Erie County, and DASNY officials. This will be finalized prior to execution of the Project Management Agreement.

B. **SCHEDULE:** The start of the environmental analysis and progress toward execution of the Project Management Agreement with DASNY are key early items in the building construction plan schedule. Their initiation is a positive step toward maintaining the project's timeline.

C. **IMPORTANT MILESTONES/ ACTIONS ANTICIPATED IN THE UPCOMING TWO MONTHS:**

1. DASNY – Project Management Agreement approved by the ECC Board of Trustees and fully executed by all parties.
2. Discussions initiated by all parties regarding selection of project architect.
3. Fisher Associates will complete a building concept plan for use in the SEQR review.
4. Fisher Associates will complete Part I of the SEQR Environmental Assessment Form. A traffic assessment will also be initiated for the preferred building location.
5. Erie County will undertake the necessary coordinated SEQR review referrals.

CC: County Executive Mark C. Poloncarz
Deputy County Executive Richard M. Tobe
Commissioner Maria R. Whyte
Commissioner John C. Loffredo
ECC President Jack Quinn
ECC Chief Administrative and Financial Officer William Reuter

TJD/cw
TJD 2013/ECC/Bi-Monthly Memo – ECC Academic Building - Dec 2013