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# COUNTY OF ERIE

**MARK C. POLONCARZ**

COUNTY EXECUTIVE

May 22, 2015

Erie County Legislature  
92 Franklin Street – 4<sup>th</sup> Floor  
Buffalo, New York 14202

**RE: Erie County Highway Facility Harlem Road - 2015- Fleet Building Addition**

Dear Honorable Members:

The County Executive requests authorization to enter into an Agreement Amendment with Advanced Architecture and Planning for providing professional Architectural/Engineering services for an addition to the HVAC Building located at the Harlem Road Highway Facility.

The scope of this project is to construct an addition to the current HVAC Building to service and maintain the County's fleet vehicles. This project will improve operational efficiencies and the delivery of fleet services to the County.

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,

A handwritten signature in black ink, appearing to read "Mark C. Poloncarz".

Mark C. Poloncarz, Esq.  
Erie County Executive

cc: John C. Loffredo, Commissioner of Public Works

## **MEMORANDUM**

**To:** Honorable Members of the Erie County Legislature  
**From:** Department of Public Works  
**Re:** Erie County Highway Facility Harlem Road -2015- Fleet Building Addition  
**Date:** May 22, 2015

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### **SUMMARY**

This resolution is seeking authorization for the County Executive to enter into an Agreement Amendment with the firm of Advanced Architecture and Planning for providing professional Architectural/Engineering services for an addition to the HVAC Building located at the Harlem Road Highway Facility.

The scope of this project is to construct an addition to the current HVAC Building to service and maintain the County's fleet vehicles. This project will improve operational efficiencies and the delivery of fleet services to the County by consolidating vehicle maintenance service operations to a central location within the County.

### **FISCAL IMPLICATIONS**

Funds for the project are available from the approved, as adopted, 2014 Capital Budget SAP project account – A.14003- 2014 Countywide Code and Environmental Compliance.

### **REASON FOR RECOMMENDATION**

This project will provide operational efficiencies, improved compliance and safety, and a more cost-effective management of the County's fleet service.

### **BACKGROUND INFORMATION**

Previous internal audits performed by the Comptroller's Office have identified consolidation of vehicle maintenance service operations to a central location as a means to save resources.

### **CONSEQUENCES OF NEGATIVE ACTION**

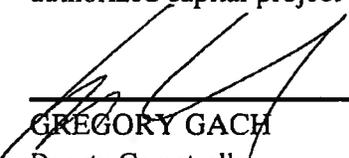
Currently the vehicle maintenance service centers for fleet services are located at multiple sites throughout the County. This project will consolidate operations to a central location and thus provide more efficient operation and delivery of services at a reduced cost. If this project is not completed fleet services will continue to operate inefficiently and with higher operational cost.

**STEPS FOLLOWING APPROVAL**

Upon Legislative approval, the County Executive will enter into an Agreement Amendment with the firm of Advanced Architecture and Planning for providing professional Architectural/ Engineering services for the design of an addition to the Fleet Building located at the Harlem Road, Erie County Highway Facility.

**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.



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GREGORY GACH  
Deputy Comptroller  
Comptroller's Office

File: (BG.5.11.15. Erie County Highway Facility Harlem Road -2015- Fleet Building Addition)

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

RE: Erie County Highway Facility Harlem Road -2015- Fleet Building Addition

WHEREAS, the Commissioner of Public Works desires to engage the services of an Architectural/Engineering Consultant to design an addition to the HVAC Building located at the Harlem Road Erie County Highway Facility; and

WHEREAS, your Honorable Body has previously authorized the County Executive to enter into a General Architectural/Engineering Services Agreement with Advanced Architecture & Planning and for providing professional design services on Erie County Projects; and

WHEREAS, the County Executive requests authorization to enter into an Agreement Amendment with the firm of Advanced Architecture and Planning for providing additional professional Architectural/Engineering services for the Erie County Highway Facility Harlem Road -2015- Fleet Building Addition project.

NOW, THEREFORE, BE IT

RESOLVED, that the County Executive is authorized to enter into an Agreement Amendment with Advanced Architecture and Planning for providing Architectural/ Engineering Services, for an amount not to exceed \$30,000.00, including design contingency; and be it further

RESOLVED, that the Comptroller's Office be authorized to make payment for all the above from SAP Project Account: A.14003- 2014 Countywide Code and Environmental Compliance; for a total amount not to exceed \$30,000.00; 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: GREGORY GACH, 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 Advanced Architecture and Planning
2. AMOUNT OF CONTRACT Advanced Architecture and Planning \$ 25,000.00  
Design Contingency \$ 5,000.00
3. PROJECT NUMBER A.14003
4. PROJECT TITLE Erie County Highway Facilities Harlem Road  
-2015- Fleet Building Addition  
Funding questions: Jeffrey P. Zack #8824
5. DEPARTMENT CONTACT Letter pickup: Diane Bukowski at 8301

COMPTROLLER'S OFFICE

COMPLETE ITEMS 6 AND 7

6. AVAILABILITY OF FUNDS 770,321.12
7. PERFORMED BY Don Wilson

Date sent to Comptroller's Office: May 11, 2015

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