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COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

February 15, 2016

Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York, 14203

Re: Retention of a Consultant to Update the Erie County Park System Master Plan

Dear Honorable Members:

Enclosed please find a memorandum and proposed resolution authorizing the contracting for services to retain a consultant to update the Erie County Park System Master Plan.

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

Sincerely yours,

A handwritten signature in black ink that reads "Mark C. Poloncarz".

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/cw
Enclosure

Cc: Thomas J. Dearing, Commissioner

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Environment and Planning
Re: Retention of a Consultant to Update the Erie County Park System Master Plan
Date: February 15, 2016

SUMMARY

The resolution requests the County Legislature to authorize the County Executive to enter into a contract with the firm of Wendel Architecture, Engineering, Surveying and Landscape Architecture, PC in an amount not to exceed \$495,770 for the purpose of updating the Erie County Parks Master Plan.

FISCAL IMPLICATIONS

The previously approved 2015 Capital Budget and 2015 bond sale included \$300,000 for this effort (Capital Project A. 15017). An additional \$225,000 is available from a Niagara River Greenway Commission grant.

REASONS FOR RECOMMENDATION

The selected firm has broad experience in park planning, especially within Erie County. Wendel Architecture, Engineering, Surveying and Landscape Architecture, PC will provide a seamless approach to the engagement given their in-house capacity in planning and architecture, as well as mapping and Geographic Information Services. The consultant 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 park planning and landscape architectural services necessary for an update to the 2003 Erie County Park System Master Plan in May 2015. Four firms responded to the solicitation and two were selected for an interview. The results of the consultant review are included as Attachment A to this resolution.

CONSEQUENCES OF NEGATIVE ACTION

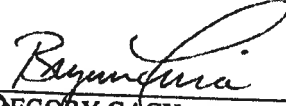
The much needed Erie County Parks Master Plan update would be delayed, thus straining the targeted completion schedule.

STEPS FOLLOWING APPROVAL

A contract will be prepared and executed by all parties.

COMPTROLLERS OFFICE REVIEW

The proposed legislation has been reviewed by the Office of the Comptroller and is related to an authorized Capital Project #A. 15017 for which there are sufficient account balances for the action proposed upon legislative approval of this resolution.

 1/27/10

GREGORY GACH Date
Deputy Comptroller

BRYAN FIUME
Associate Deputy Comptroller

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF ENVIRONMENT AND PLANNING

RE: Retention of a Consultant to Update the Erie County Park System Master Plan

WHEREAS, the Erie County park system contains nearly 11,000 acres of land on 38 sites throughout Erie County, including large heritage parks, trails, small urban sites, and a variety of facilities capable of accommodating both summer and winter recreational pursuits; and

WHEREAS, new demands have been placed on the park system not present in 2003, and technology has evolved that warrants a close look at how the system is marketed and how the general public is informed about system facilities and events; and

WHEREAS, Erie County is desirous of a new analysis and an updated master plan for the system that can be used to guide parks through the year 2030; and

WHEREAS, Erie County is desirous of engaging architectural and planning services for the update to the 2003 Erie County Park System Master Plan; and

WHEREAS, Erie County received New York Power Authority funds through a grant from the Erie County Greenway Standing Committee for a Waterfront Access Enhancement Strategy in the amount of \$225,000; and

WHEREAS, said grant will be used in the Park Plan update; and

WHEREAS, the 2015 Capital Budget allocated \$300,000 for the production of an update to the Erie County Parks Master Plan; and

WHEREAS, Erie County conducted a consultant selection process in accordance with Section 19.08 of the Erie County Administrative Code.

NOW, THEREFORE, BE IT

RESOLVED, that the County be authorized to accept \$225,000 from the New York Power Authority through the Erie County Greenway – Standing Committee funding process; and be it further

RESOLVED, that the Director of the Division of Budget & Management is hereby authorized to complete the following budget adjustment to SAP Project A.15017, (2015 Environment & Planning Master Plan for Erie County Parks – Countywide) within the Erie County Budget.

Increase Revenue and Appropriations totaling \$225,000 as follows:

Revenue

Commitment Item #420499 (Other Local Source Revenue)

COM-11-11

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Appropriations

Commitment Item #516020 (Professional Services – Contractual Fees) \$225,000

And be it further

RESOLVED, that the Director of the Division of Budget & Management is hereby authorized to implement any budget adjustments as required to comply with Federal, State, and New York State Power Authority funding requirements; and be it further

RESOLVED, that the Erie County Executive is hereby authorized to enter into all necessary agreements with Wendel Architecture, Engineering, Surveying and Landscape Architecture, PC to prepare planning and design documents associated with updating the 2003 Park System Master Plan for a fee of \$450,700 and a project design contingency of \$45,070 for a total not to exceed \$495,770; and be it further

RESOLVED, that a total amount of \$495,770 be allocated from SAP Project A.15017, 2015 Environment & Planning Master Plan for Erie County Parks – Countywide to carry out the aforesaid agreement(s); and be it further

RESOLVED, that certified copies of this resolution be sent to the County Executive's Office; the Director of the Division of Budget and Management; the Comptroller's Office; the Commissioner of the Department of Environment and Planning; the Commissioner of Parks, Recreation and Forestry; and the County Attorney.

ATTACHMENT A

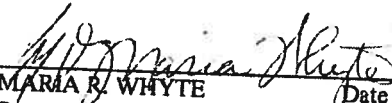
**Update to the 2003 Erie County Park System Master Plan
RFP #1520VF**

**Consultant Selection Committee
1/14/16
Scoring Matrix**

The items listed below were considered by the Selection Committee (Michael LoCurto – DEP, Chairman, Thomas Hersey – DEP, and Mary Simpson – County Park Citizen Advocate)

| Proposals | | | | | | |
|------------------|----------------|-----------|---------------|---------------|---------------|---------------|
| Ranking By Score | Consultant | Fee | Reviewer 1 | Reviewer 2 | Reviewer 3 | Average Score |
| 1 | Wendel | \$450,700 | 84 | 85 | 89 | 86 |
| 2 | Sasaki | \$444,001 | 83 | 88 | 75 | 82 |
| 3 | Peter J. Smith | \$418,510 | 78 | 74 | 35 | 62 |
| 4 | CHA | \$468,000 | 79 | 71 | 27 | 59 |

In my opinion, in recommending Wendel Companies to provide park master planning services for the Erie County Department of Parks, Recreation, and Forestry, the Department of Environment and Planning (DEP) has complied with the applicable provisions of Section 19.08 of the Erie County Administrative Code.


 MARIA R. WHYTE
 Deputy County Executive

Date 1/26/16