



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

April 8, 2016

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

Re: Erie County Polling Sites Improvements and ADA Upgrades – A/E Services

Dear Honorable Members:

Please find enclosed a resolution from the Department of Public Works concerning a project to make renovations to various polling sites in Erie County, and seeking approval of a contract for design services for said project. This project is being conducted in cooperation with the Erie County Board of Elections ("BOE"). The County will be reimbursed for 100% of the design costs, in an amount not to exceed \$100,000, with Federal grant funds available to the BOE.

In addition, the enclosed resolution is requesting your Honorable Body's authorization to enter into an Agreement Amendment with the firm of BNHT Architects, PC for providing architectural and engineering services for the polling site improvements.

Representatives from the Department of Public Works and the BOE are available to answer questions regarding this request. 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/ecg/dab
Enclosure

cc: Robert W. Keating, Director of Budget and Management
John C. Loffredo, Commissioner of Public Works
Commissioners Ralph Mohr and Leonard Lenihan, Board of Elections

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Public Works
Re: Erie County Polling Sites Improvements and ADA Upgrades – A/E Services
Date: April 8, 2016

SUMMARY

Authorization is requested to create a project to make renovations to various polling sites in Erie County. Improvements to sites located at Grover Cleveland Golf Course, Ellicott Park Friendship Center and 120/134 Eagle St. will complement the operations of the Erie County Board of Elections (“BOE”) and improve public accessibility.

Site improvements include but are not limited to a new BOE vehicle storage garage, parking lot resurfacing, lighting and signage, and improvements to access to building entrances.

The County will be reimbursed for 100% of the design costs, in an amount not to exceed \$100,000, with Federal grant funds available to the BOE.

This resolution is requesting authorization for the County Executive to enter into an Agreement Amendment with the architectural firm of BHNT Architects, PC for architectural and engineering services for the Erie County Polling Sites Improvements and ADA Upgrades A/E Services project.

FISCAL IMPLICATIONS

The County will be reimbursed for 100% of the design costs, in an amount not to exceed \$100,000, with Federal funds available to the BOE in BA 150, Fund 281, Grant 150HAVASHOEBOX0214. A new capital project, in the amount of \$100,000, will be created in SAP in BA 150, Fund 410.

REASONS FOR RECOMMENDATION/ BACKGROUND

INFORMATION

The project is necessary to upgrade and/or improve current Board of Elections operations and address handicapped access deficiencies including Americans with Disability Act compliance at the selected sites; the design consultant will provide continued professional services and develop construction documents to implement the recommendations at each site.

BHNT Architects will provide continued professional services for design and construction documents to implement the recommendations made at three sites in the previous evaluation phase of this project. The three selected sites located at Grover Cleveland Golf Course, Ellicott Park Friendship Center and 120/134 Eagle Street will help the Board of Elections operations and public accessibility. Improvements and upgrades include but are not limited to a new Board of Elections vehicle storage garage, parking lot surfacing, drainage remediation, entrance access, lighting, parking lot signage, parking lot stripping, new ramp access, door/hardware replacement and/or addition of push button operation.

CONSEQUENCES OF NEGATIVE ACTION

If these projects are not completed, the polling sites will continue to hinder accessibility for disabled persons, will not be a handicap accessible voting site, and remain poorly lit and unsecure and BOE vehicles will not be secured in a garage.

STEPS FOLLOWING APPROVAL

Upon Legislative approval, the County Executive will enter into an Agreement Amendment with the architectural firm of BHNT Architects, PC for the Erie County Polling Sites Improvements and ADA Upgrades A/E Services project.

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.

N/A

GREGORY GACH
Deputy Comptroller
Comptroller's Office

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

RE: Erie County Polling Sites Improvements and ADA Upgrades – A/E Services

WHEREAS, various Erie County polling sites are not in compliance with the Americans with Disabilities Act (“ADA”), due to deficient and limited requiring upgrades to parking lot and entrance access, lighting, parking lot signage, parking lot striping, ramp access, door/hardware replacement and/or addition of push button operation, among other possible improvements; and

WHEREAS, the Board of Elections is also desirous of securing their vehicles in a secure garage that will also allow for maintenance and storage; and

WHEREAS, the project will be reimbursed by Help America Vote Act (“HAVA”) funding available from the United States Federal Government; and

WHEREAS, the legislature has previously authorized the County Executive to enter into a General Architectural/Engineering Services Agreement with the architectural firm of BHNT Architects, PC for design related services; and

WHEREAS, the design costs for the project are not to exceed \$100,000; and

WHEREAS, County will be reimbursed for 100% of the design costs, in an amount not to exceed \$100,000, with Federal funds available to the BOE in BA 150, Fund 281, Grant 150HAVASHOEBOX0214; and

WHEREAS, a new capital project will be created in SAP in BA 150, Fund 410, in the amount of \$100,000, the amount of funds to be transferred from BA 150, Fund 281, Grant 150HAVASHOEBOX0214; and

WHEREAS, the County Executive is requesting authorization from the Legislature to issue an Agreement Amendment to BHNT Architects, PC to provide services for the Erie County Polling Sites Improvements and ADA Upgrades project.

NOW, THEREFORE, BE IT

RESOLVED, that the County Executive is authorized to issue an Agreement Amendment to BHNT Architects, PC to provide services for the Erie County Polling Sites Improvements and ADA Upgrades for an amount not to exceed \$100,000.00, including a design contingency; and be it further

RESOLVED, that such costs shall be recorded in BA 150, Fund 410, new SAP Project Account A.XXXXX; and be it further

RESOLVED, that the Comptroller’s Office be authorized to make payment for the above from BA 150, Fund 410, new SAP project account A.XXXXX, in the amount not to exceed \$100,000; and be it further

RESOLVED, that the BOE be authorized to Fund BA 150, Fund 410, new SAP Project Account A.XXXXX, in the amount of \$100,000 from BA 150, Fund 281, Cost Center 1500020, Account 575000, Interfund Expense Non-Subsidy; and be it further

RESOLVED, that the Division of Budget and Management is authorized to make the following budgetary changes in SAP:

BA 150, Fund 410, Cost Center 1500020, New Project A.XXXXX
Erie County Polling Sites Improvements and ADA Upgrades

<u>Revenue Account</u>	<u>Description</u>	<u>Budget</u>
450000	Interfund Rev Non-Subsidy	\$100,000
<u>Expense Account</u>	<u>Description</u>	<u>Budget</u>
CAPITALPROJECT	Capital Projects Expense	\$100,000
Net Change Fund 410	\$0	

; 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 Commissioners of Elections, 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

<u>REQUESTING DEPARTMENT</u>	<u>COMPLETE ITEMS 1 THROUGH 5</u>
1. CONTRACTOR'S NAME	<u>BHNT Architects, PC</u>
AMOUNT OF CONTRACT	<u>Not to exceed \$100,000.00</u>
3. PROJECT NUMBER	<u>A.XXXXX – New SAP project</u>
4. PROJECT TITLE	<u>Erie County Polling Sites Improvements and ADA Upgrades</u>
5. DEPARTMENT CONTACT	<u>Funding questions: Elisabete Godden Letter pickup: Diane Bukowski at x8301</u>
<u>COMPTROLLER'S OFFICE</u>	<u>COMPLETE ITEMS 6 AND 7</u>
6. AVAILABILITY OF FUNDS	<u>\$</u>
7. PERFORMED BY	<u></u>
Date Sent to Comptroller's Office:	<u>March 16, 2016</u>

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