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# COUNTY OF ERIE

**MARK C. POLONCARZ**

COUNTY EXECUTIVE

July 5, 2019

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

**RE: SUNY Erie requests approval contract change order for JMZ Space  
Verification Audit**

Dear Honorable Members:

Please find enclosed a resolution from SUNY Erie seeking approval to add a contract change order to its existing agreement with JMZ Architects and Planners, P.C. to provide a complete Space Verification Audit. The value of the original contract was over \$50,000 and required your approval.

Should your Honorable Body require further information, I encourage you to contact SUNY Erie President Dr. Dan Hocoy. Thank you for your consideration on this matter.

Sincerely yours,

Mark C. Poloncarz, Esq.  
Erie County Executive

PH/bm  
Enclosure

cc: Dr. Dan Hocoy, President SUNY Erie

## **MEMORANDUM**

**To:** Honorable Members of the Erie County Legislature  
**From:** Erie Community College Office of Administration and Finance  
**Re:** JMZ Planners, P. C. Space Verification Audit  
**Date:** July 5, 2019

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### **SUMMARY**

SUNY Erie Community College requests the Erie County Legislature approve the completion of a space verification audit of the three College campuses by JMZ Architects and Planners, P. C.

### **FISCAL IMPLICATIONS**

A Phase One Spatial Verification Audit was proposed, received Presidential approval and was implemented in January, 2019 for a total of \$10,000. For the next portion of work, proposals attached, are for \$20,000 and \$40,000 respectively. In total the Completed Spatial Verification Audit will not exceed \$70,000. The original RFP was awarded for a total not-to-exceed \$387,500, based on the assumption that SUNY Erie physical space records were accurate. Additionally, an proper record of our facilities allows us to schedule classroom and related spaces in the most effective way, allowing us to optimize academic offerings to our traditional and non-traditional populations. It also provides the opportunity to restructure space in ways that could bring in additional revenue through venue space and partnerships with the community.

### **REASONS FOR RECOMMENDATION**

Due to the intensive studies of our facilities that JMZ has already accomplished it is logical for JMZ to continue what it has begun, making a thorough record of the College's space. The tasks are enumerated in the supporting documentation.

### **BACKGROUND INFORMATION**

In May 2018 JMZ Architects and Planners, P. C. (JMZ) was engaged to perform a Comprehensive Academic and Facilities Master Plan to further the goals and vision of Erie Community College (the College). As the first stage of their assessment was completed, it became evident to JMZ that the vital facilities space inventory information to which the College had access, from its own records and within the SUNY database, was egregiously out of date. In January of 2019, we approved a \$10,000 spend with JMZ to conduct the preliminary review of records to actual space footprint, hoping the variances would be limited and easy to reconcile. However, the review showed the opposite, the majority of the actual space footprints in existence do not match what is documented in our space inventories. In order to adequately assess our current state of facility use and fulfill their deliverables of "Instructional Space Utilization," "Calculated and Reported Space Requirements," and a "Capital Projects and Facilities Maintenance Matrix," key deliverables per the RFP, it is necessary to complete a Space Verification Audit. This audit will provide the College with an accurate representation of how much occupiable space currently exists on the institutions' three campuses, which then allow us to leverage that space in a deliberate, productive and efficient way. The results will be in an

electronic database, will track multiple characteristics of each space and will provide the information needed to complete a data-informed master plan.

### **CONSEQUENCES OF NEGATIVE ACTION**

Erie Community College's database will continue to be inaccurate. The scheduling of classes and events will continue to not be optimized. The potential new sources of rental income could not be discovered.

### **STEPS FOLLOWING APPROVAL**

JMZ will visit the spaces it has not already documented to complete the Space Verification Audit and create our complete, current and accurate assessment of the facilities of Erie Community College.

A RESOLUTION SUBMITTED BY:  
SUNY ERIE COMMUNITY COLLEGE  
OFFICE OF ADMINISTRATION AND FINANCE

RE: Authorization for Space Verification Audit

WHEREAS, SUNY Erie Community College (the College) has neglected to accurately maintain the physical space inventory database both with SUNY Central and internally resulting in an unusable space inventory for the Academic and Facilities Master Plan process; and

WHEREAS, an accurate assessment of the College's facilities is vital to the meaningful completion of the Academic and Facilities Master Plan project currently underway; and

WHEREAS, JMZ Architects and Planners, P. C. (JMZ), the winning vendor in the Academic and Facilities Master Plan RFP, had attempted to do a simple update to the College's space inventory within the dollars already available; and

WHEREAS, it was discovered during the course of this attempt that the space inventory documents on hand were significantly different than the actual spaces being used at each campus, facilitating the need for a complete space audit for all three campuses including basic footprint measurements; and

WHEREAS, the College has already selected JMZ and their partners as the vendor for the Master Plan; and

WHEREAS, JMZ and their affiliated partners are already in place and intimately familiar with the College's campuses from this project and have already made good progress on identifying those campus areas that do not match inventory records; and

WHEREAS, the RFP proposal offered by JMZ stated it would use these records to keep the cost to complete the audit low; and

WHEREAS, if the College had known the space inventory records were not accurate this would have been a key deliverable of the RFP; and

WHEREAS, JMZ was the lowest bidder and best proposal of services vendor during the RFP; and

WHEREAS, going out with an RFP for a space audit would add months to the Master Plan project timeline and almost certainly result in JMZ winning since they already have a head start on any other vendors submitting a proposal (familiarity with the campuses, where the deficiencies are, and exiting documentation of their work); and

WHEREAS, based on the amount of work already done by JMZ related to this space audit need, and on average hourly rates for architectural work of this type, it is estimated that any other submissions for a new RFP would come in \$30,000 to \$40,000 higher than the not to exceed amount of \$70,000 being proposed by JMZ to provide the same updated space inventory records; and

WHEREAS, the SUNY Erie Community College Board of Trustees resolved at its last meeting, June 27, 2019, that having the current vendor, JMZ Architects and Planners, P. C., conduct the space audit would provide the best result for the College in terms of timely and cost effective completion of the Academic and Facilities Master Plan, a plan that will be at the core of the next SUNY Erie Community College Strategic Plan; and

WHEREAS, the Erie Community College Board of Trustees resolved to approve the addition of a contract change order for the current Academic and Facilities Master Plan for the space audit work in an amount not to exceed \$70,000 for JMZ Architects and Planners, P.C.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby approve the addition of a contract change order for JMZ Architects and Planners, P. C., with the aforementioned monetary limits; and be it further

RESOLVED, that the College's President or his designee is authorized to sign said contract change order for the above-mentioned services; and be it further

RESOLVED, that copies of the resolution be forwarded to the Erie County Executive, the President of SUNY Erie, the Executive Vice President for Administration and Finance of SUNY Erie and Erie County's Department of Public Works.

# Erie Community College Board of Trustees Resolution

## The Erie Community College Board of Trustees Resolution Regarding Erie Community College Space Inventory Audit

June 27, 2019

- WHEREAS;** SUNY Erie Community College (the College) has neglected to accurately maintain the physical space inventory database both with SUNY Central and internally resulting in an unusable space inventory for the Academic and Facilities Master Plan process; and
- WHEREAS;** An accurate assessment of our facilities is vital to the meaningful completion of the Academic and Facilities Master Plan project currently underway; and
- WHEREAS;** JMZ Architects and Planners, P. C. (JMZ), the winning vendor in the Academic and Facilities Master Plan RFP, had attempted to do a simple update to the SUNY Erie space inventory within the dollars already available; and
- WHEREAS;** It was discovered during the course of this attempt that the space inventory documents on hand were significantly different than the actual spaces being used at each campus, facilitating the need for a complete space audit for all three campuses including basic footprint measurements; and
- WHEREAS;** The College has already selected JMZ and their partners as the vendor for the Master Plan; and
- WHEREAS;** JMZ and their affiliated partners are already in place and intimately familiar with our campuses from this project and have already made good progress on identifying those campus areas that do not match inventory records; and
- WHEREAS;** The RFP proposal offered by JMZ stated it would use these records to keep the cost to complete the audit low; and
- WHEREAS;** If the College had known the space inventory records were not accurate this would have been a key deliverable of the RFP; and
- WHEREAS;** JMZ was the lowest bidder and best proposal of services vendor during the RFP; and
- WHEREAS;** Going out with an RFP for a space audit would add months to the Master Plan project timeline and almost certainly result in JMZ winning since they

already have a head start on any other vendors submitting a proposal (familiarity with the campuses, where the deficiencies are, and exiting documentation of their work); and

**WHEREAS;**

Based on the amount of work already done by JMZ related to this space audit need, and on average hourly rates for architectural work of this type, it is estimated that any other submissions for a new RFP would come in \$30,000 to \$40,000 higher than the not to exceed amount of \$70,000 being proposed by JMZ to provide the same updated space inventory records.

**NOW, THEREFORE, BE IT**

**RESOLVED;**

That the Erie Community College Board of Trustees agree that having the current vendor, JMZ Architects and Planners, P. C., conduct the space audit provides the best result for the College in terms of timely and cost effective completion of the Academic and Facilities Master Plan, a plan that will be at the core of the next SUNY Erie Community College Strategic Plan; and be it further

**RESOLVED;**

The Erie Community College Board of Trustees approves the addition of a contract change order for the current Academic and Facilities Master Plan for the space audit work in an amount not to exceed \$70,000 for JMZ Architects and Planners, P.C.

**ATTEST:**



Leonard Lenihan  
Chair, Board of Trustees  
Erie Community College



July 11, 2019

The Honorable Mark C. Poloncarz, Esq.  
Erie County Executive  
95 Franklin Street, 16<sup>th</sup> Floor  
Buffalo, New York 14202

**RE: SUNY Erie requests approval contract change order for JMZ Space Verification Audit**

Dear County Executive Poloncarz:

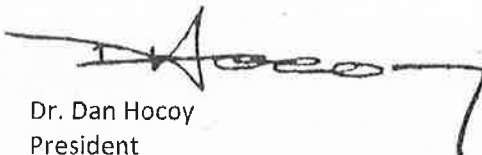
SUNY Erie requests authorization to add a contract change order to its existing agreement with JMZ Architects and Planners, P.C. to provide a complete Space Verification Audit. This would accompany their ongoing Comprehensive Academic and Facilities Master Plan, approved by the Legislature on July 12, 2018. Since the contract change order total is over \$50,000, and in addition to the original contract of \$387,500, please refer this matter to the Erie County Legislature for their consideration and approval. The accompanying documents explain the necessity for the additional study.

SUNY Erie has adequate funds available in its operating budget to cover the cost of this project. The Space Verification Audit and a resolution to seek County Legislature approval were approved by the SUNY Erie Board of Trustees at their June 27, 2019 meeting.

To support the College's request, enclosed please find a proposed cover letter, a memorandum, an executed SUNY Erie resolution, and a proposed Erie County Legislature resolution.

Thank you in advance for your attention to this matter, as well as your continued support of SUNY Erie.

Sincerely,



Dr. Dan Hocoy  
President

PH/bm  
Enclosures

SUNY ERIE • City Campus • 121 Ellicott Street • Buffalo, NY 14203  
President • PH: (716) 851-1200 • Fax: (716) 851-1029 • Email: hocoy@ecc.edu





Additionally, an accurate record of our facilities allows us to schedule classroom and related spaces in an effective way, allowing us to optimize academic offerings to our traditional and non-traditional populations. It also provides the opportunity to restructure space in ways that could bring in additional revenue through venue space and partnerships with the community.

**Consequences of Negative Action:**

Erie Community College's database will continue to be inaccurate. The scheduling of classes and events will continue to be problematic and not aligned to address our enrollment and programmatic needs.

**Steps Following Approval:**

This item will continue through the County approval process by being submitted to the Erie County Legislature.

JMZ will visit the spaces it has not already documented to complete the Space Verification Audit and create our complete, current and accurate assessment of the facilities of Erie Community College.

**Contact Information If Any Questions:**

Penelope G. Howard  
Executive Vice President of Administration and Finance  
716-851-1700 or howardp@ecc.edu



4 June 2019

Penelope Howard  
Executive Vice President for Administration and Finance  
SUNY Erie-City Campus  
121 Ellicott Street  
Room 150  
Buffalo, New York 14203

Dear Penny:

Completion of the Space Verification Audit will provide the College with an accurate representation of how much occupiable space currently exists on the institution's three campuses. The resulting electronic database, which will track multiple characteristics of each space, will provide the information we need to complete a data-informed master plan.

We propose to complete the following space verification tasks on approximately 218,000 net square feet:

- Verify campus, building name, room number, room use classification code (FICM), department assignment, and number of stations for each space.
- Visually confirm that room configuration and room area are consistent with floor plans and the AiM database. Spaces that vary from the floor plans or the NASF listed in the AiM data will be hand sketched and measured to provide correct room data that will be incorporated into the physical space inventory database.
- Capture data on instructional technology, as follows: number of white/chalk/Smart boards, computer, computer podium, document camera, overhead/video projector, screen, flat panel monitor, and speakers (wall or ceiling).
- Deliver space summaries, by department, to the College for review. The College will fill-in information that was not available in the field (e.g. occupant name, department ownership, etc.)
- Update the existing AiM data file to reflect our observations and College-provided data.
- Deliverable: Excel file with the physical space information for all areas audited.

The estimated fee for this work is **\$20,000**, including reimbursable expenses. We propose to complete the work by the end of July 2019. We will invoice the College for the work as it progresses and would appreciate payment within 30 days.

Penny, please let me know if you have any questions or comments on this proposal. If you agree, please sign this document and send a copy back to me for our records. We look forward to continuing our work with you and your colleagues at SUNY Erie.

Sincerely yours,

Accepted by:

Jean A. Stark, AIA  
Vice-President

Penelope Howard  
Executive Vice President for Administration & Finance

**JMZ Architects and Planners, P.C.**

190 Glen Street      tel 518-793-0786  
P.O. Box 725      fax 518-793-1735  
Glens Falls, NY 12801      JMZarchitects.com





04 June 2019

Penelope Howard  
Executive Vice President for Administration and Finance  
SUNY Erie-City Campus  
121 Ellicott Street  
Room 150  
Buffalo, New York 14203

Dear Penny:

Completion of the Space Verification Audit will provide the College with an accurate representation of how much occupiable space currently exists on the institution's three campuses. The resulting electronic database, which will track multiple characteristics of each space, will provide the information we need to complete a data-informed master plan.

We propose to complete the following space verification tasks on approximately 444,000 net square feet:

- Verify campus, building name, room number, room use classification code (FICM), department assignment, and number of stations for each space.
- Visually confirm that room configuration and room area are consistent with floor plans and the AiM database. Spaces that vary from the floor plans or the NASF listed in the AiM data will be hand sketched and measured to provide correct room data that will be incorporated into the physical space inventory database.
- Capture data on instructional technology, as follows: number of white/chalk/Smart boards, computer, computer podium, document camera, overhead/video projector, screen, flat panel monitor, and speakers (wall or ceiling).
- Deliver space summaries, by department, to the College for review. The College will fill-in information that was not available in the field (e.g. occupant name, department ownership, etc.)
- Update the existing AiM data file to reflect our observations and College-provided data.
- Deliverable: Excel file with the physical space information for all areas audited.

The estimated fee for this work is **\$40,000**, including reimbursable expenses. We will charge you on an hourly basis for this final portion of the audit and will not exceed this amount without prior approval. We propose to complete the work by the end of July 2019. We will invoice the College for the work as it progresses and would appreciate payment within 30 days.

Penny, please let me know if you have any questions or comments on this proposal. If you agree, please sign this document and send a copy back to me for our records. We look forward to continuing our work with you and your colleagues at SUNY Erie.

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Glen Falls, NY 12801        JMZarchitects.com



# Erie Community College Board of Trustees Resolution

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**June 27, 2019**

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- WHEREAS;** An accurate assessment of our facilities is vital to the meaningful completion of the Academic and Facilities Master Plan project currently underway; and
- WHEREAS;** JMZ Architects and Planners, P. C. (JMZ), the winning vendor in the Academic and Facilities Master Plan RFP, had attempted to do a simple update to the SUNY Erie space inventory within the dollars already available; and
- WHEREAS;** It was discovered during the course of this attempt that the space inventory documents on hand were significantly different than the actual spaces being used at each campus, facilitating the need for a complete space audit for all three campuses including basic footprint measurements; and
- WHEREAS;** The College has already selected JMZ and their partners as the vendor for the Master Plan; and
- WHEREAS;** JMZ and their affiliated partners are already in place and intimately familiar with our campuses from this project and have already made good progress on identifying those campus areas that do not match inventory records; and
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- WHEREAS;** JMZ was the lowest bidder and best proposal of services vendor during the RFP; and
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already have a head start on any other vendors submitting a proposal (familiarity with the campuses, where the deficiencies are, and exiting documentation of their work); and

**WHEREAS;**

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**RESOLVED;**

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**RESOLVED;**

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July 11, 2019

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cc: Dr. Dan Hocoy, President SUNY Erie



## **MEMORANDUM**

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**From:** Erie Community College Office of Administration and Finance  
**Re:** JMZ Planners, P. C. Space Verification Audit  
**Date:** July 11, 2019

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### **SUMMARY**

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Additionally, an accurate record of our facilities allows us to schedule classroom and related spaces in an effective way, allowing us to optimize academic offerings to our traditional and non-traditional populations. It also provides the opportunity to restructure space in ways that could bring in additional revenue through venue space and partnerships with the community.

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