

STEBEN COUNTY ADHOC OFFICE SPACE COMMITTEE

Special Meeting

Monday, January 23, 2017

9:00 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE:	Joseph J. Hauryski Scott J. Van Etten	Carol A. Ferratella	John V. Malter
STAFF:	Jack K. Wheeler Carol Gamet Andy Morse	Mitchell Alger Kelly Penziul Tammy Hurd-Harvey	Eric Rose Jennifer Prossick Pa Donnelly
LEGISLATORS:	Dan C. Farrand Hilda T. Lando Robert V. Nichols	Kelly H. Fitzpatrick Steven Maio Gary B. Roush	K. Michael Hanna Aaron I. Mullen Randolph J. Weaver
ABSENT:	Robin K. Lattimer, Chair	Brian C. Schu	Gary D. Swackhamer

I. CALL TO ORDER

Mr. Hauryski called the meeting to order at 9:00 a.m.

II. GENERAL BUSINESS

A. **Awarding the RFP for Construction Manager** – Mr. Wheeler informed the committee that they worked with Labella to put out an RFP for a construction manager. The responses were not as plentiful as we had hoped, as we only received two bids. The first was from Werth Construction Services for \$248,800 and the second was from Streater for \$540,000. Werth is a small, family-owned firm that does not have a website for Facebook presence. However, the references we received were very positive. The references all indicated that Werth works very well with contractors and has good communication with management.

Mr. Hanna asked did Labella indicate why there were so few responses? Mr. Wheeler replied the holidays might have affected the responses. Some firms are going through merging processes and there are a number of school projects. He recommended awarding to Werth.

MOTION: RECOMMENDING AWARDING THE RFP FOR CONSTRUCTION MANAGEMENT SERVICES TO WERTH CONSTRUCTION SERVICES, LLC FOR AN AMOUNT NOT TO EXCEED \$248,800 MADE BY MRS. FERRATELLA. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mrs. Lando asked when will they start? Mr. Wheeler replied they will start fairly quickly as we would like them to have a chance to review the bid documents before they are put out in the middle of February. Mr. Hauryski asked Mr. Wheeler to review the timeline. Mr. Wheeler stated we will put out bids in February with a return in March. The bids will be reviewed with an award in April and ground breaking at both sites in May/June.

Mr. Hanna asked Mr. Rose how much experience he has working with construction managers. Mr. Rose replied that he has very little, however, he understands how they operate and their importance to a job.

B. **Update on Hornell DMV** – Mr. Wheeler informed the committee that at the next meeting they should have a more defined plan. All indications from the State level are that the County will be able to relocate the DMV offices. Mr. Rose commented due to the size of the project, we may have to send some of the work out to a contractor. Mr. Wheeler explained we are working with the County Clerk to see what she would like and Public Works has been working on CAD drawings. He stated that he will also be discussing the proposed move with Mayor Hogan.

Mr. Mullen asked why are we moving their offices? Mr. Wheeler replied the Courthouse where they are currently located is in need of repair, and there are also accessibility issues. The new location, in North Hornell is very accessible.

C. **Review of 95 Percent Building Drawings** – Mr. Wheeler briefly reviewed the proposed drawings for the construction of the new office building. Mrs. Ferratella asked where will we house the Veterans' Service Agency once the house is demolished? Mr. Wheeler replied we have met with ProAction and have identified some space that we should be able to use.

MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature