STEUBEN COUNTY AD HOC OFFICE SPACE COMMITTEE
Tuesday, September 10, 2019
10:15 a.m.
Legislative Committee Room
Steuben County Office Building
Bath, New York

**MINUTES**

COMMITTEE: Robin K. Lattimer, Chair Carol A. Ferratella, Vice Chair John V. Malter
Brian C. Schu Scott J. Van Etten

STAFF: Jack K. Wheeler Christopher Brewer Andy Morse
Eric Rose Jennifer Prossick Tammy Hurd-Harvey
Brenda Mori

LEGISLATORS: Robert V. Nichols Frederick G. Potter

ABSENT: Gary D. Swackhamer

I. CALL TO ORDER

Ms. Lattimer called the meeting to order at 10:15 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 13, 2019, MEETING MADE BY MR. MALTER. SECONDED BY MR. VAN ETten. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. NEW BUSINESS

A. County Manager

1. Project Update – Mr. Wheeler stated we are on track and are reviewing design drawings with LaBella. These are the 85 percent drawings that will be ready for bids. The estimates on some of the sub-contracts are fluctuating, but the overall project cost is remaining the same; it will be good to have a Construction Manager look at it. We have a call next week with the State courts to give them the last review on Phase I and then we will bring that back to committee to get the bids going. Mr. Van Etten commented it will be interesting to see where the bids come in.

2. Air Monitoring for Bowling Alley Demolition – Mr. Wheeler informed the committee they have received quotes from Envoy, Paradigm and Atlantic Testing for air testing and project monitoring. He recommended awarding to Envoy as they were the low quote at $4,980 and he recommended awarding at a not to exceed amount of $6,000. This will be paid for out of the Office Space Capital Project.

MOTION: AWARDING THE QUOTE FOR THE BOWLING ALLEY AIR TESTING AND PROJECT MONITORING TO ENVOY IN AN AMOUNT NOT TO EXCEED $6,000 MADE BY MR. SCHU. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Wheeler stated we are targeting the end of the month for the demolition of the bowling alley.

3. Construction Manager RFP – Mr. Wheeler informed the committee they received four responses for the Construction Manager RFP. The respondents were LeChase Construction Services, Turner Construction, Welliver McGuire and Werth Construction Services. The RFP ranged from $484,000 to over one million and the reason is that the larger firms based it on a team approach; they have one or two people on site
with more individuals working behind the scene. Werth Construction Services is a smaller firm, but capable, and they did very well for us on our last project. Werth was the low bidder and he recommended awarding to them for a cost of $484,000 with a monthly cost of $12,500 for extending construction services. Mr. Wheeler noted we do have funds in the Office Space Capital Project to get them started. Werth has indicated that they are willing to start reviewing the bid documents now while we get their contract in place.

**MOTION:** AWARDING THE CONSTRUCTION MANAGER RFP TO WERTH CONSTRUCTION SERVICES, LLC FOR A TOTAL COST OF $484,000 MADE BY MR. VAN ET TEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

**MOTION:** TO ADJOURN MADE BY MR. MALTER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature