I. **CALL TO ORDER**

Ms. Lattimer called the meeting to order at 10:35 a.m.

II. **APPROVAL OF MINUTES**

MOTION: APPROVING THE MINUTES OF THE OCTOBER 12, 2021, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

III. **NEW BUSINESS**

A. County Manager

1. Public Works and Civil Defense RFP Awards – Mr. Brewer presented for review the RFP’s for Architectural and Engineering Services (A & E) and Construction Manager Services for the Public Works and Civil Defense Projects.

   Construction Manager - Mr. Brewer stated they received five proposals which ranged in price from $121,000 to $870,000. He noted that LeChase bid $175,000 for a full-time construction manager and they anticipated three to four months for design and bidding and nine months for construction. If the project goes beyond 13 months then they will charge an additional $14,000 per month. Werth submitted a proposal for $188,000 for a full-time construction manager. They are anticipating 2 years based on the RFP language. If the project goes beyond 2 years, then they will charge an additional $18,000 per month. Mr. Brewer stated our recommendation would be to award to Werth as they have been wonderful to work with and have saved the County money on other projects.

   MOTION: AWARDING THE RFP FOR CONSTRUCTION MANAGER SERVICES FOR THE PUBLIC WORKS AND CIVIL DEFENSE PROJECTS TO WERTH FOR A TOTAL PRICE OF $188,000 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 6-0. Resolution Required.

   Architectural & Engineering (A&E) Services - Mr. Brewer stated they received five proposals. These proposals are based on a percent of actual project costs. He noted that LaBella Associates broke the percent down based on project. They also included dollar amounts for additional
tasks and any unspent funds will be credited back at the reconciliation of the project. Mr. Wheeler explained those typically cover costs such as site sampling, soil samples, etc. Mr. Brewer stated our recommendation would be to award to LaBella.

**MOTION: AWARDSING THE RFP FOR ARCHITECTURAL AND ENGINEERING SERVICES TO LABELLA ASSOCIATES AS FOLLOWS:**
- **PUBLIC HEALTH STORAGE AND 911 BACKUP** – 7.5 PERCENT AND $33,000 FOR ADDITIONAL TASKS;
- **Curtis Highway Shop** – 5.60 PERCENT AND $36,600 FOR ADDITIONAL TASKS;
- **Prattsburgh Building Renovations** Fees – 7.00 PERCENT AND $30,500 FOR ADDITIONAL FEES;
- **Prattsburgh New Construction Fees** – 5.60 PERCENT AND $30,500 FOR ADDITIONAL FEES;
- **Mt. Washington Highway Garage** – 5.60 PERCENT AND $37,500 FOR ADDITIONAL FEES;
- **Curtis Highway Shop** – 5.60 PERCENT AND $36,600 FOR ADDITIONAL TASKS;
- **Prattsburgh Building Renovations Fees** – 7.00 PERCENT AND $30,500 FOR ADDITIONAL TASKS;
- **Mt. Washington Highway Garage** – 5.60 PERCENT AND $37,500 FOR ADDITIONAL FEES;
- **Bowling Alley Parking Lot** – 5.00 PERCENT AND $22,500 FOR ADDITIONAL COSTS MADE BY MR. MALTER. SECONDED BY MR. VAN ETEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0. Resolution Required.

2. **Court Renovation Project** – Mr. Malter asked what have we spent on this project? Mr. Wheeler replied we are well within budget. The overall budget allocated for this project was $10.7 million. Right now with everything allocated, we are at $103,000 remaining out of everything that has been awarded under bid. Mr. Malter asked if they are six months ahead of schedule, when is completion? Mr. Rose replied right now the District Attorney will be moved on November 15th. We anticipate finishing out the old DA space December 14th.

3. **ServU Credit Union** – Mr. Van Etten asked what is the status of this project? Mr. Wheeler replied the title is being updated and we anticipate closing the end of this month or beginning of next month. He noted that Mr. Brewer has been working with Mrs. Hunter to schedule State DMV to inspect the space. We will be connecting the building to the STN fiber network. Mr. Brewer commented IT will be going tomorrow to look to see what else is needed. Mr. Van Etten asked will we be moving by the end of the first quarter? Mr. Wheeler replied that is a good target. It will depend on what State DMV says.

4. **Corning Courthouse** – Mr. Malter asked what is the status of the courthouse? Mr. Wheeler replied we need to work with the City of Corning on the deed issues; we own the building but not the land. Then we will need to determine how to dispose of it. The default will be public auction. Mrs. Ferratella asked is Probation moving with DMV? Mr. Wheeler replied yes.

**MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature