

PUBLIC WORKS COMMITTEE

June 13, 2013 – 10:15 AM

Committee Members: LaBuda (Chair), Benson (Vice Chair),
Samuelson, Rouis, Kurpil Gieger, Edwards, Sorensen

PRESENTATION:

DISCUSSIONS:

1. ACC HEAL Grant / Building maintenance costs

RESOLUTIONS:

1. Resolution to authorize a modification to the agreement for consultant Architectural Services for the ACC HEAL Grant project.

REPORTS:

1. Recycling Coordinator

PUBLIC COMMENT:

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Edward McAndrew, P.E.

Re: Request for Consideration of a Resolution: Mod. to Architectural Service (HEAL)

Date: June 13, 2013

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Resolution to authorize a modification to the agreement for consultant
Architectural Services for the ACC HEAL Grant project.

Is subject of Resolution mandated? Explain:

No, but without the services the project can not continue.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$27,060.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: Either Bond or Grant

Estimated Cost Breakdown by Source:

County	<u>\$27,060.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: 

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2 and 3.

Request for Authority to Enter into Contract with [_____] of
[LaBella Associates, P.C. _____]

Nature of Other Party to Contract: Professional Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes No

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes No

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

County eliminated the licensed architect position from DPW Staff and the subject services are required to be performed by a licensed architect.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$27,060.00

Efforts made to find Less Costly alternative:

N/A

Efforts made to share costs with another agency or governmental entity:

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

procurement was not req'd. - Amended Contract Rf.

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: Andy Jones Date 6/11/13
- B. Management and Budget: Janet M. Yung Date 6/12/13
- C. Law Department: Thomas Cawley Date 6/12/2013
- D. County Manager: John P. Patel Date 6/12/13
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY THE PUBLIC WORKS COMMITTEE

RESOLUTION TO AUTHORIZE A MODIFICATION TO THE AGREEMENT FOR CONSULTANT ARCHITECTURAL SERVICES FOR THE ACC HEAL GRANT PROJECT.

WHEREAS, the original scope of the project involves facility improvements, including a dedicated memory impaired unit, short term rehabilitation single resident rooms, a renovated therapy area, and lobby renovations which were designed under contract; and

WHEREAS, Resolution No. 277-12 authorized an agreement for LaBella Associates, P.C. to provide architectural design services; and

WHEREAS, additional design services are now required as the scope of the project has increased from what was specified in the original agreement; and

WHEREAS, the Division of Public Works has reviewed the need for additional design services and recommends the approval of a Modification Agreement for the additional work.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute a Modification Agreement for additional architectural design services with, LaBella Associates, P.C., at a cost not to exceed \$22,060 for design services, and total price not to exceed \$5,000 for reimbursable expenses, said Modification Agreement to be in such form as the County Attorney shall approve.

Moved by: _____,
Seconded by: _____,
and adopted on motion: _____, 2013.

**RESOLUTION NO. 277-12 INTRODUCED BY EXECUTIVE COMMITTEE TO
AUTHORIZE AWARD & EXECUTION OF AGREEMENT AND CREATE A CAPITAL
ACCOUNT FOR WORK TO BE PERFORMED AT THE ADULT CARE CENTER AS
PART OF THE HEAL GRANT**

WHEREAS, proposals were received for Design Services for the Sullivan County Adult Care Center (HEAL Grant), and

WHEREAS, Labella Associates PC, is the most qualified vendor for this project, and

WHEREAS, the Sullivan County Division of Public works has approved said proposal and recommends that an agreement be executed.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute an agreement with Labella Associates PC, at a total price not to exceed \$71,150, for Design Services, and total price not to exceed \$8,500 for reimbursable expenses, for the Sullivan County Adult Care Center, in accordance with RFP R-12-14, said contract to be in such form as the County Attorney shall approve, and

BE IT FURTHER RESOLVED, that a capital account be created for the purpose of design and construction at the Adult Care Center associated with the HEAL grant, with a total budget of \$1,130,000, and

BE IT FURTHER RESOLVED, that the County Treasurer is authorized to advance funds from the General Fund to the capital account as needed.

Moved by Mr. Benson, seconded by Mrs. Edwards, put to a vote with Mrs. LaBuda absent, unanimously carried and declared duly adopted on motion July 19, 2012.

PUBLIC WORKS COMMITTEE
Monthly Report – June 13, 2013

ACCOMPLISHMENTS (May 9 – June 13, 2013)

BRIDGES & FACILITIES

- Bridge #460 – complaint repair
- Bridge #285 – flag repair
- Bridges #5 & 369 – first phase of deck and joint repairs
- Secured foreclosure properties
- Installed dryer in the Jail
- Fabricated Veteran’s Cemetery sign
- Replaced well pump at the Airport
- Replaced the fence and planted trees at Fort Delaware
- Repaired RTU at the Government Center

SHOP STAFF

- Misc. repairs to solid waste, public health, family service, sheriff’s and DPW vehicles
- PM services and New York State inspections on all necessary vehicles
- Repaired accident damage to vehicles
- Made necessary repairs at work sites to keep road and bridge crews working
- Repaired landfill containers
- Rebuilt truck to convert to a rock body dump truck
- Repaired the Airport road mower
- Prepared sweepers and brooms for spring clean up
- Continued to repaired chain saws and small equipment
- Completed preparing mowers for summer season
- Sand blast & paint truck 169
- Prepared Truck 171 to sand blast and paint
- Sandblasted and painted wheel rims and heater covers for jail
- Serviced and prepared small rollers for patching

SIGN SHOP

- Fabricated 179 signs for Division of Public Works and Towns
- Repaired 82 signs on county roads and bridges
- Made signs for the Parks department and the Veterans’ Cemetery
- Inventoried signs on 11 County roads and 87 bridges
- Prepared the stripers for the season
- Began striping

AIRPORT

- Completed monthly Airport Rescue and Fire Fighting training (ARFF)
- Completed required monthly weather observations

- Continued management coordination of the ARFF Building Construction project; the potable water system design project and the design of the County "T" Hangar project

BRIDGES

- Addressed NYSDOT bridge flags for Bridges 98 (BET), 55 (FOR), 327 (ROC), 85, 96, 285, 200 and 333 (THO) and State bridge BIN 1013780 (THO, Route 17/186 Bridgeville overpass)
- Continued project administration, management and submission of reimbursement requests for contract services being provided for Bridge 45 (FAL). Coordinated Federal and State funding for the relocation of the Town's sewage force main with NYSDOT
- Continued the review of the Bridge 45 (FAL) Advanced Detailed Plans
- Coordinated with NYSDOT and the Town of Fallsburg Water & Wastewater Department for comments on the Bridge 45 (FAL) Advanced Detail Plans
- Completed the review of shop drawings for the fabrication of the grit tank and manhole needed for the Maplewood Rinse Rack Pretreatment System
- Continued close out work for the Sullivan County Community College storm sewer system video inspection contract
- Completed coordination of right-of-way acquisition work to enable Sullivan County Community College to maintain Honorable Lawrence H. Cooke Road and their adjacent college utilities
- Completed administration and project management close out work for the Bridge 224 (DEL) rehabilitation project construction and inspection contracts
- Completed inspection work for the Bridge 192C (NEV) Pier Replacement Project
- Started close out work for the Bridge 192C (NEV) Pier Replacement Project construction and inspection contracts
- Continued preliminary engineering work for the replacement of the superstructure and north abutment of Bridge 298 (LIB) and abutment work for Bridge 186 (DEL)
- Completed engineering work for the preparation of plans and bid documents for the replacement of Bridge 76 (TUS), reviewed bids and recommended the award of the construction contract
- Continued coordination for the relocation of utilities for the Bridge 76 (TUS) replacement project. Implemented contracts for inspection and construction services, submitted for and obtained a NYSDEC stream disturbance permit and conducted a pre-construction coordination meeting
- Continued follow-up work with NYSOEM/FEMA to appeal the denial of funding for the Bridge 191 (FOR) and County Road 49 (FOR) Hurricane Irene damages
- Continued follow-up work with FEMA/NYSOEM for the correction of the Bridge 192c (NEV) funding documents
- Completed the review of shop drawings for the fabrication of steel floor beams, stringers and decking for the Bridge 250 (ROC) rehabilitation project and coordinated with the supplier. Continued to monitor and inspect the bridge temporary work for the possible application of a rust inhibiting coating system to be applied to the lower truss chord
- Continued assistance to the Strategic National Stockpile Subcommittee for the procurement of traffic signage needed for several Points of Dispensing (PODs)
- Provided inspection and technical engineering assistance for our Operations for the

replacement the Bridge 5 (LUM) expansion joint and the Bridge 369 (ROC) bridge deck repairs

- Updated the recommended five year plan for capital improvements to bridges
- Updated the multi-year programming of projects to be funded through the CHIPS program
- Completed the review of conceptual and advanced detailed plans for the Bridge 304 (ROC) repairs to be implemented by NYSDOT as per the inter-municipal agreement for the maintenance of the bridge and coordinated review comments with NYSDOT
- Prepared a reimbursement request for the receipt of funding from the CHIPS program
- Prepared a plan for the replacement of the upstream bridge rail and guiderail for Bridge 200 (THO) inclusive of a plan for the maintenance and protection of traffic
- Inspected Town Bridge 3 at the request of the Town of Callicoon and provided recommendations for the repair of the jack-arch superstructure as well as recommendations as to future replacement of the superstructure
- Completed a review of the tax auction properties with respect to right-of-way needs for maintaining our bridges

BUILDINGS

- Completed six (6) foster care home inspections and reports as requested by the Department of Family Services
- Adult Care Center HEAL Grant Interior Renovation Project coordination with Construction Manager
- Prepared Adult Care Center re-roofing of upper & lower EPDM roof specification for contract bidding
- Continued with the Department of State (DOS) mandated 2013 Building Code Inspections Program and Triennial Building Inspection Summary Chart
- Ongoing Tower Construction Notification System (TCNS) coordination for State Historic Preservation Office (SHPO) notification on six (6) proposed tower sites
- Prepared Federal Communications Commission (FCC) radio license renewals online
- Updated radio license data chart
- Reviewed and processed water testing lab invoices and vouchers
- Completed and documented weekly water testing on our Human Service Complex water chlorination system
- Prepared and submitted Sullivan County International Airport mandated monthly & Human Service Complex mandated quarterly water bacteriological reports and letters to the New York State Department of Health (NYSDOH)
- Reviewed Human Service Complex mandated monthly water chlorination system Operation Report calculations and prepared letter for submittal to the New York State Department of Health (NYSDOH)
- Prepared application for three year renewal of mandated Water Distribution System Operator Certification for the Human Service Complex
- Submitted mandated Hazardous Waste Manifest Forms to NYSDEC and Environmental Protection Agency (EPA)
- Provided technical support for County facility operations and maintenance

HIGHWAYS

- Provided ROW information to the public
- Continued to work on the flood event of August, 2011; FEMA declared 4020 (Hurricane Irene); monitored progress for the second phase (armoring below a Geo-synthetically Reinforced Soil System wall) of an embankment project on County Road 49 (location B) - held site construction meeting with operations and provided material quantities in addition to preparing for a significant wall repair project on County Road 55 (FHWA road) - submitted a permit application to NYSDEC and received authorization to proceed
- Continued to coordinate with NYSOEM representatives on the wind event of October, 2012; FEMA declared 4085 (Hurricane Sandy); submitted signed 90-91 and a completed P-4 for Category B work - submitted debris management forms and County Road 32 owner release for Category A work
- Continued to progress the County Road 173 reconstruction project (requested and received approval for a six (6) month extension to the FHWA ten (10) year preliminary engineering rule) and the Sullivan County Community College infrastructure upgrade project (revised the schedule and let date with NYSDOT)
- Reviewed the following for potential impacts to and conflicts with the County's right-of-way, infrastructure and drainage: County Road 23 - fee takings at County Bridge 76; County Road 71 - NYSEG pole location; County Roads 161 and 173 revised "Excellent Bus" development - access restrictions and sight distances; County Road 173 site plan review - hotel and restaurant commercial development; County Road 175 - Granite Associates screening at NYSDOT yard; County Road 173A - revised maintenance jurisdiction responsibilities related to the proposed realignment of 173A and possible abandonment to the Town of Thompson for the EPT Concord project; County Road 176 site plan review - Liberty transfer facility scrap metal project and 2013 real property auction listing - identify potential parcel reservations that may be used for highway purposes
- Prepared tracking spread sheets for annual striping program of town and county roads
- Prepared specification documents for milling and paving quotes along with a request for proposals for material quality control testing for the 2013 contract paving of 14.5 miles of County Roads - reviewed results and recommended awards - marked out milling guide alignment and checked passing zones on all roads to be contract paved
- Established horizontal and vertical survey control using GPS equipment in advance of a topographic field survey at County Bridge 313 (THO) and completed a planimetric and topographic field survey of County Bridge 359 (ROC) including detailed top of footing elevations
- Completed the installation of headstone markers in section 2, row J and set the burial plot markers in section 2, row K at the Sullivan County Veterans' Cemetery
- Completed a planimetric and topographic field survey of a pavement failure in the access road around the MRF/TS at the Sullivan County sanitary landfill
- Prepared and submitted 2014 to 2019 highway unit capital budget requests
- Reviewed multiple speed zone and sign requests
- Completed a training webinar by FHWA through NYSDOT on Disadvantaged Business Enterprises (DBE) rules and regulations

LAND & CLAIMS

- Incident – DMV slip and fall
- Complaints – CR 164 drainage
- Releases – Follow-up CB 76, CB 186
- Continued correspondence – CR 14 easement
- Misc. – Radio Tower meeting & agreements, correspondence for Thunderhill, Tennanah Lake and Delaware
- Research landowners – CB 186, additional CB 76
- FOIL – None

PERMITS:

TYPE	NUM	YEAR	NAME	CR
M	3016	2013	Robin-Ann Realty	175
M	3017	2013	Sullivan Farms II Properties	62
U	1670	2013	NYSEG	23
D	1684	2013	Harold G. Nixon	104
D	1685	2013	Sullivan Farms II Properties	62
D	1686	2013	Sullivan Farms II Properties	62

Subdivision/development review/correspondence: CR 175 (LIB) Granite, CR 104 (FAL) Post Office, CR 15 (LIB) Katz, CR 179 (ROC) Campground, CR 23 (TUS) Dragan, CR 173 Excellent Bus, CR 103 (THO) Forest Park Estates
 Inspections: CR 166, CR 56

PROJECTIONS (June 13 – July 11, 2013)

BRIDGES & FACILITIES

- Bridges #5 & 369 – continue second phase of deck & joint repairs
- Bridge #200 – flag repairs
- Bridge #240 – gravel removal
- Repair block and Department of Health compliance work at the Adult Care Center
- Repair siding at the Ferndale Transfer Station and Landfill
- Replace windows in Community Services

SHOP STAFF

- Prepare new equipment for service
- Continue services & New York State Inspections
- Continue repairs on solid waste roll-off trucks and containers
- Sandblast and paint Truck 171 chassis
- Assemble Truck 169
- Complete container for the Liberty Complex
- Clean and lubricate sander bodies for storage
- Replace worn center pin in Cat loader
- Repair body damage on vehicles

- Service and repair summer use equipment
- Continue to inspect plows and wings for repairs
- Continue to build a rock body dump truck

SIGN SHOP

- Fabricate signs
- Sign installation and repair
- Enter sign inventory into computer
- Paint stops and bars
- Stripe Town and County roads

Engineering:

AIRPORT

- Complete monthly Airport Fire Fighting training (ARFF)
- Complete required monthly weather observations
- Continue coordination of the potable water system design project; the security perimeter roadway project and the County "T" Hangar Rehabilitation Project

BRIDGES

- Provide follow up work with respect to NYSDOT flags
- Continue project management for engineering services being provided for the Bridge 45 (FAL) replacement project
- Complete the review of the Bridge 45 (FAL) Advanced Detailed Plans and coordinate comments with NYSDOT and our consultant
- Update the project management plan schedule and coordinated work scheduling with NYSDOT for the SCCC Road Improvement Project
- Complete follow-up work for the procurement of materials and equipment for the Maplewood Facility vehicle rinse rack treatment system
- Complete close out of the contract for the video inspection of the Sullivan County Community College storm sewer system
- Complete close out work for the Bridge 192c (NEV) construction and inspection contracts
- Continue follow-up work with NYSOEM/FEMA to appeal the denial of funding for the Bridge 191 (FOR) Hurricane Irene damages
- Continue monitoring of CB 250 (ROC) stringers and floor beams and follow up on the procurement of materials
- Continue preparation of requests for reimbursements from the HBRR & CHIPS programs
- Continue administration and management work for the inspection and construction contracts and provide quality control inspections for the Bridge 76 (TUS) replacement project
- Continue preliminary engineering work for 186 (DEL)
- Expedite the procurement of concrete beams for the Bridge 186 (DEL) superstructure replacement work
- Complete project management, and administration work for the Bridge 192c (NEV) pier

- replacement project. Submit a reimbursement request to NYSOEM
- Follow up with the Bridge 192c (NEV) appeal to FEMA

BUILDINGS

- Foster care home inspections and reports for Department of Family Services
- Human Service Complex weekly water testing on chlorination system
- Department of State (DOS) mandated 2013 Building Code Inspections Program
- Prepare 2012 Annual Water Quality Report (AWQR) Certification form for submittal to the New York State Department of Health (NYSDOH)
- Prepare Adult Care Center shower room renovation specifications/drawings for bidding
- Prepare mandated test reports, documents, forms and letters for submittal to New York State Department of Health (NYSDOH)
- Continue with mandated Federal Communications Commission radio license renewal and modification forms for EMS, sheriff, fire service, highway maintenance, microwave and local government
- Provide technical support for County facility operations and maintenance

HIGHWAYS

- Provide ROW and general information for the public as requested
- Field surveys and related research as required
- Investigate and respond to drainage and road complaints
- Assist with review of 'D' and 'M' permits as requested
- Review requests for new signs, speed zones and updates to the local highway inventory
- Continue to work with FEMA, SOEM, NYSDOT (for FHWA) and NYSDEC on the recovery from damage related to Hurricane Irene and Hurricane Sandy - County Roads 49 and 55 rip-rap retaining walls
- Continue to provide survey support services as needed for the 2013/2014 bridge and highway improvement programs
- Continue with preparation and coordination for the contract paving of 14.5 miles of county roads including holding pre-construction meeting with contractor - assist operations with material tracking and coordination of full-depth repairs on County Roads 75 and 105
- Continue with preliminary design coordination, administration and planning for the reconstruction of the County Road 173 project - Village of Monticello Inter-Municipal Agreement (IMA)
- Continue with design phase for proposed improvements at the Sullivan County Community College
- Layout additional plot markers at the Veterans' Cemetery
- Continue with design options and construction planning for several drainage improvement and embankment repair projects on various county roads
- Continue work as needed for DPW maintenance facilities, the Sullivan County Airport and the Sullivan County Landfill

LAND AND CLAIMS

- Continue subdivision reviews & deed dedication
- Accident reports
- Incident reports
- Complaints
- Claims
- Permits
- FOIL requests

PERMITS

- Will process D, M, O and U permits as they are applied for
- Will inspect permits for compliance and return bonds when warranted

Month	2012 tonnage (T)	2013 tonnage (T)
January	2,977	3113
February	2,740	2602
March	3,732	3178
April	3,829	4138
May	5,655	
June	5,740	
July	8,467	
August	8,370	
September	4,251	
October	4,304	
November	3,712	
December	3,124	
TOTAL	56,901	

(T) - Total New Monticello Transfer Station

ACCOMPLISHMENTS (May 9 – June 13, 2013)

- Continued tracking of the Monticello Transfer Station tonnage for invoice review and reporting
- Prepared and submitted monthly SPDES reports in accordance with NYSDEC permit conditions
- Worked on Solid Waste Management Plan required by NYSDEC
- Continued work on annual reports for submittal to NYSDEC
- Submitted Title V Air reports to NYSDEC
- Completed Chemical Bulk Storage Spill Prevention plan annual update

PROJECTIONS (June 13 – July 11, 2013)

- Ongoing monitoring of Landfill Phase I project
- Coordinate maintenance work and repairs on the flare at SCSL
- Continuation of a public awareness program regarding single-stream recycling in Sullivan County
- Filing of required monitoring reports to NYSDEC for SCSL
- Continue work on the Solid Waste Management Plan required by the NYSDEC
- Coordinate work to closeout Landfill capping project
- Continue work on annual reports required by NYSDEC
- Review submittals for groundwater and air quality monitoring

Recycling Program

ACCOMPLISHMENTS (May 9 – June 13, 2013)

- Coordinated sharps collection bid with Medi-Transport Services and propane tank collection system bid at recycling & transfer stations
- Assembled data for preparation & submittal of Active Landfill Annual Report and Transfer Station Annual Reports
- Coordinated Spring Municipal Cleanup program
- Water Sampling & Analysis bid for County/solid waste facilities
- Updated Recycling handouts
- 2013 HHW Collection Event Program Coordination
- Single Stream Recycling Program ongoing education/program promotion
- Ongoing Solid Waste Management Plan preparation
- Continued marketing coordination with Treasurers' Department and Office of General Services for marketing, sale and tracking of recyclables
- Reviewed recycling program vouchers
- Public Works Committee recycling & composting updates

PROJECTIONS (June 13 – July 11, 2013)

- Mamakating Boys & Girls Club Recycling presentation on June 26, 2013 at Town Park, Bloomingburg
- Complete Waste Reuse article for newsletter
- Ulster Co. Resource Recovery Agency Food Waste Compost Facility site tour with Legislative representation
- Quarterly Performance Measures update
- Attend Hudson Valley Regional Council Materials Management meeting
- Prison compost site visit with Tim Bender, NYS Department of Corrections
- Town of New Paltz Reuse Facility and Yard Waste Compost program site visit
- Town of Lumberland Environmental Council Compost & Recycling Workshops
- Review recycling program vouchers
- Recycling handout updates
- HHW, Recycling Coordinator Grant funding documentation
- 2013 HHW Collection Event Program Coordination/specifications revision
- Single Stream Recycling Program ongoing education/program promotion
- Ongoing Solid Waste Management Plan preparation
- Continue marketing coordination with Treasurers' Department and Office of General Services for marketing, sale and tracking of recyclables