

Amendment to Steuben County Court Facilities Plan (retroactive):

PROJECT OVERVIEW

In the fall of 2019, the Steuben County Legislature authorized renovations and upgrades to the complex of Steuben County office buildings located adjacent to Pulteney Square in the Village of Bath. The structures affected by the project were the Steuben County Office Building, the Courthouse Building, the Surrogate Building, the Balcom House, and the newly constructed Steuben County Annex Building. The primary purpose of the project was to return the courts and court-related facilities of Steuben County into a state of compliance with the spatial mandates established by the New York State Unified Court System.

Prior to the project, several deficiencies regarding the layout of the County's courts were identified by the New York State Office of Court Administration (OCA). A number of court spaces were found to be either inadequate, absent, or configured in a manner inconducive to proper function. Of primary importance was the need to house the court facilities in a more efficient fashion. At the time, the various components of the court system were spread amongst three separate structures: the Courthouse Building, the Surrogate Building, and the County Office Building. The need to provide visiting judges with a dedicated courtroom, and to move the offices of the District Attorney away from courtrooms within the County Office building, were also of high priority.

PROCUREMENT PLAN/SCHEDULE

These issues were brought before an ad hoc committee of Steuben County Legislators in September of 2017, and the decision was made to issue a Request for Proposal (RFP) for an engineering firm to identify possible solutions. As a result of the RFP, a detailed space analysis was performed by LaBella Associates in 2018. Conveniently, construction of the new Steuben County Annex Building was nearing completion at this time. Surplus space had been intentionally incorporated into the design of the new building, and would be able to absorb some level of the needed expansion.

The space analysis produced conceptual drawings of options to accommodate the needs of both the courts and over twenty non-court departments within the existing County-owned complex of buildings. OCA was consulted throughout the process, and all final documents and drawings produced by LaBella received OCA approval. The identified options were evaluated by the ad hoc committee comprised of Steuben County Legislators, the full Steuben County Legislature, and the County Manager.

The County Legislature approved a plan that would house all court facilities within the Steuben County Office Building, while shifting non-court departments amongst the remaining available space (see Design Summary below). An additional courtroom would

be added for visiting judges, and the offices of the County Attorney, District Attorney, Conflict Defender, and Public Defender would be moved out of the County Office Building and into separate structures. The plan incorporated all of the needed upgrades established by OCA, and also included the installation of an inmate elevator at the existing sally port within the Steuben County Office Building.

LaBella was contracted to perform the architectural and engineering services for the project in November of 2018. Eighty-five percent drawings were completed during the early fall of 2019, at which time an RFP for construction management was released to the public. Werth Construction Services was awarded the construction management contract in September of 2019. In order to streamline construction and minimize staff disruption, the decision was made to divide construction into two phases. As a result, County departments/staff would only be required to move into their new space a single time, excepting one court division, which would have to move twice. The Office of Court Administration reviewed and approved of all design work prior to the release of bids for construction.

CONSTRUCTION

LaBella Associates, Werth Construction Services, the County Managers Office, the County Legislature, Buildings & Grounds Department and the Purchasing Department worked together to solicit bids for the construction of Phase 1. Bids were opened in November of 2019 and awarded in December of 2019 (awardees listed below). Phase 1 included construction of the surrogate court facilities and court security areas within the County Office Building, as well as the creation of new facilities for non-court functions on the third floor of the Annex Building. The construction of Phase 1 was completed in September 2020.

Phase 2 construction bids were opened in August of 2020 and awarded in September of 2020 (awardees listed below). Phase 2 included the construction/renovation of the following facilities within the County Office Building: Sally Port area, Courtroom 1 Chambers, Courtroom 6, Supreme Court Area, County Court Area, Family Court Area, Courtroom 4 Area, Visiting Judges Area, and Drug Court Area. Phase 2 construction also included the renovation of the County Courthouse, Surrogate Building, and Balcom House. Phase 2 construction was completed in December of 2021.

In total, the project renovated/upgraded 49,258 ft² within the five buildings involved. Space dedicated to the County courts now stands at 33,059 ft², an increase of 7,357 ft² when compared to pre-project conditions. The project impacted almost every aspect of the court system, and also added a new sixty-three space parking lot dedicated to courts parking, located adjacent to the County Office Building. All work within the project scope conformed to current building codes and ADA accessibility standards. Energy efficiency upgrades were also incorporated as needed, and the character of the three

historic buildings impacted by the project (Courthouse Building, Surrogate Building, and Balcom House) was preserved.

FINANCING

Steuben County paid for the proposed \$9.6 million project out of general fund balance. An initial transfer of \$3 million from general fund balance into a capital project account was approved by the County Legislature on December 16, 2019. Additional transfers totaling \$6.4 million were authorized by the County Legislature on October 26, 2020 (see Financing Resolutions below).

Analysis/Design/Management:

Detailed Space Analysis: Labella Associates	\$34,000
A&E Services: Labella Associates (amended price)	\$942,850
Construction Management - Werth Construction	\$484,000
	<i>Total</i>
	\$1,460,850

Construction, Phase 1:

General Construction - Building Innovation Group	\$987,821
Plumbing - Kimble	\$197,700
Mechanical - Lawman Heating & Cooling	\$322,300
Electrical - Matco	\$384,500
Controls - Day Automation	\$67,582
	<i>Total</i>
	\$1,959,903

Construction, Phase 2:

General Construction - Building Innovation Group	\$3,517,428
Plumbing -Landry Mechanical	\$230,500
Mechanical - T. Bell Construction	\$1,039,700
Electrical - Matco	\$853,200
Controls - Day Automation	\$477,529
	<i>Total</i>
	\$6,118,357

Grand Total \$9,539,110

FINANCING RESOLUTIONS

1) **RESOLUTION NO. 235-19**

Introduced by R. Lattimer.

Seconded by C. Ferratella.

AUTHORIZING THE CREATION OF A CAPITAL PROJECT AND THE TRANSFER OF FUNDS FROM GENERAL FUND BALANCE FOR THE COURT RENOVATION PROJECT

WHEREAS, with the impending start of the Court Renovation Project, capital project funding is required; and

WHEREAS, the Ad Hoc Office Space Committee and Finance Committee have recommended utilizing general fund balance to fund this project; and

WHEREAS, utilizing general fund balance makes the County eligible for additional direct reimbursement from the NYS Office of Court Administration; and

WHEREAS, the Ad Hoc Office Space Committee and Finance Committee have authorized the creation of a new capital project for this purpose and the transfer of \$3 million from general fund balance to said project to fund Phase 1 of this effort.

NOW THEREFORE, BE IT

RESOLVED, the Commissioner of Finance is hereby authorized and directed to create the “Court Renovation Project” capital project (Account number: HB0305); and be it further

RESOLVED, the Commissioner of Finance is hereby authorized and directed to transfer \$3 million from general fund balance to this capital project; and be it further

RESOLVED, certified copies of this resolution shall be sent to the Commissioner of Finance and the County Manager.

Vote: Roll Call – Adopted.

*Legislative Meeting
Monday, December 16, 2019*

2) RESOLUTION NO. 189-20

Introduced by G. Swackhamer.
Ferratella.

Seconded by C.

AUTHORIZING THE TRANSFER OF FUNDS FOR PHASE TWO OF THE COURT RENOVATION PROJECT.

WHEREAS, with the start of the second phase of the Court Renovation Project, capital project funding is required; and

WHEREAS, the estimated cost of phase 2 of the Court Renovation Project is \$6,400,000; and

WHEREAS, the Ad Hoc Office Space Committee and Finance Committee have recommended utilizing general fund unassigned fund balance to fund this project; and

WHEREAS, there are certain building project related capital projects with balances remaining; and

WHEREAS, utilizing general fund unassigned fund balance makes the County eligible for additional direct reimbursement from the NYS Office of Court Administration.

NOW THEREFORE, BE IT

RESOLVED, the Commissioner of Finance is hereby authorized and directed to close the capital projects listed below and transfer the balances to capital project account HB0305 and appropriate the total of \$961,472.00 to account 5250066 (Construction Phase 2).

HB0301 Office Space Utilization \$345,424.71
HB0304 Building Project 2017-18 \$616,047.29
Total \$961,472.00

AND BE IT FURTHER RESOLVED, the Commissioner of Finance is hereby authorized and directed to transfer \$5,438,528.00 from general fund unassigned fund balance to the capital project and appropriate it to account 5250066; and be it further

RESOLVED, certified copies of this resolution shall be sent to the Commissioner of Finance and the County Manager.

Mr. Swackhamer asked for a project update. Mr. Wheeler stated work has started and they are off to a good start.

Vote: Roll Call – Adopted.

*Legislative Meeting
Monday, October 26, 2020*

DESIGN SUMMARY

	<i>Former Location</i>	<i>Current Location</i>
Surrogate Court and Offices	Surrogate Building	Office Building – 2 nd Floor
Surrogate Court Courtroom	Surrogate Building	Office Building – 2 nd Floor
Family Court	Courthouse – 1 st Floor	Office Building – 3 rd Floor
Family Court Courtroom	Courthouse – 3 rd Floor	Office Building – 3 rd Floor
Supreme Court and Offices	Courthouse – 2 nd Floor	Office Building – 3 rd Floor
Supreme Court Courtroom	Office Building – 2 nd Floor	Office Building – 2 nd Floor
County Court and Offices	Courthouse – 2 nd Floor	Office Building – 3 rd Floor
County Court Courtroom	Office Building – 3 rd Floor	Office Building – 3 rd Floor
Hearing Examiner	Courthouse – 2 nd Floor	Office Building – 3 rd Floor
Hearing Examiner Courtroom	Courthouse – 3 rd Floor	Office Building – 3 rd Floor
Drug Court	Surrogate Building	Office Building – 3 rd Floor
Visiting Judges Courtroom	N/A	Office Building – 3 rd Floor
District Attorney	Office Building – 1 st Floor	Courthouse – All Floors
Sally Port Elevator	N/A	Office Building – All Floors