



COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

January 31, 2025

Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

RE: Downtown Library Space Utilization Study

Dear Honorable Members:

This resolution is requesting authorization for the County Executive to enter into an Agreement for the Downtown Library Space Utilization Study project. Proposals were received by the Department of Public Works on July 9, 2024.

Buffalo's Downtown Central Library has been lacking in modernization efforts to properly serve the current generation of patrons. This project brings onboard a team of experienced staff who will collaborate with Library employees and the public to determine what kind of library programming will best serve its patrons. From this information, the architect will design a new layout of the existing library that will engage the public. These renovations will be phased over a few years to ensure that the project is affordable and that the library is always open and accessible to its patrons.

Should your Honorable Body require further information, I encourage you to contact Commissioner William E. Geary, Jr., at the Department of Public Works. Thank you for your consideration on this matter.

Sincerely yours,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/dm
Enclosure

cc: William E. Geary, Jr., Commissioner, Department of Public Works

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MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Public Works
Re: Downtown Library Space Utilization Study
Date: January 31, 2025

SUMMARY

The Department of Public Works (DPW) is seeking authorization for the County Executive to enter into a contract with the lowest responsible bidder for the Downtown Library Space Utilization Study project, located at 1 Lafayette Square, Buffalo, New York 14203.

This project involves a phased overhaul of the library's existing public and staff-only spaces. The selected firm will conduct multiple engagement sessions to determine what the library's core needs are. Concurrently with these sessions, the building's existing spaces will be evaluated to see their potential for re-imagining. The architect and their team will use the information gathered through these assessments to create multiple programming/layout options for the library to review and approve. The end of this process will result in the new conceptual layout of the library with a clear phasing schedule of construction and implementation over the course of a few years. The phasing schedule will allow for the renovations to be broken out to not exceed yearly budget allowances and keep the library open with no downtime due to construction.

FISCAL IMPLICATIONS

Funds for this project will be from library funding and, upon approval of this resolution, available as follows:

F.24001 – 2024 Erie County Public Library Various Improvements & Upgrades \$290,000.00

REASONS FOR RECOMMENDATION

The library has not had a significant remodel in decades. The current staff spaces do not properly reflect the current workforce size and results in significant inefficiencies for employees. There is a current lack of adequate storage space, meeting spaces, dedicated maker space, proper spaces for library tenants, and spaces for casual social interaction.

BACKGROUND INFORMATION

Modernizing the interior of the building will allow the library to better serve its patrons by changing its programming to reflect changing technologies and interests. The library wants to create high-functioning spaces for their staff to better serve their patrons. With various staff reductions over the years, there is extra staff space that is not optimized for the current amount of employees on staff. A study would analyze these spaces and their locations in the library to determine whether a re-configuration would serve the library better.

A previous study was conducted in 2012, but the resulting estimated cost for the changes came in excessively out of budget and the project was shelved. The phased approach of this current project is to keep the yearly construction costs low and affordable for the library.

CONSEQUENCES OF NEGATIVE ACTION

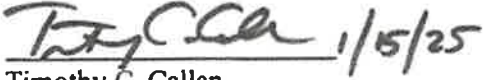
If this project is not completed, the library will see a decrease of enthusiastic patronage directly correlating from its lack of updated amenities and inability to appeal to modern generations.

STEPS FOLLOWING APPROVAL

Upon Legislative approval, the County Executive will enter into a contract with the lowest responsible bidders.

COMPTROLLER'S OFFICE REVIEW

The proposed legislation has been reviewed by the Comptroller's Office and is related to authorized capital projects for which there are sufficient appropriations for the action proposed.

 1/15/25

Timothy C. Callan
Deputy Comptroller
Comptroller's Office

F.24001 – 2024 Erie County Public Library Various Improvements & Upgrades \$290,000.00

**A RESOLUTION SUBMITTED BY:
DEPARTMENT OF PUBLIC WORKS**

RE: Buffalo and Erie County Central Library Emergency Egress and Systems Renovations construction Award

WHEREAS, the library has not had a significant remodel in decades. The current staff spaces do not properly reflect the current workforce size and results in significant inefficiencies for employees; and

WHEREAS, Buffalo’s Downtown Central Library has been lacking in modernization efforts to properly serve the current generation of patrons; and

WHEREAS, modernizing the interior of the building will allow the library to better serve its patrons by changing its programming to reflect changing technologies and interests to be more conducive to current Library operations; and

WHEREAS, the Department of Public Works has solicited RFP’s to begin a standard consultant selection process to design a phased approach to an interior redesign of the library that will strengthen community partnerships and increase usership of the library; and

WHEREAS, Bostwick Design Partnership has shown the necessary expertise and manpower to provide professional design services for the project through a qualifications based selection process to conduct a space utilization study; and

WHEREAS, authorization is required for the County Executive to issue an Agreement with Bostwick Design Partnership to provide professional design services for the Utilization Study project.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes Erie County to accept the transfer of \$290,000 in funding from the Buffalo & Erie County Public Library (Fund 820, Funds Center 420, Account #570028 – Interfund County Share Library) into the Division of Buildings and Grounds (Fund 490, Funds Center 12220) Capital Project F.24001 – 2024 Erie County Public Library Various Improvements & Upgrades as follows:

Project F.24001
2024 Erie County Public Library Various Improvements & Upgrades
Fund 490, Funds Center 12220

REVENUES	BUDGET	CHANGE	REVISED BUDGET
466000 Miscellaneous Receipts	\$ 0	\$290,000	\$290,000
475000 General Obligation Bond Proceeds	<u>\$700,000</u>	<u>\$ 0</u>	<u>\$700,000</u>
	<u>\$700,000</u>	<u>\$290,000</u>	<u>\$990,000</u>

APPROPRIATIONS

Capital Project Expense	<u>\$700,000</u>	<u>\$290,000</u>	<u>\$990,000</u>
TOTAL	<u>\$700,000</u>	<u>\$290,000</u>	<u>\$990,000</u>

and be it further

RESOLVED, that authorization is hereby given for the County Executive or Deputy County Executive to enter into an Agreement with Bostwick Design Partnership in an amount not to exceed \$290,000.00 to provide professional Design services for the Downtown Library Space Utilization Study; and be it further

RESOLVED, a design contingency will be included as part of the Project in the amount of \$59,700.00; and be it further

RESOLVED, that any unused design contingency will be returned to the Design Contingency Fund; and be it further

RESOLVED, that the Comptroller's Office be authorized to make payment for all the above and approved capital budgets, Fund 490, Funds Center 12220, as follows:

F.24001 – 2024 Erie County Public Library Various Improvements & Upgrades \$290,000.00

and be it further

RESOLVED, that two certified copies of this resolution be sent to the Department of Public Works, Commissioner's Office, and one copy each to the County Executive's Office, Comptroller's Office, Division of Budget and Management, and Buffalo & Erie County Central Library, Andrew Wiede.

TO: TIMOTHY CALLAN, COMPTROLLER'S OFFICE

PROPOSED RESOLUTIONS REQUIRING RULE 55

CONTRACT APPROVAL CHECKLIST
CONFIRMATION OF AVAILABILITY OF FUNDS IN CAPITAL PROJECTS


REQUESTING DEPARTMENT

COMPLETE ITEMS 1 THROUGH 5

- | | | |
|-----------------------|---|---------------------|
| 1. CONTRACTOR'S NAME | <u>Bostwick Design</u> | |
| 2. AMOUNT OF CONTRACT | <u>Bostwick Design</u> | <u>\$290,000.00</u> |
| 3. PROJECT NUMBER | <u>F.24001</u> | <u>\$290,000.00</u> |
| 4. PROJECT TITLE | <u>Downtown Library Space Utilization Study</u> | |
| 5. DEPARTMENT CONTACT | <u>Funding questions: Kristofer Straus, PE at x7294</u>
<u>Letter pickup: Christy Weber at x8301</u> | |

COMPTROLLER'S OFFICE

COMPLETE ITEMS 6 AND 7

- | | |
|------------------------------------|---|
| 6. AVAILABILITY OF FUNDS | <u>\$</u>
<u>200,000.00</u> |
| 7. PERFORMED BY | <u></u> |
| Date Sent to Comptroller's Office: | <u>01/13/2025</u> |

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ERIE COUNTY DEPARTMENT OF PUBLIC WORKS - BUILDINGS & GROUNDS
Library Space Utilization Study
PROPOSAL REVIEW COMMITTEE RATINGS - SUMMARY

Proposer	Evaluation Criteria												Weighted Average Score (0 - 10)	Qualifications Ranking					
	Understanding of Work to be Done			Staff Experience / Qualifications			Firm Experience with Similar Projects, and Quality of Any Past Experience with County			Organization and Scheduling					Percentage of M/WBE Participation				
	Weight = 30%			Weight = 30%			Weight = 20%			Weight = 15%					Weight = 5%				
	Committee Member Raw Score (0 - 10)	Avg Score	Committee Member Raw Score (0 - 10)	Avg Score	Committee Member Raw Score (0 - 10)	Avg Score	Committee Member Raw Score (0 - 10)	Avg Score	Committee Member Raw Score (0 - 10)	Avg Score	Committee Member Raw Score (0 - 10)	Avg Score							
HBM	7	9	7	7	7	6	9	8	7	7	8	8	7	8	8	7	7	7.96	2
Canon Design	7	9	7	7	7	7	8	7	7	7	9	9	8	8	9	8	9.00	7.92	3
MSR	6	8	8	8	7	8	8	7	7	7	7	8	8	7	7	7	8.67	7.47	4
Diamond Schmidt	6	6	7	6	7	6	6	6	6	6	6	7	6	6	6	7	8.67	6.65	5
Bostwick	7	8	10	8	33	7	8	10	8	33	7	6	7	6	6	7	9.67	8.31	1
Lathrop	6	7	6	6	33	5	6	5	5	50	8	6	5	6	6	6	6.67	6.33	8
Manuel	6	7	6	6	50	7	7	7	7	00	7	5	5	6	6	6	6.67	6.60	6
SWBR	6	5	7	6	00	7	7	7	7	00	7	6	6	6	6	6	5.67	6.33	7
Kidney	6	6	6	6	17	6	6	6	6	00	6	6	6	6	6	6	6.00	6.00	8
C&S	5	6	5	5	33	6	6	5	5	83	7	4	5	5	5	5	5.50	5.73	11
Foti Albert	5	5	5	5	17	5	6	5	5	33	6	5	5	5	5	5	5.50	5.58	12
Thaler, Reilly, Wilson	6	6	6	6	00	7	7	6	6	67	6	4	6	6	6	6	5.00	6.05	10
EI Team	5	3	5	4	50	6	4	6	5	50	5	3	5	5	5	5	4.33	4.92	13

I is my opinion in recommending Firm Name, Address, City, NY ZIP, The Erie County Department of Public Works has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code. Scoring sheets and other materials related to this matter are available for review at the Department of Public Works' office during regular business hours.

[Signature]
 With an E. Geary
 Commissioner of Public Works
 Date: 4 Nov 2014

[Signature]
 Lisa Crispina
 Deputy County Executive
 Date: 11/20/14