



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

May 8, 2026

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

Re: Erie County – On-Call Construction Manager as Advisor

Dear Honorable Members:

This resolution requests authorization for the County Executive to enter into an Agreement with Campus Construction Management Group for the Erie County – On-Call Construction Manager as Advisor professional services agreement. Proposals were received by the Department of Public Works on March 11, 2026.

An On-Call Construction Manager as Advisor is required as DPW B&G does not have a vendor to serve this role currently (herein also referred to as “Consultant”) to act as an Owner’s Representative to assist the County in managing construction projects on an as-needed basis assisting in a variety of project management related tasks as directed by the County. The selected company will act as an independent consultant to the owner, providing expertise described above without holding construction contracts or taking on performance risk.

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

Sincerely yours,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/lm

Enclosurecc: William Geary, Commissioner

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Public Works
Re: Erie County – On-Call Construction Manager as Advisor
Date: May 8, 2026

SUMMARY

The Department of Public Works is seeking authorization for the County Executive to enter into an Agreement with Campus Construction Management Group for the Erie County – On-Call Construction Manager as Advisor professional services agreement. Proposals were received by the Department of Public Works on March 11, 2026.

To allow the Department of Public Works (DPW) to accommodate upcoming large construction project initiatives while performing and maintaining the current ongoing projects in construction, DPW advertised for the Erie County On-Call Construction Manager as Advisor for assistance in Countywide construction projects. Services can include cost estimating, pre-construction coordination services, constructability review, bidding assistance, multi-phase project management, scheduling assistance, quality control, and quality assurance related to an assigned project in conformance with all Erie County requirements. Services will be a part of a three (3) year term agreement with Campus Construction Management Group for On-Call Construction Manager as Advisor services with the possibility of two (2) one (1)-year extensions.

FISCAL IMPLICATIONS

Funds for this project are currently available from the approved operating budget, Funds Center 12210, Fund 110, GL 516020 in the amount of \$250,000.00.

REASONS FOR RECOMMENDATION

The Buildings and Grounds Division within DPW has taken on many large projects over the last few years with the potential of additional large projects for 2026 and beyond. The Construction Manager as Advisor will be utilized on an as-needed basis to assist in implementation and coordination of County-initiated projects. The Consultant selected has submitted evidence that they have the necessary expertise, experience and manpower to provide the necessary construction advisor services.

BACKGROUND INFORMATION

DPW does not currently have a contract for construction management professional services to act as an Owner's Representative to assist The County in managing County construction projects. A construction manager as advisor would provide construction management professional services needed to provide their expertise in accommodating large construction projects in conjunction with Erie County DPW B&G staff. The Construction Manager as Advisor would assist the County in ensuring timely completion of projects in the most efficient manner possible, both financially and sequentially.

CONSEQUENCES OF NEGATIVE ACTION

If the construction manager as advisor term contract is not approved, DPW B&G staff will not have an ability to properly manage large scale construction projects to ensure timely completion of construction projects as there are limited project managers employed by the County.

STEPS FOLLOWING APPROVAL

Upon approval of this resolution, the County Executive will enter into an Agreement with Campus Construction Management Group for Erie County On-Call Construction Manager as Advisor services.

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF PUBLIC WORKS

RE: Erie County – On-Call Construction Manager as Advisor

WHEREAS, the Department of Public Works (DPW) determined that an on -call construction management as advisor service is necessary due to construction project volume to assist DPW with efficiently support upcoming capital projects, ensure schedule adherence, and maintain quality and safety standards; and

WHEREAS, the Department of Public Works received professional service proposals for the Erie County On-Call Construction Manager as Advisor term agreement on March 11, 2026; and

WHEREAS, proposals were duly received, reviewed and evaluated by staff in accordance with RFP criteria, including qualifications, relevant experience, staffing capacity and pricing; and

WHEREAS, based on the County’s standard qualification selection and evaluation process, Campus Construction Management Group was determined to be the most qualified and responsible respondent, offering demonstrated expertise in construction management as advisor and an asset to the Department of Public Works; and

WHEREAS, the Department of Public Works finds that engaging in Campus Construction Management as the on-call Construction Manager as Advisor is in the best interest of the Department of Public Works to assist DPW on construction projects, facilitating timely delivery of projects while optimizing cost, mitigating risk and providing construction oversight; and

WHEREAS, the County Executive is requesting authorization to issue an Agreement to Campus Construction Management Group to provide professional services for the Erie County On-Call Construction Manager as Advisor term agreement.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the County Executive or Deputy County Executive to enter into a 3-year term agreement with the Campus Construction Management Group with the possibility of two, 1-year extensions for professional services on the Erie County – On-Call Construction Manager as Advisor for an amount not to exceed a total of \$250,000.00; and be it further

RESOLVED, that sufficient funds exist within the Department of Public Works Commissioner’s Division 2026 Adopted Budget (Funds Center 12210, Fund 110) Account 516020 – Professional Services, Contracts and Fees in the amount of \$250,000.00; and it be further

RESOLVED, that two certified copies each of this resolution be sent to the Department of Public Works, and one copy each to the County Executive's Office and Division of Budget and Management.

Department of Public Works Consultant Selection Form

Process

Amount of Professional Liability Insurance required is \$5 million: Exception
N/A



Selection Committee

Name of reviewer (Print)	Evaluation Summary	Conflict of Interest
a. Tracy Cichocki	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
b. Danielle Melgar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
c. Lee McElhinny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Recommended by Selection Committee

a.		4/16/2024
	Signature	Date
b.		4/17/2024
	Signature	Date
c.		4/16/2024
	Signature	Date

I have reviewed the attached minutes, summaries, scoring, evaluations, responses and materials and approve the committee's selection based on the information provided.

By: 	23 April 2026	by 	4/24/26
William E. Geary, Jr.	Date	Lisa Chimera	Date
Commissioner of Public Works		Deputy County Executive	

Revision Date: March 2024



**ERIE COUNTY DEPARTMENT OF PUBLIC WORKS - BUILDINGS & GROUNDS
On-call Construction Manager as Advisor- Term Agreement
PROPOSAL REVIEW COMMITTEE RATINGS - SUMMARY**

Proposer	Evaluation Criteria										Weighted Average Score (0-10)	Qualifications Ranking
	Understanding of Work to be Done		Skill Experience / Qualifications		Firm Experience with Similar Projects, and Quality of Any Past Experience with County		Organization and Scheduling		Percentage of M/WBE Participation			
	Weight: 20%	Avg Score	Weight: 10%	Avg Score	Weight: 20%	Avg Score	Weight: 15%	Avg Score	Weight: 5%	Avg Score		
Proposer	Committee Member Rank Score 0-20	Avg Score	Committee Member Rank Score 0-20	Avg Score	Committee Member Rank Score 0-10	Avg Score	Committee Member Rank Score 0-10	Avg Score	Committee Member Rank Score 0-10	Avg Score		
Proposer	7	8.33	4	8.33	4	8.33	7	8.33	11	8.33	8.33	2
Proposer	10	9.55	9	9.55	9	9.55	9	9.55	8	9.55	9.55	3
Proposer	8	8.33	5	8.33	7	8.33	5	8.33	5	8.33	8.33	4

It is my office's recommendation that the Department of Public Works be completed with an applicable proposal of \$1,000,000.00 of the Low Bidder Administrative Code. County terms and other matters, insofar as the matter are available for review at the Department of Public Works office during regular business hours.

[Signature]
 23 April 2026
 DATE

[Signature]
 4/24/26
 DATE
 Deputy County Executive

Department of Public Works Consultant Selection Form

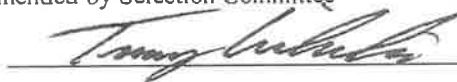
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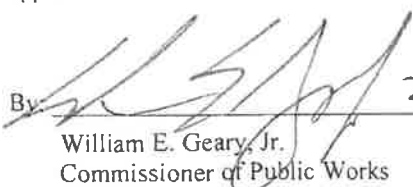

Recommended by Selection Committee

a.  4/16/2024
Signature Date

b.  4/17/2024
Signature Date

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Signature Date

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By:  23 APR 2026 by:  4/24/26
William E. Geary, Jr. Date Lisa Chimera Date
Commissioner of Public Works Deputy County Executive

Revision Date March 2024

