



# COUNTY OF ERIE

**MARK C. POLONCARZ**

COUNTY EXECUTIVE

May 22, 2026

Erie County Legislature  
92 Franklin Street, 4<sup>th</sup> Floor  
Buffalo, New York 14202

**RE: Willowdale Park Pro Shop Design**

Dear Honorable Members:

This resolution is requesting authorization for the County Executive to enter into an Agreement with the firm of DiDonato Associates Engineering and Architecture, P.C. for providing Professional Design Services for the Willowdale Park Pro Shop Design Project. The Department of Public Works received professional Architectural and Engineering design services proposals for the project on 20 March 2026.

Should your Honorable Body require further information, I encourage you to contact Commissioner Troy Schinzel, Commissioner of Parks, Recreation & Forestry. Thank you for your consideration on this matter.

Sincerely yours,

Mark C. Poloncarz, Esq.  
Erie County Executive

MCP/maa  
Enclosure

cc: William E. Geary, Jr., Commissioner, Department of Public Works  
Troy Schinzel, Commissioner of Parks, Recreation & Forestry

# MEMORANDUM

**To:** Honorable Members of the Erie County Legislature  
**From:** Department of Public Works  
**Re:** Willowdale Park Pro Shop Design Project  
**Date:** May 22, 2026

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## **SUMMARY**

This resolution is requesting authorization for the County Executive to enter into an Agreement with the firm of DiDonato Associates Engineering and Architecture, P.C. for providing professional design services for the Erie County Department of Parks, Recreation and Forestry (Parks) Willowdale Park Pro Shop Design project. The Department of Public Works (DPW) received professional Architectural/Engineering design services proposals for the project on 20 March 2026.

This project involves professional design services to evaluate the current conditions of the Willowdale Park Pro Shop and to renovate using today's codes and standards to include building envelope improvements, ADA Accessibility and restrooms, structural improvements, new HVAC, electrical, plumbing, new roof, interior finishes for the pro shop and office areas, site design, including pathways, etc. DiDonato Associates Engineering and Architecture, P.C. will provide all services for all disciplines as it pertains to the scope of work at hand as a prime consultant with proposed subconsultants in full compliance with all the latest editions of the New York State Uniform Fire Prevention and Building Codes.

The firm selected has submitted evidence that they have the necessary expertise, experience, and manpower to provide the necessary professional engineering services for the project.

## **FISCAL IMPLICATIONS**

Funds for the project are currently available from the approved Capital Budget, Funds Center 122, Fund 410, as follows:

A.25063 2025 Willowdale Park \$110,000.00  
Total \$110,000.00

## **REASONS FOR RECOMMENDATION**

Willowdale Park was founded in 1919 and opened as a nine-hole golf course in 1921. In the Fall of 2025, the Town of Amherst approved the transfer of 170 acres to Erie County. Erie County Department of Parks, Recreation & Forestry will transform the 170 acres into a passive public park to include walking trails, educational signage, viewing areas and benches; and seven of the nine holes of the original golf course will be restored.

This design project will renovate the interior of the existing one-story building into a pro shop, ADA restrooms, office space, and the surrounding area to meet ADA compliance.

DiDonato Associates Engineering and Architecture, P.C. will evaluate the current conditions of the Willowdale Park Pro Shop using today's codes and standards and provide a complete design to include building envelope improvements, ADA Accessibility and restrooms, structural improvements, new HVAC, electrical, plumbing, new roof, interior finishes for the pro shop and office areas, site design, including pathways, etc.

### **BACKGROUND INFORMATION**

The design work at Willowdale Park will be to analyze the existing conditions of this building and identify any structural modifications that need to be addressed.

DiDonato's design will comply with today's codes and standards related to all disciplines (architectural, civil, structural, mechanical, electrical, plumbing, environmental, fire protection, etc.) along with incorporating site design to include utility work, pathways, etc. required for ADA compliancy.

### **CONSEQUENCES OF NEGATIVE ACTION**

If the consulting contract is not approved, a capital project will not be completed at the Willowdale Park. With an ever-aging infrastructure, corrective action to repurpose and renovate buildings is essential.

### **STEPS FOLLOWING APPROVAL**

Upon Legislative approval, the County Executive will execute an Agreement with DiDonato Associates Engineering and Architecture, P.C. for the project.

**COMPTROLLER'S OFFICE REVIEW**

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

*Timothy C. Callan 5/7/26*

Timothy C. Callan  
Deputy Comptroller  
Comptroller's Office

A.25063 2025 Willowdale Park  
File Copy (DPW Resolution BG 2026 Willowdale Park Pro Shop Design.doc)

A RESOLUTION SUBMITTED BY:  
DEPARTMENT OF PUBLIC WORKS

RE: Willowdale Park Pro Shop Design Project

WHEREAS, the Erie County Department of Parks, Recreation and Forestry (Parks) has identified a capital improvement project at Willowdale Park requiring professional design services; and

WHEREAS, the qualifications and proposals were solicited by the Erie County Department of Public Works (DPW) in coordination with Parks to renovate the Willowdale Park Pro Shop; and

WHEREAS, DPW received professional Architectural/Engineering design qualifications and proposals for the Willowdale Park Pro Shop Design project on 20 March 2026; and

WHEREAS, after an extensive review of qualifications submitted by all respondents, it was deemed via the County's consultant selection process that DiDonato Associates Engineering and Architecture, P.C. has the necessary expertise, experience, vision and manpower to provide the required architectural and engineering services; and

WHEREAS, the scope of work will include a full-scale renovation of the existing pro shop building to include building envelope improvements, ADA Accessibility and restrooms, structural improvements, new HVAC, electrical, plumbing, new roof, interior finishes for the pro shop and office areas, site design, including pathways, etc.; and

WHEREAS, the County Executive is requesting authorization to enter into an agreement with DiDonato Associates Engineering and Architecture, P.C. for providing professional architecture and engineering services for the Willowdale Park Pro Shop Design Project.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the County Executive or Deputy County Executive to enter into an agreement with DiDonato Associates Engineering and Architecture, P.C. for the Willowdale Park Pro Shop Design Project for an amount not to exceed \$99,600.00 for Professional Base Design, Bidding and Construction Administration Fee, and a \$10,400.00 design contingency; and be it further

RESOLVED, that the Comptroller's Office be authorized to make payment for all the above and approved capital budgets, Funds Center 122, Fund 410, as follows:

A.25063	2025 Willowdale Park	\$110,000.00
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and be it further

RESOLVED, that two certified copies each 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 Department of Parks, Recreation and Forestry.

TO: TIMOTHY CALLAN, COMPTROLLER'S OFFICE

PROPOSED RESOLUTIONS REQUIRING RULE 55

CONTRACT APPROVAL CHECKLIST  
CONFIRMATION OF AVAILABILITY OF FUNDS IN CAPITAL PROJECTS

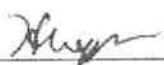
REQUESTING DEPARTMENT

COMPLETE ITEMS 1 THROUGH 5

1. CONTRACTOR'S NAME DiDonato Associates
2. AMOUNT OF CONTRACT Not to exceed \$110,000.00
3. PROJECT NUMBER A.25063 2025 Willowdale Park
4. PROJECT TITLE Willowdale Park Pro Shop Design
5. DEPARTMENT CONTACT Funding questions: Kristofer Straus, PE at x7294  
Letter pickup: Christy Weber at x8301

COMPTROLLER'S OFFICE

COMPLETE ITEMS 6 AND 7

6. AVAILABILITY OF FUNDS \$ 3,138,915.08
  7. PERFORMED BY 
- Date Sent to Comptroller's Office: 05/06/2026

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