

RESOLUTION NO. _____
June 18, 2019,

RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A TECHNICAL SERVICES CHANGE ORDER WITH THE CHAZAEN COMPANIES FOR DRI PROJECT MANAGEMENT

WHEREAS, pursuant to resolution number 16 of January 15, 2019, the Common Council authorized the City of Hudson to enter into a contract with The Chazen Companies to serve as Manager for the \$10,000,000 Downtown Revitalization Initiative (DRI), and;

WHEREAS, pursuant to the foregoing, the City of Hudson duly entered into a contract with The Chazen Companies to provide implementation services in connection with the DRI, and;

WHEREAS, the City wishes to enter into a Technical Services Change Order in order to reflect additional work related to the administration of Empire State Development (ESD) funding designated for the Dunn Warehouse under the DRI and to accurately track administrative expenses incurred by The Chazen Companies in order to ensure that said administrative expenses are properly reimbursed through the various sources of grant funding being provided under the DRI;

NOW THEREFORE BE IT RESOLVED, that the Mayor be and hereby is authorized to execute the Technical Services Change Order with The Chazen Companies, and

BE IT FURTHER RESOLVED that the Treasurer is directed to execute an interfund loan of \$19,920 from the General fund to the DRI Capital fund.

The Treasurer's Office is directed to ensure that the loan from the General Fund is paid back by the DRI Capital Fund as soon as the funds are available from reimbursements or interim project funding for the DRI projects.

Approved: Board of Estimate & Apportionment:

Approved: Common Council:

Mayor

Introduced:

Thomas DeLuca

Council President

Seconded:

City Treasurer

Approved:

Approved: Mayor: _____



CAPITAL DISTRICT OFFICE
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 Troy, NY 12180
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 www.chazencompanies.com

June 3, 2019

Mayor Rick Rector
 City of Hudson
 520 Warren Street
 Hudson, NY 12534

*Re: Technical Services Change Order No.1-ESD Contract Services
 Downtown Revitalization Initiative (DRI) Manager
 City of Hudson, Columbia County, New York
 Chazen Project No.: 31908.00*

Dear Mayor Rector:

Thank you for the opportunity to submit this proposal to provide additional services to the City of Hudson in support of implementing the Downtown Revitalization Initiative (DRI) program.

After engaging the Chazen Companies to assist with the DRI, the City learned that the DRI projects would involve separate funding sources and separate state contracts. The New York Department of State (NYS DOS) is funding four projects valued at \$5,482,840 and Empire State Development (ESD) is funding the Dunn Warehouse with a commitment of \$1,000,000. Additionally, the City previously received RESTORE NY funds for stabilization of the Dunn Warehouse, that project is being administered separately. We have been working with the City to secure those funds and resolve contracts with the noted agencies.

This Technical Services Change Order (TSCO) is to establish a new task to allow separate tracking of expenses related to the DRI Dunn Warehouse project which will facilitate billing and reimbursement from ESD. These administrative costs are reimbursable by ESD up to \$50,000 per Alison Baxter, ESD Project Manager – Capital Region (email correspondence dated May 22, 2019).

Our current Project Tasks 0100-0400 represent activities related to DRI projects funded by the DOS contract C1001294. The DRI Dunn Warehouse project is funded by ESD and will utilize a separate State contracting process. We are reallocating \$5,000 from Task 0200 (reducing this fee) to Task 0500 DRI Dunn Warehouse to allow for services associated with the preparation of the RFP/Q and requesting an additional \$19,920 to address project management services associated with ESD grant administration. As noted, these costs are reimbursable from ESD.

These adjustments are as follows:

Task 0200	RFP Preparation	(\$5,000) reallocate to Task 0500
Task 0500	DRI Dunn Warehouse-ESD Funded	\$19,000 additional project related services
		\$ 5,000 from Task 0200
REQ0	DRI Dunn Related	\$ 920
	NET NEW	\$19,920

New York: Hudson Valley • Capital District • North Country • Westchester
 Tennessee: Nashville • Chattanooga Oregon: Portland

Chazen Engineering, Land Surveying & Landscape Architecture Co. DPC (NY) • Chazen Engineering Consultants, LLC (TN/OR)

Mr. Rick Rector, Mayor
June 3, 2019
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AGREEMENT

The City previously approved our November 30, 2018 proposal for professional services executing a copy of our standard agreement January 7, 2019. This work is being performed as an extension of that work and subject to the terms and conditions of that agreement. Please return a signed copy of this letter proposal as your authorization to proceed

Please feel free to contact me at (518) 824-1938 or round@chazencompanies.com if you have any questions whatsoever. Chazen looks forward to working with you to deliver projects within the City of Hudson DRI framework.

Sincerely,



Chris Round, AICP Senior Principal
Vice President, Planning Services



Julie Pacatte
Project Manager

Approved by:
