



Office of the County Executive

Monroe County, New York

Adam J. Bello
County Executive

November 9, 2023

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No.	230371
Not to be removed from the Office of the Legislature Of Monroe County	
Committee Assignment	
HUMAN SERVICES	-L
WAYS & MEANS	

To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Authorize a Contract with Vargas Associates, Inc. for Professional Design Services for the Department of Human Services Space Utilization Project

Honorable Legislators:

I recommend that Your Honorable Body authorize a contract with Vargas Associates, Inc. in the amount of \$112,050 for professional design services for the Department of Human Services Space Utilization Project for the period of December 1, 2023 through December 31, 2024.

The Department of Human Services ("DHS") has over 1,100 full and part-time staff and is comprised in-part of Child and Family Services, Financial Assistance, Office of the Aging, Office of Mental Health, Rochester-Monroe County Youth Bureau, Children's Detention Center, and Administration and Purchased Services. These staff and functions are located throughout the County in over 400,000 square feet of County-owned and leased spaces.

This project will include a space utilization investigation and study of the existing occupancy and utilization of the Bausch Building (691 St. Paul Street), Water Tower Park (1099 Jay Street), Westfall Building (111 Westfall Road), CityPlace (50 W. Main Street), and other leased and owned space for DHS and other constituent-based services. Professional design services will include programming, long-term planning, evaluation of adjacencies and operational efficiencies, and preparation of massing diagrams of existing and proposed conditions. Decisions on the relocation, consolidation, distribution and allocation of space for DHS and other constituent-based services will be drawn from this project.

A Request for Proposals was issued with Vargas Associates, Inc. selected as the most qualified for this project.

The specific legislative actions required is to authorize the County Executive, or his designee, to execute a contract, and any amendments thereto, with Vargas Associates, Inc., 40 Humboldt Street, Suite 101, Rochester, New York 14609, for professional design services for the Department of Human Services Space Utilization Project in the amount of \$112,050 for the period of for the period of December 1, 2023 through December 31, 2024.

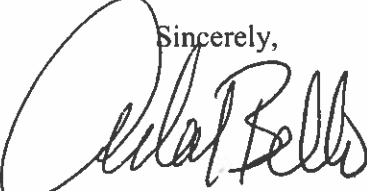
This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(27) (“conducting concurrent environmental, engineering, economic, feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commence, engage in or approve such action”) and is not subject to further review under the State Environmental Quality Review Act.

Funding for this contract is included in the 2023 operating budget of the Department of Human Services, general fund 9001, funds center 5101010000 Central Administration. No additional net County support is required in the current Monroe County budget

The records in the Office of the Monroe County Treasury have indicated that neither Vargas Associates, Inc., nor any of its principal officers, owe any delinquent Monroe County property taxes. The principal officers of the firm are:

Christine M. Vargas, President
Fina Santiago, Vice President

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,


Adam J. Bello
Monroe County Executive

AJB:db