



Office of the County Executive

Monroe County, New York

Adam J. Bello
County Executive

November 7, 2025

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| No. 250339 |
| Not to be removed from the Office of the Legislature Of Monroe County |
| Committee Assignment |
| ENV. & PUB. WORKS -L |
| WAYS & MEANS |

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

Subject: Authorize Contracts with Design Space Studios, LLC; Susan Clark Design, CID, PLLC; and Vargas Associates, Inc. for Space Utilization, Move Management and/or Interior Design Term Services

Honorable Legislators:

I recommend that Your Honorable Body authorize contracts with Design Space Studios, LLC; Susan Clark Design, CID, PLLC; and Vargas Associates, Inc. for space utilization, move management and/or interior design term services for a total annual aggregate amount not to exceed \$400,000, for the period of January 1, 2026 through December 31, 2026, with the option to renew for two (2) additional one-year extensions, with escalations for the extensions to be limited to an amount equal to the increase in the previous year's Consumer Price Index (CPI) U.S. City Average CPI-U from the Bureau of Labor Statistics.

These contracts will provide space utilization, move management and/or interior design for small-scale County projects requiring prompt turn-around. Specific services include evaluation of space requirements and layout of office spaces to ensure efficiencies, programming and planning; general interior design and layout; compliance with New York State Building Code requirements; coordination and management of the temporary and permanent relocation of staff. County staff does not routinely perform in-house services of this nature and will utilize the consultant's services as an extension of its staff on an as-needed basis to support the Department of Environmental Services.

Design Space Studios, LLC; Susan Clark Design, CID, PLLC; and Vargas Associates, Inc. were rated as the most qualified to provide these services.

The specific legislative action required is to authorize the County Executive, or his designee, to execute contracts, and any amendments thereto, with Design Space Studios, LLC, 280 Packetts Landing, Fairport, New York 14450; Susan Clark Design, CID, PLLC, 162 Millford Crossing, Penfield, New York 14526; Vargas Associates, Inc. 40 Humboldt Street, Suite 101, Rochester, New York 14609 for space utilization, move management and/or interior design term services, for a total annual aggregate amount not to exceed \$400,000, for the period of January 1, 2026 through December 31, 2026, with the option to renew for two (2) additional one-year extensions, with escalations for the extensions to be limited to an amount equal to the increase in the previous year's Consumer Price Index (CPI) U.S. City Average CPI-U from the Bureau of Labor Statistics.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(2) (“replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building, energy, or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 of this Part”); and (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 these contracts is included in the proposed 2026 operating budget of the Department of Environmental Services, internal services fund 9020, funds center 8600010000, Building Operations, and will be requested in future years’ budgets.

Funding for these contracts, consistent with authorized uses, is included in various capital fund(s). No additional net County support is required in the current Monroe County budget.

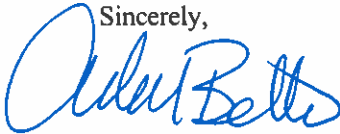
The records in the Office of the Monroe County Treasury have indicated that neither Design Space Studios, LLC, Susan Clark Design, CID, PLLC, Vargas Associates, Inc. nor any of their principal officers, owe any delinquent Monroe County property taxes. The principal officers of the firms are:

Design Space Studios, LLC
Brenna Thering, Managing Partner
Jackie Driscoll, Managing Partner
Anne Bezon, Managing Partner

Susan Clark Design, CID, PLLC
Susan Clark, Sole Proprietor

Vargas Associates, Inc.
Christine Vargas 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