

**Business of the Village Board  
Village of Saranac Lake**

SUBJECT: Emergency Services Building Capital Reserve Fund

DATE: 8-8-2022

DEPT OF ORIGIN: Trustee Scollin

BILL # 134-2022

DATE SUBMITTED: 8-4-2022

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED  
\$6000.00

AMOUNT  
BUDGETED  
\$0

APPROPRIATION  
REQUIRED:

Resolution to authorize expenditure from emergency services building, capital reserve fund

MOVED BY: Scollin      SECONDED BY: Brunette

VOTE ON ROLL CALL:

MAYOR WILLIAMS      yes

TRUSTEE BRUNETTE      yes

TRUSTEE CATILLAZ      yes

TRUSTEE SCOLLIN      yes

TRUSTEE SHAPIRO      yes



**RESOLUTION TO AUTHORIZE EXPENDITURE FROM EMERGENCY SERVICES BUILDING CAPITAL RESERVE FUND**

WHEREAS, the Village of Saranac Lake is committed to the exploration of any and all opportunities for the incorporation of historically preserved elements in the construction of a new emergency services building located at 100 Broadway in the Village of Saranac Lake;

WHEREAS, Historic Saranac Lake recommends, and has past experience working with, the Albany, NY-based historic preservation and architectural design firm Landmark Consulting;

WHEREAS, Landmark Consulting submitted a proposal to the Village of Saranac Lake to complete a building survey/architectural condition assessment of the existing fire station at 100 Broadway, measured architectural drawings, conceptual reuse options, and estimated additional expenses for associated travel costs;

WHEREAS, only the building survey/ architectural condition assessment phase is authorized to be completed,

WHEREAS, Landmark Consulting is authorized a proposal total for the building survey/architectural condition assessment phase of \$6,000;

WHEREAS, the use of any funds from the Capital Reserve Fund is subject to Permissive Referendum,

WHEREAS, nothing in this resolution shall be construed as binding the Village of Saranac Lake to take or not take any definitive action following completion and delivery of Landmark Consulting's agreed upon scope of work, including, but not limited to, the building survey/architectural condition assessment,

RESOLVED, that the Saranac Lake Village Board of Trustees hereby directs the Village Manager to execute a contract with Landmark Consulting for the aforementioned services, funded via a \$6,000 expenditure from the emergency services building capital reserve fund, and

BE IT FURTHER RESOLVED, that the Village Clerk is authorized to make public notice for the intended use of the reserve subject to a Permissive Referendum.

BE IT FURTHER RESOLVED, that any unspent funds resulting from this \$6,000 capital reserve fund expenditure be returned to the emergency services building capital reserve fund balance.



HISTORIC PRESERVATION & ARCHITECTURAL SERVICES

July 21, 2022

James Williams, Mayor  
Village of Saranac Lake  
39 Main Street, Suite 9  
Saranac Lake, NY 12983

Sent via email to: [mayorwilliams@saranaclakeny.gov](mailto:mayorwilliams@saranaclakeny.gov)  
CC: Matthew Scollin - [trusteescollin@saranaclakeny.gov](mailto:trusteescollin@saranaclakeny.gov)

Re: Historic Building Condition Assessment Report  
Saranac Lake Fire Department Building, 100 Broadway, Saranac Lake, NY

Dear Mayor Williams and Members of the Board of Trustees:

Landmark Consulting LLC appreciates the opportunity to provide the following proposal to conduct the historic building condition assessment of the c.1912 firehouse located at 100 Broadway in preparation for and in conjunction with the Feasibility Study that will look at combining the Village fire department, police department and the emergency rescue squad to be housed in one consolidated public safety building. As I understand it, the purpose of this historic building condition assessment is to look specifically at the building's structural and historic integrity in order to make recommendations as to the potential for historic preservation and inclusion of preserved components in the design and execution of the new public safety building.

A typical historic building survey and condition assessment sets out to identify any areas of deterioration, the associated causes and provides treatment recommendations. The following information is an elaboration of those services in order to provide you with a full understanding of the scope of work involved, the objectives of each and the estimated fee associated with each service.

**I. Building Survey / Architectural Condition Assessment:** This scope of work involves looking closely at each element of the building's exterior envelope (masonry walls, windows, trim, doors, roof, foundation, drainage, applied ornament, etc.) and then looking at the interior elements which may or may not include the building's mechanical infrastructure. These elements would be examined for structural integrity as well as the condition of the finishes. Problems, degrees of deterioration or surface damage would be noted. The survey strives to provide an understanding of the cause and the extent of any deterioration and to identify causal relationships between various deteriorating building elements.

A report would be developed for the building and would include an annotated photographic survey with material conditions noted. Treatment recommendations or more specifically recommendations on how the building could be successfully reused as part of the new public safety building would be developed and with priorities established related to the most significant character-defining features of this historic building.

**II. Measured Architectural Drawings:** It is unclear whether the Village has past existing floor plans of the building to be used and included in the assessment report. If unavailable, we have included the

option to add this service to produce them. Floor plans would be developed based on field measurements and drawn with AutoCAD and submitted in 11"x17" format. In addition to the production of floor plans, exterior wall elevations can be drawn. Plans are helpful in the development of a condition assessment to note areas of deterioration and also to recommend design solutions for reuse or alterations. Landmark Consulting can provide this service on an hourly rate basis.

**III. Conceptual Reuse Options:** With a better understanding of the conditions and architectural significance of the historic building, Landmark Consulting can also review proposed conceptual designs once completed for developing a new public safety building and ways to incorporate this historic structure into the larger facility. Given the programming needs that come with combining of the Village fire, police and emergency rescue services, it is likely that the square footage offered on the three floors of this historic building can be thoughtfully rehabbed and adaptively reused to serve new functions while preserving the historic architecture and past investment by the Village in its initial construction and past upgrades. Landmark Consulting has worked on countless historic rehabilitation/adaptive use projects across the state of New York and has the experience to develop treatment options and design solutions for the successful and appropriate reuse of a historic building. Most of our work in the repurposing of historic buildings follows the national preservation standards set forth by the U.S. Secretary of the Interior (National Park Service) and thus would be in compliance if state or federal review, grants or financial incentives were triggered or pursued in the future.

#### **Project Cost Summary**

Given that we have not yet seen the existing building and are not familiar with the site, the following proposed fees are based on *estimated* labor costs at an hourly rate of \$125.00 for Preservation Consultant, Kimberly Konrad Alvarez (Kim) and \$125.00 for Architect, John D. Alvarez II (Jack).

Hourly rate proposals are based on at minimum number of hours with the understanding that more hours may be necessary to complete the task. Additional related expenses including travel, printing, photographic development, mail delivery, equipment costs or other necessary consultants, if necessary would be billed *at cost* in addition to the hourly labor costs. Currently the only anticipated expenses considered in the fees below are travel between Albany & Saranac Lake.

#### **I. Building Survey / Architectural Condition Assessment:**

Single site visit, photo documentation, assessment and production of report.

Proposed at an hourly rate at min. 20 hours + related expenses (300 miles RT) = \$2,687.50  
*Not to exceed fee = \$4,125.00*

#### **II. Measured Architectural Drawings:**

Baseline drawings can be developed for the first and second floor for a min. 8 hrs, with the site visit combined with the building survey work. Roof plan, basement plan and 2-4 elevation drawings will require an additional visit and drafting time.

Proposed at an hourly rate at min. 8 hours. = \$1,000  
*Not to exceed fee = \$4,000.00*

#### **III. Conceptual Reuse Options:**

While recommendations for preservation and reuse of the historic fire house will be included in the Condition Assessment Report, 12 hours have been allocated to review and provide feedback on the impact to the historic building of the proposed conceptual designs developed as part of the feasibility study and suggestions on how to mitigate negative impact.


= \$1,500  
*Not to exceed fee = \$2,500*

**Estimated Additional Expenses are based on the following cost per item:**

Travel: 300 mile roundtrip from Albany to Saranac Lake at  
Federal mileage reimbursement rate of \$0.625/mile or  
the current published rate. (Approx. \$187.50)

If the services that you feel are needed are not clearly defined in the outline above or if you would like to combine or subtract certain aspects of any of the options, we welcome the opportunity to discuss this and adjust the proposal accordingly. Naturally, if there are any questions or clarifications needed, please don't hesitate to reach out. If drawings already exist and can be provided for the purpose of the assessment and study, this will greatly reduce the fee as it relates to the development of measured drawings. This proposal and breakdown of scopes and related fees, if acceptable will be used to generate a *Letter of Agreement* with the Village to proceed with work. I believe our firm information is already on file with the Village as a past vendor from 2016 when we worked on the Village Building at 3 Main Street.

Sincerely,



Kimberly Konrad Alvarez  
Principal Preservation Consultant  
518-361-3909 or kkalvarez@landmarkconsulting.net