

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2020 Program Year Funding—

ACTIVITY NAME:

Saratoga Senior Center New Building

APPLICANT:

Senior Citizens Center of Saratoga Springs, Inc.

MAILING ADDRESS:

5 Williams St.

Saratoga Springs, NY

Zip: 12866

PHONE: 518-584-1621 FAX: 518-581-8608 EMAIL: lois@saratogaseniorcenter.org

CONTACT PERSON: Lois Celeste TITLE: Executive Director

APPLICANT (*select 1*): City Department Private non-profit organization Other
Public Agency

(List Dept.)

14-1458762

(List Federal ID #)

(Specify)

(DUNS #)

NATIONAL OBJECTIVE (*select 1*):

"Benefit persons of Low/moderate income"

- L/M Income Area Benefit
- L/M Income Limited Clientele Activities
- L/M Income Housing Activities
- L/M Income Job Creation/Retention

"Address slum/blight Conditions"

- "N/A" Slum/blighted Area
- Slum/blighted Spot Basis
- "N/A" Urban Renewal Completion

"Urgent Need"

"N/A" Urgent Need

REQUESTED ENTITLEMENT FUNDING: \$ 100,000

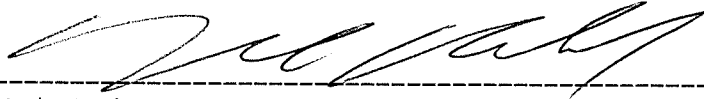
Funding Leveraged from Other Sources: \$ 80,000

Total Activity Cost: \$ 180,000

Proposal Abstract – please provide a *brief* overview of your proposal including the number of persons that will be served with this grant in the space provided on the next page:

The Senior Citizens Center of Saratoga Springs, Inc. will construct a new building to address the needs of the growing senior population and to support and sustain community needs for generations to come. Services have become limited by our current footprint and it is not structurally feasible to rehab and add on to our existing building. Grant funding is requested to support design and pre-construction services for a building on the Saratoga YMCA's West Ave campus. The expanded facility will accommodate the influx of future seniors, serve as a one-stop shop that is sustainable and best suits community needs, collaborating with the City and other Saratoga non-profits.

Since 2011 the Center's population has more than quadrupled and is expected to continue due to Baby Boomers. Saratoga County experienced a 55% growth in its older population in the last decade - the largest growth statewide - and projections are that seniors will comprise 30% of population by 2025 and double from 2005 to 2060. This rapid aging will continue to impact the Center's ability to meet demand for high quality programming and services and the community at large. Currently the Center annually serves 1,500 Saratoga Springs seniors. With the construction of a new building we expect that we can annually serve 3,000 - 4,500 Saratoga Springs seniors.



(Authorized Signature)

Michael D. Billok, Esq.

(Typed or Printed Name)



(Title)

1-31-20

(Date)

Please respond in writing to each of the following (add additional pages as necessary):

1. ACTIVITY DESCRIPTION

Provide a detailed description of your proposed activity. In this description, provide responses to the following items:

- A) Identify whether the activity is new, ongoing, or expanded from previous years.
- B) Describe the community need that your activity is intended to address and how your activity will address that need. Provide evidence that this need is currently not being addressed through existing programs or activities.
- C) Identify who will benefit from the proposed activity. If the activity is designed to benefit:
 - C-1) individual persons of low- to moderate-income, describe the process you will use to identify these persons and determine their income eligibility and the number of persons you expect to serve.
 - C-2) the inhabitants of a predominantly low-moderate income area, identify the Census Block Group in which the activity is located.
 - C-3) designed to benefit a low-moderate income "limited clientele", identify the "limited clientele" group.
- D) Identify your performance goals and the types of indicators you will use to document activity accomplishments and success. *(Examples should include: # of persons with new/improved access to services, # of affordable houses rehabilitated, etc.)*
- E) Provide an activity timeframe/schedule (include start, completion dates, and other significant performance stages).
- F) Identify whether the activity requires additional local, state or federal approval (license, permit, design/historic/environmental review, etc.). For construction/site development projects, provide evidence of site control.

2. ORGANIZATIONAL CAPACITY

- A) Provide an overview of your organization including length of time in existence. List current officers and board members and identify any prior funding by the City of Saratoga Springs (year, activity, and amount).
- B) Describe your organization's experience in successfully conducting this type of activity. Identify any skills, current services, or special accomplishments that demonstrate your capacity for success.
- C) Identify the person(s) responsible for program and financial management of the activity. Identify all other persons involved in this activity noting whether these positions are current or new, pending this award. For construction/site development projects, identify the development team including proposed contractors, subcontractors, and project manager.
- D) Identify any other agencies/partners involved in this activity and define their roles and responsibilities.

3. ACTIVITY BUDGET – (ATTACHMENTS 1, 2)

- A) Include attached budgets (Attachments 1, 2) as appropriate. Depending on the activity, the applicant may need to submit one or both of the attached budget forms. More detailed budgets may be attached (and are recommended) in support of the proposal. If an architect, engineer, or other personnel have conducted a cost analysis, attach a copy noting the author and date of analysis.
 - PROGRAM OPERATING BUDGET (Attachment 1) – for all proposals including public service projects and construction/site development projects
 - CONSTRUCTION/SITE DEVELOPMENT BUDGET (Attachment 2) – for construction/site development projects
- B) Identify the amount and sources of leveraged funding for this activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.). Attach copies of funding commitment letters or other evidence of funding support.

4. MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS – (ATTACHMENT 3)

The City of Saratoga Springs is responsible for ensuring that subrecipients expend awards in accordance with applicable laws, regulations, and provisions of contracts and grant.

- A) In accordance with OMB Circular A-133, please complete Attachment 3 and include it with your application.
- B) During your last fiscal year, if your organization expended more than \$500,000 in total federal financial awards (including CDBG and all other federal assistance), please include a copy of your latest Single Audit Report with this application.

5. ENVIRONMENTAL IMPACTS – FOR NEW CONSTRUCTION PROJECTS ONLY – (ATTACHMENT 4)

New construction includes expansion of existing building footprints and rehabilitation projects of 75% or more.

(ATTACHMENT 1)

PROGRAM OPERATING BUDGET

(Entitlement Grant + Leveraged Funds = Total Activity Cost)

	ENTITLEMENT GRANT	Leveraged Funds*	Total Activity Cost	*Source of leveraged Funds and In-Kind Services
PERSONNEL				
Salaries				
Fringe				
Other (consultants, etc.)				
<i>Subtotal</i>				

OVERHEAD				
Advertising/Marketing				
Program Supplies				
Rent & Utilities				
Other - list below				
<i>Subtotal</i>				

TOTAL COST

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(ATTACHMENT 2)

CONSTRUCTION / SITE DEVELOPMENT BUDGET

(Entitlement Grant + Leveraged Funds = Total Activity Cost)

	ENTITLEMENT GRANT	Leveraged Funds*	Total Activity Cost	*Source of leveraged Funds and In-Kind Services
PRECONSTRUCTION				
Legal				
Engineering				
Architectural/Design	100,000	80,000	180,000	cash on hand, planned capital ca
Fees and Permits				
<i>Subtotal</i>	100,000	80,000	180,000	

DEVELOPMENT				
Relocation				
Site Preparation				
Construction - materials				
Construction - labor				
Construction Financing				
Other - (explain)				
<i>Subtotal</i>				

TOTAL COST	100,000	80,000	180,000
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OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133
MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS

ORGANIZATION: Senior Citizens Center of Saratoga Springs, Inc.

MAILING ADDRESS: 5 Williams St.

FEDERAL ID #: 14-1458762 PHONE: (518) 584-1621 FAX: (518) 581-8608

DUNS #: _____

1. Please identify your fiscal year (mth/yr to mth/yr): 01/2019 to 12/2019

Please identify below the funding received during your last fiscal year:

2. Community Development Block Grant Entitlement Funding (CDBG):

CDBG Activity Name: n/a

CDBG Funding Program Year: _____ CDBG Funding Amount: 0

3. Other Federal Financial Awards (cash & non-cash):

GIVE NAME & CATALOG OF FEDERAL FINANCIAL ASSISTANCE (CFDA) #	AMOUNT OF AWARDS
_____	_____
_____	_____
_____	_____

4. During your last fiscal year, has your organization expended more than \$750,000 in total federal financial awards (incl. CDBG & all other federal assistance)? YES * NO

* If "yes", include a copy of your latest Single Audit Report with this completed and signed form as part of your application. If you answered "no", please complete, sign and return this form.

5. Are you aware of any financial audit violations, findings or questioned costs relating to any activity funded with federal financial assistance? YES * NO

* If "yes", please describe:

6. Other Saratoga County Awards (cash & non-cash):

IDENTIFY PROGRAM NAME & YEAR OF AWARD	IDENTIFY AMOUNT OF CO. AWARDS
Saratoga County Office of the Aging, 2019	15,000
_____	_____
_____	_____
_____	_____


Authorized Signature

1-31-20
Date

(ATTACHMENT 4)

**ENVIRONMENTAL IMPACT & RISK ASSESSMENT FOR NEW CONSTRUCTION PROJECTS
(INCLUDING EXPANSIONS OF EXISTING BUILDING FOOTPRINTS OR REHAB PROJECTS OF 75% OR MORE)**

<p>Brief description of project and location (attach location map). Include size of building, scope of impact, land disturbance, and construction schedule: Project to be located on Saratoga Regional YMCA's West Ave campus, exact location and size to be determined during pre-construction phase. Estimated site development & construction schedule is September 2020 - Summer/Fall 2021.</p>		
Does the project require a permit or approval from any other government agency (local, state or federal)? If yes, list agency(s) name and permit or approval:	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
Is the project a permitted use under current zoning regulations?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
Is the project consistent with the adopted Comprehensive Plan?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
Will the project require or lead to a change in land use of the affected property (e.g. from non-residential to residential, commercial to industrial, or from one industrial use to another)? If yes, please describe:	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
Is the project on or adjacent to farmland?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
If the project is residential, how many units will be created?		
Is the project site within 2,500 feet of the Saratoga County Airport?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
Are there floodplains on or adjacent to the parcel on which the project is to be constructed? If yes, 100 or 500 year floodplains? :	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
Are there wetlands on or adjacent to the parcel on which the project is to be constructed?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
Is the project within 1,000' of a state or county roadway/highway OR I-87? If yes, which roadway/highway(s)? :	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
Is the project within 3,000' of a rail line?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
Is there an industrial facility within line of site of the project location? If yes, what is the name of the facility? :	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
Has the project site or adjoining property ever been used as a gasoline station, motor repair facility, commercial printing facility, dry cleaners, photo developing laboratory, junkyard or landfill, or as a waste treatment storage, disposal, processing or recycling facility?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
Are there any EPA monitored facilities within a 1 mile radius or the project location? If yes, list with street address here: Unknown	NO <input type="checkbox"/>	YES <input type="checkbox"/>

Are there above-ground flammable or explosive storage tanks within a 1 mile radius of the project site?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
Is the project located in an environmental justice area?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NYS Historic Preservation Office (SHPO) archaeological site inventory?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
Does the project site contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
For rehabilitation projects...	NO	YES
Was the building constructed prior to 1978?	<input type="checkbox"/>	<input type="checkbox"/>
If so, was it been inspected for lead?	<input type="checkbox"/>	<input type="checkbox"/>
Is there currently lead present?	<input type="checkbox"/>	<input type="checkbox"/>
Has it been inspected for asbestos?	<input type="checkbox"/>	<input type="checkbox"/>
Is there currently asbestos present?	<input type="checkbox"/>	<input type="checkbox"/>

Senior Citizens Center of Saratoga Springs
CDBG 2020 Application Narrative

- 1) ACTIVITY DESCRIPTION Provide a detailed description of your proposed activity. In this description, provide responses to the following items:
 - a) Identify whether the activity is new, ongoing, or expanded from previous years.

This is a new activity: design and pre-construction services for a new Saratoga Senior Center. An expanded senior center building is needed to accommodate the explosive growth of the Saratoga senior population and to provide more comprehensive programs and services to address growing senior needs.

Our current building and land are owned by the City of Saratoga Springs. The Senior Citizens Center of Saratoga Springs is its own 501c3 and has been the sole tenant of this building since it was constructed in the 1970s with the support of the City of Saratoga Springs via HUD monies, as well as agency fundraisers and the sale of the original senior center in town. The building was actually named after Robert G. Gass from the City who was instrumental in helping to secure HUD funds for the building. Over the years it has gone through several additions and repairs, as well as reorganized space to accommodate the greater demands of our seniors and our programs and infrastructure. Out of space and with limited options the Senior Center worked with Spring Line Design who donated their time to the Center to conduct a structural analysis to determine if our current building could be modified or expanded to meet growing needs. Their report found that rehabbing the existing structure was not feasible due to the current structure's load limitations. A search for new property to build a Center ensued.

Having researched numerous options with the City and key community stakeholders, the YMCA West Ave campus presented itself as our best option - an option that brings together the City's non-profit sector all working together toward the same community goals. The new building will allow us to continue to meet and expand the present demand with high quality programs and services, to assist more seniors via the YMCA campus, and free up our current building for other City needs. Locating a new Senior Center on the YMCA campus creates synergy through collaboration with a similar mission-based organization, reduced duplication of services and expenditures, and ultimately provides enhanced services for all Saratoga Springs citizens. Because seniors have limited resources (financial, transportation, social networks) being located on the Y campus encourages greater participation through increased access to social and recreational activities, improved access to public transportation and other services vital to senior well-being.

The scope of work for this grant includes: new building architectural/design services, MEP and structural engineering services. These services include full architectural design from space programming through schematic, design development and construction documentation phases, along with full/final structural, mechanical, electrical, plumbing and fire protection design to be used for construction. These services will total \$180,000, \$100,000 of which we are requesting as part of this grant application and \$80,000 of which will be leveraged funds through cash on hand and a planned capital campaign. A detailed scope of work and estimate from 3t Architects is attached to this application.

- b) Describe the community need that your activity is intended to address and how your activity will address that need. Provide evidence that this need is currently not being addressed through existing programs or activities.

Senior Citizens Center of Saratoga Springs
CDBG 2020 Application Narrative

This project addresses the need to care for our senior and elderly population. Seniors are the fastest growing segment of New York State's population. A study by the Center for an Urban Future reports that from 2007-2017 the older population grew faster than the rest of New York's population (26% increase) and Saratoga County had the largest growth rate (55%) statewide. The senior poverty rate in Saratoga County also increased by 3 percent. Growth is expected to continue. Saratoga County Office for the Aging projects the senior population to be 29.6% of the total county population in 2025 and The National Council on Aging projects that seniors age 65 and older, will more than double from 2005 to 2060.

Seniors are one of our community's most vulnerable populations – having low incomes, multiple needs, and limited resources. Participation in senior centers benefit seniors through increased socialization, life satisfaction, and improvements in their physical, social, emotional and mental well-being. From 2011-2019, the Center experienced unprecedented growth, serving 300 seniors to now more than 2,000 present day, but with no increase in the building footprint beyond space reorganization. Though getting by with reorganizing existing space has been "good enough" for a few years, the current space is not enough to truly meet the needs of the current senior population and certainly not for the influx of boomers to come in the very near future.

We are the only agency in the City geared specifically to seniors offering a wide range of social, educational, recreational, wellness and cultural arts programming, as well as support services, food programs and transportation. Over the years we've strived to be a one-stop shop and home away from home for our seniors who are isolated, in need of socialization and companionship, are homebound and food insecure. Our board and administration feel it is the mission of our agency to continue what our founders and previous supporters started and continue to meet these growing needs with what will be the third home of this 65 year old agency.

c) Identify who will benefit from the proposed activity. If the activity is designed to benefit:

C-1) individual persons of low- to moderate-income, describe the process you will use to identify these persons and determine their income eligibility and the number of persons you expect to serve.

C-2) the inhabitants of a predominantly low-moderate income area, identify the Census Block Group in which the activity is located.

C-3) designed to benefit a low-moderate income "limited clientele", identify the "limited clientele" group.

This project will benefit all seniors in Saratoga Springs, a limited clientele group presumed low to moderate by HUD standards. The majority of seniors served by our Center are low/mod income: 20% at poverty level, 25% low income and 36% moderate income.

d) Identify your performance goals and the types of indicators you will use to document activity accomplishments and success. (Examples should include: # of persons with new/improved access to services, # of affordable houses rehabilitated, etc.)

Senior Citizens Center of Saratoga Springs
CDBG 2020 Application Narrative

Performance goals for this project include:

1. Completion of building site design, architectural and structural design, and municipal approvals for the construction of a new Senior Center.
 2. Serving an estimated 3,000 – 4,500 seniors after year one in the new building
- e) Provide an activity timeframe/schedule (include start, completion dates, and other significant performance stages).

The project timeline and performance stages are as follows:

Pre-construction activities - Engineering, architectural/design, zoning/legal review will begin July 2020 and completed by September 2020.

Development activities – Site preparation expected to begin September 2020 and completed by November 2020. Construction is expected to begin November 2020 and completed by Summer/Fall 2021.

- f) Identify whether the activity requires additional local, state or federal approval (license, permit, design/historic/environmental review, etc.). For construction/site development projects, provide evidence of site control.

The new building will comply with municipal review/permitting processes including site plan review and building permit processes.

The Saratoga Regional YMCA supports our pursuit of this grant and conversations are continuing about a collaboration, exact location and relocation, with respect to our relocation. The administration and board of directors from the Senior Center has been working with the CEO of the YMCA as well as several of their board of trustees for several months. We agree on the synergy and similar missions. See attached letter of support. As per their letter, in March they receive the results of their survey which will take this collaboration to the next building phase.

2) ORGANIZATIONAL CAPACITY

- a) Provide an overview of your organization including length of time in existence. List current officers and board members and identify any prior funding by the City of Saratoga Springs (year, activity, and amount).

The Saratoga Senior Center is a not-for-profit organization that's existed since 1955. Our mission is to empower seniors to achieve and maintain personal independence and individual well-being by providing program structure and support services necessary for healthy recreation, companionship, social involvement and problem solving.

Prior funding includes:

City of Saratoga Springs: Year Program Amount funded:

- 2019 General Operating Support - \$104,375
- 2018 General Operating Support - \$104,375
- 2017 General Operating Support - \$104,375

Senior Citizens Center of Saratoga Springs
CDBG 2020 Application Narrative

- 2016 General Operating Support - \$84,375
- 2015 General Operating Support - \$85,375
- 2014 General Operating Support - \$83,375
- 2013 General Operating Support - \$84,375
- 2012 General Operating Support - \$84,375
- 2011 General Operating Support - \$84,375
- 2010 General Operating Support - \$84,375

CDBG HUD Program. Year Program Amount funded:

- 2001 Triangle Psychosocial Program - \$15,000
- 2003 Psycho-Social Program - \$17,025
- 2006 Roof & Emergency Generator - \$168,678
- 2007 Stairs & Sidewalk - \$15,000
- 2009 Fire alarm installation \$11,500
- 2009 Handicapped bathrooms - \$2,328
- 2010 Divider door replacement - \$14,000
- 2013 Senior Center Advocate- \$10,473
- 2017 Scholarships - \$967 scholarships

Our Board of Directors:

- Michael D. Billok, Esq., *President*
- Raymond Bryan, *Vice President*
- Robert Crandall, *Treasurer*
- Matt Pappis, *Secretary*
- Angie Sultan
- Charles Amodio
- Annamaria Bellantoni
- Mary Lentini
- Brendan O'Hara
- Tommy Uccellini
- Ellen Brodie
- Joe Hermann
- Kate Jarosh
- Elaine Sillery
- Clark Brink
- Kelly Ferguson
- Christopher Myers

- b) Describe your organization's experience in successfully conducting this type of activity. Identify any skills, current services, or special accomplishments that demonstrate your capacity for success.

The Center's executive director, Lois Celeste, has 20+ years leading and managing non-profits in the Capital Region, managing grants, fundraising, including developing organizational strategic plans, driving growth, and has brought that expertise to the Senior Center for the past 9 years. The building has

Senior Citizens Center of Saratoga Springs
CDBG 2020 Application Narrative

undergone several additions and expansion over the years of which she has successfully led and managed.

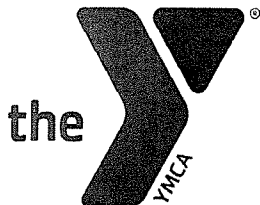
- c) Identify the person(s) responsible for program and financial management of the activity. Identify all other persons involved in this activity noting whether these positions are current or new, pending this award. For construction/site development projects, identify the development team including proposed contractors, subcontractors, and project manager.

Lois Celeste is responsible for program, grant and financial oversight of this project. Ms. Celeste has over 20 years of experience developing and managing non-profit agencies and budgets and has been with the Center for nearly 10 years.

The Senior Center's Board of Directors has formed an ad-hoc working group who is leading this project. Members include: Kate Jarosh, (Bonacio Construction), Michael Billok (Bond, Shoeneck and King, Board President), Tommy Uccellini (United Group of Companies), Robert Crandall (Arthur J. Gallagher Insurance, Board Treasurer) and Raymond Bryan (Janney Montgomery Scott and local developer).

- d) Identify any other agencies/partners involved in this activity and define their roles and responsibilities.

Other agencies/partners involved include the Saratoga Springs YMCA. The Saratoga Regional YMCA supports our pursuit of this grant and conversations are continuing about our potential collaboration. See attached YMCA letter.



SARATOGA REGIONAL YMCA
Where Charity Meets Opportunity

SARATOGA
REGIONAL YMCA
www.srymca.org

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Saratoga Springs Branch
P 518 583 9622

Battenkill Branch
P 518 587 3110

Corinth Branch
P 518 583 9697

Malta Branch
Fitness
P 518 583 9623
Child Care
P 518 583 4342

Wilton Branch
P 518 587 3000

The Saratoga Regional YMCA is a charitable association that is dedicated to building a healthy spirit, mind and body for all.

Saratoga Regional YMCA
Association Services
290 West Avenue
Saratoga Springs, NY 12866

In 2002, when the Saratoga Regional YMCA acquired the land for what is now its current site off of West Avenue, the volunteers of the organization had a concept of a community campus where through collaborations and shared facilities Saratoga Springs charities could work together to minimize overhead and thereby have more funds to focus on mission and impact. Since that time, we have been awaiting appropriate opportunities to deliver on this concept.

The Saratoga Senior Center approached us recently with the concept of relocating their facility from Williams Street to the YMCA campus. The Saratoga Regional YMCA already has an expansion project that received approval from the City Planning Board that we have yet to break ground on, so we are exploring our ability to work space that would be needed by the Senior Center into this expansion. The LA Group has been assisting both organizations with conceptual drawings that help us to understand how it could lay out. At the same time, the Saratoga Regional YMCA is in process of conducting a wide scale market study for the entire service area to best understand what facility expansions at any of our five locations will be most beneficial to our existing and potential members. From the study we expect to prioritize our upcoming capital projects. This said, in discussions we have had thus far, we see many advantages to both organizations to continue exploring the Senior Center's relocation to the SRYMCA campus and we conditionally support their pursuit of a Community Block Grant that could assist them in achieving this goal.

Rick Schumaker
President, Board of Directors
Saratoga Regional YMCA

Andrew Bobbitt
Chief Executive Officer
Saratoga Regional YMCA



January 30, 2019

TO: Lois Celeste Executive Director Kate Jarosh Construction Committee

RE: Saratoga Senior Center 3t's Proposal

Dear Kate & Lois,

As requested, the following is a breakdown of our proposed services for your upcoming project.

We truly look forward to working with you on this impactful and transformational project.

Project Description:

New construction building that will contain a 15,000 +/- Senior Center.

Scope of Work:

Full architectural, interior design and engineering services from programming all the way through acquiring a Certificate of Occupancy.

The engineering services include structural, mechanical, electrical, plumbing and fire protection. Site/Civil services is not included.

- Programming (partially completed)
- Schematic Design
o including municipal approvals
o renderings for fundraising
o outline specifications
- Design Development (pricing level)
o architectural
o engineering
o furniture & equipment layouts
- Construction Documentation
- Bid Phase Assistance
o distribute Drawings (via CM possibly)
o answer questions
o issue addendums



- Construction Administration
 - process shop drawings & product data
 - answer questions & issue sketches as required
 - visit the job site (25 total) to review performance and conformance
 - review and process applications for payments
 - oversee project close out

Project Fees:

Full services for the 15,000 SF +/- Senior Center

Fee: \$180,000 (broken down as follows)

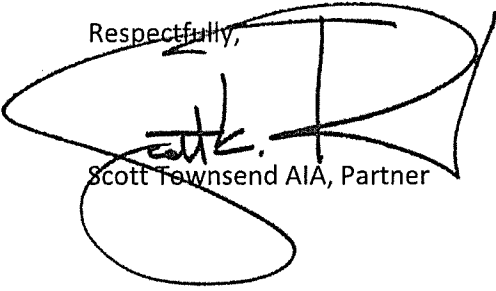
- 05%: Programming
- 15%: Schematic Design
- 15%: Design Development
- 45%: Construction Documents
- 20%: Construction Administration

Please review this outline proposal and let me know if you have any questions or comments.
We can review the scope and fees together at your convenience and then adjust them accordingly.

Once agreed upon, we will write a formal agreement for execution by all parties.

I look forward to your reply.

Respectfully,



Scott Townsend AIA, Partner