



# Westchester Community College

State University of New York

19346

**TO:** Board of Acquisition and Contract

**FROM:** Dr. Joseph N. Hankin  
President

**DATE:** May 23, 2011

**SUBJECT:** Authority to Enter into Agreement WCC-10-902 with  
Ward Associates, PC  
In the matter of Architectural and Engineering Services in connection with the  
Physical Education Field Improvements, Phase II  
Westchester Community College, Valhalla, New York  
Subconsultant Approval: Toscano Clements Taylor, LLC

Agreement Amount: \$139,500.00

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Authority of your Honorable Board is requested to enter into an Agreement in connection with the Physical Education Field Improvements, Phase II, Westchester Community College, Valhalla, New York. The consultant shall provide design services associated with this project. Design services shall include the preparation of construction contract documents (drawings and specifications), construction cost estimates, bid analysis, preparation of any addenda, if required, and recommendation to award the construction contracts. In addition the consultant shall provide design services during construction consisting of shop drawing and submittal review, attendance at project meetings, periodic site visits and preparation of as-built drawings. For construction administration services, the consultant shall monitor the construction procedures on the site to ensure compliance with the contract documents, coordinate scheduled activities of the contractors, submit construction progress reports and review and process contractors' applications for payments.

The objective of this project will be to renovate and upgrade the Physical Education Fields at Westchester Community College. This work is necessary due to the overuse and deteriorating condition of the fields. This project will implement the most cost effective and environmentally compliant technologies available which will provide long-term conservation. Wherever possible, proposed new materials will be incorporated in compliance with LEED guidelines for environmental sustainability as per the United States Green Building Council.

Since the estimated fee for professional services was greater than \$100,000, in accordance with the Rules of the Professional Prequalification and Selection Boards, on December 3, 2010, a meeting of the Professional Prequalification Board was held to discuss the scope of work and request a list of qualified firms to provide the necessary services. The list was reviewed by the Professional Selection Board on March 3, 2011, whereby Ward Associates, PC, The LiRO Group, Woodard & Curran, Perkins Eastman & Peter Gisolfi Associates were selected to possibly perform said services. On March 21, 2011, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on April 15, 2011.

After reviewing the proposals, and based on the evaluation criteria set forth in the request for proposal, including technical merit and net cost, the Professional Selection Board, at its meeting held May 20, 2011, selected Ward Associates, 1500 Lakeland Ave, Bohemia, NY 11716, as the number one firm to perform architectural and engineering services in connection with the Physical Education Field Improvements, Phase II, Westchester

Board of Acquisition and Contract  
Contract No. WCC-11-902  
Proposal for Architectural & Engineering Services  
Physical Education Field Improvements Westchester Community College  
75 Grasslands Road  
Valhalla, New York 10595

Community College, Valhalla, New York, for a total fee of \$139,500.00, pursuant to an approved budget, which represents the best possible contract for the County.

Ward Associates, PC has proposed the utilization of the following subconsultant: Toscano Clements Taylor, LLC (Cost Estimator), 227 Main Street, Huntington, NY 11743.

The proposed has been reviewed and is judged to be responsive to the task at hand.

I recommend adoption of the attached proposed Resolution.

# RESOLUTION

Upon communication from the President, Westchester Community College,

WHEREAS, architectural and engineering services of a consultant are required in connection with the Physical Education Field Improvements, Westchester Community College, Valhalla, New York; and

WHEREAS, the estimated fee for professional services was greater than \$100,000, in accordance with the Rules of the Professional Prequalification and Selection Boards, on December 3, 2010, a meeting of the Professional Prequalification Board was held to discuss the scope of work and request a list of qualified firms to provide the necessary services; and

WHEREAS, the list was reviewed by the Professional Selection Board on March 3, 2011, whereby Ward Associates, PC, The LiRO Group, Woodard & Curran, Perkins Eastman & Peter Gisolfi were selected to possibly perform said services; and

WHEREAS, on March 21, 2011, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on April 15, 2011; and

WHEREAS, after reviewing the proposals, and based on the evaluation criteria set forth in the request for proposal, including technical merit and net cost, the Professional Selection Board at its meeting held May 20, 2011, selected Ward Associates, 1500 Lakeland Ave, Bohemia, NY 11716 as the number one firm, which represents the best possible contract for the County;

NOW, THEREFORE, BE IT RESOLVED, that approval is hereby granted to enter into an Agreement with the firm of Ward Associates, 1500 Lakeland Ave, Bohemia, NY 11716, for architectural and engineering services associated with the Physical Education Field Improvements, Phase II, Westchester Community College, Valhalla, New York; and be it further

RESOLVED, that for services rendered in accordance with the consultant's proposal, a total compensation of \$139,500.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultant also be approved: Toscano Clements Taylor, LLC (Cost Estimator), 227 Main Street, Huntington, NY 11743.

RESOLVED, that the Agreement shall commence upon the consultant's receipt of written notice from the President, Westchester Community College or his designee and that the completion date shall be December 31, 2013; and be it further

# RESOLUTION

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes hereof.

Agreement No. WCC-11-902

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
381	32	WCC56-00-E	6020-01		\$ 139,500.00

Budget Funding Year(s): 2010/11 Start Date: 8/01/11 End Date: 12/31/13  
 (must match resolution)

**Funding Source:** Tax Dollars 50% County  
 State Aid 50%  
\$139,500.00 Federal Aid \_\_\_\_\_  
 (must match resolution) Other \_\_\_\_\_

**Contractor Federal I.D. No./ Social Security No.:** \_\_\_\_\_  
**Vendor No.:** \_\_\_\_\_  
**Encumbrance No.:** \_\_\_\_\_

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Contract No. WCC-11-902  
Proposal for Architectural & Engineering Services  
Physical Education Field Improvements  
Westchester Community College  
75 Grasslands Road  
Valhalla, New York 10595

List of Respondents

Ranking

Ward Associates, PC  
1500 Lakeland Ave  
Bohemia, NY 11716  
**RFP Quotation: \$139,500.00**

1

The LiRO Group  
111 Broadway, Suite 501  
New York, NY 10006  
**RFP Quotation: \$144,790.00**

2

Woodard & Curran  
709 Westchester Ave, Suite 2  
White Plains, NY 10604  
**RFP Quotation: \$191,210.00**

3

Peter Gisolfi Associates  
566 Warburton Ave  
Hastings-on-Hudson, NY 10706  
**RFP Quotation: \$225,500.00**

4

Perkins Eastman  
422 Summer Street  
Stamford, CT 06901  
**RFP Quotation: N/A**

N/A