



Westchester Community College

State University of New York

19481

TO: Board of Acquisition and Contract

FROM: Dr. Joseph N. Hankin
President, Westchester Community College

DATE: June 1, 2011

SUBJECT: Authority to Enter into Agreement WCC-11-899 with
LaRocca Greene Architects, LLC
In the matter of Architectural and Engineering Services in connection with the
Administration Building Renovation/Improvements,
Westchester Community College, Valhalla, New York
Subconsultant Approval: Damiano Barile Engineers, PC
NASCO Construction Services
Environmental Maintenance Contractors, Inc

Agreement Amount: \$112,000.00

Authority of your Honorable Board is requested to enter into an Agreement in connection with the Administration Building Renovation/Improvements, 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 Administration Building at Westchester Community College. This work is necessary due to the deteriorating infrastructure throughout the building. This project will implement the most cost effective and environmentally compliant technologies available which will provide long-term energy 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 Peter F. Gaito & Associates, Kaeyer, Garment & Davidson Architects, P.C., Stephen Tilly Architects and LaRocca Greene Architects, Hall Partnership Architects, LLC, Perkins & Will, & 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.

Board of Acquisition and Contract
Contract No. WCC-11-899
Proposal for Architectural & Engineering Services
Administration Building Renovation/Improvements Westchester Community College
75 Grasslands Road
Valhalla, New York 10595

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 LaRocca Greene Architects, PC, 22 Purchase Street Rye, NY 10580, as the number one firm to perform architectural and engineering services in connection with the Administration Building Renovation/Improvements, Westchester Community College, Valhalla, New York, for a total fee of \$112,000.00, pursuant to an approved budget, which represents the best possible contract for the County.

LaRocca Greene Architects, LLC has proposed the utilization of the following subconsultants: Damiano Barile Engineers, PC (Mechanical, Electrical and Plumbing Consultants) 77 Tarrytown Road, White Plains, NY 10607; NASCO Construction Services (Cost Estimator), 200 Business Park Drive, Armonk, NY 10504, Environmental Maintenance Contractors (Asbestos Testing), 5 Anderson Lane, Goldens Bridge, NY 10526.

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 Administration Building Renovation/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 Peter F. Gaito & Associates, Kaeyer, Garment & Davidson Architects, P.C., Stephen Tilly Architects and LaRocca Greene Architects, Hall Partnership Architects, LLC, Perkins & Will, & Peter Gisolfi Associates 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 LaRocca Greene Architects, PC, 22 Purchase Street Rye, NY 10580, 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 LaRocca Greene Architects, PC, 22 Purchase Street Rye, NY 10580, for architectural and engineering services associated with the Administration Building Renovation/Improvements, 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 \$112,000.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultants also be approved: Damiano Barile Engineers, PC (Mechanical, Electrical and Plumbing Consultants) 77 Tarrytown Road, White Plains, NY 10607; NASCO Construction Services (Cost Estimator), 200 Business Park Drive, Armonk, NY 10504, Environmental Maintenance Contractors, 5 Anderson Lane, Goldens Bridge, NY 10526.

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-11-899

Account to be Charged/Credited

| Fund | Dept | Major Program, Program & Phase or Unit | Object/ Sub Object | Trust Account | Dollars |
|------|------|--|--------------------|---------------|---------------|
| 381 | 32 | WCC68-00-E | 6020-01 | | \$ 112,000.00 |
| | | | | | |
| | | | | | |

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

Funding Source: Tax Dollars 50% County Contractor Federal I.D. No./
 State Aid: 50% Social Security No.: _____
 Federal Aid: _____ Vendor No.: _____
\$112,000 Other: _____ Encumbrance No.: _____
 (must match resolution)

Board of Acquisition and Contract
Contract No. WCC-11-899
Proposal for Architectural & Engineering Services
Administration Building Renovation/Improvements
Westchester Community College
75 Grasslands Road
Valhalla, New York 10595

List of Respondents

Ranking

LaRocca Greene Architects
22 Purchase Street
Rye, NY 10585
RFP Quotation: \$112,000.00

1

Peter F. Gaito & Associates
399 Knollwood Road
White Plains, NY 10603
RFP Quotation: \$126,400.00

2

Hall Partnership Architects, LLC
42 East 21st Street
New York, NY 10010
RFP Quotation: \$167,100.00

3

Kaeyer Garment, Davidson Architects, P.C.
285 Main Street
Mount Kisco, NY 10549
RFP Quotation: \$181,500.00

4

Stephen Tilly Architects
22 Elm Street
Dobbs Ferry, NY 10522
RFP Quotation: \$183,335.00

5

Peter Gisolfi Associates
566 Warburton Ave
Hastings-on-Hudson, NY 10706
RFP Quotation: \$210,000.00

6

Perkins & Will
215 Park Ave South, 4th Floor
New York, 10003
RFP Quotation: No Bid

N/A