

43716

**TO:** Board of Acquisition and Contract  
**FROM:** Jay T. Pisco, PE  
Commissioner of Public Works and Transportation  
**DATE:** December 9, 2014  
**SUBJECT:** Authority to Enter into Agreement #15-903 in the matter of  
Architectural and Engineering Services in connection with a New Nature Center,  
Cranberry Lake Preserve, Town of North Castle, New York

**Consultant:** Stephen Tilly, Architect  
**Agreement Amount:** \$198,000.00

*Subconsultant Approval:* Collado Engineering, PC (MBE)  
Building Structural Engineering Services  
Badey & Watson, Surveying & Engineering, PC  
Petruccelli Engineering, PLLC

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Authority of your Honorable Board is requested to enter into an Agreement in connection with architectural and engineering services for a New Nature Center, Cranberry Lake Preserve, Town of North Castle, 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, any required addenda, and a bid analysis including an evaluation of the bids to determine compliance with bidding requirements and whether the bidders are responsible so that the County may recommend award of 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.

The objective of this project will be to design and construct a New Nature Center at Cranberry Lake Preserve. The existing nature center is a converted garage from the 1960's and is approximately 30' x 40' with a 12' x 18' outdoor storage shed. There is also an outdoor classroom area consisting of benches made out of planks and logs. The facility is undersized and outdated for most of its functions including classroom, displays, office, storage, utility room, outdoor classroom and restrooms. The existing building can only accommodate a limited number of students and often there is a waiting list to attend the summer camps. The new and expanded nature center will be in the same location built to accommodate the existing programs including classes of 30-50 students; an office for two employees to work and perform research comfortably; restrooms to reflect classroom size; both indoor and outdoor storage; and a covered outdoor classroom/pavilion for summer camps and school groups to hold 30-50 students. The new facility will be developed using sustainable design and explore both passive and active energy systems, not only to reduce the facility's carbon footprint, but also serve as a teaching tool to demonstrate these technologies to the public. This agreement will benefit the public as it will provide a fully functional facility ensuring its safe use and enjoyment by the park's visitors, thus addressing the County Executive's priority area of Safety and Security.

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Stephen Tilly, Architect  
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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 October 24, 2013, 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 November 26, 2013 whereby AKF Group; Bernstein & Associates; Peter F. Gaito & Associates; Peter Gisolfi Associates, Architects and Landscape Architects, LLP; The RBA Group; and Stephen Tilly, Architect were selected to possibly perform said services. On August 4, 2014, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on September 10, 2014.

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 November 12, 2014, selected Stephen Tilly, Architect, 22 Elm Street, Dobbs Ferry, New York 10522, as the number one firm to perform architectural and engineering services in connection with a New Nature Center, Cranberry Lake Preserve, Town of North Castle, New York, for a total fee of \$198,000.00, pursuant to an approved budget, which represents the best possible contract for the County.

In addition, Stephen Tilly, Architect, has requested the utilization of the following subconsultants: Collado Engineering, PC (HVAC, Electrical, Plumbing, and Fire Protection Consulting Engineering Services), 2 Holland Avenue, White Plains, New York 10603; Building Structural Engineering Services (Structural Engineering Services), 40 Stakey Road, Southington, Connecticut 06489; Badey & Watson, Surveying & Engineering, PC (Land Surveying Services), 3063 Route 9, Cold Spring, New York 10516; and Petrucelli Engineering, PLLC (Civil Engineering Services), 392 Columbus Avenue, Valhalla, New York 10595.

The Department of Public Works and Transportation will track scheduling and accomplishments by the consultant and perform on-site inspections to ensure the successful completion of this project.

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

This matter has been reviewed by the Deputy County Executive and the Commissioner of the Department of Parks, Recreation and Conservation, and they are in concurrence.

I recommend adoption of the attached proposed Resolution.

JTP/JA/AS

# RESOLUTION

Upon communication from the Commissioner of Public Works and Transportation, be it hereby

RESOLVED, that approval is hereby granted to enter into an Agreement with the firm of Stephen Tilly, Architect, 22 Elm Street, Dobbs Ferry, New York 10522, for architectural and engineering services associated with a New Nature Center, Cranberry Lake Preserve, Town of North Castle, 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, any required addenda, and a bid analysis including an evaluation of the bids to determine compliance with bidding requirements and whether the bidders are responsible so that the County may recommend award of 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; and be it further

RESOLVED, that for services rendered in accordance with the consultant's proposal, a total compensation of \$198,000.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultants also be approved: Collado Engineering, PC (HVAC, Electrical, Plumbing, and Fire Protection Consulting Engineering Services), 2 Holland Avenue, White Plains, New York 10603; Building Structural Engineering Services (Structural Engineering Services), 40 Stakey Road, Southington, Connecticut 06489; Baley & Watson, Surveying & Engineering, PC (Land Surveying Services), 3063 Route 9, Cold Spring, New York 10516; and Petruccelli Engineering, PLLC (Civil Engineering Services), 392 Columbus Avenue, Valhalla, New York 10595; and be it further

RESOLVED, that the Agreement shall commence upon the consultant's receipt of written notice from the Commissioner of Public Works and Transportation or his designee and that the completion date shall be December 31, 2019; and be it further

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. 15-903

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	372	42	RCL0101E	6120-01	BA #212-2013	\$ 198,000.00

Budget Funding Year(s): 2015 Start Date: 01/31/2015 End Date: 12/31/2019  
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./  
 State Aid: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
\$198,000.00 Federal Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
 (must match resolution) Other: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_

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Agreement No. 15-903  
New Nature Center  
Cranberry Lake Preserve  
Town of North Castle, New York  
Stephen Tilly, Architect

List of Respondents

Peter F. Gaito & Associates 333 Westchester Avenue White Plains, New York 10604 (914) 682-3381	\$ 240,000.00
Peter Gisolfi Associates, Architects and Landscape Architects, LLP 566 Warburton Avenue Hastings-on-Hudson, New York 10706 (914) 478-3677	\$ 400,000.00
The RBA Group 27 Union Square West, 4 <sup>th</sup> Floor New York, New York 10003 (212) 741-8090	\$ 319,599.00
Stephen Tilly, Architect 22 Elm Street Dobbs Ferry, New York 10522 (914) 693-8898	\$ 198,000.00

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/08/2015 - JOMARY VIEIRA, SECRETARY