



# Westchester Community College

State University of New York

**49100**

**TO:** Board of Acquisition and Contract  
**FROM:** Dr. Belinda S. Miles  
President  
**DATE:** October 19, 2015  
**SUBJECT:** Authority to Enter into Agreement WCC-14-946 with  
Thomas C. Merritts Land Surveyor, P.C.  
In the matter of Surveying Services in connection with the  
Campus Wide Tree Survey  
Westchester Community College, Valhalla, New York  
Agreement Amount: \$41,500.00

Authority of your Honorable Board is requested to enter into an Agreement in connection with the Campus Wide Tree Survey, Westchester Community College, Valhalla, New York. The consultant shall provide surveying services associated with this project. Surveying services shall include a site survey of the entire Main Campus in Valhalla, NY to include the location, assessment, inventory and marking of all trees within. The Consultant shall provide a database of all marked trees as well as data in ESRI and Autocad format.

The objective of this project will be to locate, assess and mark all trees on the Main Campus of Westchester Community College.

Since the estimated fee for professional services was greater than \$20,000, in accordance with the Rules of the Professional Prequalification and Selection Boards, on October 8, 2014, 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 April 24, 2015 whereby Thomas C. Merritts, Land Surveyor, PC, Tectonic Engineering & Surveying Consultants, P.C., WSP Sells, 555 Pleasantville Rd, Briarcliff Manor, NY 10510 & Insite Engineering, Surveying & Landscape Architecture, P.C. were selected to possibly perform said services. On June 16, 2015, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on July 10, 2015.

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 October 5, 2015, selected Thomas C. Merritts Land Surveyor, P.C., 394 Bedford Road, Pleasantville, NY 10570, as the number one firm to perform surveying services in connection with the Campus Wide Tree Survey, Westchester Community College, Valhalla, New York, for a total fee of \$41,500.00, pursuant to an approved budget, which represents the best possible contract for the County.

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 1<sup>st</sup> Deputy Commissioner of the Department of Public Works & Transportation, and they are in concurrence.

I recommend adoption of the attached proposed Resolution.

# RESOLUTION

Upon communication from the President, Westchester Community College,

WHEREAS, surveying services of a consultant are required in connection with the Campus Wide Tree Survey, Westchester Community College, Valhalla, New York; and

WHEREAS, the estimated fee for professional services was greater than \$20,000, in accordance with the Rules of the Professional Prequalification and Selection Boards, on October 8, 2014, 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 April 24, 2015 whereby Thomas C. Merritts, Land Surveyor, PC, Tectonic Engineering & Surveying Consultants, P.C., WSP Sells, 555 Pleasantville Rd, Briarcliff Manor, NY 10510 & Insite Engineering, Surveying & Landscape Architecture, P.C. were selected to possibly perform said services; and

WHEREAS, on June 16, 2015, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on July 10, 2015; 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 October 5, 2015, selected Thomas C. Merritts Land Surveyor, P.C. 394 Bedford Road, Pleasantville, NY 10570 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 Thomas C. Merritts Land Surveyor, P.C., 394 Bedford Road, Pleasantville, NY 10570, for surveying services associated with the Campus Wide Tree Survey, 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 \$41,500.00, shall be provided, pursuant to an approved budget; and be it further

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, 2016, 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.

# RESOLUTION

Agreement No. WCC-14-946

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
	381	32	WCC74-00-S	6120-01		\$ 41,500.00

Budget Funding Year(s): 2015/16 Start Date: 11/01/15 End Date: 12/31/16  
(must match resolution)

Funding Source:

Tax Aid: \$20,750.00

State Aid: \$20,750.00

Federal Aid: \_\_\_\_\_

Bond Act: None/Cash to Capital

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

Vendor No.: \_\_\_\_\_

Encumbrance No.: \_\_\_\_\_

WCC-61

Proposal for Surveying Services  
Campus Wide Tree Survey

On June 16, 2015, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on July 10, 2015

Consultant Qualification List	Ranking
Thomas C. Merritts Land Surveyor, P.C. 394 Bedford Road, Pleasantville, NY 10570 RFP Quotation: \$41,500.00	1
Tectonic Engineering & Surveying Consultants, P.C. 70 Pleasant Hill Road Mountainville, NY 10953 RFP Quotation: \$34,500.00	2
Insite Engineering, Surveying & Landscape Architecture, P.C 3 Garrett Place Carmel, NY 10512 RFP Quotation: \$45,000.00	3
WSP Sells 555 Pleasantville Road Briarcliff Manor, NY 10510 RFP Quotation: No Bid	4