



# Westchester Community College

State University of New York

**50644**

**TO:** Board of Acquisition and Contract

**FROM:** Dr. Belinda S. Miles  
President

**DATE:** January 22, 2016

**SUBJECT:** Authority to Enter into Agreement WCC-14-950 with  
LaRocca Greene Architects, LLC  
In the matter of Architectural and Engineering Services in connection with the  
Administration Building Window Replacement,  
Westchester Community College, Valhalla, New York  
Subconsultant Approval: NASCO Construction Services  
Agreement Amount: \$34,000.00

Authority of your Honorable Board is requested to enter into an Agreement in connection with the Administration Building Window Replacement, 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 is to replace all windows throughout the Administration Building. The windows are beyond their useful life and in desperate need of replacement. All of the exterior windows throughout the Administration Building will be replaced, which will result in a more energy efficient building envelope and also increase the aesthetics of the building. Where ever possible, proposed new materials will be incorporated in compliance with LEED guidelines for environmental sustainability as per the United States Green Building Council. This agreement will benefit the public as it will implement the most cost-effective and environmentally compliant technologies available which will provide long-term energy conservation.

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 September 29, 2015, 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 October 5, 2015, whereby, C&S Companies, DCAK\_MSA Architecture and Engineering, PC, Fuller & D'Angelo, PC, Architects and Planners, KG&D Architects & Engineers, PC, LaRocca Greene Architects LLC, Lothrop Associates, LLP, and Stephen Tilly Architect were selected to possibly perform said services. On October 15, 2015, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on November 6, 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 January 12, 2016, selected

Board of Acquisition and Contract  
Contract No. WCC-14-950  
Proposal for Architectural and Engineering Services  
Administration Building Window Replacement  
75 Grasslands Road  
Valhalla, New York 10595

LaRocca Greene Architects, LLC, 22 Purchase Street, Rye, NY 10580, as the number one firm to perform engineering services in connection with the Administration Building Window Replacement, Westchester Community College, Valhalla, New York, for a total fee of \$34,000.00, 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: NASCO Construction Services (Cost Estimator) 200 Business Park Drive, Armonk, NY 10504.

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 Deputy Commissioner of the Department of Public Works and Transportation, and they are in concurrence.

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 Window Replacement, 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 September 29, 2015, 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 October 5, 2015, whereby C&S Companies, DCAK\_MSA Architecture and Engineering, PC, Fuller & D'Angelo, PC, Architects and Planners, KG&D Architects & Engineers, PC, LaRocca Greene Architects LLC, Lothrop Associates, LLP, and Stephen Tilly Architect were selected to possibly perform said services; and

WHEREAS, on October 15, 2015, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on November 6, 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 January 12, 2016, selected LaRocca Greene Architects, LLC, 22 Purchase Street, Rye, NY 10580 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, LLC, 22 Purchase Street, Rye, NY 10580, for engineering and architectural services associated with the Administration Building Window Replacement, 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 \$34,000.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultants also be approved: NASCO Construction Services (Cost Estimator) 200 Business Park Drive, Armonk, NY 10504;

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, 2017; 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-14-950

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
381	32	WCC-68-00-E	6020-01		\$ 34,000.00

Budget Funding Year(s): 2015/16 Start Date: 4/1/2016 End Date: 12/31/2017  
(must match resolution)

Funding Source:

Tax Aid: \$17,000.00

State Aid: \$17,000.00

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

Other: \_\_\_\_\_

Bond Act: 135-2010

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

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

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

WCC-68

Proposal for Architectural/Engineering Services  
Administration Building Window Replacement

On October 15, 2015, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on November 6, 2015.

Consultant Qualification List

Ranking

Larocca Greene Architects, LLC  
22 Purchase Street  
Rye, NY 10585  
**RFP Quotation: \$34,000.00**

1

Fuller & D'Angelo, PC, Architects & Planners  
45 Knollwood Road  
Elmsford, NY 10523  
**RFP Quotation: \$60,000.00**

2

Lothrop Associates, LLP  
333 Westchester Ave,  
White Plains, NY 10604  
**RFP Quotation: \$79,900.00**

3

DCAK-MSA Architecture & Engineering  
53 Hudson Avenue  
Nyack, NY 10960  
**RFP Quotation: \$82,000.00**

4

Graf & Lewent Architects, LLP  
90-30 161st Street  
Jamaica, NY 11432  
**RFP Quotation: \$89,000.00**

5

Kaeyer Garment, Davidson  
285 Main Street  
Mount Kisco, NY 10549  
**RFP Quotation: NO BID**

N/A