



# Westchester Community College

State University of New York

**50645**

**TO:** Board of Acquisition and Contract

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

**DATE:** January 22, 2016

**SUBJECT:** Authority to Enter into Agreement WCC-16-962 with  
Lothrop Associates, LLP, Architects  
In the matter of Architectural and Engineering Services in connection with the  
Roof Replacements, Various Buildings,  
Westchester Community College, Valhalla, New York  
Subconsultant Approval: Airtek Environmental Corporation  
Agreement Amount: \$129,000.00

Authority of your Honorable Board is requested to enter into an Agreement in connection with the Roof Replacements, Various Buildings 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 the roofing on various buildings throughout the campus. The existing warranties on the roofs are set to expire, and the roofing systems are beginning to deteriorate and at the end of their useful life. 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 \$100,000, 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, DCAK\_MSA Architecture and Engineering, PC, 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 Lothrop Associates, LLP, Architects, 333 Westchester Ave, White Plains, NY 10604 as the number one firm to

Board of Acquisition and Contract  
Contract No. WCC-16-962  
Proposal for Architectural and Engineering Services  
Roof Replacement, Various Buildings  
75 Grasslands Road  
Valhalla, New York 10595

perform engineering services in connection with the Roof Replacement, Various Buildings, Westchester Community College, Valhalla, New York, for a total fee of \$129,000.00, pursuant to an approved budget, which represents the best possible contract for the County.

Lothrop Associates, LLP, Architects has proposed the utilization of the following subconsultants: Airtek Environmental Corporation, (Environmental Testing), 39-37 29th Street, Long Island City, NY 11101;

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 Roof Replacement, Various Buildings, 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 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 DCAK\_MSA Architecture and Engineering, PC, 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 Lothrop Associates, LLP, Architects, 333 Westchester Ave, White Plains, NY 10604 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 Lothrop Associates, LLP, Architects, 333 Westchester Ave, White Plains, NY 10604, for engineering and architectural services associated with the Roof Replacement, Various Buildings, 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 \$129,000.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultants also be approved: Airtek Environmental Corporation, (Environmental Testing), 39-37 29th Street, Long Island City, NY 11101; 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, 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-16-962

Account to be  
Charged/Credited

| Fund | Dept | Major Program,<br>Program & Phase<br>or Unit | Object/<br>Sub Object | Trust<br>Account | Dollars       |
|------|------|--|-----------------------|------------------|---------------|
| 381  | 32   | WCC-79-00-E                                  | 6020-01               |                  | \$ 129,000.00 |
|      |      |  |                       |                  |               |
|      |      |  |                       |                  |               |
|      |      |  |                       |                  |               |

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

Funding Source:

Tax Aid: \$64,500.00

State Aid: \$64,500.00

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

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

Bond Act: 64-2015

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

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

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

WCC-79

Proposal for Architectural/Engineering Services  
Roof Replacement, Various Buildings

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

Lothrop Associates, LLP, Architects  
333 Westchester Ave,  
White Plains, NY 10604  
**RFP Quotation: \$129,000.00**

1

DCAK-MSA Architecture & Engineering  
53 Hudson Avenue  
Nyack, NY 10960  
**RFP Quotation: \$129,000.00**

2

Larocca Greene Architects, LLC  
22 Purchase Street  
Rye, NY 10585  
**RFP Quotation: NO BID**

N/A

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

N/A