



Westchester Community College

State University of New York

52281

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles
President

DATE: June 23, 2016

SUBJECT: Authority to Enter into Agreement WCC-16-967 with
JMZ Architects and Planners, PC
In the matter of Consulting Services in connection with the
Space Utilization Study
Westchester Community College, Valhalla, New York
Agreement Amount: \$89,600.00

Authority of your Honorable Board is requested to enter into an Agreement in connection with the Space Utilization Study, Westchester Community College, Valhalla, New York. The consultant shall provide consulting services associated with this project. Consulting services shall include a review of the exact usage of space on campus, establish space requirements to meet present circumstances, and identify future needs. The consultant shall analyze the class schedules and available facilities to identify efficiencies in use of space based on mission and develop and implement strategies to increase utilization to reflect the growing diversity in the format, times of instructional courses, programs and changes in student demand. The Consultant shall provide a report describing the study's results.

The objective of this project is to take a comprehensive inventory of current space utilized by College Programs and evaluate this inventory relative to industry standards and determine space inadequacies by square footage, by program and by quality of space. The consultant shall also identify any adjustments to the space inventory necessary to accommodate effective, efficient and state-of-the-art learning environment for WCC students.

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, JMZ Architects and Planners, PC, KG&D Architects & Engineers, PC, VHB Engineering, Surveying & Landscape Architecture, PC, Ammann & Whitney Consulting Engineers, PC, and Peter Gisolfi Associates, Architects – Landscape Architects, LLP, were selected to possibly perform said services. On April 7, 2016, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on May 6, 2016.

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 June 21, 2016, selected JMZ Architects and Planners, PC, 190 Glen Street, PO Box 725, Glens Falls, NY 12801 as the number one firm to perform consulting services in connection with the Space Utilization Study, Westchester Community College, Valhalla, New York, for a total fee of \$89,600.00, pursuant to an approved budget, which represents the best possible contract for the County.

Board of Acquisition and Contract
Contract No. WCC-16-967
Proposal for Consulting Services
Space Utilization Study
75 Grasslands Road
Valhalla, New York 10595

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 they are in concurrence.

I recommend adoption of the attached proposed Resolution.

RESOLUTION

Upon communication from the President, Westchester Community College,

WHEREAS, professional services of a consultant are required in connection with the Space Utilization Study, 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 JMZ Architects and Planners, PC, KG&D Architects & Engineers, PC, VHB Engineering, Surveying & Landscape Architecture, PC, Ammann & Whitney Consulting Engineers, PC, and Peter Gisolfi Associates, Architects – Landscape Architects, LLP, were selected to possibly perform said services; and

WHEREAS, on April 7, 2016, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on May 6, 2016; 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 June 21, 2016, selected JMZ Architects and Planners, PC, 190 Glen Street, PO Box 725, Glens Falls, NY 12801 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 JMZ Architects and Planners, PC, 190 Glen Street, PO Box 725, Glens Falls, NY 12801, for consulting services associated with the Space Utilization Study, 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 \$89,600.00, 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 August 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-16-967

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
	381	32	WCC-74-00-S	6020-01		\$ 56,949.31
	381	32	WCC-80-00-E	6020-01		\$ 32,650.69

Budget Funding Year(s): 2015/16 Start Date: 9/1/2016 End Date: 8/31/2017
 (must match resolution)

Funding Source:

Tax Aid: \$89,600.00
 State Aid: _____
 Federal Aid: _____
 Other: _____
 Bond Act: WCC80/WCC74: Cash to Capital

Contractor Federal I.D. No./
 Social Security No.: _____
 Vendor No.: _____
 Encumbrance No.: _____

WCC-74/80

Proposal for Consulting Services
Space Utilization Study

April 7, 2016, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on May 6, 2016.

Consultant Qualification List

Ranking

JMZ Architects and Planners, P.C.
190 Glen Street - P.O. Box 725
Glens Falls, New York 12801
RFP Quotation: \$89,600.00

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KG&D Architects and Planners, PC
285 Main Street
Mount Kisco, NY 10549
RFP Quotation: No Bid

N/A

VHB Engineering, Surveying &
Landscape Architecture, PC
50 Main Street, Suite 360
White Plains, New York 10606
RFP Quotation: No Bid

N/A

Amman & Whitney Consulting Engineers, PC
2500 Westchester Avenue
Suite 305
Purchase, NY 10577
RFP Quotation: No Bid

N/A

Peter Gisolfi Associates,
Architects – Landscape Architects, PC
566 Warburton Avenue
Hastings-on-Hudson, NY 10706
RFP Quotation: No Bid

N/A