

**60224**

DATE: December 12, 2017

TO: Board of Acquisition and Contract

FROM: John B. McCaffrey  
Chief Information Officer  
Department of Information Technology

Vincent F. Kopicki, P.E.  
Commissioner  
Department of Public Works and Transportation

Acting Commissioner  
Department of Environmental Facilities

RE: Authorization to enter into an agreement with ARCADIS of New York, Inc., pursuant to which it will provide professional consulting services for the County's SCADA systems, including, but not necessarily limited to, troubleshooting programming, configuration, and communications problems, and implementing expansions of, and upgrades to, the SCADA systems, as requested by the County, for a term commencing on April 1, 2018 and continuing through March 31, 2021, for an amount not-to-exceed \$425,000.00 (Agreement No. IT-1503).

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**BACKGROUND:**

- The County uses Supervisory Control and Data Acquisition ("SCADA") systems for both the Westchester County Airport and various facilities operated by the Department of Environmental Facilities, including each of the wastewater treatment plants (Blind Brook, Mamaroneck, New Rochelle, Ossining, Peekskill, Port Chester, and Yonkers), all of the pumping stations, Overflow Retention Facilities, and other facilities of the County water districts, and the facilities of the solid waste district. The SCADA systems

assist in the operation of these facilities by alerting plant operators to problems and by recording important information so that trends can be identified to prevent problems, thereby protecting the sensitive receiving waters in the Hudson River and Long Island Sound.

- The County currently employs several individuals who have received basic training in SCADA systems. These individuals can provide preliminary troubleshooting of issues related to the SCADA systems. However, these individuals cannot provide advanced troubleshooting for programming, configuration, and communications problems with the SCADA systems; program or configure the SCADA systems; or implement expansions of, or upgrades to, the SCADA systems. Accordingly, the County requires a consultant to provide such services for the SCADA systems.
- Therefore, authority is respectfully requested from your Honorable Board for the County to enter into an agreement with Arcadis, pursuant to which it will provide professional consulting services for the County's SCADA systems, including, but not necessarily limited to, troubleshooting programming, configuration, and communications problems, and implementing expansion of, and upgrades to, the SCADA systems, as requested by the County, for a term commencing on April 1, 2018 and continuing through March 31, 2021, for an amount not-to-exceed \$425,000.00, payable monthly at various hourly rates.
- The proposed agreement will serve a public purpose by providing the County with the services that are necessary to ensure that its vital SCADA systems at various locations all operate properly and can be updated and improved as necessary and appropriate.
- The goal and objective of the proposed agreement is to make available to the County the services that are necessary to ensure that its vital SCADA systems at various locations all operate properly and can be updated and improved as necessary and appropriate.
- The goal and objective of the proposed agreement is in the best interests of the County in terms of health and safety, as the County's SCADA systems at various locations are vital in assisting in the operation of those facilities and thereby protecting the sensitive receiving waters in the Hudson River and Long Island Sound.
- The goal and objective of the proposed agreement will be continually tracked and monitored by staff from the Department of Information Technology.

- Authority to exempt the proposed agreement from the requirements of the Westchester County Procurement Policy, pursuant to Section 3(a)(xxi) thereof, has been submitted to your Honorable Board in accordance with a separate resolution of even date herewith.

**ACTION REQUESTED:**

Authority to enter into an agreement with Arcadis, pursuant to which it will provide professional consulting services for the County's SCADA systems, including, but not necessarily limited to, troubleshooting programming, configuration, and communications problems, and implementing expansions of, and upgrades to, the SCADA systems, as requested by the County, for a term commencing on April 1, 2018 and continuing through March 31, 2021, for an amount not-to-exceed \$425,000.00, payable monthly at various hourly rates.

The attached resolution is submitted for your consideration.

JBM/SF/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACTS

12/28/2017 - USA MRIJAJ, SECRETARY

## RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY, AND THE COMMISSIONER OF PUBLIC WORKS AND TRANSPORTATION AND ACTING COMMISSIONER OF ENVIRONMENTAL FACILITIES, BE IT HEREBY

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to enter into an agreement (IT-1503) with ARCADIS of New York, Inc. ("Arcadis"), pursuant to which Arcadis will provide professional consulting services for the County's SCADA systems, including, but not necessarily limited to, troubleshooting programming, configuration, and communications problems, and implementing expansions of, and upgrades to, the SCADA systems, as requested by the County, for a term commencing on April 1, 2018 and continuing through March 31, 2021, for an amount not-to-exceed \$425,000.00, payable monthly at various hourly rates; and be it further

**RESOLVED**, that the agreement is subject to County appropriations; and be it further

**RESOLVED**, that the agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of the agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the county shall retain the right to either terminate the agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the contractor, then the contractor shall have the right to terminate the agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute and deliver any and all documents and to take all action necessary and appropriate to effectuate the purposes of this Resolution.

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Account to be Charged/Credited:  
 Agreement Number IT-1503

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object Sub-Object	Trust Account	Dollars
2018	221	60	0110	4420		\$68,750
2019	221	60	0110	4420		\$91,667
2020	221	60	0110	4420		\$91,667
2021	221	60	0110	4420		\$22,916
2018	251	60	7100	4420		\$5,000
2019	251	60	7100	4420		\$6,667
2020	251	60	7100	4420		\$6,667
2021	251	60	7100	4420		\$1,666
2018	241	60	5110	4420		\$18,750
2019	241	60	5110	4420		\$25,000
2020	241	60	5110	4420		\$25,000
2021	241	60	5110	4420		\$6,250
2018	243	60	5310	4420		\$3,750
2019	243	60	5310	4420		\$5,000
2020	243	60	5310	4420		\$5,000
2021	243	60	5310	4420		\$1,250

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2018	161	44	4110	4420		\$10,000
2019	161	44	4110	4420		\$13,333
2020	161	44	4110	4420		\$13,333
2021	161	44	4110	4420		\$3,334

Budget Funding Year(s): 2018 - 2021 Start Date: April 1, 2018 End Date: March 31, 2021  
 (must match resolution)

Funding Source Tax Dollars: \$385,000  
 State Aid: \_\_\_\_\_  
\$425,000.00 Federal Aid: \_\_\_\_\_  
 (must match resolution) Other: \$40,000 (Airport Special Revenue Fund)

APPROVED BOARD OF ACQUISITION CONTRACT - 12/20/2017 - LISA M. PAJ, SECRETARY