

**63572**

**TO:** Board of Acquisition and Contract  
**FROM:** Hugh J. Greechan, Jr., PE  
Commissioner of Public Works and Transportation  
**DATE:** June 5, 2018  
**SUBJECT:** Request Authority to Obtain a Proposal and Negotiate a Fee with Ward Carpenter Engineers, Inc., in connection with Land Surveying Services at Various Locations in Southern Westchester County, New York (#18-919)

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Authority of your Honorable Board is requested to obtain a proposal to negotiate a fee in connection with land surveying services at various locations in Southern Westchester County, New York.

The objective of this project is to provide land surveying services for various buildings, roads, and bridges in Southern Westchester County which shall include areas south of Interstate 287 down to the Bronx/Westchester County border. The land surveying services shall include, but are not limited to, topographic surveys, land feature surveys, boundary surveys, bathymetric (underwater) surveys, utility mapping, and legal property descriptions. The land surveying information will be used by Department of Public Works and Transportation, Engineering Division staff in the planning and design of various capital projects. This agreement will benefit the public as it provides land surveying information required for improvements of various County facilities in compliance with the New York State Code of Practice for Land Surveys.

On September 23, 2016, the Professional Prequalification Board was canvassed for the purpose of generating an eligible list of qualified firms to provide land surveying services for under \$100,000. The Professional Prequalification Board approved a list of ten (10) qualified firms. As the fee is estimated to be less than \$100,000, on May 29, 2018 the Professional Selection Board reviewed this eligible list of qualified firms and selected the best three qualified firms to possibly perform said services. The three firms were:

1. Ward Carpenter Engineers, Inc.  
76 Mamaroneck Avenue  
White Plains, New York 10601
2. Thomas C. Merritts Land Surveyor, P.C.  
394 Bedford Road  
Pleasantville, New York 10570
3. WSP USA, Inc.  
555 Pleasantville Road  
Briarcliff Manor, New York 10510

After careful consideration, the Professional Selection Board ranked the firm of Ward Carpenter Engineers, Inc. as the number one firm suitable for this proposal for these professional services. Authorization to enter into an Agreement will be submitted to your Honorable Board when negotiations are satisfactorily completed. This selection process followed the requirements as outlined in the Rules of the Professional Prequalification and Selection Boards and the Laws of Westchester County.

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Payment for this contract will be made from the various County capital project accounts for which the services are rendered as needed and as determined by the Department of Public Works and Transportation.

This matter has been reviewed by the Deputy County Executive and the Acting Commissioner of the Department of Planning, and they are in concurrence.

I recommend adoption of the attached proposed Resolution.

HJG/JJN/AS

# RESOLUTION

Upon communication from the Commissioner of Public Works and Transportation, be it:

RESOLVED, that with the concurrence of the Professional Selection Board, approval is hereby granted to obtain a proposal and to negotiate a fee with Ward Carpenter Engineers, Inc., 76 Mamaroneck Avenue, White Plains, New York 10601, for Land Surveying Services at Various Locations in Southern Westchester County, New York which shall include areas south of Interstate 287 down to the Bronx/Westchester County border.

Agreement No. 18-919

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
<i>DPWT Buildings</i>	346	46	TBD			
<i>Roads &amp; Bridges</i>	366	46	TBD			

Budget Funding Year(s): 2018 Start Date: N/A End Date: N/A  
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./  
 State Aid: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
 \$ \_\_\_\_\_ Federal Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
 (must match resolution) Other: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_