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**TO:** Board of Acquisition and Contract  
**FROM:** Hugh J. Greechan, Jr., PE  
Commissioner of Public Works and Transportation  
**DATE:** October 16, 2018  
**SUBJECT:** First Amendment to Agreement No. 16-925 in the matter of Architectural and Engineering Services in connection with Westchester County Jail Kitchen Infrastructure Rehabilitation, Valhalla Campus at Grasslands, Valhalla, New York

**Consultant:** Lothrop Associates LLP  
**Amendment Amount:** \$182,830.00

*Subconsultant Approval:* Cook's Direct, Inc. d/b/a Cook's Correctional Kitchen Equipment

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Authority of your Honorable Board is requested to amend the existing Agreement No. 16-925 ("Agreement") between the County of Westchester ("County") and Lothrop Associates LLP ("Consultant"), 333 Westchester Avenue, White Plains, New York 10604. The original Agreement dated April 19, 2017, was for design services associated with Westchester County Jail Kitchen Infrastructure Rehabilitation, Valhalla Campus at Grasslands, Valhalla, New York.

The architectural and engineering services included in the original Agreement have been in progress. The Consultant is preparing the construction contract documents. The County has been satisfied with the quality of services provided to date. The County has requested that the Consultant provide the following additional tasks that are not included in the existing Agreement: (1) additional design of new kitchen equipment for both the Main and Temporary Kitchens; (2) additional design of new ceiling to include enhanced security with energy conserving LED light fixtures; and (3) additional design of kitchen electrical for equipment selected to be placed on generator power to include a new equipment panel with a power feed from the emergency generator or a new transformer.

It is therefore requested that the existing Agreement be amended to provide for architectural and engineering services in connection with Westchester County Jail Kitchen Infrastructure Rehabilitation, Valhalla Campus at Grasslands, Valhalla, New York. The Consultant shall provide additional design services associated with this project that are outside of the scope of work included in the existing Agreement. Additional design services shall include the preparation of construction contract documents (drawings and specifications), construction cost estimates, any required addenda, and a bid analysis including an evaluation of the bids to determine compliance with bidding requirements and whether the bidders are responsible so that the County may recommend award of the construction contracts. In addition, the Consultant shall provide additional design services during construction consisting of shop drawing and submittal review, attendance at project meetings, periodic site visits and preparation of as-built drawings. The County also reserves the right to further amend this Agreement with the Consultant at a future date to provide for subsequent design and construction phase services.

The objective of this project will be to rehabilitate the kitchen at the Westchester County Jail which is currently in deteriorated condition. This project will repair and replace the flooring system at the County Jail Kitchen and will include repairs and/or replacement of, but not limited to, the following items: concrete sub flooring, structural steel, epoxy top coat, expansion joints, floor drains, and grease traps. In order to facilitate construction of the repairs, this project will also include the creation of a temporary kitchen and food preparation area that will supply the daily dietary needs for the Department of Correction population (approximately 4,500 meals per day). The temporary kitchen will be located in the existing Penitentiary Kitchen. This agreement will benefit the public as it ensures that the facility meets ongoing operational needs and complies with current building codes.

The architectural and engineering discipline encompassed in this Amendment is not new, but rather, it is an integral part of the project that involves the same degree of skill, experience and complexity as the expertise generally described in the original project. Accordingly, this type of architectural and engineering discipline was originally contemplated in the Professional Prequalification Board and Professional Selection Board process.

The fee for the above services is for an amount of \$182,830.00 pursuant to an approved budget, bringing the total Agreement plus Amendment to \$377,705.00. The completion date of the Agreement shall remain December 31, 2021.

In addition, Lothrop Associates LLP, has requested the utilization of the following subconsultant: Cook's Direct, Inc. d/b/a Cook's Correctional Kitchen Equipment (Kitchen Design Consultant), 27725 Diehl Road, Warrenville, Illinois 60555.

The Department of Public Works and Transportation will track scheduling and accomplishments by the Consultant and perform on-site inspections to ensure the successful completion of this project.

Proposed form of Resolution to accomplish the foregoing is attached hereto.

HJG/AJF/as

# RESOLUTION

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

RESOLVED, that the existing Agreement No. 16-925 (“Agreement”) between the County of Westchester (“County”) and Lothrop Associates LLP (“Consultant”), 333 Westchester Avenue, White Plains, New York 10604, be amended to provide for architectural and engineering services in connection with Westchester County Jail Kitchen Infrastructure Rehabilitation, Valhalla Campus at Grasslands, Valhalla, New York. The Consultant shall provide additional design services associated with this project that are outside of the scope of work included in the existing Agreement. Additional design services shall include the preparation of construction contract documents (drawings and specifications), construction cost estimates, any required addenda, and a bid analysis including an evaluation of the bids to determine compliance with bidding requirements and whether the bidders are responsible so that the County may recommend award of the construction contracts. In addition, the Consultant shall provide additional design services during construction consisting of shop drawing and submittal review, attendance at project meetings, periodic site visits and preparation of as-built drawings. The County also reserves the right to further amend this Agreement with the Consultant at a future date to provide for subsequent design and construction phase services; and be it further .

RESOLVED, that for the additional services rendered in accordance with the Consultant’s proposal, Lothrop Associates LLP, shall be paid a fee of \$182,830.00 pursuant to an approved budget, increasing the total maximum fee to \$377,705.00; and be it further.

RESOLVED, that the use of the following subconsultant also be approved: Cook’s Direct, Inc. d/b/a Cook’s Correctional Kitchen Equipment (Kitchen Design Consultant), 27725 Diehl Road, Warrenville, Illinois 60555; and be it further

RESOLVED, that all other provisions of the existing Agreement shall remain in full force and effect; 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.

Original Agreement	\$	194,875.00	(Design Services)
This Amendment		<u>182,830.00</u>	(Additional Design Services)
TOTAL	\$	377,705.00	

**Agreement No. 16-925**

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	335	35	BCR52-01-E	6120-01	BA #103-2018	\$ 182,830.00

Budget Funding Year(s): 2018 Start Date: 04/19/17 End Date: 12/31/21  
(must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./  
State Aid: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
\$182,830.00 Federal Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
(must match resolution) Other: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_