

67212

TO: Board of Acquisition and Contract
FROM: Hugh J. Greechan, Jr., PE
Commissioner of Public Works and Transportation
DATE: January 15, 2019
SUBJECT: Authority to Enter into Agreement #19-900 in the matter of
Architectural and Engineering Services in connection with
Low Rise Building Renovations and HVAC Improvements,
110 Dr. Martin Luther King, Jr. Boulevard, White Plains, New York

Consultant: Graf & Lewent Architects, LLP
Agreement Amount: \$690,000.00

Subconsultant Approval: Thomas Polise Consulting Engineer, P.C.
Project Cost Associates, Inc. (MBE)
Susan B. McClymonds, Architect (WBE)
ATC Group Services, LLC

Authority of your Honorable Board is requested for the County of Westchester ("County") to enter into an Agreement with Graf & Lewent Architects, LLP in connection with Low Rise Building Renovations and HVAC Improvements, 110 Dr. Martin Luther King, Jr. Boulevard, White Plains, 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, 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 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 amend this Agreement with the consultant at a future date to provide for construction phase services including but not limited to construction administration services and project close-out services.

The objective of this project is to provide interior renovations inclusive of improvements to HVAC, fire protection, plumbing, electrical, and information technology at the Low Rise Building located at 110 Dr. Martin Luther King, Jr. Boulevard in White Plains, New York. Building renovations shall include, but are not limited to, the following: providing greater operational efficiencies via right sizing of divisions, improving public access via way finding and professional signage systems, improving logical flow via desired adjacencies, providing integrated solution for the 32,106 Square Foot 3rd Floor, and providing a pleasant working environment commensurate with professional services provided by the County Clerk (new finishes and dependable balanced heating, ventilation, and air conditioning year-round). This will require upgrades to building systems infrastructure, information technology relocations, new furniture/workstations, modifications to the HVAC system whose air handling units for the entire building are located at ground floor, and modifications to the electrical system that has two (2) risers located in the garage feeding the building. This agreement will benefit the public as it ensures that the facility meets ongoing operational needs and complies with current building codes.

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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 July 19, 2018, 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 August 30, 2018 whereby Fuller and D'Angelo, P.C.; Graf & Lewent Architects, LLP; and KG&D Architects, P.C. were selected to possibly perform said services. On September 12, 2018, a request for proposal ("RFP") was sent to the qualified firms and subsequently three (3) proposals were received on October 18, 2018.

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 December 19, 2018, selected Graf & Lewent Architects, LLP, 90-30 161st Street, Jamaica, New York 11432, as the number one firm to perform architectural and engineering services in connection with Low Rise Building Renovations and HVAC Improvements, 110 Dr. Martin Luther King, Jr. Boulevard, White Plains, New York, for a total fee of \$690,000.00, pursuant to an approved budget, which represents the best possible contract for the County.

In addition, Graf & Lewent Architects, LLP, has requested the utilization of the following subconsultants: Thomas Polise Consulting Engineer, P.C. (Mechanical, Electrical, Plumbing, and Fire Protection Engineering Services), 133 West 19th Street, New York, New York 10011; Project Cost Associates, Inc. (Construction Cost Estimating Services), 240 Hillside Avenue, Hillside, New Jersey 07205; Susan B. McClymonds, Architect (Specification Writing Services), 200 Robb Road, Amsterdam, New York 12010; and ATC Group Services, LLC (Asbestos Abatement Investigation, Permitting, and Monitoring Services), 104 East 25th Street, New York, New York 10010.

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.

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 Commissioner of the Department of Planning, and they are in concurrence.

I recommend adoption of the attached proposed Resolution.

HJG/AJF/as

RESOLUTION

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

RESOLVED, that approval is hereby granted for the County of Westchester ("County") to enter into an Agreement with the firm of Graf & Lewent Architects, LLP, 90-30 161st Street, Jamaica, New York 11432, for architectural and engineering services associated with Low Rise Building Renovations and HVAC Improvements, 110 Dr. Martin Luther King, Jr. Boulevard, White Plains, 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, 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 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 amend this Agreement with the consultant at a future date to provide for construction phase services including but not limited to construction administration services and project close-out services; and be it further

RESOLVED, that for services rendered in accordance with the consultant's proposal, a total compensation of \$690,000.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultants also be approved: Thomas Polise Consulting Engineer, P.C. (Mechanical, Electrical, Plumbing, and Fire Protection Engineering Services), 133 West 19th Street, New York, New York 10011; Project Cost Associates, Inc. (Construction Cost Estimating Services), 240 Hillside Avenue, Hillside, New Jersey 07205; Susan B. McClymonds, Architect (Specification Writing Services), 200 Robb Road, Amsterdam, New York 12010; and ATC Group Services, LLC (Asbestos Abatement Investigation, Permitting, and Monitoring Services), 104 East 25th Street, New York, New York 10010; and be it further

RESOLVED, that the Agreement shall commence upon the consultant's receipt of written notice from the Commissioner of Public Works and Transportation or his designee and that the completion date shall be December 31, 2023; 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.

Agreement No. 19-900

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	346	46	B0082-03-E	6120-01	BA #179-2015	\$ 508,400.00
	346	46	B0104-01-E	6120-01	BA #181-2015	\$ 181,600.00

Budget Funding Year(s): 2019 Start Date: 02/28/2019 End Date: 12/31/2023
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./
 State Aid: _____ Social Security No.: _____
\$690,000.00 Federal Aid: _____ Vendor No.: _____
 (must match resolution) Other: _____ Encumbrance No.: _____