



Westchester Community College

State University of New York

67255

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles
President

DATE: January 16, 2019

SUBJECT: Authority to Enter into Agreement WCC-19-906 with
DCAK-MSA Architecture & Engineering, PC
In the matter of Architectural and Engineering Services in connection with the
Physical Education Building Infrastructure Improvements
Westchester Community College, Valhalla, New York
Subconsultant Approval: DPV Consultants, Inc
OLA Consulting Engineers
Agreement Amount: \$43,000.00

Authority of your Honorable Board is requested to enter into an Agreement with DCAK-MSA Architecture & Engineering, PC in connection with the Physical Education Building Infrastructure Improvements, Westchester Community College, Valhalla, 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, bid analysis, preparation of any addenda, if required, and recommendation to award 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. For construction administration services, the consultant shall monitor the construction procedures on the site to ensure compliance with the contract documents, coordinate scheduled activities of the contractors, submit construction progress reports and review and process contractors' applications for payments.

The objective of this project is the Physical Education Building Infrastructure Improvements. The consultant shall provide technical specifications and contract drawings for upgraded flooring throughout the building, retrofitting of toilet rooms for ADA compliance, upgrading plumbing fixtures for energy and water usage savings as well as performing testing and upgrading of the electrical distribution system throughout the building. This agreement will benefit the public as it will implement the most cost-effective and environmentally compliant technologies available which will provide long-term energy conservation.

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 September 10, 2018, whereby, DCAK-MSA Architecture & Engineering, PC, Fuller & D'Angelo PC, KG&D Architects & Engineers, PC, and Lothrop Associates, LLP were selected to possibly perform said services. On October 15, 2018, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on November 9, 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

Board of Acquisition and Contract
Contract No. WCC-19-906
Proposal for Architectural and Engineering Services
Physical Education Building Infrastructure Improvements
75 Grasslands Road
Valhalla, New York 10595

DCAK-MSA Architecture & Engineering, PC, 27 Barker Ave, White Plains, NY 10601 as the number one firm to perform consulting services in connection with the Physical Education Building Infrastructure Improvements, Westchester Community College, Valhalla, New York, for a total fee of \$43,000.00, pursuant to an approved budget, which represents the best possible contract for the County.

DCAK-MSA Architecture & Engineering, PC has proposed the utilization of the following subconsultants: Odea, Lynch, Abbattista Consulting Engineers (MEP Engineering Consultant), 50 Broadway, Hawthorne, NY 10532; DPV Consultants, Inc (Environmental Testing), 19 West 36th St, New York, NY 10018.

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, architectural and engineering services of a consultant are required in connection with the Physical Education Building Infrastructure Improvements, Westchester Community College, Valhalla, New York; and

WHEREAS, 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; and

WHEREAS, the list was reviewed by the Professional Selection Board on September 10, 2018, whereby, DCAK-MSA Architecture & Engineering, PC, Fuller & D'Angelo PC, KG&D Architects & Engineers, PC, and Lothrop Associates, LLP were selected to possibly perform said services; and

WHEREAS, on October 15, 2018, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on November 9, 2018; 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 December 19, 2018, selected DCAK-MSA Architecture & Engineering, PC, 27 Barker Ave, White Plains, NY 10601 the number one firm, which represents the best possible contract for the County;

NOW, THEREFORE, BE IT RESOLVED, that approval is hereby granted for the County of Westchester to enter into an Agreement with the firm of DCAK-MSA Architecture & Engineering, PC, 27 Barker Ave, White Plains, NY 10601, for engineering and architectural services associated with the Physical Education Building Infrastructure Improvements, 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 \$43,000.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultants also be approved: Odea, Lynch, Abbattista Consulting Engineers (MEP Engineering Consultant), 50 Broadway, Hawthorne, NY 10532; DPV Consultants, Inc (Environmental Testing), 19 West 36th St, New York, NY 10018;

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 February 28, 2021; 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-19-906

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act	Dollars
381	32	WCC-83-01-E	6020-01	44-2018	\$ 43,000.00

Budget Funding Year(s): 2018/19 Start Date: 3/1/2019 End Date: 2/28/2021
(must match resolution)

Funding Source:

Tax Aid: \$21,500.00

State Aid: \$21,500.00

Federal Aid: _____

Other: _____

Bond Act: _____

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

Vendor No.: _____

Encumbrance No.: _____

WCC-83

Proposal for Architectural/Engineering Services
Physical Education Building Infrastructure Improvements

On October 15, 2018, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on November 9, 2018.

Consultant Qualification List

Ranking

DCAK-MSA Architecture & Engineering
27 Barker Ave
White Plains, NY 10601
RFP Quotation: \$43,000.00

1

Lothrop Associates, LLP, Architects
333 Westchester Ave,
White Plains, NY 10604
RFP Quotation: \$79,900.00

2

Kaeyer Garment, Davidson
285 Main Street
Mount Kisco, NY 10549
RFP Quotation: NO BID

N/A

Fuller & D'Angelo, PC
45 Knollwood Road
Elmsford, NY 10523
RFP Quotation: NO BID

N/A