



Westchester Community College

State University of New York

67256

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles
President

DATE: January 2, 2019

SUBJECT: Authority to Enter into Agreement WCC-19-907 with
Lothrop Associates, LLP, Architects
In the matter of Architectural and Engineering Services in connection with the
Administration Building & Technology Building Roof Replacement
Westchester Community College, Valhalla, New York
Subconsultant Approval: Airtek Environmental Corporation
Agreement Amount: \$123,900.00

Authority of your Honorable Board is requested to enter into an agreement in connection with the Administration Building & Technology Building Roof Replacement, 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 to replace the roofing on the Administration Building and the Technology Building. The existing warranties on the roofs are set to expire, and the roofing systems are beginning to deteriorate and at the end of their useful life. Where ever possible, proposed new materials will be incorporated in compliance with LEED guidelines for environmental sustainability as per the United States Green Building Council. 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, Fuller & D'Angelo PC, KG&D Architects & Engineers, PC, and Lothrop Associates, LLP were selected to possibly perform said services. On October 10, 2018, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on October 21, 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 Lothrop Associates, LLP, Architects, 333 Westchester Ave, White Plains, NY 10604 as the number one firm to perform design services in connection with the Administration Building & Technology Building Roof

Board of Acquisition and Contract
Contract No. WCC-19-907
Proposal for Architectural and Engineering Services
Administration Building & Technology Building Roof Replacement
75 Grasslands Road
Valhalla, New York 10595

Replacement, Westchester Community College, Valhalla, New York, for a total fee of \$123,900.00, pursuant to an approved budget, which represents the best possible contract for the County.

Lothrop Associates, LLP, Architects has proposed the utilization of the following subconsultants: Airtek Environmental Corporation, (Environmental Testing), 39-37 29th Street, Long Island City, NY 11101;

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 Administration Building & Technology Building Roof Replacement, 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, Fuller & D'Angelo PC, KG&D Architects & Engineers, PC, and Lothrop Associates, LLP were selected to possibly perform said services; and

WHEREAS, on October 10, 2018, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on October 21, 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 Lothrop Associates, LLP, Architects, 333 Westchester Ave, White Plains, NY 10604 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 acting through the Westchester Community College to enter into an agreement with the firm of Lothrop Associates, LLP, Architects, 333 Westchester Ave, White Plains, NY 10604, for engineering and architectural services associated with the Administration Building & Technology Building Roof Replacement, 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 \$123,900.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultants also be approved: Airtek Environmental Corporation, (Environmental Testing), 39-37 29th Street, Long Island City, NY 11101;

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-19-907

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act	Dollars
381	32	WCC-79-03-E	6020-01	43-2018	\$ 123,900.00

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

Funding Source:

Tax Aid: \$61,950.00

State Aid: \$61,950.00

Federal Aid: _____

Other: _____

Bond Act: _____

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

Vendor No.: _____

Encumbrance No.: _____

WCC-79

Proposal for Architectural/Engineering Services
Administration Building & Technology Building Roof Replacement

On October 10, 2018, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on October 21, 2018.

Consultant Qualification List

Ranking

Lothrop Associates, LLP, Architects
333 Westchester Ave,
White Plains, NY 10604
RFP Quotation: \$123,900.00

1

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