



# Westchester Community College

State University of New York

**69684**

**TO:** Board of Acquisition and Contract

**FROM:** Dr. Belinda S. Miles  
President, Westchester Community College

**DATE:** May 9, 2019

**SUBJECT:** Authority to Enter into Agreement WCC-19-909  
In the matter of Engineering Services in connection with the  
Library Building Chiller Replacement  
Westchester Community College  
Westchester County, New York

**Consultant:** OLA Consulting Engineers, PC  
**Amount:** \$45,000.00

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Authority of your Honorable Board is requested to enter into an Agreement in connection with the engineering services for the Library Building Chiller Replacement, Westchester Community College, Valhalla, New York. The consultant shall provide engineering 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 engineering 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 Library Building Chiller's. The existing chiller units are past their useful life and in need of replacement. The chiller units provide air conditioning to the Library Building. A complete replacement of the system is required, and is necessary to maintain the indoor air comfort level during the summer months. 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.

This Department will track scheduling and accomplishments by the consultant and perform on-site inspections to ensure the successful completion of this project.

In accordance with the Accelerated Qualification and Selection Procedure as outlined in the Rules of the Professional Prequalification and Selection Boards (Act 144-1996, 3D), on September 10, 2018, a statement outlining the reason requiring the accelerated procedure, the qualification of the proposed firm and the scope of work was submitted to the Chairman of the Professional Prequalification Board. The Chairman of the Professional Prequalification Board on September 10, 2018, agreed that the accelerated consultant procurement procedure was warranted. Subsequently, these items were reviewed and approved by the Chairman of the Prequalification Board on September 10, 2018.

By Resolution approved on October 4, 2018, your Honorable Board authorized the County to negotiate with the firm of OLA Consulting Engineers, PC, 50 Broadway, Hawthorne, NY 10532, and a proposal was submitted for engineering services for the Library Building Chiller Replacement, Westchester Community College, Valhalla, New York, for a total fee of \$45,000.00, pursuant to an approved budget.

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

# RESOLUTION

## CONTRACT NO. WCC-19-909

Upon communication from the President, Westchester Community College be it

**RESOLVED**, that approval is hereby granted for the County of Westchester, acting by and through its Westchester Community College, to enter into an agreement with the firm OLA Consulting Engineers (“Consultant”), PC, 50 Broadway, Hawthorne, NY 10532 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

**RESOLVED**, that for services rendered in accordance with the Consultant’s proposal, a total compensation of \$45,000.00 shall be provided, pursuant to an approved budget; and be it further

**RESOLVED**, that this contract is subject to County appropriations; and be it further

**RESOLVED**, that this Agreement shall commence upon the Consultant’s receipt of written notice from the President of Westchester Community College or her designee and that the completion date shall be December 31, 2020; and be it further

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes hereof.

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Bond Act	Dollars
	381	32	WCC-93-01-E	6210-01	206-2018	\$45,000.00

**Budget Funding Year(s)** 2019      **Start Date:** Jul 1, 2019      **End Date:** Dec 31, 2020  
 (must match resolution)

**Funding Source:** Tax Dollars \$22,500.00  
 No./,

**Contractor Federal I.D.**

**Social Security No.:** \_\_\_\_\_

**State Aid** \$22,500.00

**Federal Aid** \_\_\_\_\_

**Vendor No.:** \_\_\_\_\_

(must match resolution)

**Other** \_\_\_\_\_

**Encumbrance No.:** \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/06/2019 - LISA MARIJA/SECRETARY