

76510

TO: Board of Acquisition and Contract
FROM: Hugh J. Greechan, Jr., PE
Commissioner of Public Works and Transportation
DATE: May 5, 2020
SUBJECT: Authority to Enter into Agreement #20-917 in connection with
Electrical Engineering Consulting Services for Various Capital Building Projects
Consultant: LynStaar Engineering, P.C. (WBE)
Agreement Amount: \$100,000.00

Authority of your Honorable Board is requested for the County of Westchester (the "County") acting by and through its Department of Public Works and Transportation (the "Department") to enter into Agreement No. 20-917 (the "Agreement") with LynStaar Engineering, P.C. (the "Consultant"), a WBE firm, 12 Water Street, Suite 202, White Plains, New York 10601, in connection with electrical engineering consulting services for various capital building projects. The Consultant shall provide the following services associated with this project: (1) preparation of construction contract drawings, specifications, and cost estimates; (2) coordination and review with County staff; and (3) provide other consulting services as directed by the Commissioner of the Department.

The objective of this project is to provide electrical engineering consulting services for various capital building projects in Westchester County. The electrical engineering services will assist Engineering Division staff in the Department for the planning and design of various capital projects. This agreement will benefit the public as it provides electrical engineering services required for improvements of various County owned facilities in compliance with applicable building codes.

On February 14, 2019, the Professional Prequalification Board was canvassed for the purpose of generating an eligible list of qualified firms to provide electrical engineering services for an estimated fee not-to-exceed \$100,000. The Professional Prequalification Board approved a list of five (5) qualified firms. The list was reviewed by the Professional Selection Board on April 21, 2020, whereby three firms were selected to possibly perform said services.

By Resolution approved April 30, 2020, your Honorable Board authorized the County to negotiate with the Consultant and a proposal was submitted for electrical engineering consulting services for various capital building projects, for a total fee of \$100,000.00, pursuant to an approved budget.

Payment for this contract will be made from the various County capital project accounts for which the services are rendered as needed and as determined by the Department.

The Department 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.

RESOLUTION

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

RESOLVED, that approval is hereby granted for the County of Westchester (the "County") acting by and through its Department of Public Works and Transportation (the "Department") to enter into Agreement No. 20-917 (the "Agreement") with the firm of LynStaar Engineering, P.C. (the "Consultant"), a WBE firm, 12 Water Street, Suite 202, White Plains, New York 10601, in connection with electrical engineering consulting services for various capital building projects. The Consultant shall provide the following services associated with this project: (1) preparation of construction contract drawings, specifications, and cost estimates; (2) coordination and review with County staff; and (3) provide other consulting services as directed by the Commissioner of the Department; and be it further

RESOLVED, that for services rendered in accordance with the Consultant's proposal, a total compensation of \$100,000.00 shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that payment for this contract will be made from the various County capital project accounts for which the services are rendered as needed and as determined by the Department; 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, 2022; 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. 20-917

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
346	46	TBD	6120-03	TBD	\$ 100,000.00

Budget Funding Year(s): 2020 Start Date: 06/01/20 End Date: 12/31/22
(must match resolution)

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