

TO: Board of Acquisition and Contract

FROM: John J. Hsu, PE
Acting Commissioner of Public Works

DATE: April 2, 2010

SUBJECT: Request Authority to Obtain a Proposal and Negotiate a Fee with Graf & Lewent Architects, LLP
In connection with Architectural Services for the Terminal Building Modifications,
Phase II - In-Line Baggage Screening Facility at the Westchester County Airport,
Towns of Harrison and North Castle and Village of Rye Brook, New York (#10-911)

Authority of your Honorable Board is requested to obtain a proposal and to negotiate a fee in connection with architectural services for the Terminal Building Modifications, Phase II – In-Line Baggage Screening Facility at the Westchester County Airport, Towns of Harrison and North Castle and Village of Rye Brook, New York.

The objective of this project is to provide terminal building modifications at the Westchester County Airport. These improvements will ensure compliance with Transportation Security Administration (TSA) requirements. This project will implement the most cost-effective and environmentally compliant technologies available which will provide long-term energy conservation. Wherever 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 enhance the efficiency of the airport's operations to meet the increased level of service, thereby providing an improved traveling experience for airport passengers.

In accordance with the Federal Aviation Administration (FAA) requirements, on December 22, 2008 a Request for Qualifications (RFQ) was advertised in the New York State Contract Reporter and The Journal News. Responses to the RFQ were received on January 29, 2009. After careful review of the submitted qualifications, the Professional Selection Board on March 26, 2010 ranked the firm of Graf & Lewent Architects, LLP, 91-31 Queens Boulevard, Elmhurst, New York 11373 as the number one firm suitable to perform the requested architectural services. A formal proposal will be based on the cost of technical salaries plus a fixed fee with a not-to-exceed ceiling. Authorization to enter into an Agreement will be submitted to your Honorable Board when negotiations are satisfactorily completed. This selection process followed the requirements as outlined in the Rules of the Professional Prequalification and Selection Boards and the Laws of Westchester County.

Payment for this contract will be made from the Passenger Facility Charge Fund, not the County General Fund and will not impact the County tax levy.

This matter has been reviewed by the Deputy County Executive, the Commissioner of the Department of Transportation, 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 Acting Commissioner of Public Works, be it hereby

RESOLVED, that with the concurrence of the Professional Selection Board, approval is hereby granted to obtain a proposal and to negotiate a fee with Graf & Lewent Architects, LLP, 91-31 Queens Boulevard, Elmhurst, New York 11373, for architectural services for the Terminal Building Modifications, Phase II – In-Line Baggage Screening Facility at the Westchester County Airport, Towns of Harrison and North Castle and Village of Rye Brook, New York.

JJH/PTK/NLS/AS

Agreement No. 10-911

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
	362	44	A095B00E	6120-01		

Budget Funding Year(s): 2010 Start Date: N/A End Date: N/A
 (must match resolution)

Funding Source: Tax Dollars: _____ Contractor Federal I.D. No./
 State Aid: _____ Social Security No.: 11-2988365
 Federal Aid: _____ Vendor No.: _____
 Other: 100% Airport Passenger Facility Charge Fund Encumbrance No.: _____