

**101125**

**TO:** Board of Acquisition and Contract  
**FROM:** Hugh J. Greechan, Jr., PE  
Commissioner of Public Works and Transportation  
**DATE:** May 9, 2023  
**SUBJECT:** Authorization to extend the term of Short Form Agreement No. 21-813 with Hillman & Miley Consulting Engineers, PLLC retroactively from November 30, 2022 until November 30, 2023

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Authority of your Honorable Board is requested to extend the term of Short Form Agreement No. 21-813 (the "Agreement") between the County of Westchester (the "County") and Hillman & Miley Consulting Engineers, PLLC (the "Consultant"), 235 Mamaroneck Avenue, Suite #302, White Plains, New York 10605, for the provision of Structural Engineering Design Support Services, New Public Safety Special Operations Division Vehicle Storage Facility, Grasslands Campus, Valhalla, New York, retroactively from November 30, 2022 until November 30, 2023. The original Agreement was executed on December 1, 2021 and is for a total amount not to exceed \$35,000.00. The original Agreement completion date was November 30, 2022.

The consulting services included in the original Agreement are in progress. The project is currently in the design phase. The County has been satisfied with the quality of services provided to date. It is anticipated that construction will begin later this year. The original Agreement includes ongoing design and bid phase services which are not yet complete. The professional services of the Consultant will be required beyond the original Agreement completion date in order to provide design and bid phase services associated with this project. Attached is a Resolution requesting an extension of the Agreement retroactively from November 30, 2022 until November 30, 2023 with no increase in the not to exceed amount of \$35,000.00.

The objective of this term extension is in the County's best interest as it will provide for uninterrupted professional services pursuant to the Agreement for the Department project contained herein.

Except as specifically amended hereby, all other terms and conditions of the Agreement will remain the same.

The Department of Public Works and Transportation will track scheduling and accomplishments by the Consultant and perform on-site inspections to ensure the successful completion of this project. It is recognized and understood that the County shall evaluate the performance of this contract by the Consultant and shall use such evaluation in deciding to award future contracts to the Consultant.

I urge your favorable consideration of the annexed proposed Resolution.

# RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Public Works and Transportation, be and is hereby authorized to amend Short Form Agreement No. 21-813 (the "Agreement") with Hillman & Miley Consulting Engineers, PLLC (the "Consultant"), 235 Mamaroneck Avenue, Suite #302, White Plains, New York 10605, for the provision of Structural Engineering Design Support Services, New Public Safety Special Operations Division Vehicle Storage Facility, Grasslands Campus, Valhalla, New York, by extending the term retroactively from November 30, 2022 until November 30, 2023; and be it further

RESOLVED, that all other terms and conditions of the Agreement, including the not to exceed amount of \$35,000.00 shall remain the same; 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 and appropriate to effectuate the purposes hereof.

**Agreement No. 21-813**

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	338	38	BPS29-01-E	6120-03	BA #129-2017	N/A

Budget Funding Year(s): 2023 Start Date: 12/01/2021 End Date: 11/30/2023  
 (must match resolution)

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