

**11972**

**TO:** Board of Acquisition and Contract  
**FROM:** John J. Hsu, PE  
Acting Commissioner of Public Works  
**DATE:** May 28, 2010  
**SUBJECT:** Authority to Enter into Agreement #10-917  
In the matter of Engineering Services in connection with the  
Woodfield Cottage Environmental Management Plan, Valhalla, New York  
**Consultant:** Warren & Panzer Engineers, P.C.  
**Agreement Amount:** \$33,000.00

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Authority of your Honorable Board is requested to enter into an Agreement in connection with engineering services for the Woodfield Cottage Environmental Management Plan, Valhalla, New York. The consultant shall provide study services associated with this project. For study services, the consultant shall provide data acquisition, verify existing site conditions, perform environmental testing and analysis, develop alternate solutions with associated cost estimates, prepare a draft report for review, and issue a final report indicating recommended options.

The objective of this project will be to develop an environmental management plan for Woodfield Cottage. The work will include material sampling, testing, evaluation, and analysis of areas in Woodfield Cottage that are under renovation to check for the presence of asbestos, lead-based paint, and polychlorinated biphenyls (PCBs). A report will be prepared detailing all hazardous materials found and cost estimates for remediation. This agreement will benefit the public as it will confirm whether Woodfield Cottage may be safely occupied while renovation work is ongoing.

On December 3, 2009, the Professional Prequalification Board was canvassed for the purpose of generating an on-call list of qualified firms to provide professional services for an estimated fee under \$100,000 for this project. The Professional Prequalification Board approved a list of five (5) qualified firms. The list was reviewed by the Professional Selection Board on March 26, 2010, whereby three firms were selected to possibly perform said services.

By Resolution approved May 20, 2010, your Honorable Board authorized the County to negotiate with the firm of Warren & Panzer Engineers, P.C., 228 East 45<sup>th</sup> Street, 10<sup>th</sup> Floor, New York, New York 10017, and a proposal was submitted for engineering services for the Woodfield Cottage Environmental Management Plan, Valhalla, New York, for a total fee of \$33,000.00, pursuant to an approved budget.

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

# RESOLUTION

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

RESOLVED, that approval is hereby granted to enter into an Agreement with the firm of Warren & Panzer Engineers, P.C., 228 East 45<sup>th</sup> Street, 10<sup>th</sup> Floor, New York, New York 10017, for engineering services for the Woodfield Cottage Environmental Management Plan, Valhalla, New York. The consultant shall provide study services associated with this project. For study services, the consultant shall provide data acquisition, verify existing site conditions, perform environmental testing and analysis, develop alternate solutions with associated cost estimates, prepare a draft report for review, and issue a final report indicating recommended options; and be it further

RESOLVED, that for services rendered in accordance with the consultant's proposal, a total compensation of \$33,000.00 shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the Agreement shall commence upon the consultant's receipt of written notice from the Acting Commissioner of Public Works or his designee and that the completion date shall be December 31, 2012; 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.

JJH/PTK/NLS/AS

Agreement No. 10-917

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
320	22	BSS1003S	6120-03		\$ 33,000.00

Budget Funding Year(s): 2010 Start Date: 07/01/10 End Date: 12/31/12  
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./  
 Social Security No.: 13-3470954  
 State Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
\$33,000.00 Federal Aid: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_  
 (must match resolution) Other: \_\_\_\_\_