



Westchester Community College

State University of New York

28011

TO: Board of Acquisition and Contract

FROM: Dr. Joseph N. Hankin
President, Westchester Community College

DATE: July 2, 2012

SUBJECT: Authority to Enter into Agreement WCC-12-908 with
Lockwood, Kessler & Bartlett, Inc.
In the matter of Architectural Engineering Services in connection with the
Site Improvements, Parking, Walkways & Kiosks
Westchester Community College, Valhalla, New York
Subconsultant Approval: Toscano Clements Taylor, LLC
Agreement Amount: \$105,000.00

Authority of your Honorable Board is requested to enter into an Agreement in connection with the Site Improvements, Parking, Walkways & Kiosks, Westchester Community College, Valhalla, New York. The consultant shall provide 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.

The objective of this project will be to upgrade the physical site and grounds throughout Westchester Community College. This work is necessary due the overuse and deteriorating condition of the site systems. This project will implement the most cost effective and environmentally compliant technologies available which will provide long-term conservation. Where ever possible, proposed new materials will be incorporated in compliance with LEED guidelines for environmentally sustainability as per the United States Green Building Council.

Since the estimated fee for professional services was greater than \$100,000, in accordance with the Rules of the Professional Prequalification and Selection Boards, on February 13, 2012, a meeting of the Professional Prequalification Board was held to discuss the scope of work and request a list of qualified firms to provide the necessary services. The list was reviewed by the Professional Selection Board on August April 10, 2012, whereby Lockwood, Kessler & Bartlett, Inc.; Petruccelli Engineering; BSG Engineering, Surveying & Landscape Architecture, LLP; Fay, Spofford & Thorndike of NY, Inc.; Insite Engineering, Surveying & Landscape Architecture, PC; and Peter Gisolfi Associates were selected to possibly perform said services. On April 23, 2012, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on May 16, 2012.

After reviewing the proposals, and based on the evaluation criteria set forth in the request for proposal, including technical merit and net cost, the Professional Selection Board at its meeting held July 5, 2012, selected Lockwood, Kessler & Bartlett, Inc., One Aerial Way, Syosset, NY 11791, as the number one firm to perform

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Contract No. WCC-12-908
Proposal for Engineering Services
Site Improvements, Parking, Walkways & Kiosks 75 Grasslands Road
Valhalla, New York 10595

engineering services in connection with the Site Improvements, Parking, Walkways & Kiosks, Westchester Community College, Valhalla, New York, for a total fee of \$105,000.00, pursuant to an approved budget, which represents the best possible contract for the County.

Lockwood, Kessler & Bartlett, Inc. has proposed the utilization of the following subconsultant: Toscano Clements Taylor, LLC (Cost Estimator), 227 Main Street, Huntington, NY 11743.

The proposed has been reviewed and is judged to be responsive to the task at hand.

This matter has been reviewed by the Deputy County Executive and the Deputy Commissioner of the Department of Public Works and Transportation, and they are in concurrence.

I recommend adoption of the attached proposed Resolution.

RESOLUTION

Upon communication from the President, Westchester Community College,

WHEREAS, engineering services of a consultant are required in connection with the Site Improvements, Parking, Walkways & Kiosks, Westchester Community College, Valhalla, New York; and

WHEREAS, the estimated fee for professional services was greater than \$100,000, in accordance with the Rules of the Professional Prequalification and Selection Boards, on February 13, 2012, a meeting of the Professional Prequalification Board was held to discuss the scope of work and request a list of qualified firms to provide the necessary services; and

WHEREAS, the list was reviewed by the Professional Selection Board on April 10, 2012, whereby Lockwood, Kessler & Bartlett, Inc.; Petruccelli Engineering; BSG Engineering, Surveying & Landscape Architecture, LLP; Fay, Spofford & Thorndike of NY, Inc.; Insite Engineering, Surveying & Landscape Architecture, PC; and Peter Gisolfi Associates were selected to possibly perform said services; and

WHEREAS, on April 23, 2012, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on May 16, 2012; and

WHEREAS, after reviewing the proposals, and based on the evaluation criteria set forth in the request for proposal, including technical merit and net cost, the Professional Selection Board at its meeting held July 5, 2012, selected Lockwood, Kessler & Bartlett, Inc., One Aerial Way, Syosset, NY 11791 as the number one firm, which represents the best possible contract for the County;

NOW, THEREFORE, BE IT RESOLVED, that approval is hereby granted to enter into an Agreement with the firm of Lockwood, Kessler & Bartlett, Inc, One Aerial Way, Syosset, NY 11791, for engineering services associated with the Site Improvements, Parking, Walkways & Kiosks, Westchester Community College, Valhalla, New York; and be it further

RESOLVED, that for services rendered in accordance with the consultant's proposal, a total compensation of \$105,000.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultant also be approved: Toscano Clements Taylor, LLC (Cost Estimator), 227 Main Street, Huntington, NY 11743.

RESOLVED, that the Agreement shall commence upon the consultant's receipt of written notice from the President, Westchester Community College or his designee and that the completion date shall be May 31, 2014; and be it further

RESOLUTION

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.

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Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
381	32	WCC63-00-E	6020-01		\$ 105,000.00

Budget Funding Year(s): 2011/12 Start Date: 8/01/11 End Date: 5/31/14
 (must match resolution)

Funding Source: Tax Aid: \$52,500 Contractor Federal I.D. No./
 State Aid: \$52,500 Social Security No.: _____
 Federal Aid: _____ Vendor No.: _____
 Other: _____ Encumbrance No.: _____

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Proposal for Engineering Services
Site Improvements, Parking, Walkways & Kiosks Westchester Community College
75 Grasslands Road
Valhalla, New York 10595

List of Respondents

Ranking

Lockwood, Kessler & Bartlett, Inc.
1 Ariel Way
Syosset, NY 11791
RFP Quotation: \$105,000.00

1

Petrucelli Engineering
392 Columbus Ave
Valhalla, NY 10595
RFP Quotation: \$128,000.00

2

BSG Engineering, Surveying &
Landscape Architecture, LLP
1311 Mamaroneck Ave
White Plains, New York 10605
RFP Quotation: \$148,500.00

3

Fay, Spofford & Thorndike of NY, Inc.
11 John Street
New York, NY 10038
RFP Quotation: \$207,800.00

4

Insite Engineering, Surveying &
Landscape Architecture, PC
3 Garret Place
Carmel, NY 10532
RFP Quotation: No Bid

N/A

Peter Gisolfi Associates
566 Warburton Ave
Hastings-on-Hudson, NY 10706
RFP Quotation: No Bid

N/A