



# Westchester Community College

State University of New York

**28013**

**TO:** Board of Acquisition and Contract

**FROM:** Dr. Joseph N. Hankin  
President

**DATE:** July 2, 2012

**SUBJECT:** Authority to Enter into Agreement WCC-12-909 with  
C&F Consulting Engineers  
In the matter of Engineering Services in connection with the  
Electrical/Mechanical Upgrades, Various Buildings  
Westchester Community College, Valhalla, New York  
Subconsultant Approval: John Meyer Consulting  
Advanced Testing Systems, Inc.  
Geo Environmental Co., Inc.  
Agreement Amount: \$198,500.00

Authority of your Honorable Board is requested to enter into an Agreement in connection with the Electrical/Mechanical Upgrades, Various Buildings, 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 various electrical and mechanical systems throughout Westchester Community College. This work is necessary due the overuse and deteriorating condition of these 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 C&F Consulting Engineers; BSG Engineering, Surveying & Landscape Architecture, LLP; Di Bari Engineering, PC; Hazen & Sawyer, PC; Lynstaar Engineering, P.C.; and URS Corporation 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 23, 2012.

Board of Acquisition and Contract  
Contract No. WCC-12-909  
Proposal for Engineering Services  
Electrical/Mechanical Upgrades, Various Buildings Westchester Community College  
75 Grasslands Road  
Valhalla, New York 10595

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 C&F Consulting Engineers, 420 North Broadway, White Plains, NY 10603, as the number one firm to perform engineering services in connection with the Electrical/Mechanical Upgrades, Various Buildings, Westchester Community College, Valhalla, New York, for a total fee of \$198,500.00, pursuant to an approved budget, which represents the best possible contract for the County.

C&F Consulting Engineers has proposed the utilization of the following subconsultants: John Meyer Consulting (Site/Civil Engineer), 120 Bedford Road, Armonk, NY 10504; Advanced Testing Systems, Inc. (Transformer Testing), 15 Trowbridge Drive, Betel, CT, 06801; and Geo Environmental Co., Inc. (Asbestos Sampling and Testing), 170 Loder Road, Yorktown Heights, NY 10598.

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 Electrical/Mechanical Upgrades, Various Buildings, 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 C&F Consulting Engineers; BSG Engineering, Surveying & Landscape Architecture, LLP; Di Bari Engineering, PC; Hazen & Sawyer, PC; Lynstaar Engineering, P.C.; and URS Corporation 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 23, 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 C&F Consulting Engineers, 420 North Broadway, White Plains, NY 10603 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 C&F Consulting Engineers, 420 North Broadway, White Plains, NY 10603, for engineering services associated with the Electrical/Mechanical Upgrades, Various Buildings, 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 \$198,500.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultants also be approved: John Meyer Consulting (Site/Civil Engineer), 120 Bedford Road, Armonk, NY 10504; Advanced Testing Systems, Inc. (Transformer Testing), 15 Trowbridge Drive, Betel, CT, 06801; and Geo Environmental Co., Inc. (Asbestos Sampling and Testing), 170 Loder Road, Yorktown Heights, NY 10598.

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.

Agreement No. WCC-12-909

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
381	32	WCC65-00-E	6020-01		\$ 198,500.00

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

Funding Source: Tax Dollars 50% County Contractor Federal I.D. No./  
State Aid: 50% Social Security No.: \_\_\_\_\_  
Federal Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
Other: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_

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Valhalla, New York 10595

List of Respondents

Ranking

C&F Consulting Engineering, PC  
420 North Broadway  
White Plains, NY 10603  
**RFP Quotation:** \$198,500.00

1

Lynstaar Engineering, P.C.  
448-450 Manville Road  
Pleasantville, NY 10570  
**RFP Quotation:** \$272,000.00

2

URS Corporation – New York  
One Penn Plaza, Suite 600  
New York, NY, 10119-0698  
**RFP Quotation:** \$416,702.40

3

BSG Engineering, Surveying &  
Landscape Architecture, LLP  
1311 Mamaroneck Ave  
White Plains, New York 10605  
**RFP Quotation:** \$493,000.00

4

Di Bari Engineering, PC  
99 Main Street  
Dobbs Ferry, NY 10580  
**RFP Quotation:** No Bid

N/A

Hazen & Sawyer, PC  
498 Seventh Avenue  
11th Floor  
New York, NY, 10018  
**RFP Quotation:** No Bid

N/A