



# Westchester Community College

State University of New York

**51463**

**TO:** Board of Acquisition and Contract  
**FROM:** Dr. Belinda S. Miles  
President  
**DATE:** March 8, 2016  
**SUBJECT:** Authority to Enter into Agreement WCC-16-966 with  
Dennis Noskin Architect, P.C.  
In the matter of Studying Services in connection with the  
Veterinary Technician Space Requirement Study  
Westchester Community College, Valhalla, New York  
Agreement Amount: \$43,448.00

Authority of your Honorable Board is requested to enter into an Agreement in connection with the Veterinary Technician Space Requirement Study, Westchester Community College, Valhalla, New York. The consultant shall provide architectural and engineering consulting services associated with this project. Consulting services shall include a review the needs and requirements of the Veterinary Technician program and determine which spaces on campus would be best suited to meet the needs of the program. The consultant shall conduct programming meetings with the end user, review the space and infrastructure requirements in order to comply with industry standards and prepare a cost estimate of the work required to fully outfit the program of their needs. The Consultant shall provide a report describing the study's results along with the cost estimate.

The objective of this project will be to conduct a Veterinary Technician Space Requirement Study,

Since the estimated fee for professional services was greater than \$20,000, in accordance with the Rules of the Professional Prequalification and Selection Boards, on December 22, 2015, 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 January 12, 2016 whereby, Dennis Noskin Architect, P.C., JMZ Architects and Planners, PC, Peter Gisolfi Associates, Architects – Landscape Architects, LLP were selected to possibly perform said services. On January 19, 2016, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on February 24, 2016.

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 March 1, 2016, selected Dennis Noskin Architect, P.C., 100 White Plains Road, Tarrytown, NY 10591, as the number one firm to perform consultation services in connection with the Veterinary Technician Space Requirement Study, for a total fee of \$43,448.00, pursuant to an approved budget, which represents the best possible contract for the County.

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, architectural and engineering consulting services are required in connection with the Veterinary Technician Space Requirement Study, Westchester Community College, Valhalla, New York; and

WHEREAS, the estimated fee for professional services was greater than \$20,000, in accordance with the Rules of the Professional Prequalification and Selection Boards, on December 22, 2015, 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 January 12, 2016 whereby, Dennis Noskin Architect, P.C., JMZ Architects and Planners, PC, Peter Gisolfi Associates, Architects – Landscape Architects, LLP were selected to possibly perform said services; and

WHEREAS, on January 19, 2016, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on February 24, 2016; 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 March 1, 2016 selected Dennis Noskin Architect, P.C., 100 White Plains Road, Tarrytown, NY 10591 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 Dennis Noskin Architect, P.C., 100 White Plains Road, Tarrytown, NY 10591, for architectural and engineering consulting services associated with the Veterinary Technician Space Requirement Study, 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 \$43,448.00, 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 President Westchester Community College or his designee and that the completion date shall be March 31, 2017; 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.

# RESOLUTION

Agreement No. WCC-16-966

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
	381	32	WCC80-00-S	6120-01		\$ 43,448.00

Budget Funding Year(s): 2015/16 Start Date: 4/01/16 End Date: 3/31/17  
 (must match resolution)

Funding Source:

Tax Aid: \$21,742.00  
 State Aid: \$21,742.00  
 Federal Aid: \_\_\_\_\_  
 Bond Act: Cash to Capital

Contractor Federal I.D. No./  
 Social Security No.: \_\_\_\_\_  
 Vendor No.: \_\_\_\_\_  
 Encumbrance No.: \_\_\_\_\_

WCC-16-966

Proposal for Architectural & Engineering Services

Veterinary Technician Space Requirement Study On January 19, 2016, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on February 24, 2016

Consultant Qualification List

Ranking

Dennis Noskin Architect, P.C.  
100 White Plains Road,  
Tarrytown, NY 10591  
RFP Quotation: \$43,448.00

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JMZ Architect & Planners, P.C.  
190 Glen Street - P.O. Box 725  
Glens Falls, New York 12801  
RFP Quotation: \$48,800.00

2

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

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