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**TO:** Board of Acquisition and Contract

**FROM:** Jay T. Pisco, PE  
Commissioner of Public Works and Transportation

**DATE:** May 3, 2016

**SUBJECT:** Authority to Enter into Agreement #16-907 in the matter of Engineering Services in connection with the Replacement of Overhead Sign Structures, Various County Road Locations, Westchester County, New York

**Consultant:** Lockwood, Kessler & Bartlett, Inc.  
**Agreement Amount:** \$406,000.00  
*Subconsultant Approval:* Terry Bergendorff Collins Land Surveying, PLLC (WBE)

Authority of your Honorable Board is requested to enter into an Agreement in connection with the Replacement of Overhead Sign Structures, Various County Road Locations, Westchester County, 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, any required addenda, and a bid analysis including an evaluation of the bids to determine compliance with bidding requirements and whether the bidders are responsible so that the County may recommend award of 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. The County of Westchester also reserves the right to amend this Agreement with the consultant at a future date to provide for construction phase services including but not limited to construction administration services and project close-out services.

The objective of this project will be to replace 34 overhead sign structures and sign panels on various County roads. This work is necessary due to deterioration of the sign structures and associated foundations. The location and text of these signs are mandated by the Manual of Uniform Traffic Control Devices. Many of these signs were installed by the New York State Department of Transportation ("NYSDOT") as part of the interstate highway construction and most are older than 40 years old. Recent NYSDOT inspection has revealed many deficiencies on these structures and on the sign panels. The new signs and structures will meet current design standards. The overhead sign structure replacement work shall include, but not be limited to, the following items: removal and replacement of the existing signs and structures, grading, surface restoration, and potential limited tree removals plus clearing/grubbing. This agreement will benefit the public as it will enhance the functionality of the overhead sign structures and associated roadways ensuring their safe use by the traveling public, thus addressing the County Executive's priority areas of Best Management Practices, Infrastructure, and Life Safety.

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 October 8, 2014, 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 November 12, 2014 whereby AECOM USA, Inc.; Ammann & Whitney Consulting Engineers, PC; Boswell Engineering, PC; Greenman-Pedersen, Inc.; Henningson, Durham & Richardson Architecture and Engineering, PC; Jacobs Engineering, Inc.; Lockwood, Kessler & Bartlett, Inc.; Michael Baker Engineering, Inc.; Savin Engineers, PC; VHB Engineering, Surveying and Landscape Architecture, PC; and WSP USA Corp. were selected to possibly perform said services. On December 15, 2015, a request for proposal (RFP) was sent to the qualified firms and subsequently four (4) proposals were received on February 2, 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 April 18, 2016, selected Lockwood, Kessler & Bartlett, Inc., One Aerial Way, Syosset, New York 11791, as the number one firm to perform engineering services in connection with the Replacement of Overhead Sign Structures, Various County Road Locations, Westchester County, New York, for a total fee of \$406,000.00, pursuant to an approved budget, which represents the best possible contract for the County.

In addition, Lockwood, Kessler & Bartlett, Inc. has requested the utilization of the following subconsultant: Terry Bergendorff Collins Land Surveying, PLLC (Land Surveying Services), 52 Starr Ridge Road, Brewster, New York 10509.

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

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.

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

I recommend adoption of the attached proposed Resolution.

JTF/RSD/AS

# RESOLUTION

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

RESOLVED, that approval is hereby granted to enter into an Agreement with the firm of Lockwood, Kessler & Bartlett, Inc., One Aerial Way, Syosset, New York 11791, for engineering services associated with the Replacement of Overhead Sign Structures, Various County Road Locations, Westchester County, 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, any required addenda, and a bid analysis including an evaluation of the bids to determine compliance with bidding requirements and whether the bidders are responsible so that the County may recommend award of 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. The County of Westchester also reserves the right to amend this Agreement with the consultant at a future date to provide for construction phase services including but not limited to construction administration services and project close-out services; and be it further

RESOLVED, that for services rendered in accordance with the consultant's proposal, a total compensation of \$406,000.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultant also be approved: Terry Bergendorff Collins Land Surveying, PLLC (Land Surveying Services), 52 Starr Ridge Road, Brewster, New York 10509; and be it further

RESOLVED, that the Agreement shall commence upon the consultant's receipt of written notice from the Commissioner of Public Works and Transportation or his designee and that the completion date shall be December 31, 2020; 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.

Agreement No. 16-907

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
366	46	RB14101E	6120-03	BA #177-2014	\$ 406,000.00

Budget Funding Year(s): 2016 Start Date: 06/15/2016 End Date: 12/31/2020  
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./  
 State Aid: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
\$406,000.00 Federal Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
 (must match resolution) Other: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_