

52193

TO: Board of Acquisition and Contract
FROM: Jay T. Pisco, PE
Commissioner of Public Works and Transportation
DATE: June 7, 2016
SUBJECT: Authority to Enter into Agreement #16-913 in the matter of
Architectural and Engineering Services in connection with a New Maintenance Facility and
Golf Cart Storage Facility Upgrades, Maple Moor Golf Course, White Plains, New York

Consultant: Lothrop Associates LLP
Agreement Amount: \$341,000.00

Subconsultant Approval: James J. Hahn Engineering, PC
Greenman-Pedersen, Inc.
OLA Consulting Engineers, PC
Airtek Environmental Corp.
Nasco Construction Services, Inc. (WBE)

Authority of your Honorable Board is requested to enter into an Agreement in connection with architectural and engineering services for a New Maintenance Facility and Golf Cart Storage Facility Upgrades, Maple Moor Golf Course, White Plains, 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 objective of this project will be to design and construct a New Maintenance Facility and Golf Cart Storage Facility Upgrades at Maple Moor Golf Course. The existing maintenance facility, which is an old repurposed residence and garage, is poorly designed for use as a maintenance facility. Moreover, its current location, at the entrance to the course directly in front of the first tee, is disruptive to the operation of the course because it impedes access by patrons to the clubhouse, cart pick up area, putting green, and first tee. The new maintenance facility shall be relocated to the existing storage area off the third fairway which will remove this operation from the course entrance to a more suitable location outside the public eye. The existing storage area off the third fairway is a wooden building that will need to be demolished for the new maintenance facility which shall be sited on existing cleared area so as not to disturb any existing woodlands. All utilities required for the new maintenance facility will need to be brought in from other areas of the golf course. In addition, the new maintenance facility will be designed in keeping with its intended use. A reconfiguration of the existing layout, along with landscape screening, fencing and related site and infrastructure work is all part of the scope. The new facility will include a superintendent's office, mechanic's shop, employee break room, lockers, restroom, washroom and shower area, equipment storage area, chemical storage area (fertilizer, pesticide, etc.), chemical mixing area, and general work shop. The proposed office space shall be heated and air conditioned. Energy efficient lighting shall be implemented. The new facility will accommodate storage bins for loose material such as topsoil, tee and green mix, gravel, and stone.

The existing maintenance facility currently serves dual purposes for both golf cart storage and maintenance. After the new maintenance building is built and operational, the existing maintenance facility shall be rehabilitated and repurposed for golf cart storage only. Rehabilitation work shall include mold removal from interior masonry foundation walls; garage door replacement; window replacement; gutter/downspout replacement; and exterior stair/retaining wall replacement. A reconfiguration of the existing layout, along with landscape screening, fencing and related site and infrastructure work is all part of the scope. This agreement will benefit the public as it will enhance the functionality of the golf course ensuring its compliance with current building codes and safe continued use by golfers.

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 24, 2013, 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 BBS Architects, Landscape Architects, and Engineers, PC; Bernstein & Associates; Busing Associates, Architects, LLP; Foit-Albert Associates; KG&D Architects & Engineers, PC; Lothrop Associates LLP; Peter Gisolfi Associates, Architects and Landscape Architects, LLP; and Stephen Tilly, Architect were selected to possibly perform said services. On November 13, 2015, a request for proposal (RFP) was sent to the qualified firms and subsequently three (3) proposals were received on January 12, 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 Lothrop Associates LLP, 333 Westchester Avenue, White Plains, New York 10604, as the number one firm to perform architectural and engineering services in connection with a New Maintenance Facility and Golf Cart Storage Facility Upgrades, Maple Moor Golf Course, White Plains, New York, for a total fee of \$341,000.00, pursuant to an approved budget, which represents the best possible contract for the County.

In addition, Lothrop Associates LLP, has requested the utilization of the following subconsultants: James J. Hahn Engineering, PC (Civil Engineering Services), 1689 Route 22, Brewster, New York 10509; Greenman-Pedersen, Inc. (Structural Engineering Services), 400 Rella Boulevard, Suite 207, Montebello, New York 10901; OLA Consulting Engineers, PC (Mechanical, Electrical, and Plumbing Engineering Services), 50 Broadway, Hawthorne, New York 10532; Airtek Environmental Corp. (Environmental Engineering Services), 39-37 29th Street, Long Island City, New York 11101; and Nasco Construction Services, Inc. (Cost Estimating Services), 200 Business Park Drive, Armonk, New York 10504.

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.

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 Commissioner of the Department of Parks, Recreation and Conservation, and they are in concurrence.

I recommend adoption of the attached proposed Resolution.

JTP/JA/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 Lothrop Associates LLP, 333 Westchester Avenue, White Plains, New York 10604, for architectural and engineering services associated with a New Maintenance Facility and Golf Cart Storage Facility Upgrades, Maple Moor Golf Course, White Plains, 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; and be it further

RESOLVED, that for services rendered in accordance with the consultant's proposal, a total compensation of \$341,000.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultants also be approved: James J. Hahn Engineering, PC (Civil Engineering Services), 1689 Route 22, Brewster, New York 10509; Greenman-Pedersen, Inc. (Structural Engineering Services), 400 Rella Boulevard, Suite 207, Montebello, New York 10901; OLA Consulting Engineers, PC (Mechanical, Electrical, and Plumbing Engineering Services), 50 Broadway, Hawthorne, New York 10532; Airtex Environmental Corp. (Environmental Engineering Services), 39-37 29th Street, Long Island City, New York 11101; and Nasco Construction Services, Inc. (Cost Estimating Services), 200 Business Park Drive, Armonk, New York 10504; 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. 16-913

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
372	42	RGC0201E	6120-01	BA # 43-2012	\$ 241,000.00
372	42	RGMM101E	6120-01	BA #147-2014	\$ 100,000.00

Budget Funding Year(s): 2016 Start Date: 07/15/2016 End Date: 12/31/2020
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./ Social Security No.: _____
 State Aid: _____ Vendor No.: _____
\$341,000.00 Federal Aid: _____ Encumbrance No.: _____
 (must match resolution) Other: _____