

56695

TO: Board of Acquisition and Contract
FROM: Vincent F. Kopicki, PE
Commissioner of Public Works and Transportation
DATE: April 25, 2017
SUBJECT: Authority to Enter into Agreement #17-913 in the matter of
Architectural and Engineering Services in connection with
Miller House Site Improvements and Building Restoration, Town of North Castle, New York

Consultant: Busing Associates, Architects, LLP
Agreement Amount: \$198,790.00

Subconsultant Approval: Hillman & Miley Consulting Engineers, PLLC
Barile Gallagher & Associates Consulting Engineers, PC
Adelaide Environmental Health Associates, Inc. (WBE)
Hartgen Archeological Associates, Inc. (WBE)

Authority of your Honorable Board is requested to enter into an Agreement in connection with architectural and engineering services for Miller House Site Improvements and Building Restoration, Town of North Castle, New York. The consultant shall provide design and construction administration 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. 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 payment.

The objective of this project will be to provide site improvements and building restoration at the Miller House which is an 18th century Rhode Island-style farmhouse owned and maintained by the Westchester County Department of Parks, Recreation and Conservation that was used during the Revolutionary War by General George Washington as a headquarters command post during the Battle of White Plains in 1776. The County bought the house and property in 1917. The house was restored and opened to the public in 1918. The house presently requires restoration due to extensive water damage and structural deterioration. The project work will include, but is not limited to, the following: re-grading north and west sides of house and other areas to keep water away from the building; construction of retaining wall on west side so that grade will be lower than floor level; drainage swale installation; repair/repoint existing stone retaining walls; install metal fencing; removal of asphalt walk and installation of new green pavers; tree and shrub plantings; structural modifications to the supporting beams over kitchen area; comprehensive historic re-roofing with structural modifications to prevent deflection; stabilization of the foundation; removal of temporary supports and deteriorated wood log posts under 1st floor beams (tree trunks) and stabilization of the floor structure; stabilization of the three fireplaces and chimneys; stabilize and rebuild front porch; identify and mitigate all sources of water infiltration into building; and damp proof crawl space.

The Miller House is listed on the National Register of Historic Places. As such, these improvements shall be done in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties. Any proposed renovation work for the facility may be subject to review and approval by State Historic Preservation Office ("SHPO") and County Planning Department staff with regard to overall design and architectural details. This agreement will benefit the public as it ensures that the facility is functional and complies with current building codes, thus addressing the County Executive's priority areas of Best Management Practices 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 September 23, 2016, 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 December 8, 2016 whereby Busing Associates, Architects, LLP; KG&D Architects & Engineers, PC; Peter Gisolfi Associates, Architects and Landscape Architects, LLP; Stephen Tilly, Architect; and Sullivan Architecture, PC were selected to possibly perform said services. On December 20, 2016, a request for proposal (RFP) was sent to the qualified firms and subsequently three (3) proposals were received on February 7, 2017.

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 17, 2017, selected Busing Associates, Architects, LLP, 235 Mamaroneck Avenue, White Plains, New York 10605, as the number one firm to perform architectural and engineering services in connection with Miller House Site Improvements and Building Restoration, Town of North Castle, New York, for a total fee of \$198,700.00, pursuant to an approved budget, which represents the best possible contract for the County.

In addition, Busing Associates, Architects, LLP, has requested the utilization of the following subconsultants: Hillman & Miley Consulting Engineers, PLLC (Structural Engineering Services), 235 Mamaroneck Avenue, White Plains, New York 10605; Barile Gallagher & Associates Consulting Engineers, PC (Mechanical and Electrical Engineering Services), 39 Marble Avenue, Pleasantville, New York 10570; Adelaide Environmental Health Associates, Inc. (Environmental Services), 1511 Route 22, Brewster, New York 10509; and Hartgen Archeological Associates, Inc. (Archeological Services), 1744 Washington Avenue, Rensselaer, New York 12144.

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.

VFK/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 Busing Associates, Architects, LLP, 235 Mamaroneck Avenue, White Plains, New York 10605, for architectural and engineering services associated with Miller House Site Improvements and Building Restoration, Town of North Castle, New York. The consultant shall provide design and construction administration 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. 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 payment; and be it further

RESOLVED, that for services rendered in accordance with the consultant's proposal, a total compensation of \$198,700.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultants also be approved: Hillman & Miley Consulting Engineers, PLLC (Structural Engineering Services), 235 Mamaroneck Avenue, White Plains, New York 10605; Barile Gallagher & Associates Consulting Engineers, PC (Mechanical and Electrical Engineering Services), 39 Marble Avenue, Pleasantville, New York 10570; Adelaide Environmental Health Associates, Inc. (Environmental Services), 1511 Route 22, Brewster, New York 10509; and Hartgen Archeological Associates, Inc. (Archeological Services), 1744 Washington Avenue, Rensselaer, New York 12144; 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, 2021; 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. 17-913

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	372	42	RMH0100E	6120-01	BA #70-2010	\$ 129,000.00
	372	42	RMH0100I	6120-05	BA #70-2010	\$ 69,700.00

Budget Funding Year(s): 2017 Start Date: 05/31/2017 End Date: 12/31/2021
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./
 State Aid: _____ Social Security No.: _____
\$198,700.00 Federal Aid: _____ Vendor No.: _____
 (must match resolution) Other: _____ Encumbrance No.: _____