



Westchester Community College

State University of New York

57886

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles
President

DATE: July 5, 2017

SUBJECT: Authority to Enter into Agreement WCC-17-982 with
Boswell Engineering
In the matter of Engineering Services in connection with the
Site Improvements, Phase I
Westchester Community College, Valhalla, New York
Agreement Amount: \$43,500.00

Authority of your Honorable Board is requested to enter into an Agreement in connection with the Site Improvements, Phase I, 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 covers repairs to parking lots, including the milling, repaving and re-stripping of parking lots as well as a review of the area drainage and lighting. Where ever possible, proposed new materials will be incorporated in compliance with LEED guidelines for environmental 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 September 29, 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 October 5, 2015, whereby Barton & Loguidice, PC, Boswell Engineering, Creighton Manning Engineering, PC, Cashin Associates, HAKS Engineers & Land Surveyors, James J Hahn Engineering, PC, LiRo Engineers, Inc & Lockwood Kessler & Bartlett, Inc were selected to possibly perform said services. On April 17, 2017, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on May 5, 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 June 20, 2017, selected Boswell Engineering, 330 Phillips Ave PO Box 3152, South Hackensack, NJ 07606-1722 as the number one firm to perform engineering services in connection with the Site Improvements, Phase I, Westchester Community College, Valhalla, New York, for a total fee of \$43,500.00, pursuant to an approved budget, which represents the best possible contract for the County.

Board of Acquisition and Contract
Contract No. WCC-17-982
Proposal for Engineering Services
Site Improvements, Phase I
75 Grasslands Road
Valhalla, New York 10595

The proposal 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 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 Site Improvements, Phase I, 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 September 29, 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 October 5, 2015, whereby Barton & Loguidice, PC, Boswell Engineering, Creighton Manning Engineering, PC, Cashin Associates, HAKS Engineers & Land Surveyors, James J Hahn Engineering, PC, LiRo Engineers, Inc & Lockwood Kessler & Bartlett, Inc were selected to possibly perform said services; and

WHEREAS, on April 17, 2017, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on May 5, 2017; 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 June 20, 2017, selected Boswell Engineering, 330 Phillips Ave, PO Box 3152, South Hackensack, NJ 07606-1722 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 Boswell Engineering, 330 Phillips Ave, PO Box 3152, South Hackensack, NJ 07606-1722, for engineering services associated with the Site Improvements, Phase I, 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 \$43,500.00, 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 December 31, 2019, 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-17-982

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
381	32	WCC82-00-E	6020-01		\$ 43,500.00

Budget Funding Year(s): 2016/2017 Start Date: 7/15/2017 End Date: 12/31/2019
(must match resolution)

Funding Source:

Tax Aid: \$21,750.00
 State Aid: \$21,750.00
 Federal Aid: _____
 Other: _____
 Bond Act: 345-2016

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

WCC-82

Proposal for Engineering Services
Site Improvements, Phase I

April 17, 2017, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on May 5, 2017.

List Of Respondents

Ranking

Boswell Engineering 330 Phillips Avenue PO Box 3152 South Hackensack, New Jersey, 07606 RFP Quotation: \$43,500.00	1
Cashin Associates, PC 1200 Veterans Memorial Hwy # 200 Hauppauge, NY 11788 RFP Quotation: \$123,700.00	2
Barton & Logiudice, PC 10 Airline Drive, Suite 200 Albany, New York 12205 RFP Quotation: \$137,800.00	3
Lockwood, Kessler & Bartlett, Inc. One Aerial Way Syosset, NY 11791 RFP Quotation: \$158,500.00	4
James J. Hahn Engineering, PC 1689 Route 22 Brewster, NY 10509 RFP Quotation: \$165,000.00	5
LiRo Engineers, Inc. 3 Aerial Way Syosset, New York 11791 RFP Quotation: \$189,295.00	6
Creighton Manning Engineering, LLP 2 Winners Circle, Suite 201 Albany, NY 12205 RFP Quotation: No Bid	N/A

HAKS Engineers and Land Surveyors, PC
40 Wall Street
New York, NY 10005
RFP Quotation: No Bid

N/A

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/27/2017 - LISA MRIJAJ, SECRETARY