

67743

TO: Board of Acquisition and Contract
FROM: Hugh J. Greechan, Jr., PE
Commissioner of Public Works and Transportation
DATE: February 12, 2019
SUBJECT: Authority to Enter into Agreement #19-909 in the matter of Project Management Services for Various Westchester County Capital Projects

Consultant: **Henningson, Durham & Richardson Architecture and Engineering, P.C.**

Agreement Amount: **\$2,750,000.00**

Subconsultant Approval: *M.J. Engineering and Land Surveying, P.C. (MBE)*
VJ Associates, Inc. (MBE)
Environmental Planning & Management, Inc. (WBE)

Authority of your Honorable Board is requested for the County of Westchester ("County") acting by and through its Department of Public Works and Transportation ("Department") to enter into an Agreement in connection with Project Management Services for various Westchester County capital projects. The consultant shall provide project management services to assist Department personnel in managing the capital program and reducing the backlog of capital projects awaiting completion. For project management services, the consultant shall provide staff augmentation, develop requests for proposals, provide consultant management, develop a Project Management Plan, monitor project schedules, manage project budgets, provide project close-out services, and provide other consulting services as directed by the Commissioner of the Department.

The objective of this project will be to perform project management services for various Westchester County capital projects. This work is necessary to augment Department's Engineering Division staff in the preparation of capital projects, requests for proposals, and the oversight of other consultants during the study, design, and construction phases of a capital project. Projects vary in complexity and cost and include building renovations, environmental facilities, parks, roads, and bridges. Project budgets may range from \$100,000 to \$10,000,000. This Agreement will benefit the public as it will provide a cost-effective method to manage capital projects, thereby ensuring timely project completion within budget.

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 July 19, 2018, 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 August 30, 2018, whereby Arcadis of New York, Inc.; Camp Dresser McKee & Smith; Henningson, Durham & Richardson Architecture and Engineering, P.C.; Savin Engineers, P.C.; and WSP USA Inc. were selected to possibly perform said services. On November 9, 2018, a request for proposal (RFP) was sent to the qualified firms and subsequently four (4) proposals were received on December 11, 2018.

Due to the large backlog of capital projects, the project management services will be provided concurrently by two different consultants, thereby ensuring timely project completion within budget. 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 January 25, 2019, selected Savin Engineers, P.C., 3 Campus Drive, Pleasantville, New York 10570 and Henningson, Durham & Richardson Architecture and Engineering, P.C., 711 Westchester Avenue, White Plains, New York 10604, as the two highest ranked firms to perform Project Management Services for various Westchester County capital projects, for a total aggregate fee not to exceed \$5,500,000.00, pursuant to an approved budget, which represents the best possible contract for the County. The consultant shall be paid at various hourly rates for services rendered. The term of the Agreement shall be for three (3) years, commencing on February 25, 2019 and continuing through February 24, 2022. The Agreement may be extended for an additional two (2) years at the sole option of the County. Should the County elect to extend the Agreement for an additional two (2) year term, the same terms and conditions as agreed to for the initial term, including price proposal, shall apply to the option term.

Payment for this contract will be made from the various County capital project accounts for which the services are rendered as needed and as determined by the Department.

In addition, Henningson, Durham & Richardson Architecture and Engineering, P.C. has requested the utilization of the following subconsultants: M.J. Engineering and Land Surveying, P.C. (Surveying and Mapping Services), 1533 Crescent Road, Clifton Park, New York 12065; VJ Associates, Inc. (Construction Cost Estimating Services), 100 Duffy Avenue, Hicksville, New York 11801; and Environmental Planning & Management, Inc. (Environmental Investigations and Testing Services), 1983 Marcus Avenue, Suite 109, Lake Success, New York 11042.

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

The Department 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.

HJG/JJN/RSD/AS

RESOLUTION

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

RESOLVED, that approval is hereby granted for the County of Westchester ("County") acting by and through its Department of Public Works and Transportation ("Department") to enter into an Agreement with the firm of Henningson, Durham & Richardson Architecture and Engineering, P.C. ("Consultant"), 711 Westchester Avenue, White Plains, New York 10604, in connection with Project Management Services for various Westchester County capital projects. The Consultant shall provide project management services to assist Department personnel in managing the capital program and reducing the backlog of capital projects awaiting completion. For project management services, the Consultant shall provide staff augmentation, develop requests for proposals, provide consultant management, develop a Project Management Plan, monitor project schedules, manage project budgets, provide project close-out services, and provide other consulting services as directed by the Commissioner of the Department; and be it further

RESOLVED, that for services rendered in accordance with the Consultant's proposal, a total compensation not to exceed \$2,750,000.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that payment for this contract will be made from the various County capital project accounts for which the services are rendered as needed and as determined by the Department; and be it further

RESOLVED, that the use of the following subconsultants also be approved: M.J. Engineering and Land Surveying, P.C. (Surveying and Mapping Services), 1533 Crescent Road, Clifton Park, New York 12065; VJ Associates, Inc. (Construction Cost Estimating Services), 100 Duffy Avenue, Hicksville, New York 11801; and Environmental Planning & Management, Inc. (Environmental Investigations and Testing Services), 1983 Marcus Avenue, Suite 109, Lake Success, New York 11042; and be it further

RESOLVED, that the Agreement shall commence upon the Consultant's receipt of written notice from the Commissioner of the Department or his designee and that the completion date shall be February 24, 2022; and be it further

RESOLVED, that the Agreement may be extended for an additional two (2) years at the sole option of the County. Should the County elect to extend the Agreement for an additional two (2) year term, the same terms and conditions as agreed to for the initial term, including price proposal, shall apply to the option term; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Consultant, then the Consultant shall have the right to terminate this Agreement upon reasonable prior written notice; 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

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
366	46	TBD	6120-03	TBD	\$2,750,000.00

Budget Funding Year(s): 2019-2022 Start Date: 02/25/2019 End Date: 02/24/2022
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./
 State Aid: _____ Social Security No.: _____
\$2,750,000.00 Federal Aid: _____ Vendor No.: _____
 (must match resolution) Other: _____ Encumbrance No.: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/14/2019 - LISA MARIJAJ, SECRETARY