



Westchester Community College

State University of New York

76291

TO: Board of Acquisition and Contract
FROM: Dr. Belinda S. Miles President
DATE: April 21, 2020
SUBJECT: Authority to Enter into Agreement WCC-20-913 with Howard L. Boswell, Engineer and Land Surveyor, P.C., d/b/a Boswell Engineering In the matter of Engineering Services in connection with the Site Improvements, Phase II Westchester Community College, Valhalla, New York Agreement Amount: \$41,400.00

Authority of your Honorable Board is requested to enter into an Agreement in connection with the Site Improvements, Phase II, 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-striping of parking lots as well as a review of the area drainage lighting, and the installation of car charging stations. Where ever possible, proposed new materials will be incorporated in compliance with LEED guidelines for environmentally 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 10, 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 September 10, 2018, whereby Boswell Engineering, Gandhi Engineering, Inc., KS Engineers, PC, & Mott MacDonald NY Inc. were selected to possibly perform said services. On February 6, 2020, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on February 28, 2020.

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 21, 2020, 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 II, Westchester Community College, Valhalla, New York, for a total fee of \$41,400.00, pursuant to an approved budget, which represents the best possible contract for the County.

Board of Acquisition and
Contract Contract No.
WCC-20-913 Proposal for
Engineering Services Site
Improvements, Phase II
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 II, 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 10, 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; and

WHEREAS, the list was reviewed by the Professional Selection Board on September 10, 2018, whereby Boswell Engineering, Gandhi Engineering, Inc., KS Engineers, PC, & Mott MacDonald NY Inc. were selected to possibly perform said services; and

WHEREAS, on February 6, 2020, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on February 28, 2020; 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 April 21, 2020, 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 Howard L. Boswell, Engineer and Land Surveyor, P.C., d/b/a Boswell Engineering, 330 Phillips Ave, PO Box 3152, South Hackensack, NJ 07606-1722, for engineering services associated with the Site Improvements, Phase II, 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 \$41,400.00, 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, 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.

RESOLUTION

Agreement No. WCC-20-913

Account
to be
Charged
/Credite
d

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act	Dollars
381	32	WCC82-02-E	6020-01	232-2019	\$ 41,400.00

Budget Funding Year(s): 2019/2020 Start Date: 6/1/2020 End Date: 12/31/2021
(must match resolution)

Funding Source:

Tax Aid: \$20,700.00

State Aid: \$20,700.00

Federal Aid: _____

Other: _____

Contractor Federal I.D. No./

Social Security No.: _____

Vendor No.: _____

Encumbrance No.: _____

WCC-82

Proposal for Engineering

Services Site

Improvements, Phase II

February 6, 2020, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on February 28, 2020.

<u>List Of Respondents</u>	<u>Ranking</u>
Boswell Engineering 330 Phillips Avenue PO Box 3152 South Hackensack, New Jersey, 07606 RFP Quotation: \$41,400.00	1
Mott MacDonald NY Inc. 800 Westchester Ave, Ste N-641 Rye Brook, NY 10573 RFP Quotation: \$228,000.00	2
Gandhi Engineering, Inc. 111 John Street, 3rd Floor New York, NY 10038 RFP Quotation: No Bid	3
KS Engineers, PC 494 Broad Street Newark, NJ 07102 RFP Quotation: No Bid	4