

79811

TO: Board of Acquisition and Contract

FROM: Hugh J. Greechan, Jr., PE
Commissioner of Public Works and Transportation

DATE: October 6, 2020

SUBJECT: Authority to Enter into Agreement #20-926
In the matter of Engineering Services in connection with
Wastewater Treatment System Upgrades, Alfred B. DelBello Muscoot Farm, Somers, New
York

Consultant: Environmental Design & Research, Landscape Architecture,
Engineering & Environmental Services, D.P.C. (WBE)

Agreement Amount: \$92,450.00

Authority of your Honorable Board is requested for the County of Westchester (the "County") acting by and through its Department of Public Works and Transportation (the "Department") to enter into Agreement No. 20-926 (the "Agreement") with Environmental Design & Research, Landscape Architecture, Engineering & Environmental Services, D.P.C. (the "Consultant"), a WBE firm, 217 Montgomery Street, Suite 1100, Syracuse, New York 13202, in connection with engineering services for Wastewater Treatment System Upgrades, Alfred B. DelBello Muscoot Farm, Somers, 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 improve the wastewater treatment system at Alfred B. DelBello Muscoot Farm. Several capital projects are currently under design for Muscoot Farm which is intended to upgrade existing facilities as well as address issues resulting from increasingly larger attendance to the facility. The projects include improvements to the main house, existing public restroom facilities, drainage improvements, and other site work. In addition to renovating the existing public restroom building, a new restroom building will be constructed in the main complex to accommodate the increased capacity at the facility. Several existing wastewater treatment systems are located throughout the property. While not all wastewater treatment systems are in need of replacement, the intent of this work is to assess existing wastewater treatment at the facility and design for the replacement of some of the of the existing systems to allow for increased capacity of wastewater disposal. The existing septic and bathroom systems were designed over 30 years ago to accommodate a small seasonal crowd. Since then, the farm has expanded its operating season to a year-round program which continues to increase in popularity. The capacity of the toilet system is not up to the task of addressing the increased number of patrons the farm currently accommodates. The current system is inadequate for the numbers of people who come to the farm, to the point where portable toilets must be rented to subsidize the existing facilities. The current septic system is prone to backup due to its insufficient capacity and requires cleanout and maintenance several times a year which incurs costly fees. This work is necessary to alleviate existing conditions and to create a better environment for users of the facility. This Agreement will benefit the public as it enables Westchester County to conduct its basic mission of providing proper sanitary sewage collection and treatment, thereby promoting public health policies and laws.

Board of Acquisition and Contract

Agreement No. 20-926

Wastewater Treatment System Upgrades

Alfred B. DelBello Muscoot Farm

Environmental Design & Research, Landscape Architecture, Engineering & Environmental Services, D.P.C.

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On February 14, 2019, the Professional Prequalification Board was canvassed for the purpose of generating an eligible list of qualified firms to provide environmental facilities engineering services for an estimated fee not-to-exceed \$100,000. The Professional Prequalification Board approved a list of eight (8) qualified firms. The list was reviewed by the Professional Selection Board on August 31, 2020, whereby three firms were selected to possibly perform said services.

By Resolution approved September 24, 2020, your Honorable Board authorized the County to negotiate with the Consultant and a proposal was submitted for engineering services for Wastewater Treatment System Upgrades, Alfred B. DelBello Muscoot Farm, Somers, New York, for a total fee of \$92,450.00, pursuant to an approved budget.

The Department will track scheduling and accomplishments by the Consultant and perform on-site inspections to ensure the successful completion of this project.

Proposed form of Resolution to accomplish the foregoing is attached hereto.

HJG/RSD/as

RESOLUTION

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

RESOLVED, that approval is hereby granted for the County of Westchester (the "County") acting by and through its Department of Public Works and Transportation (the "Department") to enter into Agreement No. 20-926 (the "Agreement") with the firm of Environmental Design & Research, Landscape Architecture, Engineering & Environmental Services, D.P.C. (the "Consultant"), a WBE firm, 217 Montgomery Street, Suite 1100, Syracuse, New York 13202, for engineering services for Wastewater Treatment System Upgrades, Alfred B. DelBello Muscoot Farm, Somers, 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 \$92,450.00 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 Commissioner of Public Works and Transportation or his designee and that the completion date shall be December 31, 2024; 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. 20-926

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	372	42	RMUS3-04-E	6120-03	BA #50-2013	\$ 92,450.00

Budget Funding Year(s): 2020 Start Date: 11/01/20 End Date: 12/31/24
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./
 State Aid: _____ Social Security No.: _____
\$92,450.00 Federal Aid: _____ Vendor No.: _____
 (must match resolution) Other: _____ Encumbrance No.: _____