

82535

**TO:** Board of Acquisition and Contract  
**FROM:** Hugh J. Greechan, Jr., PE  
Commissioner of Public Works and Transportation  
**DATE:** February 9, 2021  
**SUBJECT:** Authority to Enter into Agreement #21-906  
In the matter of Planning Consulting Services in connection with Master Plan Development,  
Hilltop Hanover Farm and Environmental Center, Yorktown, New York

**Consultant:** Reed Hilderbrand LLC  
**Agreement Amount:** \$190,000.00

*Subconsultant Approval:* Rogers Partners Architects + Urban Designers LLC  
Sherwood Design Engineers, P.C.  
Amy Kaufman Cultural Planning, LLC  
Sheryll Durrant  
Stuart-Lynn Company Inc. (MBE/WBE)

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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. 21-906 (the "Agreement") with Reed Hilderbrand LLC (the "Consultant"), 130 Bishop Allen Drive, Suite #3, Cambridge, Massachusetts 02139, in connection with planning consulting services for Master Plan Development, Hilltop Hanover Farm and Environmental Center, Yorktown, New York. The Consultant shall provide data acquisition, verify existing site conditions, interview key stakeholders, conduct a Visioning Workshop, develop alternate solutions with associated cost estimates, prepare a draft report for review, and issue a final report indicating recommended options.

The objective of this project will be to develop a master plan that will address the long term needs of Hilltop Hanover Farm and Environmental Center. The County, the Friends of Hilltop Hanover Farm (a not-for-profit partner), and other key stakeholders have committed to the reinvigoration of the Hilltop Hanover Farm and Environmental Center as a resource for residents and municipalities, demonstrating and promoting best practices for sustainable agriculture, land management, and ecological restoration. The master plan will provide an opportunity to expand the ways in which the farm serves the community and to expand upon its existing constituencies to have an even greater impact. This Agreement will benefit the public as it enables the County to achieve its goals and objectives of promoting low impact agriculture, sustainable living practices, and the protection of natural resources.

In accordance with Section 6 of the County's Procurement Policy and Procedures, the services described above were posted as a request for proposal ("RFP") on the County's website on October 9, 2020 whereby interested firms had to submit proposals by November 5, 2020. There were a total of twelve (12) proposals submitted from the following firms (with fee amounts submitted in parentheses): BFJ Planning (\$200,000.00); Bohlin Cywinski Jackson (\$166,680.00); Collective for Community, Culture and Environment (\$120,733.00); Mass Design Group (\$198,917.00); Matthew Baird Associates (\$194,352.00); Matthews Nielsen Landscape Architects, P.C. (\$218,270.00); Milone and Macbroom (\$66,445.00); MJ Engineering and Land Surveying, P.C. (\$185,065.00); OSD Outside, LLC (\$84,500.00); Reed Hilderbrand LLC (\$190,000.00); Regenerative Design Group (\$125,780.00); and Starr Whitehouse (\$177,152.00). The proposals were reviewed by the Selection Committee and scored on a number of criteria as described in the RFP.

After reviewing the proposals, and based on the evaluation criteria set forth in the RFP, including technical merit and net cost, the Selection Committee selected Reed Hilderbrand LLC, as the number one firm to perform planning consulting services in connection with Master Plan Development, Hilltop Hanover Farm and Environmental Center, Yorktown, New York, for a total fee of \$190,000.00, pursuant to an approved budget, which represents the best possible contract for the County. The proposal submitted by Reed Hilderbrand LLC was the only one that included key personnel with demonstrated experience and expertise in not only master planning, but agroecology, educational center development, green infrastructure and sustainability practices, cultural planning, cultural and agro tourism, food systems, and social equity. In addition, some of their example projects were closely aligned with the mission and vision for Hilltop Hanover Farm and Environmental Center.

In addition, the Consultant has requested the utilization of the following subconsultants: Rogers Partners Architects + Urban Designers LLC, for Architectural Assessment, 100 Reade Street, New York, New York 10013; Sherwood Design Engineers, P.C., for Civil Engineering Assessment, 483 10<sup>th</sup> Avenue, Suite 325, New York, New York 10018; Amy Kaufman Cultural Planning, LLC, for Planning Assessment, 172 Lefferts Avenue, Brooklyn, New York 11225; Sheryll Durrant, for Food Systems Assessment, 924 Kelly Street, Bronx, New York 10459; and Stuart-Lynn Company Inc., an MBE and WBE firm, for Cost Estimating Services, 281 6<sup>th</sup> Avenue, 2<sup>nd</sup> Floor, New York, New York 10014.

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.

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. 21-906 (the "Agreement") with the firm of Reed Hilderbrand LLC (the "Consultant"), 130 Bishop Allen Drive, Suite #3, Cambridge, Massachusetts 02139, in connection with planning consulting services for Master Plan Development, Hilltop Hanover Farm and Environmental Center, Yorktown, New York. The Consultant shall provide data acquisition, verify existing site conditions, interview key stakeholders, conduct a Visioning Workshop, develop alternate solutions with associated cost estimates, prepare a draft report for review, and issue a final report indicating recommended options; and be it further

RESOLVED, that for services rendered in accordance with the Consultant's proposal, a total compensation of \$190,000.00 shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultants also be approved: Rogers Partners Architects + Urban Designers LLC, for Architectural Assessment, 100 Reade Street, New York, New York 10013; Sherwood Design Engineers, P.C., for Civil Engineering Assessment, 483 10<sup>th</sup> Avenue, Suite 325, New York, New York 10018; Amy Kaufman Cultural Planning, LLC, for Planning Assessment, 172 Lefferts Avenue, Brooklyn, New York 11225; Sheryll Durrant, for Food Systems Assessment, 924 Kelly Street, Bronx, New York 10459; and Stuart-Lynn Company Inc., an MBE and WBE firm, for Cost Estimating Services, 281 6<sup>th</sup> Avenue, 2<sup>nd</sup> Floor, New York, New York 10014; 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. 21-906**

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	346	46	B0121-01-F	6120-03	BA #112-2020	\$ 190,000.00

Budget Funding Year(s): 2021 Start Date: 03/15/21 End Date: 12/31/24  
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./ Social Security No.: \_\_\_\_\_  
 State Aid: \_\_\_\_\_  
\$190,000.00 Federal Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
 (must match resolution) Other: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_