

82838

**TO:** Board of Acquisition and Contract

**FROM:** Hugh J. Greechan, Jr., P.E.  
Commissioner of Public Works and Transportation

**DATE:** February 23, 2021

**SUBJECT:** Authority to Enter into Agreement #21-907 in the matter of Land Surveying Services at Various Locations in Southern Westchester County, New York

**Consultant:** Ward Carpenter Engineers, Inc.  
**Agreement Amount:** \$250,000.00

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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. 21-907 (the "Agreement") with Ward Carpenter Engineers, Inc. (the "Consultant"), 76 Mamaroneck Avenue, White Plains, New York 10601, in connection with land surveying services at various locations in Southern Westchester County, New York which shall include areas south of Interstate 287 down to the Bronx/Westchester County border. The Consultant shall provide land surveying services associated with this project. Land surveying services shall include, but are not limited to, topographic surveys, land feature surveys, boundary surveys, bathymetric (underwater) surveys, utility mapping, and legal property descriptions.

The objective of this project is to provide land surveying services for various buildings, roads, and bridges in Southern Westchester County. The land surveying information will be used by Department of Public Works and Transportation, Engineering Division staff in the planning and design of various capital projects. This agreement will benefit the public as it provides land surveying information required for improvements of various County facilities in compliance with the New York State Code of Practice for Land Surveys.

On February 14, 2019, the Professional Prequalification Board was canvassed for the purpose of generating an eligible list of qualified firms to provide land surveying services for an estimated fee not-to-exceed \$100,000. The Professional Prequalification Board approved a list of seven (7) qualified firms. On September 18, 2020, the Board of Legislators approved Act No. 166-2020 which amends the rules and procedures that govern the prequalification and selection of architects, professional engineers, and land surveyors by increasing the maximum fee threshold from \$100,000 to \$250,000. The consultant prequalification list was reviewed by the Professional Selection Board on January 25, 2021, whereby three firms were selected to possibly perform said services.

By Resolution approved February 11, 2021, your Honorable Board authorized the County to negotiate with the Consultant and a proposal was submitted for land surveying services at various locations in Southern Westchester County, New York, for a total fee of \$250,000.00, pursuant to an approved budget.

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Agreement No. 21-907  
Land Surveying Services, Various Locations, Southern Westchester County  
Ward Carpenter Engineers, Inc.  
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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.

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. 21-907 (the "Agreement") with the firm of Ward Carpenter Engineers, Inc. (the "Consultant"), 76 Mamaroneck Avenue, White Plains, New York 10601, in connection with land surveying services at various locations in Southern Westchester County, New York which shall include areas south of Interstate 287 down to the Bronx/Westchester County border. The Consultant shall provide land surveying services associated with this project. Land surveying services shall include, but are not limited to, topographic surveys, land feature surveys, boundary surveys, bathymetric (underwater) surveys, utility mapping, and legal property descriptions; and be it further

RESOLVED, that for services rendered in accordance with the Consultant's proposal, a total compensation of \$250,000.00 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 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, 2023; 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. 21-907

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
<i>DPWT Buildings</i>	346	46	TBD		TBD	\$ 100,000.00
<i>Roads &amp; Bridges</i>	366	46	TBD		TBD	\$ 150,000.00

Budget Funding Year(s): 2021 Start Date: 03/01/21 End Date: 12/31/23  
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./  
 State Aid: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
\$250,000.00 Federal Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
 (must match resolution) Other: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_