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**TO:** Board of Acquisition and Contract

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

**DATE:** May 18, 2021

**SUBJECT:** Second Amendment to Agreement No. 19-900  
in the matter of Architectural and Engineering Services in connection with  
Low Rise Building Renovations and HVAC Improvements,  
110 Dr. Martin Luther King, Jr. Boulevard, White Plains, New York

**Consultant:** Graf & Lewent Architects, LLP  
**Amendment Amount:** \$2,605,000.00

*Subconsultant Approval:* Group PMx (MBE)  
Hillman & Miley Consulting Engineers, PLLC  
SAVKOM, Inc. (MBE)

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The County of Westchester ("County"), acting by and through its Department of Public Works and Transportation ("Department"), entered into Agreement Number 19-900 ("Agreement"), dated February 20, 2019, with Graf & Lewent Architects, LLP ("Consultant"), 90-30 161<sup>st</sup> Street, Jamaica, New York 11432, wherein the Consultant was to provide architectural and engineering design services associated with Low Rise Building Renovations and HVAC Improvements, 110 Dr. Martin Luther King, Jr. Boulevard, White Plains, New York. The Agreement was thereafter amended by Resolution approved December 23, 2020, for additional design services associated with this project and to extend the term of the Agreement to December 31, 2025.

The architectural and engineering services included in the original Agreement have been in progress. The County has been satisfied with the quality of services provided to date. This project is being done in multiple phases. A construction contract award for renovation to all County Clerk, Department of Public Safety and District Attorney's office spaces located on the third floor of the Low Rise Building (Phase 1) is anticipated in the third quarter of 2021. Construction administration services for Phase 1 are required at this time. In addition, the County will soon request that the Consultant proceed with design and construction administration services required for Phase 2 which includes improvements to the HVAC systems, upgrades to the public spaces on the first and second floors, installing sprinklers at the first and second floors, and rehabilitation of the elevators in the Low Rise Building, the County Courthouse Building, and the County Board of Elections Building.

It is therefore requested that the existing Agreement be further amended to provide for architectural and engineering services in connection with Low Rise Building Renovations and HVAC Improvements, 110 Dr. Martin Luther King, Jr. Boulevard, White Plains, New York. The Consultant shall provide additional design and construction administration services associated with this project. Additional 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 additional 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 payment.

The objective of this project is to provide interior renovations inclusive of improvements to HVAC, fire protection, plumbing, electrical, and information technology at the Low Rise Building located at 110 Dr. Martin Luther King, Jr. Boulevard in White Plains, New York. Building renovations shall include but are not limited to the following: providing greater operational efficiencies via right sizing of divisions, improving public access via way finding and professional signage systems, improving logical flow via desired adjacencies, providing integrated solution for the 32,106 Square Foot 3<sup>rd</sup> Floor, and providing a pleasant working environment commensurate with professional services provided by the County Clerk (new finishes and dependable balanced heating, ventilation, and air conditioning year-round). This will require upgrades to building systems infrastructure, information technology relocations, new furniture/workstations, modifications to the HVAC system whose air handling units for the entire building are located at ground floor, and modifications to the electrical system that has two (2) risers located in the garage feeding the building. This Agreement will benefit the public as it ensures that the facility meets ongoing operational needs and complies with current building codes.

The architectural and engineering discipline encompassed in this Amendment is not new, but rather, it is an integral part of the project that involves the same degree of skill, experience and complexity as the expertise generally described in the original project. Accordingly, this type of architectural and engineering discipline was originally contemplated in the Professional Prequalification Board and Professional Selection Board process.

The fee for the above services is for an amount of \$2,605,000.00 pursuant to an approved budget, bringing the total Agreement plus Amendments to \$3,420,000.00. The completion date of the Agreement shall remain December 31, 2025.

Board of Acquisition and Contract  
Agreement No. 19-900, Second Amendment  
Low Rise Building Renovations and HVAC Improvements  
110 Dr. Martin Luther King, Jr. Boulevard, White Plains, New York  
Graf & Lewent Architects, LLP  
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In addition, the Consultant has requested the utilization of the following subconsultants: Group PMx, an MBE firm, for Construction Administration Services, P.O. Box 250, New York, New York 10032; Hillman & Miley Consulting Engineers, PLLC, for Structural Engineering Services, 235 Mamaroneck Avenue, Suite #302, White Plains, New York 10605; and SAVKOM, Inc., an MBE firm, for Elevator Consulting Services, 87 Christian Avenue, Stony Brook, New York 11790.

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/JA/AK/as

# RESOLUTION

## Agreement No. 19-900, Second Amendment

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

RESOLVED, that the existing Agreement No. 19-900 ("Agreement") between the County of Westchester ("County") and Graf & Lewent Architects, LLP ("Consultant"), 90-30 161<sup>st</sup> Street, Jamaica, New York 11432, be amended to provide for architectural and engineering services in connection with Low Rise Building Renovations and HVAC Improvements, 110 Dr. Martin Luther King, Jr. Boulevard, White Plains, New York. The Consultant shall provide additional design and construction administration services associated with this project. Additional 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 additional 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 payment; and be it further

RESOLVED, that for the additional services rendered in accordance with the Consultant's proposal, Graf & Lewent Architects, LLP, shall be paid a fee of \$2,605,000.00 pursuant to an approved budget, increasing the total maximum fee to \$3,420,000.00; and be it further

RESOLVED, that the use of the following subconsultants also be approved: Group PMx, an MBE firm, for Construction Administration Services, P.O. Box 250, New York, New York 10032; Hillman & Miley Consulting Engineers, PLLC, for Structural Engineering Services, 235 Mamaroneck Avenue, Suite #302, White Plains, New York 10605; and SAVKOM, Inc., an MBE firm, for Elevator Consulting Services, 87 Christian Avenue, Stony Brook, New York 11790; and be it further

# RESOLUTION

RESOLVED, that all other provisions of the existing Agreement shall remain in full force and effect; 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.

Original Agreement	\$ 690,000.00	(Design Services)
First Amendment	125,000.00	(Additional Design Services)
This Amendment	<u>2,605,000.00</u>	(Additional Design and Construction Administration Services)
TOTAL	\$ 3,420,000.00	

Agreement No. 19-900, Second Amendment

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	346	46	B0082-03-E	6120-01	BA #179-2015 BA # 49-2021	\$55,000.00
	346	46	B0082-03-I	6120-05	BA #179-2015 BA # 49-2021	\$1,245,000.00
	346	46	B0104-01-E	6120-01	BA #181-2015 BA # 51-2021	\$600,000.00
	346	46	B0104-01-I	6120-05	BA #181-2015 BA # 51-2021	\$255,000.00
	346	46	B015D-03-E	6120-01	BA # 53-2021	\$275,000.00
	346	46	B015D-03-I	6120-05	BA # 53-2021	\$175,000.00

Budget Funding Year(s): 2021 Start Date: 2/20/19 End Date: 12/31/25  
(must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./  
State Aid: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
\$2,605,000.00 Federal Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
(must match resolution) Other: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_