



Westchester Community College

State University of New York

85795

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles
President

DATE: June 15, 2021

SUBJECT: Authority to Enter into Agreement WCC-21-923 with
DCAK-MSA Architecture & Engineering, PC
In the matter of Architectural and Engineering Services in connection with the
Maintenance III Roof Replacement, Phase V
Westchester Community College, Valhalla, New York
Subconsultant Approval: DPV Consultants, Inc
Agreement Amount: \$25,000.00

Authority of your Honorable Board is requested to enter into an Agreement in connection with the Maintenance III Roof Replacement, Phase V, 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 is to replace the roof on the Maintenance III building. The roof is past it's life expectancy and there are several leaks. Where ever possible, proposed new materials will be incorporated in compliance with LEED guidelines for environmental sustainability as per the United States Green Building Council. This agreement will benefit the public as it will implement the most cost-effective and environmentally compliant technologies available which will provide long-term energy conservation.

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 December 14, 2020, 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 February 1, 2021, whereby, DCAK-MSA Architecture and Engineering, PC, Fuller & D'Angelo, PC, Architects and Planners, and Lothrop

75 Grasslands Road • Valhalla, New York 10595

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Board of Acquisition and Contract
Contract No. WCC-21-923
Proposal for Architectural and Engineering Services
Maintenance III Roof Replacement, Phase V
75 Grasslands Road
Valhalla, New York 10595

Associates, LLP were selected to possibly perform said services. On March 16, 2021, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on April 9, 2021.

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 June 14, 2021, selected DCAK-MSA Architecture and Engineering, PC, 520 White Plains Road, Suite 500, Tarrytown, NY 10591 as the number one firm to perform engineering services in connection with the Maintenance III Roof Replacement, Phase V, Westchester Community College, Valhalla, New York, for a total fee of \$25,000.00, pursuant to an approved budget, which represents the best possible contract for the County.

DCAK-MSA Architecture and Engineering, PC has proposed the utilization of the following subconsultants: DPV Consultants, Inc (Environmental Testing), 225 West 37th St, 15th Floor, New York, NY 10018.

The proposed 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, architectural and engineering services of a consultant are required in connection with the Maintenance III Roof Replacement, Phase V, 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 December 14, 2020, 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 February 1, 2021, whereby DCAK-MSA Architecture and Engineering, PC, Fuller & D'Angelo, PC, Architects and Planners, and Lothrop Associates, LLP were selected to possibly perform said services; and

WHEREAS, on March 16, 2021, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on April 9, 2021; 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 June 14 2021, selected DCAK-MSA Architecture and Engineering, PC, 520 White Plains Road, Suite 500, Tarrytown, NY 10591 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 DCAK-MSA Architecture and Engineering, PC, 520 White Plains Road, Suite 500, Tarrytown, NY 10591, for engineering and architectural services associated with the Maintenance III Roof Replacement, Phase V, 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 \$25,000.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultant also be approved: DPV Consultants, Inc (Environmental Testing), 225 West 37th St, 15th Floor, New York, NY 10018

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 August 31, 2022; 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-21-923

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act	Dollars
381	32	WCC-79-04-E	6020-01	188-2019	\$ 25,000.00

Budget Funding Year(s): 2021/22 Start Date: 9/1/2021 End Date: 8/31/2022
(must match resolution)

Funding Source:

Tax Aid: \$12,500.00
State Aid: \$12,500.00
Federal Aid: _____
Other: _____

Contractor Federal I.D. No./
Social Security No.: _____
Vendor No.: _____
Encumbrance No.: _____

WCC-79

Proposal for Architectural/Engineering Services
Maintenance III Roof Replacement, Phase V

On March 16, 2021, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on April 9, 2021.

Consultant Qualification List	Ranking
DCAK-MSA Architecture & Engineering 520 White Plains Road, Suite 500 Tarrytown, NY 10591 RFP Quotation: \$25,000	1
Lothrop Associates, LLP 333 Westchester Avenue White Plains, NY 10604 RFP Quotation: \$44,895	2
Fuller & D'Angelo, PC, Architects & Planners 45 Knollwood Road, Suite 401 Elmsford, NY 10523 RFP Quotation: \$54,700	3