



# Westchester Community College

State University of New York

**85805**

**TO:** Board of Acquisition and Contract

**FROM:** Dr. Belinda S. Miles  
President

**DATE:** June 14, 2021

**SUBJECT:** Request Authority to Obtain a Proposal and Negotiate a Fee with Lothrop Associates LLP, in connection with Engineering Services for Gateway Building Cybersecurity Laboratory Renovation, Westchester Community College, Valhalla, New York (WCC-21-616)

---

Authority of your Honorable Board is requested to obtain a proposal and to negotiate a fee in connection with engineering services for Gateway Building Cybersecurity Laboratory Renovation, Westchester Community College, Valhalla, New York.

The objective of this project will be to provide renovate the Gateway Building's first floor classrooms for the college's Cybersecurity department. The program will need to be developed with the implementation team composed of the dean of the School of Business and Professional Careers, the chair of the CIT department, and the director of the Robert R. Weiner Center of Academic Excellence on Cybersecurity. This phase of the renovation will involve modification of the classroom infrastructure to meet the needs of the Cybersecurity future build out. The infrastructure shall accommodate combining two classrooms into one large computer laboratory with a focus on Cybersecurity and one smaller classroom into a Cybersecurity Department welcome center and office space. The renovation will meet the needs of the Cybersecurity department and cost estimates of construction at each phase of design (30/60/90) will be provided.

On June 14, 2021, the Professional Prequalification Board was canvassed for the purpose of generating an eligible list of qualified firms to provide engineering services for this project. The Professional Prequalification Board approved a list of three (3) qualified firms. As the fee is estimated to be less than \$250,000, on June 14, 2021 the Professional Selection Board reviewed this eligible list of qualified firms and selected the best three qualified firms to possibly perform said services. The three firms were:

1. Lothrop Associates LLP  
333 Westchester Avenue  
White Plains, NY 10604
2. Fuller & D'Angelo, PC, Architects and Planners  
45 Knollwood Road  
Elmsford, NY 10523
3. Stephen Tilly, Architect  
22 Elm Street  
Dobbs Ferry, New York 10522

After careful consideration, the Professional Selection Board ranked the firm of Lothrop Associates LLP, as the number one firm suitable for this proposal for these professional services. Authorization to enter into an Agreement will be submitted to your Honorable Board when negotiations are satisfactorily completed. This

Board of Acquisition and Contract  
Gateway Building Cybersecurity Laboratory Renovation  
Lothrop Associates LLP  
Agreement No. WCC-21-616  
Page 2

selection process followed the requirements as outlined in the Rules of the Professional Prequalification and Selection Boards and the Laws of Westchester County.

This matter has been reviewed by the Deputy County Executive and the Director of the Physical Plant, and they are in concurrence.

I recommend adoption of the attached proposed Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/24/2021 - LISAMRIJAJ, SECRETARY

# RESOLUTION

Upon communication from the President, Westchester Community College, be it:

RESOLVED, that with the concurrence of the Professional Selection Board, approval is hereby granted to obtain a proposal and to negotiate a fee with Lothrop Associates LLP, 333 Westchester Avenue, White Plains, NY 10604, for engineering services for Gateway Building Cybersecurity Laboratory Renovation, Westchester Community College, Valhalla, New York.

Agreement No. WCC-21-616

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars

Budget Funding Year(s): 2021 Start Date: N/A End Date: N/A  
(must match resolution)

Funding Source: Tax Dollars: \_\_\_\_\_ Contractor Federal I.D. No./  
State Aid: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
Federal Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
Other: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_  
(must match resolution)