



Westchester Community College

State University of New York

XXXXX

TO: Board of Acquisition and Contract
FROM: Dr. Belinda S. Miles, President
DATE: July 1, 2021

SUBJECT: Authority to Enter into Agreement WCC-21-616 in the matter of Engineering Services in connection with Gateway Building Cybersecurity Laboratory Renovation, Westchester Community College, Valhalla, New York

Consultant: Lothrop Associates LLP Architects
Agreement Amount: \$44,900.00

Authority of your Honorable Board is requested for the County of Westchester ("County"), acting by and through the Westchester Community College ("College"), through its Physical Plant Department ("Department"), to enter into Agreement No. WCC-21-616 ("Agreement") with Lothrop Associates LLP Architects ("Consultant"), 333 Westchester Avenue, White Plains, NY 10604, in connection with engineering services for the Gateway Building Cybersecurity Laboratory Renovation, 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, 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 design services during construction consisting of shop drawing and submittal review, attendance at project meetings, periodic site visits and preparation of as-built drawings.

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, the list was reviewed by the Professional Selection Board on June 14, 2021, whereby three firms were selected to possibly perform said services.

By Resolution approved June 24, 2021, your Honorable Board authorized the County to negotiate with the Consultant and a proposal was submitted for engineering services for the Gateway Building Cybersecurity Laboratory Renovation, Westchester Community College, Valhalla, New York, for a total fee of \$44,900.00, pursuant to an approved budget.

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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.

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/02/2021 - RAYMOND SCULKY, SECRETARY

RESOLUTION

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

RESOLVED, that approval is hereby granted for the County of Westchester (“County”), acting by and through the Westchester Community College (“College”), through its Physical Plant Department (“Department”), to enter into Agreement No. WCC-21-616 (“Agreement”) with the firm of Lothrop Associates LLP Architects (“Consultant”), 333 Westchester Avenue, White Plains, NY 10604, in connection with engineering services for the Gateway Building Cybersecurity Laboratory Renovation, 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, 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 design services during construction consisting of shop drawing and submittal review, attendance at project meetings, periodic site visits and preparation of as-built drawings; and be it further

RESOLVED, that for services rendered in accordance with the Consultant’s proposal, a total compensation of \$44,900.00 shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the Agreement shall commence upon the Consultant's receipt of written notice from the Director of the Physical Plant Department or his designee and that the completion date shall be June 1, 2023; and be it further

RESOLVED, that the President of Westchester Community College 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. WCC-21-616

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
	703	9997	9541	4408-01	T-541	\$ 44,900.00

Budget Funding Year(s): 2021 Start Date: 9/1/21 End Date: 6/1/23
 (must match resolution)

Funding Source: Tax Dollars: _____ Contractor Federal I.D. No./
 State Aid: _____ Social Security No.: _____
\$44,900.00 Federal Aid: _____ Vendor No.: _____
 (must match resolution) Other: 100% Grant Encumbrance No.: _____