

TO: Board of Acquisition and Contract

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

DATE: September 7, 2021

SUBJECT: First Amendment to Agreement No. 21-906 in the matter of Planning Consulting Services in connection with Master Plan Development, Hilltop Hanover Farm and Environmental Center, Yorktown, New York

Consultant: Reed Hilderbrand LLC

Amendment Amount: \$8,000.00

The County of Westchester (“County”), acting by and through its Department of Public Works and Transportation (“Department”), entered into Agreement Number 21-906 (“Agreement”), dated April 12, 2021, with Reed Hilderbrand LLC (“Consultant”), 130 Bishop Allen Drive, 3rd Floor, Cambridge, Massachusetts 02139, wherein the Consultant was to provide Planning Consulting Services associated with Master Plan Development, Hilltop Hanover Farm and Environmental Center, Yorktown, New York. The Agreement expires on December 31, 2024.

The Planning Consulting Services included in the original Agreement have been in progress. The County has been satisfied with the quality of services provided to date. The County has requested that the Consultant conduct an additional in-person public engagement workshop, including meeting preparation and facilitation.

Authority of your Honorable Board is therefore requested to amend the existing Agreement between the County and the Consultant to provide for additional Planning Consulting Services in connection with Master Plan Development, Hilltop Hanover Farm and Environmental Center, Yorktown, New York. The additional Planning Consulting Services to be performed by the Consultant shall include, but not be limited to: preparing public meeting presentation materials; leading public meeting presentation; and coordination with County staff. The objective of this project will be to develop a master plan that will address the long term needs of Hilltop Hanover Farm and Environmental Center. The County, the Friends of Hilltop Hanover Farm (a not-for-profit partner), and other key stakeholders have committed to the reinvigoration of the Hilltop Hanover Farm and Environmental Center as a resource for residents and municipalities, demonstrating and promoting best practices for sustainable agriculture, land management, and ecological restoration. The master plan will provide an opportunity to expand the ways in which the farm serves the community and to expand upon its existing constituencies to have an even greater impact. This Agreement will benefit the public as it enables the County to achieve its goals and objectives of promoting low impact agriculture, sustainable living practices, and the protection of natural resources.

The work 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 work was originally contemplated in the initial procurement process.

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The fee for the above services is for an amount of \$8,000.00 pursuant to an approved budget, bringing the total Agreement plus Amendment to \$198,000.00. The completion date of the Agreement shall remain December 31, 2024.

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/DK/as

RESOLUTION

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

RESOLVED, that the existing Agreement No. 21-906 (“Agreement”) between the County of Westchester (“County”), acting by and through its Department of Public Works and Transportation (“Department”), and Reed Hilderbrand LLC (“Consultant”), 130 Bishop Allen Drive, 3rd Floor, Cambridge, Massachusetts 02139, be amended to provide for additional Planning Consulting Services in connection with Master Plan Development, Hilltop Hanover Farm and Environmental Center, Yorktown, New York. The additional Planning Consulting Services to be performed by the Consultant shall include, but not be limited to: preparing public meeting presentation materials; leading public meeting presentation; and coordination with County staff; and be it further

RESOLVED, that for the additional services rendered, the Consultant shall be paid a fee of \$8,000.00 pursuant to an approved budget, increasing the total maximum fee to \$198,000.00; and be it further

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	\$	190,000.00	(Planning Consulting Services)
This Amendment		<u>8,000.00</u>	(Additional Planning Consulting Services)
TOTAL	\$	198,000.00	

Agreement No. 21-906

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	346	46	B0121-01-F	6120-03	BA #112-2020	\$8,000.00

Budget Funding Year(s): 2021 Start Date: 04/12/21 End Date: 12/31/24
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./
 State Aid: _____ Social Security No.: _____
\$8,000.00 Federal Aid: _____ Vendor No.: _____
 (must match resolution) Other: _____ Encumbrance No.: _____