

**TO:** Board of Acquisition and Contract

**FROM:** John J. Hsu, PE  
Acting Commissioner of Public Works

**DATE:** April 16, 2010

**SUBJECT:** Request Authority to Obtain a Proposal and Negotiate a Fee with Warren & Panzer Engineers, P.C., in connection with Engineering Services for the Woodfield Cottage Environmental Management Plan, Valhalla, New York (#10-917)

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Authority of your Honorable Board is requested to obtain a proposal to negotiate a fee in connection with engineering services for the Woodfield Cottage Environmental Management Plan, Valhalla, New York.

The objective of this project will be to develop an environmental management plan for Woodfield Cottage. The work will include material sampling, testing, evaluation, and analysis of areas in Woodfield Cottage that are under renovation to check for the presence of asbestos, lead-based paint, and polychlorinated biphenyls (PCBs). A report will be prepared detailing all hazardous materials found and cost estimates for remediation. This agreement will benefit the public as it will confirm whether Woodfield Cottage may be safely occupied while renovation work is ongoing.

On December 3, 2009, the Professional Prequalification Board was canvassed for the purpose of generating an "on-call" list of qualified firms to provide professional services for this project. The Professional Prequalification Board approved a list of five (5) qualified firms with no expiration date. As the fee is estimated to be less than \$100,000, on March 26, 2010 the Professional Selection Board reviewed this list of qualified firms and selected the best three qualified firms to possibly perform said services. The three firms were:

1. Warren & Panzer Engineers, P.C.  
228 East 45<sup>th</sup> Street, 10<sup>th</sup> Floor  
New York, New York 10017
2. CMX  
1311 Mamaroneck Avenue, Suite 50  
White Plains, New York 10605
3. McFarland-Johnson, Inc.  
49 Court Street  
Binghamton, New York 13902

After careful consideration, the Professional Selection Board ranked the firm of Warren & Panzer Engineers, P.C., 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 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, the Commissioner of the Department of Social Services, 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 Acting Commissioner of Public Works, 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 Warren & Panzer Engineers, P.C., 228 East 45<sup>th</sup> Street, 10<sup>th</sup> Floor, New York, New York 10017, for engineering services for the Woodfield Cottage Environmental Management Plan, Valhalla, New York.

JJH/PTK/NLS/AS

Agreement No. 10-917

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
	320	22	BSS1003S	6120-03		

Budget Funding Year(s): 2010 Start Date: N/A End Date: N/A  
 (must match resolution)

Funding Source: Tax Dollars: 100% County \_\_\_\_\_ Contractor Federal I.D. No./  
 State Aid: \_\_\_\_\_ Social Security No.: 13-3470954  
 Federal Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
 (must match resolution) Other: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 5-20-2010 - JOMARY VIEIRA, SECRETARY