

94554

TO: Board of Acquisition and Contract
FROM: Hugh J. Greechan, Jr., PE
Commissioner of Public Works and Transportation
DATE: July 12, 2022
SUBJECT: Authority to Enter into Agreement #22-914 in the matter of Project Management Services for various building renovation projects

Consultant: H2M Architects, Engineers, Land Surveying and Landscape Architecture, D.P.C. d/b/a H2M architects + engineers
Agreement Amount: \$3,000,000.00

Subconsultant Approval: Terry Bergendorff Collins Land Surveying PLLC (**WBE**)
Macan Deve Engineers, D.P.C. (**WBE**)

Authority of your Honorable Board is requested for the County of Westchester ("County") acting by and through its Department of Public Works and Transportation ("Department") to enter into an Agreement in connection with Project Management Services for various building renovation projects. The consultant shall provide project management services to assist Department personnel in managing the capital program and reducing the backlog of capital projects awaiting completion. For project management services, the consultant shall provide staff augmentation, develop requests for proposals, provide consultant management, develop a Project Management Plan, monitor project schedules, manage project budgets, provide project close-out services, and provide other consulting services as directed by the Commissioner of the Department.

The objective of this project will be to perform project management services for various building renovation projects. This work is necessary to augment the Department's Engineering Division staff in the preparation of capital projects, requests for proposals, and the oversight of other consultants during the study, design, and construction phases of a capital project. Projects vary in complexity and include building renovations with total budgets ranging from \$100,000 to \$10,000,000. This Agreement will benefit the public as it will provide a cost-effective method to manage capital projects, thereby ensuring timely project completion within budget.

Since the estimated fee for professional services was greater than \$250,000, 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 June 14, 2021, whereby B. Thayer Associates; D&B Engineers and Architects, D.P.C.; Graf & Lewent Architects, LLP; H2M Architects, Engineers, Land Surveying and Landscape Architecture, D.P.C. d/b/a H2M architects + engineers; and MP Engineers and Architects, P.C. were selected to possibly perform said services. On September 20, 2021, a request for proposal (RFP) was sent to the qualified firms and subsequently four (4) proposals were received on October 26, 2021.

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Project Management Services for various building renovation projects

H2M Architects, Engineers, Land Surveying and Landscape Architecture, DPC d/b/a H2M architects + engineers

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Due to the large backlog of capital projects, the project management services will be provided concurrently by two different consultants, thereby ensuring timely project completion within budget. 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 April 20, 2022, selected D&B Engineers and Architects, D.P.C., 4 West Red Oak Lane, Suite 315, White Plains, New York 10604 and H2M Architects, Engineers, Land Surveying and Landscape Architecture, D.P.C. d/b/a H2M architects + engineers, 2700 Westchester Avenue, Suite 415, Purchase, New York 10577, as the two highest ranked firms to perform Project Management Services for various building renovation projects, for a total aggregate fee not to exceed \$6,000,000.00, pursuant to an approved budget, which represents the best possible contract for the County. The consultant shall be paid at various hourly rates for services rendered. The term of the Agreement shall be for three (3) years, commencing on August 15, 2022 and continuing through August 14, 2025. The Agreement may be extended for an additional two (2) years at the sole option of the County. Should the County elect to extend the Agreement for an additional two (2) year term, the same terms and conditions as agreed to for the initial term, including price proposal, shall apply to the option term.

Payment for this contract will be made from the various County capital project accounts for which the services are rendered as needed and as determined by the Department.

In addition, H2M Architects, Engineers, Land Surveying and Landscape Architecture, DPC d/b/a H2M architects + engineers has requested the utilization of the following subconsultants: Terry Bergendorff Collins Land Surveying PLLC, a WBE firm, for Land Surveying Services, 52 Starr Ridge Road, Brewster, New York 10509; and Macan Deve Engineers, D.P.C., a WBE firm, for Mechanical Engineering, Plumbing Engineering, and Construction Inspection Services, 445 Hamilton Avenue, Suite 1102, White Plains, New York 10601.

The proposed has been reviewed and is judged to be responsive to the task at hand.

The Department will track scheduling and accomplishments by the consultant and perform on-site inspections to ensure the successful completion of this project.

This matter has been reviewed by the Deputy County Executive and the Commissioner of the Department of Planning, and they are in concurrence.

I recommend adoption of the attached proposed Resolution.

HJG/AK/as

RESOLUTION

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

RESOLVED, that approval is hereby granted for the County of Westchester (“County”) acting by and through its Department of Public Works and Transportation (“Department”) to enter into an Agreement with the firm of H2M Architects, Engineers, Land Surveying and Landscape Architecture, DPC d/b/a H2M architects + engineers (“Consultant”), 2700 Westchester Avenue, Suite 415, Purchase, New York 10577, in connection with Project Management Services for various building renovation projects. The Consultant shall provide project management services to assist Department personnel in managing the capital program and reducing the backlog of capital projects awaiting completion. For project management services, the Consultant shall provide staff augmentation, develop requests for proposals, provide consultant management, develop a Project Management Plan, monitor project schedules, manage project budgets, provide project close-out services, and provide other consulting services as directed by the Commissioner of the Department; and be it further

RESOLVED, that for services rendered in accordance with the Consultant’s proposal, a total compensation not to exceed \$3,000,000.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that payment for this contract will be made from the various County capital project accounts for which the services are rendered as needed and as determined by the Department; and be it further

RESOLVED, that the use of the following subconsultants also be approved: Terry Bergendorff Collins Land Surveying PLLC, a WBE firm, for Land Surveying Services, 52 Starr Ridge Road, Brewster, New York 10509; and Macan Deve Engineers, D.P.C., a WBE firm, for Mechanical Engineering, Plumbing Engineering, and Construction Inspection Services, 445 Hamilton Avenue, Suite 1102, White Plains, New York 10601; and be it further

RESOLVED, that the Agreement shall commence upon the Consultant's receipt of written notice from the Commissioner of the Department or his designee and that the completion date shall be August 14, 2025; and be it further

RESOLVED, that the Agreement may be extended for an additional two (2) years at the sole option of the County. Should the County elect to extend the Agreement for an additional two (2) year term, the same terms and conditions as agreed to for the initial term, including price proposal, shall apply to the option term; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption (s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate the Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Consultant, then the Consultant shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLUTION

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.

Agreement No. 22-914

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	346	46	TBD	6120-03	TBD	\$2,675,500.00
	322	60	SPC11-02-E	6120-03	BA #211-2021	\$ 324,500.00

Budget Funding Year(s): 2022-2025 Start Date: 08/15/2022 End Date: 08/14/2025
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./
 State Aid: _____ Social Security No.: _____
\$3,000,000.00 Federal Aid: _____ Vendor No.: _____
 (must match resolution) Other: _____ Encumbrance No.: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/21/2022 - RAYMOND SCULLY, SECRETARY