

113695

**TO:** Board of Acquisition and Contract

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

**DATE:** May 12, 2026

**SUBJECT:** Authority for the County of Westchester to further amend Agreement No. 18-932, with Woodard & Curran Engineering and Geological Services, P.A. P.C., for Engineering Services in connection with Memorial Field Complex Rehabilitation, Phase III – Construction Administration, Mount Vernon, New York in order to: i) expand the scope of services to provide for additional construction administration services and project close-out associated with this project; ii) increase the not-to-exceed amount authorized thereunder by an additional amount not to exceed \$50,000.00, for an total amount not-to-exceed \$3,256,300.00, payable pursuant to an approved budget; and iii) retroactively extend the term of the Agreement from December 31, 2023 to December 31, 2027

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Pursuant to a resolution approved on November 29, 2018, your Honorable Board authorized the County of Westchester (the “County”), acting by and through its Department of Public Works and Transportation (the “Department”), to enter into Agreement No. 18-932 (the “Agreement”) with Woodard & Curran Engineering P.A. P.C. (the “Consultant”), for the Consultant to provide study services associated with the Memorial Field Complex Rehabilitation, Phase I – Project Evaluation and Conceptual Planning, Mount Vernon, New York for a total compensation of \$85,000.00 pursuant to an approved budget with a completion date of December 31, 2020. The Agreement was subsequently executed on December 3, 2018.

Thereafter, pursuant to a resolution approved on March 21, 2019, your Honorable Board authorized the County to amend the Agreement for the Consultant to provide engineering services in connection with the Memorial Field Complex Rehabilitation, Phase II – Final Design, Mount Vernon, New York for a fee of \$882,300.00 pursuant to an approved budget, thereby increasing the total maximum fee to \$967,300.00, and extending the completion date of the Agreement, as amended, to December 31, 2022 with the County reserving the right to further amend the Agreement for construction phase services (the “First Amendment”). The First Amendment was subsequently executed on March 26, 2019.

Pursuant to a resolution approved on May 21, 2020, your Honorable Board authorized the County to further amend the Agreement for the Consultant to provide additional final design services associated with the Memorial Field Complex Rehabilitation, Phase II – Final Design, Mount Vernon, New York and increase the not to exceed amount by an additional amount not to exceed \$294,300.00 pursuant to an approved budget for a total amount not to exceed \$1,261,300.00 (the “Second Amendment”). The Second Amendment was subsequently executed on June 5, 2020.

Pursuant to a resolution approved on July 16, 2020, your Honorable Board authorized the County to consent to the assignment of the Agreement, as amended, from Woodard & Curran Engineering P.A. P.C. to Woodard & Curran Engineering and Geological Services, P.A. P.C. On August 19, 2020, the parties entered into an Assignment of the Agreement, as amended, from Woodard & Curran Engineering P.A. P.C. to Woodard & Curran Engineering and Geological Services, P.A. P.C.

Pursuant to a resolution approved July 30, 2020, your Honorable Board awarded a construction contract for this project to The LandTek Group, Inc. (the “Contractor”).

Pursuant to a resolution approved on August 27, 2020, your Honorable Board authorized the County to further amend the Agreement for the Consultant to provide construction administration services and design services during construction associated with the Memorial Field Complex Rehabilitation, Phase III – Construction Administration, Mount Vernon, New York for a fee of \$1,195,000.00 pursuant to an approved budget for a total maximum fee of \$2,456,300.00 (the “Third Amendment”). The Third Amendment was subsequently executed on August 27, 2020.

Pursuant to a resolution approved on May 26, 2022, your Honorable Board authorized the County to further amend the Agreement for the Consultant to provide additional construction administration services and design services during construction through project close-out to the date final payment to the Contractor is approved by your Honorable Board associated with the Memorial Field Complex Rehabilitation, Phase III – Construction Administration, Mount Vernon, New York for a fee of \$750,000.00 pursuant to an approved budget for a total maximum fee of \$3,206,300.00 (the “Fourth Amendment”). The Fourth Amendment was subsequently executed on June 17, 2022.

The engineering services included in the original Agreement are in progress. The County assigned the Consultant additional work through this Agreement due to Mount Vernon Building Department requirements related to the Certificate of Occupancy; therefore, it is anticipated that construction will extend beyond the current Consultant Agreement completion date. The professional services of the Consultant will be required beyond December 31, 2023 in order to provide additional construction administration associated with this project and to complete project close-out.

Therefore, authority of your Honorable Board is hereby requested to further amend the Agreement for the Consultant to provide additional engineering services in connection with the Memorial Field Complex Rehabilitation, Phase III – Construction Administration, Mount Vernon, New York. The Consultant shall provide additional construction administration services associated with this project and project close-out services and extend the term of the Agreement, retroactively from December 31, 2023 until December 31, 2027. For construction administration services, the Consultant shall, among other things, sign and seal additional project drawings required by the City of Mount Vernon, coordinate meetings, calls with the City of Mount Vernon and support the County of Westchester by providing clarification regarding construction related requests in order to provide project close-out services.

The additional services are to be provided for the term of the Agreement, as amended.

The County reserves all rights in connection with, and relating to, any litigation in which the County and the Consultant are currently or may be parties.

The objective of this project is to rehabilitate the complex at Memorial Field. The scope of work for this project includes, but is not limited to, the following: installation of a synthetic surface track and field, locker rooms, bleacher system to accommodate spectators, public restrooms, scoreboard, sound system, press box, LED field lighting, concession building, and ticket booth. This Agreement, as amended, will benefit the public as it will provide a venue for sporting events, concerts, and cultural events, thereby ensuring its safe use and enjoyment by the facility’s visitors.

The engineering discipline encompassed in this proposed 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 engineering discipline was originally contemplated in the Professional Prequalification Board and Professional Selection Board process.

The fee for the above services is for an amount of \$50,000.00 pursuant to an approved budget, bringing the total Agreement plus Amendments to \$3,256,300.00. Attached is a Resolution requesting an extension of the Agreement retroactively from December 31, 2023 until December 31, 2027.

Except as specifically amended hereby, all other terms and conditions of the Agreement will remain the same.

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/GSK/BH/SG/cg

# RESOLUTION

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

**RESOLVED**, that the County of Westchester (the “County”), acting by and through its Department of Public Works and Transportation (the “Department”), be and is hereby authorized to further amend Agreement No. 18-932 (the “Agreement”) with Woodard & Curran Engineering and Geological Services, P.A. P.C. (the “Consultant”), 800 Westchester Avenue, Suite N-507, Rye Brook, New York 10573, for the provision of Engineering Services in connection with the Memorial Field Complex Rehabilitation, Phase III – Construction Administration, Mount Vernon, New York. The Consultant shall provide additional construction administration services associated with this project, complete project close-out services and extend the term of the Agreement, retroactively from December 31, 2023 until December 31, 2027. For construction administration services, the Consultant shall, among other things, sign and seal additional project drawings required by the City of Mount Vernon, coordinate meetings, calls with the City of Mount Vernon and support the County of Westchester by providing clarification regarding construction related requests in order to complete project close-out services; and be it further

**RESOLVED**, that for the additional services rendered under the proposed amendment, the Consultant shall be paid a fee of \$50,000.00 pursuant to an approved budget, increasing the total maximum fee to \$3,256,300.00; and be it further

**RESOLVED**, that the term of the Agreement, as amended, shall be extended to the Completion of the Project; and be it further

**RESOLVED**, that except as amended herein, all other terms and conditions of the Agreement shall remain in full force and effect; and be it further

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/28/2026 RAYMOND SCULLY, COUNTY CLERK

# 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.

Original Agreement	\$ 85,000.00	(Study Services)
First Amendment	882,300.00	(Final Design Services)
Second Amendment	294,000.00	(Additional Final Design Services)
Assignment	0.00	(Assignment of Agreement)
Third Amendment	1,195,000.00	(Construction Administration Services & Design Services During Construction)
Fourth Amendment	750,000.00	(Additional Construction Administration Svcs & Design Services During Construction)
This Amendment	<u>50,000.00</u>	(Additional Construction Administration Svcs & Project Close-Out)
<b>TOTAL</b>	<b>\$ 3,256,300.00</b>	

Agreement No. 18-932

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	372	42	RMF02-06-I	6120-03	BA #182-2022	\$ 50,000.00

Budget Funding Year(s): 2026 Start Date: 12/03/18 End Date: 12/31/27  
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./  
 Social Security No.: \_\_\_\_\_  
 State Aid: \_\_\_\_\_  
\$50,000.00 Federal Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
 (must match resolution) Other: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/28/2026 - RAYMOND SCULF, SECRETARY