

**111434**

DATE July 7, 2025

TO: Board of Acquisition and Contract

FROM: Blanca P. Lopez, M.S.  
Commissioner of Planning

SUBJECT: Resolution Authorizing an Agreement between the County of Westchester and Buckhurst Fish & Jacquemart, Inc. for the provision of On-Call Planning Consultant Services in support of various Planning Department Programs.

The attached resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an agreement with Buckhurst Fish & Jacquemart, Inc. ("BFJ") for the provision of on-call planning consultant services (the "Services") in support of various Department of Planning ("Department") programs (the "Agreement"). These programs will include Housing and Community Development, Environmental Planning and Flood Mitigation, Land Use Planning, Design, and Transportation Planning. Under the proposed Agreement, BFJ will be required to prepare regular status reports and submit deliverables according to a schedule established by County staff. The term of the Agreement will commence on July 15, 2025, and continue through July 14, 2026. In consideration for services rendered, the County will pay BFJ an amount not to exceed \$150,000, pursuant to an approved budget.

The objective of this Agreement is to support the delivery of vital services and benefits to Westchester County residents, promoting fiscal responsibility, public safety, and environmental sustainability.

The Agreement will be managed by Department staff, who will review all payment requests to ensure full compliance with contractual requirements.

Pursuant to Section 6 of the County's Procurement Policy and Procedures, a Request for Proposals ("RFP") for the required services was issued and posted on the County's website. The Department received proposals from numerous firms, including: AKRF, Barton & Loguidice, BFJ, Civitas, H2M Architects + Engineers, Hudson Valley Pattern for Progress, HVEA Engineers, IMEG, Intwinely, Matrix New World, Nelson Pope Voorhis, Nexus Creative Design, SLR Consulting, Stantec, Tetra Tech, The Builder Project, Vanasse Hangen Brustlin, Inc. and WXY Architecture + Urban Design. Following a careful review of each proposal with reference to the evaluation criteria set forth in the RFP, BFJ was among several firms to be selected to provide the Services due to its high rating.

Accordingly, I recommend approval of the attached resolution to authorize an agreement with BFJ.

## RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF PLANNING, BE IT HEREBY

**RESOLVED**, that the County of Westchester is hereby authorized to enter into an agreement with Buckhurst Fish & Jacquemart, Inc. for on-call planning consultant services to support Planning Department programs, including Housing and Community Development, Environmental Planning and Flood Mitigation, Land Use Planning, Design, and Transportation Planning, for a term commencing on July 15, 2025, and continuing through July 14, 2026, in an amount not to exceed \$150,000, payable pursuant to an approved budget (the "Agreement"); 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 this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**: that the County Executive or his duly authorized designee is authorized to execute any documents and take any actions necessary to effectuate the purposes hereof.

Account to be  
Charged/Credited

		Major Program, Program & Phase	Object/ Sub Object	Trust Account	Dollars
Fund	Dept	Or Unit			
101	19	0100	4380	n/a	\$150,000

Budget Funding Year(s) FY 2025 Start Date July 15, 2025 End Date July 14, 2026  
(must match resolution)

Funding Source Tax Dollars \$150,000

State Aid \_\_\_\_\_

**\$150,000**  
(must match resolution)

Federal Aid \_\_\_\_\_

Other \_\_\_\_\_