



OnBase:112544

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles, President

DATE: November 21, 2025

SUBJECT: Authority to Enter into Agreement WCC-26-740 in the matter of Engineering Services in connection with Virginia Marx Children's Center Playground Renovation, Westchester Community College, Valhalla, New York

Consultant: Insite Engineering, Surveying & Landscape Architecture, P.C.

Agreement Amount: \$116,600.00

Authority of your Honorable Board is requested for the County of Westchester (the "County"), acting by and through Westchester Community College (the "College"), to enter into Agreement No. WCC-26-740 (the "Agreement") with Insite Engineering, Surveying & Landscape Architecture P.C. (the "Consultant") in connection with engineering services for the Virginia Marx Children's Center Playground Renovation, Westchester Community College, Valhalla, New York. The Consultant shall provide design and construction administration services associated with this project. Design services shall include the preparation of construction contract documents (drawings and specifications), construction cost estimates, bid analysis, preparation of any addenda, if required, and recommendation to award the construction contracts. In addition, the Consultant shall provide design services during construction consisting of shop drawing and submittal review, attendance at project meetings, periodic site visits and preparation of as-built drawings. For construction administration services, the Consultant shall monitor the construction procedures on the site to ensure compliance with the contract documents, coordinate scheduled activities of the contractors, submit construction progress reports and review and process contractors' applications for payments.

The objective of this project is to renovate the Virginia Marx Children's Center Playground. The Consultant shall provide technical specifications and contract drawings for renovating the playground located behind the Children's Center. This Agreement will benefit the public as it will provide the community with a safer and updated playground for the children's center.

Since the estimated fee for professional services was greater than \$100,000, in accordance with the Rules of the Professional Prequalification and Selection Boards, on July 15, 2024, 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 October 28, 2024, whereby, Environmental Design & Research, Landscape Architecture, Engineering & Environmental Services, DPC; Imbiano Quigley Landscape

Architects, PC; Insite Engineering, Surveying & Landscape Architecture, P.C.; JMC Planning Engineering Landscape Architecture & Land Surveying, PLLC; and Kimley-Horn Engineering and Landscape Architecture of New York, PC were selected to possibly perform said services. On August 1, 2025, a request for proposal ("RFP") was sent to the qualified firms and subsequently proposals were received on August 29, 2025.

After reviewing the proposals, and based on the evaluation criteria set forth in the request for proposal, including technical merit and net cost, the College selected Insite Engineering, Surveying & Landscape Architecture, P.C., 3 Garrett Place, Carmel, NY 10512 as the number one firm to perform engineering services in connection with the Virginia Marx Children's Center Playground Renovation, Westchester Community College, Valhalla, New York, for a total fee of \$116,600.00, pursuant to an approved budget, which represents the best possible contract for the County.

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

This matter has been reviewed by the Deputy County Executive 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 President, Westchester Community College, be it hereby:

RESOLVED, that approval for the County of Westchester ("County") acting by and through Westchester Community College ("College") is hereby granted to enter into Agreement No. WCC-26-740 ("Agreement") with the firm Insite Engineering, Surveying & Landscape Architecture, P.C. ("Consultant"), for engineering services associated with Virginia Marx Children's Center Playground Renovation, Westchester Community College, Valhalla, New York. The Consultant shall provide design and construction administration services associated with this project. Design services shall include the preparation of construction contract documents (drawings and specifications), construction cost estimates, bid analysis, preparation of any addenda, if required, and recommendation to award the construction contracts. In addition, the Consultant shall provide design services during construction consisting of shop drawing and submittal review, attendance at project meetings, periodic site visits and preparation of as-built drawings. For construction administration services, the Consultant shall monitor the construction procedures on the site to ensure compliance with the contract documents, coordinate scheduled activities of the contractors, submit construction progress reports and review and process contractors' applications for payments; and be it further

RESOLVED, that for services rendered in accordance with the consultant's proposal, a total compensation of \$116,600.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the Agreement shall commence upon the Consultant's receipt of written notice from the President of Westchester Community College or his designee and that the completion date shall be December 31, 2026; 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.

Agreement No. WCC-26-740

Account to be
Charged/Credited

Fund		Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act	Dollars
703		34	9997	4408/01	9584	\$116,600.00

RESOLUTION

Budget Funding Year(s): 2025/26 Start Date: 1/1/2026 End Date: 12/31/2026
(must match resolution)

Funding Source:

Tax Aid:

State Aid:

Federal Aid: _____

Other: \$116,600 (Grant) _____

Bond Act:

Contractor Federal I.D. No./

Social Security No.: _____

Vendor No.: _____

Encumbrance No.: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/04/2025 - RAYMOND SCULKY, SECRETARY

RESOLUTION

Proposal for Architectural/Engineering Services

Virginia Marx Children's Center Playground Renovation

On August 1, 2025, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on August 29, 2025.

Consultant Qualification List

Ranking

Insite Engineering, Surveying & Landscape Architecture, P.C. 3 Garrett Place Carmel, NY 10512 RFP Quotation: \$116,600.00	1
Imbiano Quigley Landscape Architects, P.C. 31 Mamaroneck Ave White Plains, NY 10601 RFP Quotation: No Response	2
JMC Planning Engineering Landscape Architecture & Land Surveying, PLLC 120 Bedford Road Armonk, NY 10504 RFP Quotation: No Response	3
Environmental Design & Research, Landscape Architecture, Engineering & Environmental Services, DPC 12 Water Street, Suite 202 White Plains, NY 10601 RFP Quotation: No Response	4
Kimley-Horn Engineering and Landscape Architecture of New York, PC 1 N Lexington Avenue Suite 505 White Plains, NY 10601 RFP Quotation: No Response	5