

#111366

**TO:** Board of Acquisition and Contract

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

**DATE:** June 24, 2025

**SUBJECT:** Authorization to amend Short Form Agreement No. 24-802 with QLS Design and Construction, LLC in order to retroactively extend the term thereof from March 15, 2025 until March 14, 2026

---

Authority of your Honorable Board is requested to amend Short Form Agreement No. 24-802 (the "Agreement") between the County of Westchester (the "County") and QLS Design and Construction, LLC (the "Consultant"), 9033 Apple Jack Court, Mercersburg, Pennsylvania 17236, for the provision of Civil Engineering Services for the Installation of Fire Tower at Ward Pound Ridge Reservation, Pound Ridge, New York, in order to retroactively extend the term thereof from March 15, 2025 until March 14, 2026. The original Agreement was dated March 15, 2024 and is for a total amount not to exceed \$35,000.00. The original Agreement completion date was March 14, 2025.

The engineering services included in the original Agreement are in progress. The project design phase is substantially complete. The County has been satisfied with the quality of services provided to date. It is anticipated that project construction will begin later this year. The original Agreement includes bid phase services and construction phase services which are not yet complete. The professional services of the Consultant will be required beyond the original Agreement completion date in order to provide bid phase services and construction phase services associated with this project. Attached is a Resolution requesting an extension of the Agreement retroactively from March 15, 2025 until March 14, 2026 with no increase in the not-to-exceed amount of \$35,000.00.

The objective of this term extension is in the County's best interest as it will provide for uninterrupted professional services pursuant to the Agreement for the Department project contained herein.

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

The Department of Public Works and Transportation will track scheduling and accomplishments by the Consultant and perform on-site inspections to ensure the successful completion of this project. It is recognized and understood that the County shall evaluate the performance of this contract by the Consultant and shall use such evaluation in deciding to award future contracts to the Consultant.

I urge your favorable consideration of the annexed proposed Resolution.

HJG/SG/AK/AS/cg

# RESOLUTION

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

RESOLVED, that the County of Westchester (the “County”), acting by and through its Department of Public Works and Transportation, be and is hereby authorized to amend Short Form Agreement No. 24-802 (the “Agreement”) with QLS Design and Construction, LLC (the “Consultant”), 9033 Apple Jack Court, Mercersburg, Pennsylvania 17236, for the provision of Civil Engineering Services for the Installation of Fire Tower at Ward Pound Ridge Reservation, Pound Ridge, New York, by extending the term retroactively from March 15, 2025 until March 14, 2026; and be it further

RESOLVED, that all other terms and conditions of the Agreement, including the not to exceed amount of \$35,000.00 shall remain the same; 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 and appropriate to effectuate the purposes hereof.

## Agreement No. 24-802

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	372	42	RWPR5-01-E	6120-03	BA #57-2025	N/A

Budget Funding Year(s): 2025 Start Date: 3/15/2024 End Date: 3/14/2026  
(must match resolution)

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