

111680

TO: Board of Acquisition and Contract

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

DATE: August 13, 2025

SUBJECT: Authority to Enter into Agreement No. 25-917
In the matter of Engineering Services in connection with the
Roadway Culvert Inventory and Study, Westchester County, New York

Consultant: CPL Architects, Engineers, and Landscape Architect, D.P.C.
d/b/a CPL

Agreement Amount: \$335,000.00

Subconsultant Approval: KARC Planning and Consultants, Inc. **(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 Agreement No. 25-916 ("Agreement") with CPL Architects, Engineers and Landscape Architects, D.P.C. ("Consultant"), an WBE firm, 2875 Route 35, Suite 7S-1, Katonah, New York 10536, in connection with Engineering Services for the Roadway Culvert Inventory and Study, Westchester County, New York. The Consultant shall provide study services associated with this project. The Consultant shall provide study services associated with this project. For study services, the Consultant shall provide data acquisition, verify existing site conditions, perform architectural and engineering analysis, develop alternate solutions with associated cost estimates, prepare a draft report for review, and issue a final report indicating recommended options. The County also reserves the right to amend this agreement with the Consultant at a future date to provide for final design services, bidding phase services, and construction phase services including but not limited to design services during construction, construction administration services, and project close-out services.

The objective of this project will be to prepare a study to investigate how a possible addition, multi-year renovation strategy, or a new facility can best rehabilitate, improve infrastructure, and provide adequate space and technology to meet the future needs of the Department of Labs and Research, while also allowing for continual functionality of required services during construction. The existing Labs and Research Facility is 111,000 square feet, located on the Grasslands Campus in Valhalla. It is used to perform various functions for scientific testing and research in matters ranging from criminal evidence to public health concerns. The updated or new facility should meet sustainability standards, all relevant local requirements and regulations, while providing a safe environment for operations.

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 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 7, 2024 whereby AI Engineers, Inc.; CPL Architects, Engineers, Landscape Architect, D.P.C.; LGM Consultants Engineering Services, PLLC; M.G. McLaren Engineering and Land Surveying, P.C.; Princeton Hydro Engineering, P.C.; and SLR Engineering, Landscape Architecture and Land Surveying, P.C. were selected to possibly perform said services. On February 19, 2025, a request for proposal ("RFP") was sent to the qualified firms and subsequently three (3) proposals were received on April 2, 2025.

After reviewing the proposals, and based on the evaluation criteria set forth in the RFP, including technical merit and net cost, the Professional Selection Board at its meeting held June 24, 2025, selected CPL Architects, Engineers and Landscape Architects, D.P.C., as the number one firm to perform engineering services in connection with the Roadway Culvert Inventory and Study, Westchester County, New York, for a total fee of \$335,000.00, pursuant to an approved budget, which represents the best possible contract for the County.

In addition, the Consultant has requested the utilization of the following subconsultant: KARC Planning Consultants, Inc., an WBE firm, for Planning and Program Management Services, 136 South Avenue, Poughkeepsie, New York 12601.

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

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 December 31, 2030

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/cg

RESOLUTION

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

RESOLVED, that the County of Westchester ("County") acting by and through its Department of Public Works and Transportation ("Department") is hereby authorized to enter into Agreement No. 25-917 ("Agreement") with the firm of CPL Architects, Engineers and Landscape Architect, D.P.C. ("Consultant"), an WBE firm, 2875 Route 35, Suite 7S-1, Katonah, New York 10536, for engineering services for the Roadway Culvert Inventory and Study, Westchester County, New York. The Consultant shall provide study services associated with this project. The Consultant shall provide study services associated with this project. For study services, the Consultant shall provide data acquisition, verify existing site conditions, perform architectural and engineering analysis, develop alternate solutions with associated cost estimates, prepare a draft report for review, and issue a final report indicating recommended options. The County also reserves the right to amend this agreement with the Consultant at a future date to provide for final design services, bidding phase services, and construction phase services including but not limited to design services during construction, construction administration services, and project close-out services; and be it further

RESOLVED, that for services rendered in accordance with the Consultant's proposal, a total compensation of \$335,000.00, shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the use of the following subconsultant also be approved: KARC Planning Consultants, Inc., an WBE firm, for Planning and Program Management Services, 136 South Avenue, Poughkeepsie, New York 12601; 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 December 31, 2030; 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. 25-917

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	366	46	RB04S-01-F	6120-03	BA #127-2024	\$335,000.00

Budget Funding Year(s): 2025 Start Date: 9/1/2025 End Date: 12/31/2030
(must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./
State Aid: _____ Social Security No.: _____
\$335,000.00 Federal Aid: _____ Vendor No.: _____
(must match resolution) Other: _____ Encumbrance No.: _____