



OnBase: 113231

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles, President

DATE: December 6, 2023

SUBJECT: Authority to enter into Agreement WCC-26-963 with Urbahn Architects, PLLC for Engineering Services in connection with Maintenance Building Infrastructure Phase II, Westchester Community College, Valhalla, New York in an amount not to exceed \$199,718.83 for a term commencing on notice and expiring on December 31, 2028.

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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 an Agreement (Agreement No. WCC-26-963; the "Agreement") with Urbahn Architects, PLLC (the "Consultant") in connection with the Maintenance Building Infrastructure Phase II, Westchester Community College, Valhalla, New York.

The Consultant shall provide design 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 the Maintenance Building Infrastructure Phase II. The Consultant shall provide technical specifications and contract drawings for removing and building a new structure where the Residence House stood. This Agreement will benefit the public as it will provide an updated space for the College to utilize with other programs.

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<sup>th</sup> 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<sup>th</sup>, 2024, whereby, AI Engineers, Inc, Azar Design Co. PC, Gensler Architecture PC, KG&D Architects PC, Lothrop Associates Architects, DPC, Studio 88 Architecture, Urbahn Architects, PLLC were selected to possibly perform said services. On

January 7<sup>th</sup>, 2026, a request for proposal (“RFP”) was sent to the qualified firms and subsequently proposals were received on January 20<sup>th</sup>, 2026.

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 Urbahn Architects PLLC, 306 West 37<sup>th</sup> Street, Ninth Floor, New York, NY 10018 as the number one firm to perform consulting services in connection with the Maintenance Building Infrastructure Phase II (Residence House), Westchester Community College, Valhalla, New York, for a total fee of \$199,718.83, pursuant to an approved budget, which represents the best possible contract for the County.

Urbahn Architects, PLLC. has proposed the utilization of the following subconsultants: Greenman-Pederson Inc (GPI) (Structural, MEP, Civil) 21 West 38<sup>th</sup> Street, 6<sup>th</sup> Floor, New York, NY 10018; Crestview IPS, LLC (Cost Estimating) 22 Liberty Lane, Suite 105, Greenville, SC 29607; and JLC Environmental Consultants Inc (Hazardous Material Testing and Abatement) 243 W 30<sup>th</sup> Street, Suite 701, New York, NY 10001.

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

I recommend adoption of the attached proposed Resolution.

RESOLUTION

Upon communication from the President, Westchester Community College, be it hereby

RESOLVED, that the County of Westchester, acting by and through the Westchester Community College, is authorized to enter into an Agreement with the firm of Urbahn Architects PLLC, 306 West 37<sup>th</sup> Street, Ninth Floor, New York, NY 10018, for engineering and architectural services associated with the Maintenance Building Infrastructure Phase II,, Westchester Community College, Valhalla, New York, in an amount not to exceed \$199,718.83, pursuant to an approved budget, for a term commencing upon written notice from the President, Westchester Community College, and expiring December 31, 2028; and be it further

RESOLVED, that the use of the following subconsultants also be approved: Greenman-Pederson Inc (GPI) (Structural, MEP, Civil) 21 West 38<sup>th</sup> Street, 6<sup>th</sup> Floor, New York, NY 10018; Crestview IPS, LLC (Cost Estimating) 22 Liberty Lane, Suite 105, Greenville, SC 29607; and JLC Environmental Consultants Inc (Hazardous Material Testing and Abatement) 243 W 30<sup>th</sup> Street, Suite 701, New York, NY 10001; 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-88

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust	Dollars
	381	32	WCC88-02-E	6020/01	190-2023	\$199,718.83

Budget Funding Year(s): 2025/26 Start Date: 4/1/2026 End Date: 12/31/2028  
 (must match resolution)

Funding Source:

Tax Aid: \$99,859.41

State Aid: \$99,859.42

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

Other: \_\_\_\_\_

Bond Act: \_\_\_\_\_

RESOLUTION

Contractor Federal I.D. No./  
Social Security No.: \_\_\_\_\_

Vendor No.: \_\_\_\_\_  
Encumbrance No.: \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/09/2026 - RAYMOND SCULKY, SECRETARY

## RESOLUTION

### Proposal for Architectural/Engineering Services

#### Maintenance Building Infrastructure Phase II (Residence House)

On January 7<sup>th</sup>, 2026, a request for proposal (RFP) was sent to the qualified firms and subsequently proposals were received on January 20<sup>th</sup>, 2026.

#### Consultant Qualification List

#### Ranking

Urbahn Architects, PLLC  
306 West 37<sup>th</sup> Street  
Ninth Floor,  
New York, NY 10018  
RFP Quotation: \$199,718.83

1

AI Engineering and Architecture, DPC  
39 Broadway  
Suite 1140  
New York, NY 10006  
RFP Quotation: \$242,557.50

2

Lothrop Associates Architects, DPC  
333 Westchester Avenue  
White Plains, NY 10604  
RFP Quotation: \$337,674

3

KD+D Architects, PC  
285 Main Street  
Mount Kisco, NY 10549  
RFP Quotation: \$364,500

4

Azar Design Co. PC  
215 West 94 Street  
Suite 517  
New York, NY 10025  
RFP Quotation: No Response

5

Gensler Architecture, PC  
1700 Broadway  
Suite 400  
New York, NY 10019  
RFP Quotation: No Response

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# RESOLUTION

Studio 88 Architecture, PC  
123 South Street  
Suite 205  
Oyster Bay, NY 11771  
RFP Quotation: No response

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