



OnBase: 113788

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles, President

DATE: May 27, 2026

SUBJECT: Resolution to exempt from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement of an agreement with Lothrop Architects Associates D.P.C. for the provision of design services, design services during construction and construction administration services associated with Academic Arts Building Infrastructure Upgrades, Phase I, Westchester Community College, Valhalla, New York

Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy and Procedures (the "Policy"), pursuant to Section 3(a)(xxi) thereof, the procurement of an agreement between the County of Westchester (the "County"), acting by and through Westchester Community College (the "College"), and Lothrop Architects Associates D.P.C. (the "Consultant") for the provision of design services, design services during construction and construction administration services associated with Academic Arts Building Infrastructure Upgrades, Phase I, Westchester Community College, Valhalla, New York (the "Project"), for a term commencing upon the Consultants receipt of written notice from the College and continuing through December 31, 2026, for an amount not-to-exceed \$50,000.00 (the "Agreement").

By way of background, on March 2, 2023, your Honorable Board approved a resolution authorizing the County, acting by and through the College, to enter into Contract WCC-23-939 with LaRocca Greene Architects, LLC ("LGA"), for LGA's provision of engineering and architectural services associated with the Project, following a competitive qualifications-based selection process conducted in accordance with the Rules of the Professional Prequalification and Selection Boards. LGA subsequently entered into Contract WCC-23-939 with the County, commencing on March 17, 2023 through December 31, 2024, and prepared construction documents for the Project.

Thereafter, the Project was publicly bid on two separate occasions. The first bid opening, held on June 26, 2024, resulted in bids exceeding the available Project budget. The second bid opening, held on September 4, 2024, resulted in no bids being received. As a result, the College requested that LGA revise the plans and specifications to better define the Project scope and align the Project with available funding. However, on July 28, 2025, LGA notified the College that, due to staffing limitations, the expiration of its contractual obligations, and its inability to dedicate the necessary personnel resources to the Project, it would be unable to provide the requested services. The College then directed LGA to provide all

completed drawings, specifications, and Project-related documentation prepared to date, as it determined that it will be necessary to enter into a new agreement with a different vendor to provide the remaining professional services needed to facilitate the continuation of the Project.

Ordinarily under Section 5(b) of the Policy, the County is required to solicit written quotations from no fewer than three persons customarily providing such goods or services. However, the Consultant is already familiar with the College's practices and expectations due to its provision of similar services to the College for comparable projects in the past, which services were performed to the College's satisfaction, and therefore possesses the qualifications and experience necessary to perform the services in an efficient and expedient manner. Accordingly, it would be in the best interest of the County for the Consultant to provide these services, since doing so would ensure that there are no additional delays to the Project, which has already experienced significant schedule impacts.

It should be noted that, since the proposed Agreement's scope of work only encompasses the completion of work previously started by LGA under Contract WCC-23-939, the College anticipates that the contract not to exceed amount will be \$50,000 which is well under the \$250,000.00 threshold established in the Laws of Westchester County pertaining to the Professional Prequalification Board and Professional Selection Board and as such these rules are not applicable to this Agreement.

Additionally, it should also be noted that the Consultant has requested that it be permitted to utilize the following subconsultants: Stages Consultants LLC, 300 Raritan Avenue, 2nd Floor, Highland Park, New Jersey 08904, as Theater Rigging Consultant; and Collado Engineering DPC, 445 Hamilton Avenue, Suite 608, White Plains, New York 10601, as engineering subconsultant.

Pursuant to Section 3(a)(xxi), the Policy is not applicable to any procurement for which your Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the Policy would not be in the best interests of the County. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting the procurement of this Agreement from the Policy.

Accordingly, a resolution to exempt this procurement is hereby submitted for your Honorable Board's consideration.

BSM/cm/sjc
Attachment

RESOLUTION

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

RESOLVED, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting written price quotations, is neither cost effective nor expedient, and accordingly, not in the best interests of the County of Westchester in connection with the procurement of an agreement with Lothrop Architects Associates D.P.C. (the "Consultant") for the provision of design services, design services during construction and construction administration services associated with Academic Arts Building Infrastructure Upgrades, Phase I, Westchester Community College, Valhalla, New York, for a term commencing on for a term commencing upon the Consultants receipt of written notice from Westchester Community College and continuing through December 31, 2026, for an amount not-to-exceed \$50,000.00.

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/11/2026 - RAYMOND C. LAYTON, CHIEF