

ID #112360

**TO:** Board of Acquisition and Contract  
**FROM:** Hugh J. Greechan, Jr., PE  
Commissioner of Public Works and Transportation  
**DATE:** October 30, 2025  
**SUBJECT:** Authority to Enter into Agreement #25-928  
In the matter of Engineering Services in connection with Fuel Farm Improvements,  
Westchester County Airport, Towns of Harrison and North Castle, and Village of  
Rye Brook, New York

**Consultant:** WSP USA Inc.  
**Agreement Amount:** \$800,000.00

*Subconsultant Approval:* Argus Consulting Inc.  
Hirani Engineering & Land Surveying, P.C. (MBE)

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. 25-928 ("Agreement") with WSP USA Inc. ("Consultant"), 500 Summit Lake Drive, Suite 450, Valhalla, New York 10595, in connection with Engineering Services for the Fuel Farm Improvements, Westchester County Airport, Towns of Harrison, and North Castle, and Village of Rye Brook, 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, any required addenda, and a bid analysis including an evaluation of the bids to determine compliance with bidding requirements and whether the bidders are responsible so that the County may recommend award of 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 payment.

The objective of this project is to install a second fuel loading rack – including vehicle containment and a partial canopy – integrated with the existing fueling system at the Westchester County Airport, Towns of Harrison, and North Castle, and Village of Rye Brook, New York. The new rack will allow redundancy to enable repairs on the system while also ensuring continuity of operations. This Agreement will benefit the public as it will ensure that the airport's operations are safe and environmentally compliant, thereby enhancing the health and general welfare of the residents of Westchester County.

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 WSP USA Inc.; Macan Deve Engineers, DPC; and DY Consulting Engineer, P.C. d/b/a/ DY Consultants were selected to possibly perform said services. On May 12, 2025, a request for proposal ("RFP") was sent to the qualified firms and subsequently three (3) proposals were received on June 12, 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 September 5, 2025, selected WSP USA Inc., as the number one firm to perform engineering services in connection with Fuel Farm Improvements, Westchester County Airport, Towns of Harrison and North Castle, and Village of Rye Brook, New York, for a total fee of \$800,000.00, 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 subconsultants: Argus Consulting Inc. for Fuel Engineering Services, 401 Franklin Avenue, Suite 214, Garden City, New York 11530; and Hirani Engineering & Land Surveying, P.C., an MBE firm, for Surveying Services, 120 West John Street, Hicksville, New York 11801.

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

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/GMK/ALG/AS/JD/cp/cg

# RESOLUTION

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

**RESOLVED**, that approval for the County of Westchester (“County”) acting by and through its Department of Public Works and Transportation (“Department”) is hereby granted to enter into Agreement No. 25-928 (“Agreement”) with the firm of WSP USA Inc. (“Consultant”), 500 Summit Lake Drive, Suite 450, Valhalla, NY 10595, for engineering services associated with Fuel Farm Improvements, Westchester County Airport, Towns of Harrison and North Castle, and Village of Rye Brook, 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, any required addenda, and a bid analysis including an evaluation of the bids to determine compliance with bidding requirements and whether the bidders are responsible so that the County may recommend award of 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 payment; and be it further

**RESOLVED**, that for services rendered in accordance with the Consultant’s proposal, a total compensation of \$800,000.00, shall be provided, pursuant to an approved budget; and be it further

**RESOLVED**, that the use of the following subconsultants also be approved: Argus Consulting Inc. for Fuel Engineering Services, 401 Franklin Avenue, Suite 214, Garden City, New York 11530; and Hirani Engineering & Land Surveying, P.C., an MBE firm, for Surveying Services, 120 West John Street, Hicksville, New York 11801; 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. 25-928

Account to be  
Charged/Credited

| Fund | Dept | Major Program,<br>Program & Phase<br>or Unit | Object/<br>Sub Object | Bond Act No. | Dollars      |
|------|------|----------------------------------------------|-----------------------|--------------|--------------|
| 361  | 44   | A0139-01-E                                   |                       | BA #12-2024  | \$370,000.00 |
| 361  | 44   | A0139-01-I                                   |                       | BA #12-2024  | \$430,000.00 |
|      |      |                                              |                       |              |              |

Budget Funding Year(s): 2025 Start Date: 11/15/2025 End Date: 12/31/2030  
(must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./  
State Aid: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
\$800,000.00 Federal Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
(must match resolution) Other: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_