

113984

TO: Board of Acquisition and Contract

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

DATE: June 26, 2026

SUBJECT: Authorization to further amend Short Form Agreement No. 21-807 with Alan Gassman, L.S. by: i) retroactively extending the term thereof from July 15, 2026 until July 14, 2027; ii) expanding its scope of services to provide for the provision of additional land surveying services; and iii) increasing the not-to-exceed amount authorized thereunder by an additional amount not to exceed \$15,000.00, for a total aggregate amount not-to-exceed \$30,000.00, payable pursuant to an approved budget.

On or about July 15, 2021, the County of Westchester (the “County”) entered into a “short-form” agreement with Alan Gassman, L.S. (the “Consultant”), 225 Orchard Street, White Plains, New York 10604, for the Consultant’s provision of land surveying consulting services to various County departments, for a term commencing on July 15, 2021 and continuing through July 14, 2022, for an amount not-to-exceed \$15,000.00 (Short Form Contract No. 21-807; the “Agreement”). The Agreement was subsequently executed.

Thereafter, by Resolution approved on August 18, 2022, your Honorable Board authorized the County to amend the Agreement in order to extend the term thereof retroactively from July 15, 2022 until July 14, 2023.

Thereafter, by Resolution approved on November 22, 2023, your Honorable Board authorized the County to amend the Agreement in order to extend the term thereof retroactively from July 15, 2023 until July 14, 2024. The County and Consultant subsequently entered into a first amendment to the Agreement (the “First Amendment”), which retroactively extended the term of the Agreement from July 15, 2022 until July 14, 2024.

Thereafter, by Resolution approved on October 17, 2024, your Honorable Board authorized the County to further amend the Agreement by retroactively extending the term thereof, as previously amended, from July 15, 2024 until July 14, 2025 (the “Second Amendment”). The Second Amendment was subsequently executed.

Thereafter, by Resolution approved on September 4, 2025, your Honorable Board authorized the County to further amend the Agreement by retroactively extending the term thereof, as previously amended, from July 15, 2025 until July 14, 2026 (the “Third Amendment”). The Third Amendment was subsequently executed.

The consulting services included in the original Agreement are in progress. The County has been satisfied with the quality of services provided to date. The services of the Consultant will be required beyond the original completion date in order to continue providing professional expertise required to provide parcel ownership and property line information to various County departments. Accordingly, authority of your Honorable Board is required to further amend the Agreement between the County and the Consultant in order to: i) retroactively extend the term thereof from July 15, 2026 until July 14, 2027; ii) expand the scope of services to provide for the Consultant’s provision of additional land surveying services; and iii) increase the not-to-exceed amount authorized thereunder by an additional \$15,000.00, for a total aggregate amount not-to-exceed \$30,000.00, payable pursuant to an approved budget.

The objective of this proposed amendment is in the County’s best interest as it will ensure that County projects are in conformance with all applicable land survey requirements.

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

The proposed amendment is exempt from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)ii thereof, which exempts “procurements made for the services of a licensed architect, professional engineer or land surveyor licensed and registered in the State of New York...”

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/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 further amend Short Form Agreement No. 21-807 (the “Agreement”) with Alan Gassman, L.S., (the “Consultant”), 225 Orchard Street, White Plains, New York 10604, for the provision of land surveying consulting services to various County departments, by i) extending the term thereof retroactively from July 15, 2026 until July 14, 2027; and ii) expanding its scope of services to provide for the Consultant’s provision of additional land surveying services. For additional land surveying consulting services, the Consultant shall provide parcel ownership and property line information to various County Departments, respond to FOIL requests for survey information, review and prepare legal deed descriptions, research County survey records, review survey maps, verify field survey data, coordinate and review with County staff and provide other consulting services as required (the “Additional Services”); and be it further

RESOLVED, that for the Additional Services rendered under the proposed amendment, the Consultant shall be paid an amount not-to-exceed \$15,000.00, pursuant to an approved budget, thereby increasing the total maximum fee payable to the Consultant under the Agreement to an amount not-to-exceed \$30,000.00; and be it further

RESOLVED, that except as specifically amended hereby, all other terms and conditions of the Agreement shall remain in full force and effect; 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.

Original Agreement	\$	15,000.00	(Land Surveying Consulting Services)
First Amendment		0.00	(Term Extension: 7/15/22 – 7/14/24)
Second Amendment		0.00	(Term Extension: 7/15/24 – 7/14/25)
Third Amendment		0.00	(Term Extension: 7/15/25 – 7/14/26)
This Amendment		15,000.00	(Additional Land Surveying Consulting Service and Term Extension: 7/15/26 – 7/14/27)
TOTAL	\$	30,000.00	

Agreement No. 21-807

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	101	46	2000	4380	N/A	\$13,500.00
	346	46	BPF39-03-C	6120-03	BA #6-2023	\$1,500.00

Budget Funding Year(s): 2021-2027 Start Date: 07/15/2021 End Date: 07/14/2027
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./
 State Aid: _____ Social Security No.: _____
\$ 15,000.00 Federal Aid: _____ Vendor No.: _____
 (must match resolution) Other: _____ Encumbrance No.: _____

