

**ID #112973**

**TO:** Board of Acquisition and Contract

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

**DATE:** January 30, 2026

**SUBJECT:** Authority for the County of Westchester to enter into Agreement No. 25-915 with Insite Engineering, Surveying & Landscape Architecture, P.C., for Engineering Services in connection with the Septic System Rehabilitation and Sewer Connection Program, Westchester County, New York, for an amount not to exceed \$250,000.00, payable pursuant to an approved budget.

---

Authority of your Honorable Board is hereby requested for the County of Westchester (the "County") acting by and through its Department of Public Works and Transportation (the "Department") to enter into Agreement No. 25-915 (the "Agreement") with Insite Engineering, Surveying & Landscape Architecture, P.C. (the "Consultant"), 3 Garrett Place, Carmel, New York 10512, for Engineering Services in connection with the Septic System Rehabilitation and Sewer Connection Program, Westchester County, New York. The Consultant shall provide design and permitting services, which includes, but is not limited to, engineering and planning services as required, monthly reports as check-ins and typical tasks relating to Onsite Wastewater Treatment System ("OWTS") design and procurement of permits. The following tasks are typical for a full septic rehabilitation/replacement: (i) Existing OWTS Investigation and Assessment; (ii) Preparation of Topographic Mapping; (iii) OWTS Rehabilitation Permit – Initial Submission; (iv) OWTS Construction Permits – Initial Submission including (a) Preliminary Soil Testing; (b) Final Witnessed Soil Testing; and (c) Construction Permit; (v) OWTS Construction Inspection; (vi) OWTS Construction Compliance – Initial Submission; (vii) Local/NYSDEC Stormwater Permitting; and (viii) Revisions, meetings and additional work in the form of studies, plan preparation and alternative designs if requested.

The objective of this project is to provide the Septic System Rehabilitation and Sewer Connection Program, Westchester County, New York. The Septic System Rehabilitation and Sewer Connection Program will rehabilitate failing septic systems and connect properties to an existing sewer line abutting their property. This shall be accomplished by providing financial assistance to income eligible commercial and non-commercial property owners who have an on-site septic system in the watershed and meet one of the following two criteria: 1) a property line within 100 feet of a sewer line, 2) with a failing septic system for which there is no available sewer line within 100 feet from the property line for three (3) years from the year the application is submitted. This agreement will benefit the public as it will reduce the potential health and environmental impacts that may currently arise from failing septic systems and the associated discharge of sewage effluent into the Croton and Kensico watersheds, also known as the New York City ("NYC") watershed.

On November 21, 2022, the Professional Prequalification Board was canvassed for the purpose of generating an eligible list of qualified firms to provide civil engineering services for under \$250,000. The Professional Prequalification Board approved a list of ten (10) qualified firms. As the fee for this procurement is estimated to be less than \$250,000, on June 24, 2025, the Professional Selection Board reviewed this eligible list of qualified firms and selected the best three qualified firms to possibly perform said services.

Board of Acquisition and Contract  
Agreement No. 25-915  
Septic System Rehabilitation and Sewer Connection Services  
Westchester County, New York  
Insite Engineering, Surveying & Landscape Architecture, P.C.  
Page 2

By Resolution approved September 25, 2025, your Honorable Board authorized the County to negotiate with the Consultant and a proposal was submitted for engineering services in connection with the Septic System Rehabilitation and Sewer Connection Program, Westchester County, New York, for a total fee not to exceed \$250,000.00, pursuant to an approved budget.

The Department will track scheduling and accomplishments by the Consultant and perform on-site inspections to ensure the successful completion of this project.

Proposed form of Resolution to accomplish the foregoing is attached hereto.

HJG/AS/DSK/MLM/cg

# RESOLUTION

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

**RESOLVED**, that approval is hereby granted for the County of Westchester (the “County”) acting by and through its Department of Public Works and Transportation (the “Department”) to enter into Agreement No. 25-915 (the “Agreement”) with Insite Engineering, Surveying & Landscape Architecture, P.C. (the “Consultant”), 3 Garrett Place, Carmel, New York 10512, for Engineering Services in connection with the Septic System Rehabilitation and Sewer Connection Program, Westchester County, New York, for an amount not to exceed \$250,000.00 payable pursuant to an approved budget and subject to budget appropriations. The Consultant shall provide design and permitting services, which includes, but is not limited to, engineering and planning services as required, monthly reports as check-ins and typical tasks relating to Onsite Wastewater Treatment System (“OWTS”) design and procurement of permits. The following tasks are typical for a full septic rehabilitation/replacement: (i) Existing OWTS Investigation and Assessment; (ii) Preparation of Topographic Mapping; (iii) OWTS Rehabilitation Permit – Initial Submission; (iv) OWTS Construction Permits – Initial Submission including (a) Preliminary Soil Testing; (b) Final Witnessed Soil Testing; and (c) Construction Permit; (v) OWTS Construction Inspection; (vi) OWTS Construction Compliance – Initial Submission; (vii) Local/NYSDEC Stormwater Permitting; and (viii) Revisions, meetings and additional work in the form of studies, plan preparation and alternative designs if requested; 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, 2031; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is authorized to execute any instruments and to take any actions reasonably necessary to implement this Resolution.

Agreement No. 25-915

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	263	19W	W020-GRNT-TW20	4380	N/A	\$250,000.00

Budget Funding Year(s): 2026 Start Date: 02/15/2026 End Date: 12/31/2031  
 (must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./  
 State Aid: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
\$250,000.00 Federal Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
 (must match resolution) Other: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_