



OnBase: 114092

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles, President

DATE: July 16, 2026

SUBJECT: Resolution to exempt from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement of a first amendment to Agreement No. WCC-24-951 with DCAK-MSA Architecture and Engineering, PC for the provision of design services in connection with Maintenance Infrastructure Upgrades, Phase I, Westchester Community College, Valhalla, New York.

Authority is hereby requested from your Honorable Board to exempt from the application of the Westchester County Procurement Policy and Procedures (the "Policy"), pursuant to Section 3(a)(xxi) thereof, the procurement of a first amendment to Agreement No. WCC-24-951 with DCAK-MSA Architecture and Engineering, PC (the "Consultant") for the provision of design services in connection with Maintenance Infrastructure Upgrades, Phase I, Westchester Community College, Valhalla, New York.

By way of background, on January 18, 2024, your Honorable Board authorize the County of Westchester (the "County"), acting by and through Westchester Community College (the "College") to enter into Agreement No. WCC-24-951 (the "Agreement") with the Consultant, for the provision of design services for the Maintenance Infrastructure Upgrades Upgrade Phase I Project, including schematic design, design development, construction documents, bidding assistance, and construction administration services, to be completed no later than December 31, 2025, for an amount not-to-exceed \$45,875.00. The Agreement was subsequently executed.

The College intends to bid the construction project and requires continuation of professional services related to updating bid documents, providing rebidding assistance, and completing the remaining construction administration services. Accordingly, the College seeks to amend the Agreement with the Consultant in order to: 1) extend the term thereof from December 31, 2025 through December 31, 2027; 2) increase the not-to-exceed amount authorized thereunder by an additional \$11,371.00, for a total aggregate amount not-to-exceed \$57,246.00 (the "First Amendment").

Ordinarily, under Section 5(b) of the Policy, the County is required to solicit proposals for such services through by soliciting written quotations. However, due to their prior involvement in the project, the Consultant is already uniquely familiar with the existing plans and specifications. Additionally, engaging a new consultant at this stage would result in unnecessary duplication of effort, additional costs, and potential project delays. Therefore, it would be in the best interest of the County for the Consultant to continue providing these services.

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 First Amendment from the Policy.

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/30/2026 - RAYMOND SCULKY, SECRETARY

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 proposals, is neither cost effective nor expedient, and accordingly, not in the best interests of the County of Westchester in connection with the procurement of a first amendment to an agreement with DCAK-MSA Architecture and Engineering, PC for the provision of engineering services in connection with Maintenance Building Infrastructure Upgrades, Phase I, Westchester Community College, Valhalla, New York.

Account to be
Charged/Credited

Fund		Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust	Dollars

Budget Funding Year(s): _____ Start Date: ___ End Date: ___
(must match resolution)

Funding Source:

Tax Aid:

State Aid:

Federal Aid: _____

Other: _____

Bond Act:

Contractor Federal I.D. No./

Social Security No.: _____

Vendor No.: _____

Encumbrance No.: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/30/2016 RAYMOND SCULKY, SECRETARY