

ID #112677

**TO:** Board of Acquisition and Contract

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

**DATE:** December 10, 2025

**SUBJECT:** Authority to Enter into Agreement #25-936  
In the matter of Engineering Services in connection with  
Hilltop Hanover Farm and Environmental Center Improvements, Yorktown Heights, New York

**Consultant:** Stantec Consulting Services Inc.  
**Agreement Amount:** \$4,684,310.50

*Subconsultant Approval:* AKRF, Inc.  
Dharam Lally and Smith, LLC, d/b/a Dharam Consulting (MBE)  
Harriet Spear Studio (WBE)  
Phyto Studio (WBE)  
Prospiant  
Yu & Associates, Inc. (WBE)

Authority of your Honorable Board is 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. 25-936 (the "Agreement") with Stantec Consulting Services Inc. (the "Consultant"), 475 Fifth Avenue, 12th Floor, New York, New York 10017, in connection with Engineering Services for Hilltop Hanover Farm and Environmental Center Improvements, Yorktown, New York. The Consultant shall provide preliminary design services associated with this project. Preliminary design services shall include the preparation of construction contract documents (drawings and specifications) and construction cost estimates. The County also reserves the right to amend this agreement with the Consultant at a future date to provide for final design services, bidding phase services, and construction phase services including but not limited to design services during construction, construction administration services, and project close-out services.

The objective of this project will be to advance the Master Plan Implementation at Hilltop Hanover Farm and Environmental Center and address the long-term needs. The County, the Friends of Hilltop Hanover Farm (a not-for-profit partner), and other key stakeholders have committed to the reinvigoration of the Hilltop Hanover Farm and Environmental Center as a resource for residents and municipalities, demonstrating and promoting best practices for sustainable agriculture, land management, and ecological restoration. The master plan will provide an opportunity to expand the ways in which the farm serves the community and to expand upon its existing constituencies to have an even greater impact. This Agreement will benefit the public as it enables the County to achieve its goals and objectives of promoting sustainable low impact agriculture, environmental stewardship, community education, accessible food systems for all and the protection of natural resources.

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 10, 2024 whereby Gannett Fleming Engineers and Architects, P.C.; Kimley-Horn Engineering and Landscape Architecture of New York, P.C.; KG+D Architects,

P.C.; Reed Hilderbrand Landscape Architecture, P.C.; and Savin Engineers, P.C. were selected to possibly perform said services. On October 6, 2025, a request for proposal ("RFP") was sent to the qualified firms and subsequently two (2) proposals were received on November 18, 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 December 1, 2025, selected Stantec Consulting Services Inc., as the number one firm to perform engineering services in connection with the Public Works Consolidated Maintenance and Operations Facility, Grasslands Campus, Valhalla, New York, for a total fee of \$4,684,310.50, 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: AKRF, Inc., for Environmental Services, 440 Park Avenue South, 7<sup>th</sup> Floor, New York, New York 10016; Dharam Lally and Smith, LLC, d/b/a Dharam Consulting, an MBE firm, for Cost Consulting / Estimating Services, 15 Wampus Lakes Drive, Armonk, New York 10504; Harriet Spear Studio, an WBE firm, for Signing and Wayfinding Services, 337 East 9<sup>th</sup> Street, #7, New York, New York 10003; Phyto Studio, an WBE firm, for Ecological and Horticultural Services, 2901 5<sup>th</sup> Street, South, Arlington, Virginia 22204; Prospiant for Agricultural and Operational Advisor Services, 7108 Shona Drive, Cincinnati, Ohio 45237; and Yu & Associates, Inc., an WBE firm, for Hazardous Materials and Geotechnical Services, 611 River Drive, 3<sup>rd</sup> Floor, Elmwood Park, New Jersey 07407.

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.

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

HJG/GSK/AS/RL/cg

# RESOLUTION

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

**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. 25-936 (the “Agreement”) with the firm of Stantec Consulting Services Inc. (the “Consultant”), 475 Fifth Avenue, 12th Floor, New York, New York 10017, in connection with engineering services for Hilltop Hanover Farm and Environmental Center Improvements, Yorktown Heights, New York. The Consultant shall provide preliminary design services associated with this project. Preliminary design services shall include the preparation of construction contract documents (drawings and specifications) and construction cost estimates. The County also reserves the right to amend this agreement with the Consultant at a future date to provide for final design services, bidding phase services, and construction phase services including but not limited to design services during construction, construction administration services, and project close-out services; and be it further

**RESOLVED**, that for services rendered in accordance with the Consultant’s proposal, a total compensation of \$4,684,310.50 shall be provided, pursuant to an approved budget; and be it further

**RESOLVED**, that the use of the following subconsultants also be approved: AKRF, Inc., for Environmental Services, 440 Park Avenue South, 7th Floor, New York, New York 10016; Dharam Lally and Smith, LLC, d/b/a Dharam Consulting, an MBE firm, for Cost Consulting / Estimating Services, 15 Wampus Lakes Drive, Armonk, New York 10504; Harriet Spear Studio, an WBE firm, for Signing and Wayfinding Services, 337 East 9th Street, #7, New York, New York 10003; Phyto Studio, an WBE firm, for Ecological and Horticultural Services, 2901 5th Street, South, Arlington, Virginia 22204; Prospiant, for Agricultural and Operational Advisor Services, 7108 Shona Drive, Cincinnati, Ohio 45237; and Yu & Associates, Inc., an WBE firm, for Hazardous Materials and Geotechnical Services, 611 River Drive, 3rd Floor, Elmwood Park, New Jersey 07407; and be it further

**RESOLVED**, that the Agreement shall commence upon the Consultant's receipt of written notice from the Commissioner of Public Works and Transportation 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 hereby authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes hereof.

Agreement No. 25-936

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
	372	42	RHTF1-01-E	6120-03	BA #238-2025	\$ 4,684,310.50

Budget Funding Year(s): 2025 Start Date: 01/02/26 End Date: 12/31/31  
(must match resolution)

Funding Source: Tax Dollars: 100% County Contractor Federal I.D. No./  
Social Security No.: \_\_\_\_\_  
State Aid: \_\_\_\_\_  
\$4,684,310.50 Federal Aid: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
(must match resolution) Other: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_