



ONBASE: 114093

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles, President

DATE: July 9, 2026

SUBJECT: Authority for the County of Westchester, acting by and through Westchester Community College, to amend Agreement No. WCC-24-951 with DCAK-MSA Architecture and Engineering, PC, whereby DCAK-MSA Architecture and Engineering, PC was to provide engineering services in connection with Maintenance Building Infrastructure Upgrades, Phase I Westchester Community College, New York, in order to: (i) increase the not-to-exceed amount authorized thereunder by an additional \$11,371, for a total aggregate amount not-to-exceed \$57,246.00; and (ii) extend the term of the Agreement retroactively from December 31, 2025 to December 31, 2027

By Resolution approved on January 18, 2024, your Honorable Board authorized the County of Westchester (the "County"), acting by and through Westchester Community College (the "College"), to enter into an agreement with DCAK-MSA Architecture and Engineering, PC (the "Consultant") whereby the Consultant was to provide Design Services in connection with Maintenance Building Infrastructure Upgrades, Phase I, including schematic design, design development, construction documents, bidding assistance, and construction administration services (the "Services"), for a term commencing on February 1, 2024, and continuing through December 31, 2025 for a total amount not-to-exceed \$45,875.00 (the "Agreement") The Agreement was subsequently executed.

DCAK-MSA Architecture and Engineering, PC. successfully completed portions of the contracted services, including the bidding phase, schematic design phase, design development phase, and construction document phase but the original construction project was not initiated following completion of the initial design. The project was extended due to changes in personnel staff who handled Capital Projects.

The College intends to bid the original construction project and requires continuation of professional services related to bid documents, providing bidding assistance, and completing the remaining construction administration services. Due to DCAK-MSA Architecture and Engineering, PC's prior involvement in the project, familiarity with the existing plans and specifications, and continuity of design responsibility, it is in the best interest of the College to retain the firm to complete the remaining phases of the project.

Accordingly, authority of your Honorable Board is requested for the County acting by and through the College's Physical Plant Department ("Department"), to amend the Agreement with the Consultant in order to: (1) increase the not-to-exceed amount authorized thereunder by an

additional \$11,371, for a total aggregate amount not-to-exceed \$57,246 and (2) retroactively extend the term of the Agreement from December 31, 2025 to December 31, 2027

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

A resolution exempting this First Amendment from the requirements of the Westchester County Procurement Policy pursuant to Section 3(a)xxi is being sought by separate resolution submitted on even date herewith, which must be approved by your Honorable Board before this resolution is considered.

The Consultant shall provide and furnish the County with updated proof of insurance as required under the Agreement.

Except as otherwise specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect.

I believe that it is in the best interest of the College to enter into this First Amendment, and I therefore recommend that you act favorably on the annexed proposed resolution.

BSM/SM/CM
Attachment

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

RESOLUTION

Upon communication from the President of Westchester Community College, be it:

RESOLVED, that the County of Westchester ("County"), acting by and through Westchester Community College (the "College"), is authorized to enter into a First Amendment ("First Amendment") to its Agreement No. WCC-24-951 ("Agreement") with DCAK-MSA Architecture and Engineering, PC (the "Consultant"), in connection with design services for the Maintenance Building Infrastructure Upgrades, Phase I, Westchester Community College, Valhalla, New York, in order to: (1) increase the not-to-exceed amount authorized thereunder by an additional \$11,371, for a total aggregate amount not-to-exceed \$57,246 and (2) retroactively extend the terms of the Agreement from December 31, 2025 to December 31, 2027.

RESOLVED, except as otherwise specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect and be it further

RESOLVED, that the President of Westchester Community College or the President's duly authorized designee is hereby authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes hereof.

Original Agreement Total Amount NTE: \$45,875
First Amendment Total Amount : \$11,371.00
New Total NTE Amount: \$57,246.00

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
381	32	WCC88-01-E	6020/01	26-2022	\$11,371

Budget Funding Year(s) 26/27 Start 12/31/25 End Date 12/31/27
(must match resolution)

Funding Source Tax Dollars \$5,685.50
State Aid \$5,685.50
\$ 11,371 Federal Aid
(must match resolution)
Other