

ID #112286

TO: Board of Acquisition and Contract

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

DATE: October 22, 2025

SUBJECT: Authorization to extend the term of Agreement No. 15-928 with Insite Engineering Surveying & Landscape Architecture, P.C. retroactively from December 31, 2024 until December 31, 2026

Authority of your Honorable Board is requested to extend the term of Agreement No. 15-928 ("Agreement") between the County of Westchester ("County") and Insite Engineering, Surveying & Landscape Architecture, P.C. ("Consultant"), 3 Garrett Place, Carmel, New York 10512. The original Agreement approved on May 14, 2015, was for engineering services associated with the Infrastructure Improvements, Tibbetts Brook Park, Yonkers, New York, for a total amount not to exceed \$129,000.00. The original Agreement completion date was December 31, 2019.

The Agreement was thereafter amended pursuant to a Resolution approved on August 3, 2017, ("First Amendment") to provide for additional design services associated with Infrastructure Improvements, Tibbetts Brook Park, Yonkers, New York and extend the term of the Agreement to December 31, 2021. The Agreement fee was increased by an additional \$35,994.00 to an amended amount not-to-exceed \$164,994.00.

The Agreement was thereafter further amended pursuant to a Resolution approved on April 9, 2020, ("Second Amendment") to provide for additional design services associated with Infrastructure Improvements, Tibbetts Brook Park, Yonkers, New York and extend the term of the Agreement to December 31, 2024. The Agreement fee was increased by an additional \$52,500.00 to an amended amount not-to-exceed \$217,494.00.

The Agreement was thereafter further amended pursuant to a Resolution approved on June 17, 2021, ("Third Amendment") to provide for construction administration services associated with Infrastructure Improvements, Tibbetts Brook Park, Yonkers, New York. The Agreement fee was increased by an additional \$321,230.00 to an amended amount not-to-exceed \$538,724.00.

The Agreement was thereafter further amended pursuant to a Resolution approved on March 23, 2023, ("Fourth Amendment") to provide for additional construction administration services associated with Infrastructure Improvements, Tibbetts Brook Park, Yonkers, New York. The Agreement fee was increased by an additional \$222,700.00 to an amended amount not-to-exceed \$761,424.00.

The engineering services included in the original Agreement are in progress. The County has been satisfied with the quality of services provided to date. The project is currently in the construction phase. The construction contractor, Abbott & Price, Inc., is still performing contract work. It is anticipated that several remaining tasks including completion of final paperwork and project closeout documents will extend beyond the expired Consultant Agreement completion date. Therefore, the professional services of the Consultant will be required beyond the current completion date in order to provide engineering services associated with this project. Attached is a Resolution requesting an extension of the Agreement retroactively from December 31, 2024 until December 31, 2026 with no increase in the not to exceed amount of \$761,424.00.

The objective of this term extension is in the County's best interest as it will provide for uninterrupted professional services pursuant to the Agreement for the Department project contained herein.

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

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.

RESOLUTION

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

RESOLVED, that the County of Westchester ("County"), acting by and through its Department of Public Works and Transportation ("Department"), is hereby authorized to amend Agreement No. 15-928 ("Agreement") with Insite Engineering, Surveying & Landscape Architecture, P.C. ("Consultant"), 3 Garrett Place, Carmel, New York 10512, in connection with engineering services for the Infrastructure Improvements, Tibbetts Brook Park, Yonkers, New York by extending the term retroactively from December 31, 2024 to December 31, 2026; and be it further

RESOLVED, that all other terms and conditions of the Agreement, including the not to exceed amount of \$761,424.00 shall remain the same; and be it further

RESOLVED, that all other provisions of the existing 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 or appropriate to effectuate the purposes hereof.

Original Agreement	\$	129,000.00	(Design Services)
First Amendment		35,994.00	(Additional Design Services and term extension to 12/31/21)
Second Amendment		52,500.00	(Additional Design Services and term extension to 12/31/24)
Third Amendment		321,230.00	(Construction Administration Services)
Fourth Amendment		222,700.00	(Additional Construction Administration Services)
This Amendment		0.00	(Term Extension to 12/31/2026)
TOTAL	\$	761,424.00	

Agreement No. 15-928

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act No.	Dollars
372	42	RTB05-01-I	6120-05	BA #189-2020	N/A

Budget Funding Year(s): 2025 Start Date: 05/28/2015 End Date: 12/31/2026
(must match resolution)

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