



112624

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles, President

DATE: December 10, 2025

SUBJECT: Authority to Amend Agreement WCC-22-934 for Engineering Services in connection with Roof Replacements, Phase V, Westchester Community College, Valhalla, New York

Consultant: H2M Architects, Engineers, Land Surveying and
Landscape Architecture, D.P.C.

First Amendment Amount: \$20,430

Authority of your Honorable Board is requested for the County of Westchester ("County"), acting by and through Westchester Community College ("College"), through its Physical Plant Department ("Department"), to enter into a first amendment ("First Amendment") to its Agreement No. WCC-22-934 ("Agreement") with H2M Architects, Engineers, Land Surveying and Landscape Architecture, D.P.C. ("Consultant"), 2700 Westchester Avenue, Ste 415, Purchase, NY 10577, in connection with engineering services for the Roof Replacements, Phase V, Westchester Community College, Valhalla, New York. Pursuant to the Agreement, the Consultant provides design services associated with this project. Design services include the preparation of construction contract documents (drawings and specifications), construction cost estimates, any required addenda, and a bid analysis including an evaluation of the bids to determine compliance with bidding requirements and whether the bidders are responsible so that the County may recommend award of the construction contracts. In addition, the Consultant provides design services during construction consisting of shop drawing and submittal review, attendance at project meetings, periodic site visits and preparation of as-built drawings.

The objective of this project is to replace the roofs on the Science Building and the Hankin Academic Arts Building and the gutter system in the Library Building roof. The program will need to be developed with the implementation team composed of the Physical Plant Department and stake holders in the Science, Hankin Academic Arts, and Library Buildings. The renovation will meet the needs of the college and cost estimates of construction at each phase of design (30/60/90) will be provided.

First Amendment to the Agreement is sought to (1) increase the not-to-exceed amount by \$20,430 to a new aggregate total amount not-to-exceed \$75,380, (2) extend the term of the Agreement from the previous Completion Date of December 31, 2024 to a new completion date of December 31, 2025, and (3) expand the scope of work the Consultant will complete under the Agreement.

The First Amendment is required because additional time and services are required to complete the work.

On December 13, 2021, the Professional Prequalification Board was canvassed for the purpose of generating an eligible list of qualified firms to provide engineering services for this project. The Professional Prequalification Board approved a list of seven (7) qualified firms. As the fee is estimated to be less than \$250,000, the list was reviewed by the Professional Selection Board on June 14, 2022, whereby five firms were selected to possibly perform said services.

By Resolution approved August 25, 2022, your Honorable Board authorized the County to negotiate with the Consultant and a proposal was submitted for engineering services for the Roof Replacements, Phase V, Westchester Community College, Valhalla, New York, for a total fee of \$54,950.00, pursuant to an approved budget.

The Department tracks 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.

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 ("College"), through its Physical Plant Department ("Department"), is authorized to enter into a First Amendment ("First Amendment") to its Agreement No. WCC-22-934 ("Agreement") with the firm of H2M Architects, Engineers, Land Surveying and Landscape Architecture, D.P.C. ("Consultant"), 2700 Westchester Avenue, Ste 415, Purchase, NY 10577, in connection with engineering services for the Roof Replacements, Phase V, Westchester Community College, Valhalla, New York. The First Amendment will amend the Agreement to (1) increase the not-to-exceed amount by \$20,430 to a new aggregate total amount not-to-exceed \$75,380, payable pursuant to an approved budget, (2) extend the term of the Agreement from the previous Completion Date of December 31, 2024 to a new completion date of December 31, 2025, and (3) expand the scope of work the Consultant will complete under the Agreement; and be it further

RESOLVED, that Consultant shall be required to provide updated insurance certificates; and be it further

RESOLVED, that all other terms and conditions of the Agreement shall remain the same; 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: \$54,950.00

First Amendment: \$20,430.00

Total: \$75,380.00

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
381	32	WCC-79-05-E	6020/01	95-2021	\$20430

Budget Funding Year(s) 22-25 Start 1/1/22 End Date 12/31/25
(must match resolution)

Funding Source Tax Dollars \$10215

State Aid \$10215

\$ 20430 Federal Aid _____

(must match resolution)

Other _____