



OnBase: 114051

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles, President

DATE: July 9, 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-24-953 with DCAK-MSA Architecture and Engineering, PC for the provision of design services in connection with Roof Replacement, Phase VI – Physical Education Building, Westchester Community College, Valhalla, New York.

Authority is hereby requested from your Honorable Board to exempt from 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-24-953 with DCAK-MSA Architecture and Engineering, PC (the "Consultant") for the provision of design services in connection with Roof Replacement, Phase VI – Physical Education Building, 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-24-953 (the "Agreement") with the Consultant, for the provision of design services for the Roof Replacement, Phase VI – Physical Education Building 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 \$56,000.00. The Agreement was subsequently executed.

Due to unforeseen college personnel turn over, the project was delayed and will now be bid out in the Fall 2026 to be completed by December 31, 2027. The College requires continuation of professional services related to updating bid documents, providing bidding 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 \$4,772.00, for a total aggregate amount not-to-exceed \$60,772.00; and 3) expand the scope of services to provide for additional services during the rebidding and construction phases of this Project (the "First Amendment").

Ordinarily, under Section 6 of the Policy, the County is required to solicit proposals for such services through the issuance of a Request for Proposals. 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 - 07/22/2026 - RAYMOND SCULK, 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 Roof Replacement, Phase VI – Physical Education Building, Westchester Community College, Valhalla, New York.

Account to be
Charged/Credited

Fund		Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust	Dollars
381		32	WCC79-06-E	6020/01	22-2022	\$4,772

Budget Funding Year(s): 26/27 Start Date: 2/1/2024 End Date: 12/31/2027
(must match resolution)

Funding Source:

Tax Aid: \$2,386

State Aid: \$2,386

Federal Aid: _____

Other: _____

Bond Act: 22-2022

Contractor Federal I.D. No./

Social Security No.: _____

Vendor No.: _____

Encumbrance No.: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/22/2026 RAYMOND SULKY, SECRETARY