

**113994**

DATE June 29, 2026

TO: Board of Acquisition and Contract

FROM: Blanca P. Lopez, M.S.  
Commissioner of Planning

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 the agreement between the County of Westchester and VHB Engineering, Surveying, Landscape Architecture, and Geology, P.C. to extend the term and increase the compensation for the provision of on-call planning consultant services in support of Planning Department programs.

Authority is hereby requested from your Honorable Board to exempt from the application of the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement of a First Amendment to an agreement between the County of Westchester (the "County") and VHB Engineering, Surveying, Landscape Architecture, and Geology, P.C. ("VHB"), pursuant to which VHB shall continue to provide on-call planning consultant services in support of Planning Department programs, including Housing and Community Development, Environmental Planning and Flood Mitigation, Land Use Planning, Design, and Transportation Planning, by extending the term of the agreement from July 14, 2026 through December 31, 2027, and increasing the total compensation under the agreement by an additional \$100,000.00, for a revised total amount not-to-exceed \$250,000.00 (the "First Amendment").

By resolution approved on July 17, 2025, your Honorable Board authorized the County to enter into an agreement with Vanasse Hangen Brustlin, Inc. for on-call planning consultant services to support various Department of Planning programs (the "Project"). Under the agreement, VHB is required to prepare status reports and submit deliverables in accordance with schedules established by County staff. In consideration for these services, the County agreed to pay VHB an amount not to exceed \$150,000.00 pursuant to an approved budget. The term of the agreement commenced on July 15, 2025 and continues through July 14, 2026.

On August 14, 2025, the County authorized an amendment to the agreement to reflect a change in the contractor's name from Vanasse Hangen Brustlin, Inc. to VHB Engineering, Surveying, Landscape Architecture, and Geology, P.C. The agreement was subsequently executed.

The parties now wish to amend the agreement to extend the term through December 31, 2027 and increase the total compensation under the agreement by an additional \$100,000.00, for a revised total amount not-to-exceed \$250,000.00. The extension and additional funding will allow the County to continue to utilize VHB for on-call planning consultant services without interruption, provide sufficient funding for anticipated work during the extended term, and ensure continuity in support of ongoing Planning Department initiatives. Except as specifically amended herein, all other terms and conditions of the agreement shall remain in full force and effect.

Through the continuation of the Project, VHB will continue to provide specialized planning, environmental, housing, transportation, design, engineering, and land use consulting services that support the County's planning objectives and assist with the implementation of critical Department programs and initiatives. These services benefit Westchester County residents by supporting effective planning operations, environmental protection, fiscal responsibility, public safety, and the advancement of community development goals.

The goal and objective of this First Amendment is to ensure the uninterrupted continuation of on-call planning consultant services necessary to support ongoing Planning Department operations and initiatives throughout the extended term. The program will continue to be overseen by staff from the Westchester County Department of Planning, who will review all deliverables and payment requests to ensure compliance with all contractual requirements.

Ordinarily, Section 5(b) of the Procurement Policy requires the County to solicit written quotations from no fewer than three entities customarily providing such services. However, pursuant to Section 3(a)(xxi), the Procurement Policy is not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interest of the County. Given VHB's familiarity with ongoing Planning Department programs and projects, its institutional knowledge of County initiatives, and its specialized expertise in planning, environmental review, transportation, engineering, design, housing, and land use matters, and in light of the above facts, it is proposed that the best interest of the County would be served by exempting the procurement of the First Amendment with VHB from the Procurement Policy.

Accordingly, a resolution to exempt the procurement of the First Amendment to the agreement with VHB Engineering, Surveying, Landscape Architecture, and Geology, P.C. from the Westchester County Procurement Policy and Procedures is hereby submitted for your consideration.

I recommend approval of this exemption.

BPL/mc/je/kt  
Attachment

## RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF PLANNING, 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 written price quotations, is not in the best interest of the County of Westchester in connection with the procurement of a First Amendment to the agreement with VHB Engineering, Surveying, Landscape Architecture, and Geology, P.C., pursuant to which VHB Engineering, Surveying, Landscape Architecture, and Geology, P.C. provides on-call planning consultant services in support of Planning Department programs, including Housing and Community Development, Environmental Planning and Flood Mitigation, Land Use Planning, Design, and Transportation Planning, which First Amendment shall (i) extend the term of the agreement from July 14, 2026 through December 31, 2027, and (ii) increase the not-to-exceed amount of the agreement by an additional \$100,000.00, for a revised total amount not-to-exceed \$250,000.00.

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