



ONBASE: 95676

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles, President

DATE: August 22, 2022

SUBJECT: Authority to Enter into Agreement WCC-22-681 in the matter of Engineering Services in connection with A/V Equipment Upgrades, Various Buildings, Westchester Community College, Valhalla, New York

Consultant: C&F Consulting Engineering, PC
Agreement Amount: \$49,750.00

Authority of your Honorable Board is requested for the County of Westchester ("County"), acting by and through Westchester Community College ("College"), to enter into Agreement No. WCC-22-681 ("Agreement") with C&F Consulting Engineering, PC ("Consultant"), 420 North Broadway, White Plains, NY 10603, in connection with engineering services for the A/V Equipment Upgrades, Various Buildings, Westchester Community College, Valhalla, New York. The Consultant shall provide design services associated with this project. Design services shall 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 shall provide 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 renovate four event spaces; Student Center Event Room, Library Building Foundation Board Room, Gateway Building Davis Auditorium, and the Hankin Academic Arts Building Theater with A/V upgrades. The program will need to be developed with the implementation team composed of the Physical Plant, Information & Technology and Media Departments. 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.

On March 9, 2022, 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 three (3) qualified firms. As the fee is estimated to be less than \$250,000, the list was reviewed by the Professional Selection Board on March 9, 2022, whereby the three firms were selected to possibly perform said services.

By Resolution approved July 21, 2022, your Honorable Board authorized the County to negotiate with the Consultant and a proposal was submitted for engineering services for the A/V Equipment Upgrades, Various Buildings, Westchester Community College, Valhalla, New York, for a total fee of \$49,750.00, pursuant to an approved budget.

The Department will track 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.

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/23/2022 - RAYMOND SCULKY, 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 ("College"), is hereby authorized to enter into Agreement No. WCC-22-681 ("Agreement") with the firm of C&F Consulting Engineering, PC ("Consultant"), 420 North Broadway, White Plains, NY 10603, in connection with engineering services for the A/V Equipment Upgrades, Various Buildings, Westchester Community College, Valhalla, New York. The Consultant shall provide design services associated with this project. Design services shall 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 shall provide design services during construction consisting of shop drawing and submittal review, attendance at project meetings, periodic site visits and preparation of as-built drawings; and be it further

RESOLVED, that for services rendered in accordance with the Consultant's proposal, a total compensation of \$49,750.00 shall be provided, pursuant to an approved budget; and be it further

RESOLVED, that the Agreement shall commence upon the Consultant's receipt of written notice from the Director of the Physical Plant Department or his designee and that the completion date shall be June 30, 2023; and be it further

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

Agreement No. WCC-22-681

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
	703	9997	9549	5443601	T-549	\$ 49,750.00

Budget Funding Year(s): 2022 Start Date: 9/1/22 End Date: 6/30/23
(must match resolution)

Funding Source: Tax Dollars: _____ Contractor Federal I.D. No.: _____
State Aid: _____ Social Security No.: _____

\$49,750.00 Federal Aid: _____ Vendor No.: _____
(must match resolution)

Other: \$49,750 (100% Grant) Encumbrance No.: _____