



OnBase: 95768

TO: Board of Acquisition and Contract

FROM: Dr. Belinda S. Miles, President

DATE: August 22, 2022

SUBJECT: Authority to Enter into Agreement WCC-22-933 in the matter of Engineering Services in connection with Library Building Window Replacement, Westchester Community College, Valhalla, New York

Consultant: Fuller and D'Angelo P.C. Architects & Planners

Agreement Amount: \$48,000.00

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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-22-933 ("Agreement") with Fuller and D'Angelo P.C. Architects & Planners ("Consultant"), 45 Knollwood Road, Elmsford, NY 10523, in connection with engineering services for the Library Building Window Replacement, 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 will be to replace the windows in the Library Building. The program will need to be developed with the implementation team composed of the Physical Plant Department and stake holders in the Library Building. 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 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 six (6) 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 July 21, 2022, your Honorable Board authorized the County to negotiate with the Consultant and a proposal was submitted for engineering services for the Library Building Window Replacement, Westchester Community College, Valhalla, New York, for a total fee of \$48,000.00, 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"), through its Physical Plant Department ("Department"), is authorized to enter into Agreement No. WCC-22-933 ("Agreement") with the firm of Fuller and D'Angelo P.C. Architects & Planners ("Consultant"), 45 Knollwood Road, Elmsford, NY 10523, in connection with engineering services for the Library Building Window Replacement, 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 \$48,000.00 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 December 31, 2024; and be it further

RESOLVED, that the President of Westchester Community College or his 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-22-933

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Bond Act	Dollars
	381	32	WCC-83-02-E	6020/01	96-2021	\$ 48,000.00

Budget Funding Year(s): 2022 Start Date: 9/1/22 End Date: 12/31/24  
(must match resolution)

Funding Source: Tax Dollars: \$24,000.00 Contractor Federal I.D. No./  
State Aid: \$24,000.00 Social Security No.: \_\_\_\_\_  
Vendor No.: \_\_\_\_\_  
\$48,000.00 Federal Aid: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_  
(must match resolution) Other: \_\_\_\_\_