

47435

**TO:** Board of Acquisition and Contract

**FROM:** Jay T. Pisco, P.E.  
Commissioner of Public Works and Transportation

**DATE:** June 23, 2015

**SUBJECT:** Authority to enter into an Agreement No. DOTPE15-01 with Nelson\Nygaard Consulting Associates, Inc. to conduct an analysis of the Bee-Line Routes 7 and 13 for a term commencing August 3, 2015 and continuing through February 1, 2017 for an amount not to exceed \$95,209.00.

**Consultant:** Nelson\Nygaard Consulting Associates, Inc.  
**Agreement Amount:** \$95,209.00  
**Subconsultant:** Madison Approach Staffing, Inc. (certified WBE/DBE)

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Authority of your Honorable Board is requested for the County of Westchester (the "County"), acting by and through the Department of Public Works and Transportation (the "Department"), to enter into an Agreement with Nelson\Nygaard Consulting Associates, Inc., 49 West 27<sup>th</sup> Street, Suite 10W, New York, New York 10001 ("Nelson\Nygaard") to perform an operations analysis of the Routes 7 and 13 of the Bee-Line System. The purpose of this study is to develop strategies for achieving efficiencies in operating the Bee-Line Routes 7 and 13 by reducing running times and making the routes more appealing to choice riders. The term of the agreement will commence August 3, 2015 and terminate February 1, 2017. The contract amount will not exceed \$95,209.00 (80% federal: \$76,167.00; 20% local: \$19,042.00).

On November 10, 2014, the Department issued a Request for Proposals ("RFP") seeking a qualified consultant to perform an operations analysis of the Routes 7 and 13 of the Bee-Line system. The Bee-Line Routes 7 and 13 are two of the busiest routes in the Bee-Line system. They are part of the core of Bee-Line service, operating in the densest part of the County and serving residential development as well as major employment and commercial centers. They also each provide connections to all three Metro-North rail lines. To achieve schedule adherence, the County has had to add running time on both routes in recent years. The extra running time adds cost and makes the service less convenient for riders.

The objective of this Agreement is to use federal planning funding for a study that identifies strategies to directly improve the efficiency of two major Bee-Line routes. The study shall examine time saving strategies, including but not limited to, dedicated lanes, transit signal priority, opportunities for bus stop consolidation, addressing major traffic bottlenecks and considering different patterns of service.

The Department has complied with the Westchester County Procurement Policy and Procedures. The Request for Proposals was advertised in the Journal News, the Urban Transportation Monitor, Westchester Hispano, Passenger Transport and posted on the County's web-site.

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Routes 7 and 13 Transit Analysis  
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Seven (7) consultants submitted proposals in response to the RFP. The proposals were first evaluated based on their technical merit. Following an initial review, three consultants were interviewed. Nelson\Nygaard Consulting Associates, Inc. was selected due their experience in performing similar types of projects, best understanding of the project objective and extensive experience of the project manager in overseeing projects of this nature.

In addition, Nelson\Nygaard has proposed the utilization of the following subconsultant: Madison Approach Staffing, Inc. (Passenger Survey Work), 45 Knollwood Road, Suite 101, Elmsford, New York 10523. Madison Approach Staffing is a certified WBE/DBE firm.

Accordingly, I recommend your Board's approval of the annexed Resolution authorizing the County to enter into this Agreement with Nelson\Nygaard Consulting Associates, Inc.

# RESOLUTION

Upon communication from the Commissioner of Public Works and Transportation, be it:

**RESOLVED**, that the County of Westchester, acting by and through the Department of Public Works and Transportation (the "County"), is hereby authorized to enter into an agreement with Nelson Nygaard Consulting Associates, Inc., 49 West 27<sup>th</sup> Street, Suite 10W, New York, New York 10001, to perform an operations analysis of the Routes 7 and 13 of the Bee-Line System for the period commencing August 3, 2015 and terminating February 1, 2017. The contract amount will not exceed \$95,209.00 (80% federal: \$76,167.00; 20% local: \$19,042.00); and be it further

**RESOLVED**, that the use of the following subconsultant also be approved: Madison Approach Staffing, Inc. (Passenger Survey Work), 45 Knollwood Road, Suite 101, Elmsford, New York 10523; and be it further

**RESOLVED**, that this Agreement is subject to County appropriations; and be it further

**RESOLVED**, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to Nelson Nygaard Consulting Associates, Inc., then Nelson Nygaard Consulting Associates, Inc. shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive 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. DOTPL15-01

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
263	44	278Q	4380	T278	\$ 95,209.00

Budget Funding Year(s): 2015-2017 Start Date: August 3, 2015 End Date: February 1, 2017  
 (must match resolution)

Funding Source: Tax Dollars: \$19,042.00 Contractor Federal I.D. No./  
 State Aid: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
\$95,209.00 Federal Aid: \$76,167.00 Vendor No.: \_\_\_\_\_  
 (must match resolution) Other: \_\_\_\_\_  
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