

13338

Date: August 3, 2010

To: Board of Acquisition and Contract

From: John J. Hsu, P.E., Acting Commissioner
Department of Transportation

Re: **Authority to enter into an agreement with Andrew Mundew d/b/a AJM Consulting to undertake an onboard passenger survey for the Bee Line Bus System for a term commencing on August 30, 2010 and continuing through June 30, 2011, for an amount not-to-exceed \$133,893.00**

Authority is requested for the County of Westchester, acting by and through its Department of Transportation (the "Department"), to enter into an agreement with Andrew Mundew d/b/a AJM Consulting, 3549 Saddlebrook, Taylor Mill, Kentucky 41015 ("AJM") by which AJM will undertake an onboard passenger survey of ridership on all Westchester Bee-Line Bus routes. The contract term will commence on August 30, 2010 and require completion of all work, including delivery of the final report and any post-delivery meetings, no later than June 30, 2011. In consideration for services to be rendered, the County will pay AJM an amount not-to-exceed \$133,893.00 pursuant to an approved budget.

The Bee-Line System operates more than 350 buses and carries more than 30 million passengers annually on 67 fixed routes. Altogether, the system has more than 3,300 bus stops.

As a condition of receiving federal aid, transit operators are required to survey their passengers periodically to insure the benefits of service are being adequately offered to ethnic and racial minorities in compliance with Title VI of the 1964 Civil Rights Act as amended. To meet this requirement, and to gather additional information about rider needs and satisfaction, that will be used for planning routes and scheduling service, the Westchester County Department of Transportation hires a professional research consultant every three (3) years to survey approximately 14,000 passengers and array the data recovered for Department use.

As in the past, this effort will require training and assigning surveyors to ride each route within a relatively short period of time in order to distribute and collect completed questionnaires that portray the system over what is effectively a single composite week that can be compared to previous surveys. The last such effort was made in the fall of 2007.

When the information is collected, it is computerized, checked for accuracy and analyzed for a final report in both narrative and electronic formats. The data collected is also provided to the Department for integration into other programs, including the bus stop inventory, and used to prioritize such activities as shelter and bench allocation in addition to the planning of routes and schedules.

The objective of this Agreement is to meet federal requirements while providing a passenger activity report and data that is accurate and consistent in format with data collected in past years, as well as consistent with the Department's existing data programs. The public purpose is to assist the Department in meeting its goal to provide bus service with the most effective and efficient use of resources available. The project will be monitored by Department staff and payment will be approved only after quantitative and qualitative milestones have been met.

The Department has complied with the Westchester County Procurement Policy. On June 14, 2010 the Department issued a Request for Proposals ("RFP") seeking qualified firms to undertake a comprehensive survey of bus passengers using the County Bee-Line System. In an effort to solicit as many proposals as possible, the Department advertised in the American Public Transit Association's newspaper "Passenger Transport" and in the Journal News. The RFP was also posted on the County website. As a result of these efforts, nine (9) proposals were received in response to the RFP.

A selection committee comprised of four (4) members of the Department evaluated each proposal with reference to standard evaluation criteria. After careful consideration of each proposal, the selection committee decided on AJM. The approach, clarity and organization of AJM's proposal was judged superior to that of the remaining eight (8) proposals. AJM has provided similar type services in the past, and the Department has been very satisfied with their services.

In addition, AJM has proposed the utilization of the following subconsultant: Perteet, Inc., 505 Fifth Avenue, Seattle, Washington 98104, who will assist with the development of the final report and presentation.

Accordingly, approval of the attached resolution is most respectfully recommended.

RESOLUTION

Upon a communication from the Acting Commissioner of the Department of Transportation, be it hereby:

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement with Andrew Mundew d/b/a AJM Consulting, 3549 Saddlebrook, Taylor Mill, Kentucky 41015 by which AJM will provide an onboard passenger survey of ridership on all Westchester Bee-Line Bus routes within a term commencing on August 30, 2010 and continuing through June 30, 2011 for an amount not-to-exceed \$133,893.00, pursuant to an approved budget; 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 the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the use of the following subconsultant also be approved: Perteet, Inc., who will assist with the development of the final report and presentation, 505 Fifth Avenue, Seattle, Washington 98104; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	44	278K	9853	T-278	\$107,114.40
263	44	278K	4380	T-278	\$107,114.40
101	44	1000	4912		\$ 26,778.60

Budget Funding Year(s): 2010-2011 Start Date: August 30, 2010 End Date: June 30, 2011
(must match resolution)

Funding Source: Tax Dollars: \$ 26,778.60 (20%)

State Aid: \$107,114.40 (80%)

\$133,893.00 Federal Aid: N/A

(must match resolution)

Other: N/A