

17602

DATE: March 11, 2011

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne
Chief Information Officer

Anthony W. Sutton
Commissioner of Emergency Services

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1184) WITH HENNINGSON, DURHAM, AND RICHARDSON ARCHITECTURE AND ENGINEERING, P.C. (HDR) FOR SERVICES ASSOCIATED WITH THE DEVELOPMENT OF A COUNTYWIDE PUBLIC WATER SUPPLY DISTRIBUTION GEOSPATIAL DATABASE FOR USE BY THE DEPARTMENT OF EMERGENCY SERVICES FOR A PERIOD COMMENCING ON APRIL 1, 2011 AND TERMINATING ON AUGUST 31, 2011 FOR A TOTAL NOT TO EXCEED AMOUNT OF \$94,800

BACKGROUND:

- On June 4, 2009 your Honorable Board approved a resolution authorizing the County through the Department of Emergency Services to enter into an agreement with New York State Office of Homeland Security to accept FY08 State Homeland Security Program (SHSP) funds in an amount not to exceed \$1,567,500.
- Of the many critical infrastructure systems, one of the most important to monitor and protect are the many public water supply distribution systems distributed throughout the County. In recent years GIS mapping and data access applications have advanced significantly within the Department of Emergency Services and at the Emergency Operations Center (EOC). One portion of the critical infrastructure system that has not been fully developed is the "Lifeline" segment which would include a Countywide public water supply distribution system inventory.
- With monies available through the New York State Office of Homeland Security FY08 State Homeland Security Program, staff from the Departments of Emergency Services and Information Technology designed a project plan, based on contracted services (grant fund requirement), which would be the basis for the development of a Countywide public water supply distribution database to be used by the Department of Emergency Services.
- Based on these meetings, the Department of Information Technology issued a Request for Proposals (RFP) on December 22, 2010, with a response date of January 24, 2011. A total of ten (10) firms made inquiries concerning the RFP and on January 14, 2011 the County posted replies to questions received by the January 10, 2011 deadline. Nine (9) proposals were received. One (1) additional firm responded but elected not to submit a formal quote. A review committee composed of staff from the Departments of Information Technology (GIS), Health, Emergency Services, and the County Water Agency reviewed all proposals and attended in-house presentations by three (3) vendors selected from the original pool of nine (9) proposals. Based on their response to the RFP, technical approach and capabilities, local presence, and cost-effective pricing, HDR was selected to perform the work. A listing of companies responding to the RFP and associated pricing are shown in Attachment A.

- Products and services to be provided through this proposed contract will include the inventory and mapping of public water supply distribution systems (to be wholly owned by the County), project management, data compilation, data delivery to the County, technical assistance and programming, and integration of data into Westchester County GIS applications. Due to the sensitivity of the data to be collected, HDR will be required to destroy all project related data provided by the County and collected from local governments and public water suppliers.
- The public purpose of the proposed agreement is to enhance the County's ability to protect public and private property, providing the most current information on public and private water supply distribution systems.
- The goals and objectives for this geospatial project are to enhance Westchester County's emergency planning capabilities by collecting crucial data for emergency planners and first responders to better prepare them to respond to emergency incidents.
- The Departments of Emergency Services and Information Technology will monitor and track the progress of this project through performance management reports.
- There shall be no cost to the County as all expenses shall be funded by the State Homeland Security Grant Program to meet the Department of Homeland Security's grant guidance to focus on Data Collection and Assessments of Critical Infrastructure/Key Resources (CI/KR).
- Therefore, we now come before your Honorable Board requesting authorization to enter into an agreement with HDR for the development of a Countywide public water supply distribution system database and for related services for a total not to exceed amount of \$94,800.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1184) with Henningson, Durham, and Richardson Architecture and Engineering, P.C. (HDR), located at One Blue Hill Plaza, Pearl River, New York, 10965 for the development of a Countywide public water supply distribution system database and for related services commencing on April 1, 2011 and terminating on August 31, 2011, for a total not to exceed contract amount of \$94,800, payable pursuant to an approved schedule of deliverables, subject to County appropriations.

A resolution is submitted herewith for your consideration.

MCB:STW

Attachment

RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY, AND THE COMMISSIONER OF EMERGENCY SERVICES, BE IT HEREBY

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement (IT-1184) with Henningson, Durham, and Richardson Architecture and Engineering, P.C. (HDR), located at One Blue Hill Plaza, Pearl River, New York 10965, for the development of a Countywide public water supply distribution system database and for related services for a total not to exceed amount of \$94,800 payable monthly pursuant to an approved schedule of deliverables; and be it further

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

RESOLVED, that the County Executive or his authorized designee is hereby authorized and empowered to execute any and all documents necessary and appropriate to effectuate the purpose hereof.

Account to be Charged/Credited:
Agreement Number: IT-1184

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	20	952J	4380	T952	\$94,800.00

Budget Funding Year(s): 2011 Start Date: April 1, 2011 End Date: August 31, 2011
(must match resolution)

Funding Source Tax Dollars: _____
 State Aid: _____
\$94,800.00 Federal Aid: \$94,800.00
 (must match resolution) Other: _____