

83697

DATE March 24, 2021

TO: Board of Acquisition and Contract

FROM: Norma V. Drummond
Commissioner of Planning

SUBJECT: Resolution authorizing the agreement between the County of Westchester and Foursquare Integrated Transportation Planning, Inc. to provide consulting service in developing a Transportation Demand Management Plan for the Westchester County Valhalla Campus at Grasslands.

The attached resolution authorizes the County of Westchester (the "County") to enter into an agreement with Foursquare Integrated Transportation Planning, Inc. ("Foursquare, ITP"), to provide consulting service in developing a Transportation Demand Management ("TDM") Plan for the Westchester County Valhalla Campus at Grasslands. The total amount of the agreement shall not exceed \$113,094.40 payable pursuant to an approved budget. Funds will be disbursed from the Unified Planning Work Program. The term of the agreement is April 1, 2021 to March 31, 2022.

The purpose of the TDM Plan is to identify strategies that decrease single occupant vehicle ("SOV") trips, vehicle miles traveled and associated vehicle emissions, increase the availability and use of alternative travel modes, and achieve more efficient parking management and utilization. The consultant will analyze existing travel behaviors and conduct surveys, engage stakeholders and campus users, identify appropriate TDM strategies, prepare an implementation plan and develop a toolkit as a resource for municipalities and developers that can be applied to similar types of campuses.

The goal and objective of this agreement is to improve the health and environment of the County by reducing emissions. The Department of Planning staff will monitor all work provided by Foursquare, ITP to make sure all contractual requirements are met.

In accordance with Section 6 of the County's Procurement Policy and Procedures, the services described above were posted on the County's website where interested entities responded by October 2, 2020. There were a total of ten proposals submitted from Arup, BFJ, FHI, Foursquare

ITP, GPI, HDR, Liro Engineers, Nelson\Nygaard, Stantec and Steer Davies & Gleave. The responders submitted the following proposal amounts, Arup \$108,997, BFJ \$112,810, FHI \$99,941, Foursquare ITP \$113,094.40, GPI \$104,500, HDR \$196,691, Liro Engineers \$146,899, Nelson\Nygaard \$99,876, Stantec \$152,555 and Steer Davies & Gleave \$79,906. The proposals were reviewed and scored on a number of criteria, such as the project methodology and approach, the cost proposal, and the ability, qualifications and experience of the consultant and its staff in performing similar work. Five of the highest scoring proposals, including Arup, FHI, Foursquare, GPI and Nelson\Nygaard, presented and held Q & A sessions virtually. These meetings resulted in new score evaluations and references were then checked for the highest two, FHI and Foursquare. While both consultants' expertise was evident, it was found that FHI's proposal did not include a clause required by the RFP, and was thus found to be ineligible. Foursquare was chosen as they received the highest score and met all the requirements of the RFP.

I recommend approval of this agreement.

NVD/irw/nkkk/cp
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/15/2014 - USA IRP (AUS) (SECRET)

RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF PLANNING, BE IT HEREBY

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement with Foursquare Integrated Transportation Planning, Inc. (“Foursquare ITP”), pursuant to which Foursquare ITP will provide professional services to develop a Transportation Demand Management (“TDM”) Plan for the Westchester County Valhalla Campus at Grasslands for a term commencing on April 1, 2021 and continuing through March 31, 2022 in an amount not-to-exceed total amount of \$113,094.40 payable pursuant to an approved budget and disbursed from the Unified Planning Work Program; and be it further

RESOLVED, that the County Executive or his duly authorized designee is authorized to execute any agreements, documents and take any actions necessary to effectuate purposes hereof.

Account to be
Charged/Credited

		Major Program, Program & Phase	Object/ Sub Object	Trust Account	Dollars
Fund	Dept.	Or Unit			
263	19	278W	4380	T278	\$ 90,475.52
263	19	278W	4380	T278	\$ 22,618.88

Budget Funding Year(s)
(must match resolution)

FY 2021 Start Date: April 1, 2021 End Date: March 31, 2022

Funding Source

Tax Dollars \$22,618.88

State Aid _____

\$113,094.40
(must match resolution)

Federal Aid \$90,475.52

Other _____