

89040

DATE: November 19, 2021

TO: Board of Acquisition and Contract

FROM: Norma V. Drummond
Commissioner of Planning

SUBJECT: Resolution authorizing an agreement between the County of Westchester and CJI Research, LLC., to provide consulting service to conduct an onboard passenger survey for Westchester County's Bee-Line Bus System.

The attached resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County"), acting by and through its Department of Planning (the "Department"), to enter into an agreement with CJI Research, LLC ("CJI"), pursuant to which CJI would provide consulting services to conduct an onboard passenger survey for Westchester County's Bee-Line Bus System for an amount not exceed \$188,918 payable pursuant to an approved budget. Funds will be disbursed from a Federal Transit Administration Grant. The term of the Agreement will commence on February 1, 2022 and continue through January 31, 2023

As a condition of receiving Federal aid, transit operators are required to survey their passengers periodically to ensure 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 Department hires a professional research consultant every three (3) years to survey a maximum of 10,000 passengers and prepare the data recovered for Department use.

The required survey 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 spring of 2019.

The objective and public purpose 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 and planning

programs. The project will be monitored by Department staff and payment will be approved only after quantitative and qualitative milestones have been met.

In accordance with Section 6 of the County's Procurement Policy and Procedures, an RFP soliciting the services described above was posted on the County's website on August 9, 2021 with responses due by September 17, 2021. In an effort to solicit as many proposals as possible, the Department advertised in the "Journal News", the "New York State Contract Reporter", and "El Aguila". The Department received the following three responses, along with their cost proposals, to the RFP.

- CJI Research, LLC - \$188,918
- Level 7 Market Research - \$237,625
- Koysman Engineering, PLLC. - \$149,720

The proposals were reviewed and scored on a number of criteria, such as the project methodology and approach, the cost of the proposal, and the ability to provide the required work, qualifications and experience of the consultant and its staff in performing similar work. CJI's proposal received the highest score.

I recommend approval of this agreement.

NVD/cp/sc/
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/16/2021 - RAYMOND SCULKY, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester, acting by and through its Department of Planning, is authorized to enter into an agreement with CJI Research, LLC (“CJU”), pursuant to which CJI will provide consulting services to conduct an onboard passenger survey for the Westchester County’s Bee-Line Bus System, for the period from February 1, 2022 to January 31, 2023 for an amount not-to-exceed \$188,918.00, payable pursuant to an approved budget, to be paid from a Federal Transit Administration Grant; and be it further

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

Account to be
Charged/Credited

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
263	19	278	4912	278W	\$151,134.40
101	19	0100	4912		\$ 37,783.60

Budget Funding Year(s)
(must match resolution)

FY 2021 Start Date: February 1, 2022 End Date: January 31, 2023

Funding Source

Tax Dollars \$37,783.60

State Aid _____

\$188,918.00
(must match resolution)

Federal Aid \$151,134.40

Other _____