



**110090**

DATE: December 4, 2024

TO: Board of Acquisition and Contract

FROM: Blanca P. Lopez, M.S.  
Commissioner of Planning

SUBJECT: Resolution authorizing the County of Westchester to amend a prior resolution which authorized an amendment to an agreement between the County and Steer Davies & Gleave Inc., pursuant to which Steer Davies & Gleave Inc. agreed to conduct a transportation and food access study for a term commencing on August 28, 2023 and continuing through August 27, 2024 for an amount not-to-exceed \$149,765.00, by changing the contract expiration date from August 27, 2024 to March 31, 2025, in order to authorize a further amendment to the Agreement as follows: (i) change the scope of work; and (ii) increase the amount of the contract from \$149,765.00 to \$169,765.00, with all other terms of the prior resolution to remain the same.

On March 9, 2023, your Honorable Board approved a resolution authorizing the County of Westchester (the "County") to enter into an agreement with Steer Davies & Gleave Inc. ("SDG"), pursuant to which SDG would conduct a transportation and food access study for the period commencing upon execution and continuing for one (1) year thereafter, for an amount not-to-exceed \$149,765.00, payable pursuant to an approved budget (the "Agreement"). The Agreement was subsequently executed on August 28, 2023.

Thereafter, on August 15, 2024, your Honorable Board approved a resolution (the "August 15<sup>th</sup> Resolution"), which authorized the County to amend the Agreement with SDG, in order to change the contract expiration date from August 27, 2024 to March 31, 2025 (the "First Amendment"). The First Amendment has not yet been executed.

The parties now desire to amend the August 15<sup>th</sup> Resolution in order to authorize a further amendment to the Agreement as follows: (i) change the scope of work to include a data collection plan and study area visit and ongoing maintenance of the County's ArcGIS portal (the "Additional Services"); and (ii) increase the amount of the contract from \$149,765.00 to \$169,765.00.

Except as otherwise specifically amended hereby, all remaining terms and conditions contained in the August 15<sup>th</sup> Resolution shall remain the same.

The goal and objective of this Agreement is to enable the County to review and consider recommendations that will address food and transportation access issues that will enhance the health of residents of Westchester County.

Authority to exempt the procurement of the Additional Services from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)xxi thereof, has been requested by your Honorable Board in accordance with a separate resolution of even date herewith.

I recommend approval of this amended resolution.

BP/je/sc  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/12/2024 - RAYMOND SCULKY, SECRETARY

**RESOLUTION**

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

**RESOLVED**, that the resolution approved on August 15, 2024 (the “August 15<sup>th</sup> Resolution”), which authorized the County of Westchester (the “County”) to amend an agreement with Steer Davies & Gleave Inc. (“SDG”), pursuant to which SDG agreed to conduct a transportation and food access study for the period commencing on August 28, 2023 and continuing through August 27, 2024, for an amount not-to-exceed \$149,765.00 (the “Agreement”), by extending the term of the Agreement from August 27, 2024 to March 31, 2025, is hereby amended in order to authorize a further amendment to the Agreement as follows: (i) change the scope of work to include a data collection plan and study area visit and ongoing maintenance of the County’s ArcGIS portal; and (ii) increase the amount of the contract from \$149,765.00 to \$169,765.00; and be it further

**RESOLVED**, that except as specifically amended hereby, all the other terms and conditions set forth in the August 15<sup>th</sup> Resolution will remain the same; 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 and take all actions necessary to effect the purpose of this resolution.

Original Agreement \$149,765.00  
 This Amendment \$ 20,000.00  
 \$169,765.00

AGREEMENT NUMBER: C-PL-23-561

Account to be  
 Charged/Credited

		Major Program, Program & Phase	Object/ Sub Object	Trust Account	Dollars
Fund	Dept.	Or Unit			
101	19	0100	4420	N/A	\$20,000

Budget Funding Year(s) FY 2024 Start Date August 28, 2023 End Date March 31, 2025  
 (must match resolution)

Funding Source Tax Dollars \$20,000.00  
 State Aid \_\_\_\_\_  
 Federal Aid \_\_\_\_\_  
 Other \_\_\_\_\_

**\$20,000.00**  
 (must match resolution)