



110092

DATE December 4, 2024

TO: Board of Acquisition and Contract

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

SUBJECT: Resolution authorizing an agreement between the County of Westchester and CJI Research, LLC, pursuant to which CJI Research, LLC would 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 conduct an onboard passenger survey for Westchester County's Bee-Line Bus System. In consideration for services rendered, the County will pay CJI an amount not exceed \$222,670 in Federal Transit Administration Grant funds, payable pursuant to an approved budget (the "Agreement"). The term of the Agreement will commence on February 1, 2025 and continue through January 31, 2026.

As a condition of receiving Federal aid, transit operators, such as the County, 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 Department hires a professional research consultant every three (3) years to survey a passengers and prepare the data recovered for Department use. There is a target of collecting 5,000 surveys for 2025.

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 2022.

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 9th, 2024 with responses due by October 11, 2024. The RFP was also published in the "New York State Contract Reporter". The Department received proposals from the following three (3) firms, in the amounts set forth below:

- CJI Research, LLC - \$222,670
- Level 7 Market Research - \$179,600
- WBA Research - \$346,123.51

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.

For the reasons set forth above, I most respectfully recommend approval of the attached Resolution.

BPL/sc/je/
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION - RAYMOND SCUKA, SECRETARY

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 CJI Research, LLC (“CJI”), pursuant to which CJI would conduct an onboard passenger survey for the Westchester County Bee-Line Bus System for an amount not-to-exceed \$222,670 in Federal Transit Administration Grant funds, payable pursuant to an approved budget, for a term commencing on February 1, 2025 and continuing through January 31, 2026; 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

		Major Program, Program & Phase	Object/ Sub Object	Trust Account	Dollars
Fund	Dept.	Or Unit			
263	19	278W	4380	T278	\$178,136
101	19	0100	4912		\$ 44,534

Budget Funding Year(s) FY 2025 Start Date: February 1, 2025 End Date: January 31, 2026
(must match resolution)

Funding Source Tax Dollars \$44,534.00
State Aid _____
\$222,670 Federal Aid \$178,136.00
(must match resolution) Other _____

APPROVED BOARD OF ACQUISITION & CONTRACTS 2/12/2024 - RAYMOND SCULK, SECRETARY