



**REGION 2  
UNIVERSITY TRANSPORTATION RESEARCH CENTER  
RFP COVER SHEET**

**Title: New York City Park & Ride Study**

RFP Number: C-07-66

Sponsor: NYSDOT

Date Issued: April 21, 2008

Pre-Proposal Meeting Date: None

Draft Budget Due at UTRC: June 2, 2008 (send to [ckamga@utrc2.org](mailto:ckamga@utrc2.org))

Final Proposal Due at UTRC: June 3, 2008 (send to [peickemeyer@utrc2.org](mailto:peickemeyer@utrc2.org), cc: [ckamga@utrc2.org](mailto:ckamga@utrc2.org))

**RFP Closing Date: June 4, 2008**

**If you plan to apply:**

Please contact Penny Eickemeyer at [peickemeyer@utrc2.org](mailto:peickemeyer@utrc2.org) (cc: [ckamga@utrc2.org](mailto:ckamga@utrc2.org)) to let us know you are assembling a proposal. We will make sure you receive any additional information that becomes available about this RFP.

**Proposal submission guidelines:**

Please submit your proposal electronically to UTRC. We will confirm that the proposals make comparable budget assumptions and will deliver the proposals to the sponsoring agency by the closing date.

**Funding available:**

Up to \$200,000 is available from NYSDOT. In addition, USDOT (UTRC) will provide up to \$30,000 in matching funds for requested funding above this budgeted amount. To the extent possible, we request that PIs identify sources of in-kind funding from their home institution (e.g., tuition waiver/reductions, overhead cost-sharing, faculty release time, etc.)

Budget forms can be downloaded at

<http://www.utrc2.org/research/assets/nysdotbudgetproposal.xls>

**For questions about this RFP, please contact:**

Jay Higle, <[JHIGLE@dot.state.ny.us](mailto:JHIGLE@dot.state.ny.us)>

Research and Policy Studies Section, 6th Floor

New York State Department of Transportation

50 Wolf Road

Albany, NY 12232

**For questions about budget preparation, please contact:** Camille Kamga, [ckamga@utrc2.org](mailto:ckamga@utrc2.org)

**New York State Department of Transportation  
Request for Proposals**

**C-07-66: New York City Park & Ride Study**

PIN – P110.29.881

April 21, 2008

**RESEARCH PROBLEM STATEMENT**

NYSDOT is experiencing severe chronic congestion on its urban arterial network. This is especially true in the New York City area. As part of a multi-modal effort to mitigate congestion as well as take advantage of a comparatively rich transit infrastructure, research will be conducted to address issues that allow expansion and development of the park and where feasible. Park and Ride facilities must be adequately sized to accommodate demand and must include amenities to attract users while at the same time being good community “neighbors” (what communities are willing to accept).

The research will focus on factors particular to both the Department’s operation and land use / community availability. These factors include but are not limited to:

- 1) evaluation / benefits of purchase versus lease versus shared use;
- 2) best practice options for operations, maintenance and security needs; and
- 3) innovative design / access that meets community / environmental needs

**OBJECTIVES**

1. To develop a standardized and optimal methodology for locating, operating and maintaining possible park and ride sites within the City of New York. Optimal sites should consider, among other factors, their attractiveness to potential users, acceptability and compatibility with the neighborhood, maintenance and other operating considerations. The methodology should support the New York State Department of Transportation’s (NYSDOT) goals for enhancing mobility, providing environmental benefits, minimizing negative community impacts, and aligning with the policies/programs/priorities of other agencies, such as New York City Department of Transportation (NYCDOT), the Metropolitan Transportation Authority (MTA).
2. To apply the resulting methodology in the City of New York to a variety of locations throughout the City.

**PROPOSED RESEARCH TASKS**

- I. Best Practices for Determining Site Locations  
Contact other states, large cities, and transportation organizations to determine the best practices for identifying the best sites for park and ride lots in large cities. This should include inventorying the current practices of NYSDOT, NYCDOT and the MTA. Other organizations contacted might include the Texas Transportation Institute, and the American Association of State Highway and Transportation Organizations (AASHTO).

- II. Best Practices for Innovative Design of Urban Park and Ride Lots  
Through discussions with others conducted as part of Task 1, prepare a report that describes through pictures, illustration and/or words, park & ride facilities in other jurisdictions which exhibit innovative design, maintenance and operational features / practices.
- III. Identify Issues and Proposed Solutions  
Identify issues related to the construction, maintenance and operation of typical park and ride lots in large urban areas, and propose strategies for solving or mitigating those problems. Among other issues that may be identified, consideration should be given to:
- Acquisition of property
  - Shared use park and ride lots through rentals or agreements
  - Leasing of property
  - Innovative maintenance and operation strategies
  - Possible use of State and City-owned surplus properties located reasonably adjacent to major NYS arterials.
  - Private company or Business Improvement District (BID) sponsorship
  - Maintenance contract – options including: private contractors, agency, etc...
  - Personal and Vehicular Security - through cameras, roving patrols, better design, and cameras tied to local police precincts, lighting, etc.
  - Safety and Emergency Response
    - Use in case of emergency as overflow.
    - Use in case of transit strikes
    - Integration with local traffic management operations such as Joint Traffic Operations Center (JTOC) and the Office of Emergency Management (OEM) plans/operations
  - Integration with the Regional Mobility Program
    - Integrate with Transportation Demand Management (TDM), Intelligent Transportation systems (ITS), Bus Services, the traveler information systems, such a 511
    - Protocols Requirements for Inter-agency cooperation
- IV. Methodology

Develop in conjunction with the New York State Department of Transportation (NYSDOT) the methodologies for identifying/ evaluating alternatives.

- V. **Recommend Sites for Park and Ride Development**  
Applying the methodology developed in Task IV, apply the resulting methodology in the City of New York to a variety of locations throughout the City.
- VI. **Park and Ride Guidance**  
It is anticipated that some of what is learned in this study focused on the City of New York will also apply to park and ride facilities constructed elsewhere in the State of New York. A separate guidance document should be prepared for an audience of transportation planners outside of the City of New York. This guidance document should highlight those lessons learned that can be applied whenever a plan for park and ride lots is being developed. (Research on the special needs of planners outside the City of New York is not called for by this task. The purpose of this task is to simply capture any lessons learned while focusing on the City of New York, when those lessons could apply elsewhere.)
- VII. **Final Report**  
Prepare a draft final report for review and comment by NYSDOT, followed by a final report as describe in Attachment A.
- VIII. **Conduct a 1-day Workshop in Albany, NY**  
In order to transfer the knowledge gained from the study, a workshop will be conducted. The Principal Investigator shall develop class material. NYSDOT will assume responsibility for reproducing the class material for the participants and will make a class room available at no cost to the Principal Investigator.

## **RESEARCH PRODUCTS**

Tasks I, II, III – Technical Memorandum

Task IV – Park and Ride Manual (Methodology)

Task V – Memorandum listing proposed sites, and for each site recommended features and other factors to be considered.

Task VI – Guidance Document

Task VII – Final Report (per Attachment A)

Task VIII – Class Material and the Conducting of a 1-day Workshop

## **FUNDING**

\$ 200,000 has been budgeted for this project, exclusive of administrative fees. New York State believes this is a reasonable estimate for the total cost of the work being requested.

The net cost to New York State is one of the selection criteria. When compared to competing proposals, a proposal that requires fewer New York State dollars will receive a higher score on the cost component of the selection criteria. The value of New York State funds required could be reduced through efficiencies (fewer hours per task and/or lower cost per hour) or through cost-sharing where other funds substitute for New York State funds.

Proposals with a New York State cost over the budgeted amount will also be considered, provided the New York State cost, exclusive of administrative fees, does not exceed the budget estimate by more than 10%. (Note: Cost-sharing funds may increase the total project cost further.)

#### **RESEARCH PERIOD**

One year from date of the signed agreement

#### **SPECIAL NOTES [TO BE FILLED BY MAIN OFFICE]**

- **Proposals are due by close of business June 4, 2008.** NYSDOT has a contract in place with two research consortia, the University Transportation Research Center (UTRC) and the New York State Energy Research and Development Authority (NYSERDA). This Request for Proposals is being offered only to the members of those consortia. Members should submit proposals through the administrators of their respective consortia. The receipt of a pdf copy of the proposal by NYSDOT on or before the above due date is satisfactory, providing seven (7) hard copies follow within a week.
- **The designated contact for this solicitation is Jay Higle.** Questions seeking clarification on the RFP will be accepted up to two weeks prior to the due date for proposals and should be e-mailed to: [jhigle@dot.state.ny.us](mailto:jhigle@dot.state.ny.us) [See special note on Lobbying Law.]
- **Lobbying Law:** Principal investigators should be familiar with and follow the requirements of New York State (the Compliance Procurement Lobbying Law of 2005) with regard to consultant contract procurement. Information can be found on the NYSDOT web site ( [www.NYS DOT.gov](http://www.NYS DOT.gov) ) under “Business Center,” then “Consultants,” then “Non-Architectural Engineering,” then Active Solicitations.”

In particular, please note that communications between Contractors, Consultants/Principal Investigators, and Vendors with the Department are restricted during the period of time when services for more than \$15,000 have been requested (Request for Proposals issued), up until the time when the Consultant is selected. During this time communications, where *a reasonable person would infer that the communication was intended to influence the procurement*, should be limited to Department staff identified in the solicitation as “designated contact.”

Any communication with an employee, who is not a designated contact which is intended to influence the solicitation, could result in the outside party being prohibited from competing for the solicitation. A second violation will ban the Consultant/Principal Investigator from competing for any Department solicitation for four years.

- Proposals should indicate direct and indirect costs, hourly rates and hours by task, travel costs, and material costs to assist NYSDOT in understanding how the total cost for the work was estimated. The winning proposal will result in a fixed cost contract based on details provided.

- Please provide a budget chart which shows for each task the deliverable and cost. Task headings in the Budget Chart are to match the scope task headings.
- Please include a Gantt Chart, showing the duration (start to finish) for each task in terms of months (i.e. Month 1, Month 2, etc) since the actual start date is an estimate.
- If the proposal involves a joint venture or sub-consultants, it must be clear as to how tasks will be distributed or shared in the scope of work.
- Proposals, where the New York State costs total more than 10% over the budgeted cost, will not be considered for selection. If a potential principal investigator believes the research cannot be reasonably conducted without an increase in the budget, they should write to:

Paul Hoole, Director  
 Research and Policy Studies Section, 6th Floor  
 New York State Department of Transportation  
 50 Wolf Road  
 Albany, NY 12232

If a sufficient number of potential principal investigators indicated in writing that they believe the research cannot be reasonably conducted within the funding constraints specified and there are only a limited number of proposals submitted within the funding constraints, New York State reserves the option of not proceeding with the work or revising the budget estimate and issuing a new Request for Proposals.

- The final report on the research will be expected to contain as a minimum the information described in Attachment A, *Requirements for the Final Report*.

## CRITERIA FOR SELECTION

### **Expertise / Understanding / Approach (Weight: 50%)**

Expertise: What is the extent of the relevant experience of the Principal Investigator? What is the extent of the relevant experience of others who will be involved in the research?

Understanding of the Problem: Does the proposal reflect an understanding of the problem and its relevance to New York State? Does the proposal reflect an understanding of existing data and the current state of knowledge in New York State?

Approach: Is the proposed approach clear, especially in how it will build upon and enhance the state of knowledge in New York State? Will it yield the deliverables called for in the RFP? Does the approach show insight that will lead to results that will sufficiently assist New York State in addressing the problem? Is the proposed approach practical given the schedule and total budget? Will the proposed research draw upon all critical sources of pertinent information?

### **Investigators Previous Experience with Similar Projects (Weight 30%)**

Successful completion of previous projects by the Investigator(s) will be considered.

These projects should be in the area of expertise required for successful completion of this project, such as bridge inspection, structural engineering, and seismic engineering.

**Cost to New York State (Weight 20%)**

The lower the New York State cost, the greater consideration a proposal will receive.

**Requirements for the Final Report**

**Copies of Report** – 25 copies of a bound final report and 25 CDs shall be provided at the conclusion of the research study. A pdf copy of the report is required as well.

**Required Organization for the Final Report**

Title Page - that contains:

- the research number assigned by Policy and Strategy Division;
- the name of the research study as stated in the contract;
- the words “Final Report”;
- the date (month & year) the final report is finalized;
- the name(s) of the consultant(s) / principal investigator(s), along with the name of the organization(s) they represent and their address(es); and,
- if the report has a security classification, it shall be noted on the title page.

Disclaimer - as follows:

**DISCLAIMER**

The contents of this report reflect the views of the author who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the New York State Department of Transportation, the United States Department of Transportation, or the Federal Highway Administration. This report does not constitute a standard, specification, regulation, product endorsement, or an endorsement of manufacturers.

Form DOT F 1700.7 – A copy of USDOT form DOT F 1700.7

Executive Summary

Introduction – a discussion of the problem, its background, and a concise history of research previously completed on the topic, and a discussion of what NYSDOT policies, procedures, and practices are currently in place related to the research topic.

Research Method – a description of the methods used in conducting the research

Findings and Conclusions – a discussion on the analysis of the data (findings) and the conclusions reached based on the findings. Suggestions for additional research, if appropriate, would appear in this section.

Statement on Implementation – the statement shall discuss the potential for implementation, along with what resources and actions will be required to have the benefits of the research fully achieved.

Appendices – as appropriate