



**University Transportation Research Center
RFP Cover Sheet**

RFP Number: Z-0801

Sponsor: NYMTC

Date Issued: January 2, 2008

Pre-Proposal Meeting Date: N/A

Draft Budget Due at UTRC: January 25, 2008 (send to ckamga@utrc2.org)

Final Proposal Due at UTRC: January 28, 2008 (send to peickemeyer@utrc2.org, cc: ckamga@utrc2.org)

RFP Closing Date: January 29, 2008

If you plan to apply:

Please contact Penny Eickemeyer at peickemeyer@utrc2.org (cc: 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 \$150,000 is available from NYSDOT.

For questions about this proposal, please contact:

Christine Rodrigues-Moore

212-383-7409

Crodrigues@dot.state.ny.us

Copy: Ismet Apdiroglu, iapdiroglu@dot.state.ny.us

For questions about budget preparation, please contact: Camille Kamga,
ckamga@utrc2.org

REQUEST FOR PROPOSALS
Contract No. C030561
Task Assignment No. Z-08-01

NYMTC Executive Development Training Program

New York Metropolitan Transportation Council (NYMTC) is soliciting bids for an executive development and training program for its Council Staff and the employees of its member agencies. Over the one year duration of the program, with two optional one year extensions, the program should offer at least 30 two hour regularly scheduled classes, preferably one morning class during the work week, in a centrally located area in New York City, in a location readily accessible by mass transit. Leading experts from the region's academic and professional communities should teach these classes, and the subject matter must be responsive to the agencies' organizational needs. This RFP is only open to universities that belong to the Region 2 University Transportation Research Center consortium.

Purpose

As the Metropolitan Planning Organization for the New York Metropolitan Region, NYMTC is involved with a wide range of transportation programs and projects that require effective interdisciplinary cooperation and communication. In addition to having staff with expertise in certain specific types of projects, and managers who focused on completing those projects efficiently, NYMTC member agencies are being asked to adopt more strategic- and planning-based management styles. They must be able to interact with, accommodate, and persuade a wide array of external actors; they must be able to organize their efforts around an evolving set of strategic goals; and they have the flexibility to implement creative system management strategies as alternatives to new capital investment.

To meet these challenges, NYMTC's member agencies need professional staff at all levels who understand best practices in their fields, and who can communicate effectively with key partners in different disciplines. Managers should be familiar with emerging management concepts being applied at peer agencies, and should also understand the uses and limitations of new technologies and analytical techniques being adopted in their departments. Technical professionals also need to understand the strategic purposes to which their analyses and modeling outputs will be applied, and also the best ways to communicate their findings so that they are not misused or misinterpreted. Most importantly, managers and technical staff need to work together effectively, and need to understand how their jobs interrelate and contribute to their agency's mission.

This program must be developed to:

- (1) identify and provide recognition for a group of 15-20 mid-career professionals who are key performers in the region's transportation agencies
- (2) strengthen the professional capabilities of these individuals as they assume greater responsibilities in operating the region's transportation system
- (3) create a network of informal inter-agency relationships, thereby enhancing greater intergovernmental cooperation and coordination, and
- (4) facilitate greater innovation and increased interchange of ideas of state of the art technologies, programs, systems, procedures and policies.

The program will be conducted over a period not to exceed one year and may be extended for additional periods as agreed upon by the parties and approved by the Office of the State Comptroller.

Background

NYMTC was established as the organization of elected officials, transportation agencies and operators to guide the transportation planning process in the New York Metropolitan area. The NYMTC region comprises the counties of Westchester, Rockland, Putnam, Suffolk, Nassau and the City of New York. The Council members are: New York City and State Department of Transportation, New York City Department of City Planning, Westchester, Rockland, Putnam, Nassau and Suffolk counties, the Metropolitan Transportation Authority, the Port Authority of New York and New Jersey, the U.S. Environmental Protection Agency, the New York State Department of Environmental Conservation, the Federal Transit Administration, the Federal Highway Administration, the North Jersey Transportation Planning Authority and New Jersey.

NYMTC's primary mission is to focus the collective federally funded planning activities of Council members to meet the transportation needs of the region. This is done through efforts to strengthen and to coordinate diverse regional needs into a workable long range plan. NYMTC's secondary mission is to assure that its member agencies and operators remain eligible to receive federal funds to support and to implement the Council's planning efforts. The Program, Finance and Administration Committee (PFAC), the Central Staff, the Transportation Coordinating Committees (TCC's), and the Sub-regional Planning Program all serve as mechanisms by which these needs are addressed.

Management of the region's transportation system continues to be one of the most complex and challenging assignments in the public sector. Mid and upper level managers and policy-making staff in transportation agencies confront a myriad of issues, including, but not limited to:

- ⇒ the implementation of new technologies
- ⇒ the implementation of new planning, financial, and operational concepts, programs, policies and projects.
- ⇒ the implementation of project management innovations
- ⇒ an increasingly complex institutional and political environment
- ⇒ an increasingly intense media environment

- ⇒ increasingly intense financial and operation constraints
- ⇒ increasingly intense community and environmental concerns

These issues are expected to increase in significance in the foreseeable future. Conversely, due to the increased complexity of these issues, decreased institutional capacity due to financial constraints and staff attrition as well as a number of other factors, the capacity of agency managerial and policy-making personnel to deal with these issues is likely to remain a concern.

Program Information

Level of Effort: Budget and Schedule

The estimated budget range for the NYMTC Executive Development Program is approximately \$150,000 per year. This encompasses all expenses related to implementing the program, including expenditures for program management, course instruction, guest honoraria, video-conferencing, books and other supplies, other miscellaneous expenses, and administrative overhead. There will be an option to have two additional years with an increase based upon justified increased costs such as increased labor costs.

The schedule should be for a 9-10 month period with a break in classes for the July and August vacation period.

III. SCOPE OF SERVICES

Tasks

An academic course including approximately 30 sessions commencing no more than 30 days after execution of the subcontract for this project and running through a date recommended by the team from a university and approved by NYMTC. The course should be comprised of at least the following five elements:

Introduction to and overview of the region's transportation, economic, and political system and issues impacting on those systems including, but not limited to a discussion of critical transportation issues facing the region;

- Agency roles, missions, programs, projects, and technologies;
- Stakeholder issues and perspective (e.g. elected officials, environmental, freight, movers, labor, private sector); and
- Skill development (strategic management, organizational change, interagency coordination and cooperation, media relations/conflict resolution, program and project management).
- Leadership overview of federal, state and local legislation and rules and regulations affecting transportation.

Approach

The training will include a discussion of noteworthy news items, affecting the region's transportation system in the past week, or a discussion of key issues involving the participants directly in their agencies. This should provide the participants with an opportunity to acquire advice and assistance from their fellow participants and instructors on their day to day agency projects and programs. The remainder of the class will entail theme specific class instruction and discussion.

Suggested materials may include: Classroom Curriculum, Handouts, Training Manuals / Workbooks, Training Exercise, Listing of Assigned Readings, Audio-Visual Materials, Certificate of Accomplishment, Certificate of Attendance

Evaluation / Reporting

The selected Team from a university shall prepare course evaluation forms to be used at the midpoint and end of the course, with input and the approval of the NYMTC Consultant Manager. A roster of attendees shall be maintained and provided to the NYMTC Consultant Manager.

An anonymous evaluation form shall be completed by students at the midpoint and end of the course and originals submitted to NYMTC within 30 days.

NYMTC's Responsibilities:

⇒ A Project Manager will be designated by NYMTC to work with the Consultant. This individual will be available to answer questions, provide overall management and secure relevant information readily available from NYSDOT/NYMTC. The Consultant, however, should not consider this individual as a staffing resource. The ultimate responsibility for obtaining information and delivering the training is the Consultant's.

⇒ Selection and screening for participation in the course will be made by the NYMTC agencies. Each NYMTC agency will be encouraged to recommend at least two (2) individuals to participate in the program. Final selection will be reviewed by the NYMTC Executive Director. Program size will be targeted for 15-25 participants from NYMTC Central Staff, TCC Staff and member agencies.

Consultant Responsibilities:

⇒ The selected Consultant shall be required to assume responsibility for all services offered in the proposal whether or not they are provided directly by the Consultant or through subconsultants.

⇒ Responsibility for obtaining information and delivering the training shall be the Consultant's.

⇒ The selected Consultant shall be required to provide suitable space to conduct the courses in a location accessible via mass transit in the NY Metro area. No space will be provided by NYMTC.

⇒ The Consultant will also be required to provide appropriate equipment for courses which require the use of a computer or audio-video devices when presented.

IV. PROPOSAL FORMAT AND CONTENTS

Respondents are requested to submit their proposal using the following format. There is no limitation on the number of pages permitted, but concise proposals are requested. Proposals should be as detailed as necessary to explain their approach to the project and the technical methods to be utilized.

For the purpose of evaluation, each proposal must be submitted in two (2) parts. Part I shall consist of the Training and Management Submittal. Part II is the Cost and Contract Submittal. Each part of the proposal must be complete in itself in order that the evaluation of both parts can be accomplished independently and concurrently, and the

evaluation of the Training and Management Submittal can be strictly on the basis of its merit. Cost information is not to be included in the Training and Management Submittal. Each proposal should follow the format listed below:

A. Part I: Training and Management Submittal

1. Title Page, indicating:

Name, address and phone number of the proposer, including a contact person and the name of the person(s) who prepared the proposal.

2. Table of Contents

3. Executive Summary

Provide a brief description of your approach and highlight how your team's capabilities and experiences will help the Council achieve its objectives.

4. Approach and Scope of Services

Describe your approach for performing the work and how it will accomplish project objectives. Provide a detailed scope of services which describes what will be done and addresses learning objectives for the trainees. The proposal should reflect understanding and comprehension of project scope and objectives. You may base your scope of services on the outline provided under Section II., or suggest alternatives/modifications which could improve the ability to NYMTC to meet its objectives.

NYMTC wants to allow maximum flexibility for the ideas, initiative, and creativity of the proposer. Alternative tasks and suggestions are encouraged and will be reviewed with interest within the framework of the stated objectives and scope of the project. Fully explain and justify your approach.

5. Curriculum, Materials and Evaluation Methodology

Describe the proposed curriculum and how it will accomplish the course objectives. Include a list of any instructional materials anticipated to be used, such as texts, manuals, workbooks, handouts, exercises, audio-visual materials or electronic aids, and personal computers.

Evaluation Methodology - describe a plan for measuring the effectiveness of the training and submit samples of evaluation forms.

6. Experience

Describe the experience of your organization and the proposed training staff related to the conduct of the program and the extent of the teaching skills of proposed key personnel. Prior experience of the proposer is of great importance to NYMTC. Experience with the public, in transportation planning and teaching are highly desirable. Include information about the team's past experience in training of this type, size and scope. Identify key personnel assigned to this project who have worked on such projects. Include names, addresses and telephone numbers of contact persons with listed clients. NYMTC reserves the right to request information from any source so named.

7. Organization, Staffing and Schedule

Identify the individual who will serve as project manager as well as the names and titles of all key personnel who will be assigned to work on this program (including any sub-consultants). Include resumes for all such personnel. Provide the estimated amount of time required for each person (by task) and describe the level of involvement. Describe the level of interaction contemplated with NYMTC.

If sub-consultants are to be used, explain the need, indicate the arrangement, and detail how coordination will be achieved between the parties.

This section should also include a graphic or tabular illustration of the projected schedule for all planned activities. This information should be sufficiently detailed to provide an appropriate basis for monitoring contract compliance during the life of the agreement, and should clearly demonstrate how the program will be delivered within the proposed schedule.

B. Part II: Cost and Contract Submittal

Total project cost is a factor. Part II of the proposal consists of two sections. (1) a cost proposal which sets forth the estimated costs, fee, and total lump sum price for providing the training for each of the course(s) outlined in the Scope of Services; and (2) the contract section which specifies the proposer's acceptance of (or request for deviation from) the terms and conditions contained in the sample Agreement included as Attachment 2 to this solicitation.

Each cost proposal shall be complete, accurate, and well documented, since it will be evaluated to determine such matters as the reasonableness of cost for the total program, the probable cost to NYMTC, as well as possibly being the basis for any necessary negotiation.

1. Each cost and contract proposal should contain the following elements:

a. Salaries

A salary schedule will list descriptive job titles for the staff to be assigned to this project and their present and projected hourly rates. If additional titles

are used but are not assigned, they should be listed. The schedule should be prepared to distinguish anticipated assignment by project section/task.

b. Non-Salary Costs

A direct non-salary cost schedule shall list by course the items of direct non-salary costs (out-of-pocket expenses) expected to be incurred in the performance of the project. Travel, meals and lodging reimbursements shall be limited to the prevailing maximum rates established by the State Comptroller. Subconsultant costs (if any) should be shown in the schedule. On separate sheets, explain each item with all factors leading to the derivations of the costs.

c. Summary

A final schedule will summarize the direct labor, direct non-salary, overhead costs and fee (profit) and provide a lump sum price for the project. Provide a project budget keyed to each of the proposed tasks. The budget shall show labor hours by title, rates by title, total labor, direct non-salary costs itemized to the extent possible and fee(s). The schedule shall follow the UTRC format.

d. Method of Payment

Based upon the lump sum price offered, provide a milestone payment schedule which sets forth a proposed percentage of the lump sum for each key deliverable for which payment will be requested.

The last and final payment will become due and payable within thirty (30) days after delivery of the final deliverable(s) and a standard New York State voucher is received. Requests for milestone and final payments shall be made by the designated Consultant on the basis of vouchers prepared and submitted by the Consultant together with the deliverable item for which the payment request is being made.

2. Contract Proposal

The offerer shall specifically state its acceptance of all general terms and conditions contained in the overall master UTRC Contract, Contract No. C030561 . If unable or unwilling to indicate such acceptance, the offeror shall identify and explain any exceptions or deviations taken with respect to the general terms and conditions contained in the Sample Agreement. Offerors should complete and submit the "FORM A, State Consultant Services - Contractor's Planned Employment" (Attachment 1) based upon their best estimate. Form B, will be required from the successful team if work is under way by March 31, 2008 for a partial period.

Any exceptions or deviations taken must contain sufficient amplification and justification to permit evaluation. The benefit to NYMTC shall be explained for each exception taken. Such exceptions will not, of themselves,

automatically cause a proposal to be termed unacceptable. However, a large number of exceptions, or one or more significant exceptions not providing benefit to NYMTC, may result in rejection of such proposal as unacceptable.

V. PROPOSAL EVALUATION CRITERIA

A. General

Proposals will be evaluated by the designated selection committee based on the technical, management, programmatic, and cost criteria described below. Technical considerations are of greater importance than pricing considerations. However, price is a significant factor in NYMTC's evaluation of proposals. Programmatic considerations will impact NYMTC's final award selections. Technical proposals will be scored based on the information provided under Section IV, Part I: Training and Management Submittal in accordance with the pre-established criteria listed in Section B below. The cost portion of Section IV, Part II: Cost and Contract Submittal will be point scored in accordance with the pre-established criteria listed in Section C below. Programmatic considerations will not be point scored, however, they may impact NYMTC's final award selection.

Proposal evaluation shall be accomplished by a representative committee comprised, as appropriate, of technical, program, and management personnel.

Award shall be made to the offeror whose proposal in NYMTC's judgment represents the best overall value to the state considering all technical and cost/price evaluation factors.

At the conclusion of the evaluation period, all proposers will be advised in writing of their status under the solicitation. However, it is expressly understood that this Request for Proposals does not commit NYMTC/NYS DOT to award a contract, pay any costs incurred in the preparation of a proposal to this request, or to procure or contract services or supplies. Further, NYMTC/NYS DOT will have no obligation or liability whatsoever to the vendor selected as a result of this solicitation unless and until a contract satisfactory to NYMTC is.

B. Technical and Management

The technical and management proposal will be scored and will represent 80% of total score of a proposal.

1. Experience and Credentials

a. Quality of credentials and experience of staff and proposed presenters. Quality, extent and relevance of experience, education and training skills of key personnel to include any subconsultants.

b. Quality, extent and relevance of current and prior experience of the team (including subconsultants) in conducting similar training efforts.

2. Curriculum and Approach

Quality and appropriateness of curriculum and collateral materials for accomplishing course objectives; quality of evaluation plan (including sample forms) for measuring the effectiveness of training.

3. Organization, Staffing and Schedule

a. Quality of project organization; reasonableness of staff/task allocations (including any subconsultants) for each task and total effort; extent and quality of interaction with key personnel into project.

b. Completeness and reasonableness of schedule, including ability to meet proposed schedule.

C. Cost and Contract (20%)

The cost portion of the cost payable by NYMTC and contract proposal will be point scored and will represent 20% of the total score for a proposal. The calculation of a cost score will be determined by comparing the cost proposed for each competitive proposal to the lowest priced, technically acceptable proposal.

FUNDING

\$ 150,000 has been budgeted for this project. NYMTC believes this is a reasonable estimate for the total cost of the work being requested.

Proposals with a NYMTC cost over the budgeted amount will also be considered, provided the NYMTC cost does not exceed the budget estimate by more than 10%.

(Note:

Cost-sharing funds may increase the total project cost further.)

SPECIAL NOTES

• 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) 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 contacts.” 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.

The designated contacts for this solicitation are:
Christine Rodrigues-Moore, 212-383-7409, <mailto:Crodrigues@dot.state.ny.us>

Copy: Ismet Apdiroglu, iapdiroglu@dot.state.ny.us

- Proposals should indicate direct and indirect costs, hourly rates and hours by task, travel costs, and material costs to assist NYMTC 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.
- Proposals must be received by **January 29, 2008**. NYMTC has a contract in place with the Region 2 University Transportation Research Center, and this Request for Proposals is being offered to the members of that consortium. Members should submit proposals through the administrators of that consortium.

Attachment 1

OSC Use Only:

Reporting Code:

Category Code:

Date Contract Approved:

FORM A

**State Consultant Services - Contractor's Planned Employment
From Contract Start Date Through The End Of The Contract Term**

State Agency Name: NYSDOT	Agency Code: 17000
Contractor Name:	Contract Number:
Contract Start Date: / /	Contract End Date: / /

Employment Category	Number of Employees	Number of hours to be worked	Amount Payable Under the Contract
Total this page	0	0	\$ 0.00
Grand Total			

Name of person who prepared this report:

Title:

Phone #:

Preparer's Signature:

Date Prepared: / /

(Use additional pages, if necessary)

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