



**University Transportation Research Center  
RFP Cover Sheet**

**Title: Feasibility Study for Freight Data Collection**

Proposal Number: Z-08-03

Sponsor: NYMTC

Date Issued: May 14, 2008

Pre-Proposal Meeting Date: None

Draft Budget Due at UTRC: June 27, 2008 (send to [ckamga@utrc2.org](mailto:ckamga@utrc2.org))

Final Proposal Due at UTRC: June 30, 2008 (send to [peickemeyer@utrc2.org](mailto:peickemeyer@utrc2.org), cc: [ckamga@utrc2.org](mailto:ckamga@utrc2.org))

RFP Closing Date: July 1, 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 \$80,000 is available from NYMTC. USDOT (UTRC) will provide up to \$20,000 in matching funds for requested funding above this budgeted amount. To the extent possible, we request that PIs also 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 proposal, please contact:**

Munesh Patel, (212) 383-2528, [mpatel@dot.state.ny.us](mailto:mpatel@dot.state.ny.us)

cc : Ismet Apdiroglu, [iapdiroglu@dot.state.ny.us](mailto:iapdiroglu@dot.state.ny.us)

**For questions about budget preparation, please contact:**

Camille Kamga, [ckamga@utrc2.org](mailto:ckamga@utrc2.org)

May 14, 2008

## **Scope of Work** **Feasibility Study for Freight Data Collection** Z-08-03

The main objective of this study is to provide the New York regional freight transportation model development process with a broader understanding of data issues associated with the collection of freight data, in particular with truck movements.

Additionally, New York State Department of Transportation (NYSDOT) requires disaggregated truck flow data to determine the impact of truck movements on the state's road infrastructure—bridges and pavements—and the implications in terms of funding. Also, robust freight data enable transportation planners to (a) evaluate strategies for improving freight mobility, (b) forecast system performance, (c) mitigate the impacts of truck traffic, (d) determine the impacts on air quality, and (e) improve the safety and security performance of the road network. Informed decisions, however, are critically contingent upon the availability of accurate data and sound models. The objective of this study is also to recommend the best approach to obtain and maintain data on truck travel and other modes of freight transport, including rail and water.

The New York Best Practices Model (NYBPM), the Travel Demand Forecasting Model for NYMTC region, encompasses 28 counties of the metropolitan region and the freight transportation modeling process would incorporate commodity-based multi-modal freight flow and work seamlessly with the NYBPM. The process would be able to consider both the flow of commodities, which represent the actual demand, as well as the flow of freight transportation vehicles, which represent the logistic end of the process, i.e., the way in which the freight industry organizes itself to move the commodities.

The following tasks must be performed as a part of the study:

1. Identify data needs for the freight transportation model development process.

Review following reports:

- “An Assessment of Methodological Alternatives for a Regional Freight Model in the NYMTC Region – 2001.” The report conducts an assessment of the different freight transportation modeling methodologies. It also identifies main freight transportation issues in the NYMTC region and the potential role of the regional freight model, including the assessment of data requirements.
- Freight Facilities and System Inventory – In the New York Metropolitan Region – 2000
- Truck Terminal and Warehouse Survey – Feb. 2001

2. Identify data source, approach, and methodology to obtain and maintain the data. Freight flows are regional, national and global in nature. Create a list of applicable available data sources including public and private sectors. Link all data elements to its specific source(s) from government, private or public sector port authorities, ferry operators, tunnel operators, toll road and bridge operators.
3. Determine the freight flows by truck through the NYMTC area and identify major truck trip generators. Identify the businesses to illustrate the inbound and outbound truck flows. Locate and map the Business Parks, Industrial Districts and Freight Villages. Map the flow of freight to and from locations by zip code clusters. Also provide a list of additional data and locations that need to be collected in the field. Review available primary freight data collection methods and describe effective approaches and techniques to obtain both the existing and to-be-collected data sets. Provide a framework for future data collection efforts that would be required to maintain and validate the freight transportation model development process.
4. Estimate Freight Data Collection Cost.  
Provide a cost estimate and identify cost-effective ways to fulfill essential data needs.

***Deliverables***

A Report, in electronic file format, detailing the tasks described above.

***Research Period***

Six Months

**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, in 12 point font. 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 Technical and Management Submittal. Part II is the Cost 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 Technical and Management Submittal. Each proposal should follow the format listed below:

- A. Part I: Technical 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. Approach and Scope

Describe the proposed approach and how it will accomplish the project objectives.

6. Experience

Describe the experience of your organization and the proposed staff related to the conduct of the project and the extent of the skills of proposed key personnel. Prior experience of the proposer is of great importance to NYMTC. Experience with freight and in transportation planning are highly desirable. Include information about the team's past experience in projects 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/NYS DOT 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 Submittal

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.

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.

## **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 Part I: Technical and Management Submittal in accordance with the pre-established criteria listed in Section B below. The Part II: Cost 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 technical 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 projects efforts.

**2. Scope and Approach**

Quality and appropriateness of scope of work for accomplishing project objectives; quality of plan.

**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 (20%)**

The cost portion of the cost payable by NYMTC 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**

NYMTC has budgeted \$ 80,000 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](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 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:  
Munnesh Patel, 212-383-7409, email to: [mpatel@dot.state.ny.us](mailto:mpatel@dot.state.ny.us)  
Copy: Ismet Apdiroglu, [iapdiroglu@dot.state.ny.us](mailto:iapdiroglu@dot.state.ny.us)

Questions seeking clarification on this RFP will be accepted up to two weeks prior to the due date for proposals and should be e-mailed to the above contacts.

- 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 July 1, 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.