



**University Transportation Research Center
RFP Cover Sheet**

Title: NYMTC Post Processor Software Development

Proposal Number: Z-08-04

Contract No. C030561

Sponsor: NYMTC

Date Issued: June 6, 2008

RFP Questions Due: July 10, 2008

Draft Budget Due at UTRC: August 4, 2008 (send to ckamga@utrc2.org)

Proposal Due at UTRC: August 7, 2008 (send to ckamga@utrc2.org, cc: peickemeyer@utrc2.org)

RFP Closing Date: August 8, 2008

If you plan to apply:

Please contact Penny Eickemeyer at peickemeyer@utrc2.org to let us know you are planning to submit a proposal. We will make sure you receive any additional information that becomes available.

Proposal submission guidelines:

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

Funding available:

Up to \$330,000 is available from NYMTC. To the extent possible, we request that PIs identify sources of in-kind funding from their home institutions (e.g., tuition waiver/reductions, overhead cost-sharing, faculty release time, etc.)

A maximum of 30% of the project budget may be used for non-university sub-contractors.

Questions about this RFP must be submitted in writing by July 10, 2008 to:

Wieslawa Amber, wamber@dot.state.ny.us

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

cc : Penny Eickemeyer, peickemeyer@utrc2.org

For questions about budget preparation, please contact:

Camille Kamga, ckamga@utrc2.org

REQUEST FOR PROPOSALS

Contract No. C030561

Proposal Number: Z-08-04

NYMTC Post Processor Software Development

New York Metropolitan Transportation Council (NYMTC) is soliciting bids for Post Processor Software (PPS) development, implementation, and post-operative maintenance. This RFP is open to universities that belong to the University Transportation Research Center consortium and other university consortia members.

I. INTRODUCTION

A. PURPOSE

NYMTC needs new Post Processor Software to meet the need of its air quality conformity and Congestion Management System. The new developed Post Processor Software (PPS) will consist of two core entities: the Air Quality component and the Congestion Management System component. This scope of work is elaborating the Air Quality component. The scope of work for the Congestion Management System component will be developed separately.

To meet Federal transportation conformity requirements, NYMTC uses the New York Best Practices Model (NYBPM) to forecast future travel patterns on the regional transportation system. While the outputs of NYBPM are intended for the purposes of transportation analysis, considerable additional processing is required before these can be used as inputs to the emissions modeling software that must be used for Federal regulatory purposes. The function of the PPS is to fill this gap between the regional transportation model and EPA's emissions models. NYMTC currently uses software named PPSUITE for this purpose.

It is expected that the air quality component of the new Post Processor software will implement and deliver state of the art software engineering practices. The new software must be fully compatible with the New York Best Practices Model (NYBPM), TRANSCAD, GIS, and other modules. Communication between Post Processor Software (PPS) and the NYBPM will be computationally consistent in the NYMTC regional scale and in sub-regional scales.

As of May 19, 2006, all areas in the United States are required by law to use EPA's most up-to-date motor vehicle emission model, MOBILE6.2, for transportation conformity determinations. Currently the Environmental Protection Agency (EPA) is developing a new MOBILE emissions model, entitled the MOtor Vehicle Emission Simulator or MOVES to replace the current model MOBILE6.2. NYMTC is seeking Post Processor software that will generate accurate and up-to-date reports that would support and facilitate effective use of the MOBILE6.2 and MOVES models. The post processor must mesh with the new EPA emissions estimation models and any improvements to the BPM overall. In addition, NYMTC requires software with source code that is well documented and available for future inspection and modification.

NYMTC is seeking proposals for the best technical approach to achieving these multiple objectives.

B. OBJECTIVE

The objective of this project is to have in place as part of NYMTC's modeling package, a Post Processor module compatible with the BPM and EPA's emission model (both MOBILE6.2 and

MOVES) that can provide the summarized output necessary to evaluate conformity analyses, and analyses for the CMAQ and TEP programs.

C. BACKGROUND

The New York Metropolitan Transportation Council (NYMTC) is the Federally-mandated Metropolitan Planning Organization (MPO) for the downstate New York region. The NYMTC region includes New York City, Long Island and the lower Hudson Valley. It encompasses an area of 2,440 square miles and a population of 11.3 million, approximately 65% of New York State's population. NYMTC consists of voting members: Counties of Nassau, Putnam, Rockland, Suffolk, and Westchester, Metropolitan Transportation Authority, New York City Department of Planning, New York City Department of Transportation, and New York State Department of Transportation, and advisory members: New York State Department of Environmental Conservation, USEPA (US Environmental Protection Agency), FHWA (Federal Highway Administration), FTA (Federal Transit Administration), and PANYNJ (Port Authority New York New Jersey).

As the MPO (Metropolitan Planning Organization), NYMTC conducts comprehensive long-range transportation planning and annually oversees several billion dollars in transportation investments for the most dynamic and complex transportation systems in the nation. NYMTC sponsors and conducts studies, and provides a forum for interagency cooperation and public input into funding decisions. Individual members and the Central Staff of NYMTC use its Best Practices Models system to conduct these studies.

The NYMTC region has several overlapping air quality non-attainment areas. As a result, NYMTC must analyze the emissions resulting from its plans and programs under the transportation conformity regulations and as required by the Clean Air Act and the National Ambient Air Quality Standards (NAAQS). In NYMTC's efforts to reduce emissions due to vehicular traffic, the analysis and implementation of plans and programs that would benefit from the CMAQ (Congestion Mitigation & Air Quality) and TEP (Transportation Enhancement Program) programs funding is critical to attain the National Ambient Air Quality Standards. Implementation of MOBILE6.2 and MOVES is a critical part of these analyses.

In review of these analyses, approval and comments come from the Interagency Consultation group, are necessary. The ICG (Interagency Consultation Group) consists of the EPA, NYSDEC (New York State Department of Environmental Conservation), FHWA, FTA, and NYCDEP (New York City Department of Environmental Protection) and NYSDOT (as represented by Environmental Analysis Bureau). NYSDOT's EAB facilitates the meetings of the ICG.

D. Program Information

LEVEL OF EFFORT: Budget and Schedule

It is expected that the Post Processor software (PPS) will implement and deliver state of the art practices in transportation-emission modeling and latterly available data resources. The new software must be fully compatible with the New York Best Practices Model (NYBPM), TRANSCAD, GIS (Geographic Information System), and other modules. Communication between Post Processor Software (PPS) and the NYBPM will be computationally consistent in the NYMTC regional scale and in sub-regional scales for the purpose of transportation-emission policy and economic development evaluation.

The estimated budget range for the PPS is approximately \$330,000 over project. This encompasses all expenses related from research studies and software development through the implementation, including expenditures for program management, other miscellaneous expenses, and administrative overhead. There will be no option to have additional years with an increase based upon justified increased costs such as increased labor costs.

The schedule should encompass a 24 month period including a break for the July and August vacation period. The start date is within 10 days of execution, subject to a delayed start for the above vacation period.

II. SCOPE OF SERVICES

NYMTC's Responsibilities:

- A Project Manager will be designated by NYMTC to work with the software development Consultant. NYMTC representative 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.

Software Requirements:

In addition to the above issues, NYMTC has the following requirements for the next generation of its PPS:

- The software must be either in the public domain or NYMTC/NYSDOT shall be a joint owner of it. The Consultant and NYSDOT shall share equal and complete ownership of the intellectual property rights to the Post Processor software (PPS) software developed by the Consultant for NYSDOT on behalf of NYMTC, on the following basis.
- Each party shall have the independent right to use PPS for its own purposes, and for the benefit of NYMTC. This shall include the right to use the PPS software, either alone or in combination with other software, for any business or governmental application or purpose; the right to update, maintain, enhance or modify the PPS software; and the right to do so without prior notice to or consent from the other party. Each party shall, however, inform the other party after it has completed any update, maintenance, enhancement or modification of the PPS software; share general information with the other party regarding any such update, maintenance, enhancement or modification; and make any such update, maintenance, enhancement or modification available to the other party upon reasonable terms and conditions.
- The source code shall be well documented and available for future inspection and modification
- Usage of BPM data output shall be maximized, and usage of data synthesized from outside BPM shall be minimized.
- The software shall use a graphical user interface (GUI) that provides incorporates all software features into a user-friendly operating environment.
- The software shall provide results in a computationally consistent manner on a variety of geographic scales.
- The software shall detect and report errors in a controlled environment. The user's manual should document and explain all error messages.

Software Developer Responsibilities:

- The selected Software Development Consultant shall be required to assume responsibility for the full project lifecycle offered in the proposal whether or not they are provided directly by the Consultant or through sub-contracts.
- The Consultant shall also be responsible for maintaining frequent communications with NYMTC staff, and the Interagency Consultation Group and Stakeholder Advisory Committee, as appropriate.

TASKS

TASK 1 ADMINISTRATIVE STRUCTURE

1.1 Objective

In collaboration with NYMTC, the Consultant will develop the administrative structure for the study including the Interagency Consultation Group and Stakeholder Advisory Committee, and coordinate meetings with participants from agencies and other stakeholders. Consequently, progress meetings between NYMTC and the Consultant will be conducted within this task.

1.2. Deliverables

Deliverables for this task will be as follows:

- Minutes from Kick-Off Meeting, including agreed administrative structure for the study, membership list for the Interagency Consultation Group, and membership list for the Stakeholder Advisory Committee.
- Minutes from quarterly progress meetings.

TASK 2 IDENTIFICATION OF DATA NEEDS AND AVAILABLE DATA RESOURCES

2.1 Objective

The objective of this task is to identify the critical data input for MOBILE 6.2 and MOVES implementations as well as input data being processed by their precursors such as MOBILE5 and MOBILE6. The output reports will consist of data summarized at different geographical and governmental layers consistent with NYBPM such as region, state, county, TAZ (Transportation Analysis Zone), and TRACT. For additional information please refer to the “PPSUITE Data Coding Guide”.¹ The consultant will consider integration of data to enable the execution of such tools as CMAQ, Mobile6.2, EPA Commuter Model (COMMUTER),² and other studies for evaluation of off model projects.

2.2 Approach and Methodology

PPS developer will propose the approach and methodology to accomplish Task 2 and develop a list of post-processing data needs for Air Quality analysis. It is expected that during the course of research studies the required data inputs for the current versions of PPSUITE, MOBILE6.2, and MOVES will be identified.

2.3 Deliverables

¹ This document can be found at: <http://www.utrc2.org/research/rfps/z0804-PPSUITE-DataCodingGuide.pdf>

² More information on the EPA Commuter Model can be found at: http://www.epa.gov/OMS/stateresources/policy/pag_transp.htm#cp

A Technical Memorandum that will discuss data needs and assumptions to be used during the software development; and an overview of the data needed to develop, evaluate, validate, and calibrate Post Processor software.

TASK 3 EVALUATION OF SOFTWARE PLATFORM FOR POST PROCESSOR

3.1 Objective

The objective of this task is to evaluate software platforms suitable for the best PPS performance. It should be determined which software modules can be implemented with commercial software (such as MySQL, TransCAD, or GIS) and which require custom PPS programs (i.e. written by consultant). The GIS should be compatible with the State standard. ArcInfo is used by NYMTC as its standard GIS software. TransCAD is used as a GIS platform by NYBPM. ArcInfo provides good interface for third-party programs to access GIS data. Citilabs' Cube is compatible with ArcInfo. Cube and ArcInfo are sold as a package and there is an intention to integrate Cube with ArcInfo.

3.2 Approach and Methodology

The proposal submitted in response to this RFP should delineate a suitable approach and methodology to successfully complete this task.

3.3 Deliverables

In Technical Memorandum the consultant will summarize all findings and recommendations related to Task 3.

TASK 4 SOFTWARE SPECIFICATION

4.1 Objective

The goal of this task is to design, analyze, and implement the PPS characteristics and specifications. The Post Processor Software should address the special needs for the NYMTC region. PPS software should be portable, state-of-the-art, and designed to accommodate future improvements. Software specification should emphasize two distinct constituents: Congestion Management System (CMS) and Air Quality (AQ). The Air Quality component is comprised of other EPA's approved software designated to analyze a variety of model projects such as CMAQ Traq, MOBILE6.2, Commuter Choice Model, etc. MOBILE6.2 and MOVES data require compatibility assessment. It needs to be determined whether to focus only on MOVES for future purposes.

4.2 Approach and Methodology

Proposals submitted in response to this RFP should identify a general conceptual approach to the design of the PPS software. It should be specific enough to demonstrate that it addresses the Software Requirements identified in Section II of this proposal.

In addition, the proposal should identify the subtasks involved in developing a more detailed, technical design for the software. Mechanisms for review by the NYMTC project manager and any appropriate advisory committees should be built into the process. Each subtask specified must be accompanied by a distinct deliverable.

The design of the software itself will need to include appropriate approaches and methodologies that ensure efficient communication with NYBPM, GIS, and TRANSCAD. For additional information please refer to the "2002 Update and Re-Calibration of the NYMTC

Best Practice Model (BPM) and PPSUITE, for April 2005 Conformity Analysis”
(<http://tinyurl.com/ypdwqu>).

4.3 Deliverables

In a Technical Memorandum the consultant will summarize all findings and recommendations related to Task 4.

TASK 5 DATA INTEGRATION AND ASSEMBLY

5.1 Objective

The objective of this task is to develop procedures to integrate the data identified in Task 2 with the software specified in Task 4. This task will deal with two types of data: those needed to run the software for the base and future years, and those needed to develop the software and assess its output. The data output will be available in the form of tabulated reports as well as incorporated and depicted on the GIS maps.

5.2 Approach and Methodology

Proposals should identify general steps that will be taken to conduct this task.

Through the course of studies consultant will develop more detailed approach and methodology.

5.3 Deliverables

In a Technical Memorandum the developer will describe the data assembly and processing methods.

TASK 6 SOFTWARE DEVELOPMENT AND ESTIMATION

6.1 Objective

The objective of this task is to translate the software specifications from Tasks 4 and 5 into working software.

6.2 Approach and Methodology

Proposals submitted in response to this RFP should identify how the PPS software will be written and coded. They must include appropriate quality control and software code documentation procedures.

6.3 Deliverables

Executable modules and procedures to be used in the application of the working PPS, as well as a Technical Memorandum describing the steps taken during software development, and the justification for those steps, is to be furnished.

TASK 7 SOFTWARE CALIBRATION AND ADJUSTMENTS

7.1 Objective

The objective of this task is to calibrate the parameters of the software and adjust the software structure and specifications to make ready the working version of the PPS software for data processing. NYMTC will request the latest available list of classification counts sites in the New York Metropolitan Area from NYSDOT on behalf of their consultant.

For the purposes of this task, the consultant will need to review the following documents:

- 2002 Update and Re-Calibration of the NYMTC Best Practice Model (BPM) and PPSuite, for April 2005 Conformity Analysis (<http://tinyurl.com/ypdwqu>)
- BPM User Manual (http://www.nymtc.org/project/BPM/model/bpm_userdoc.pdf).

7.2 Approach and Methodology

Proposals should contain a general description of the data sources, principles, and work steps that will be applied when calibrating and adjusting the software parameters and structure.

The software development team will refine this approach and methodology in consultation with NYMTC staff.

7.3 Deliverables

Completion of this task will be finalized by furnishing: Technical Memorandum describing the software calibration methodologies, verification of parameters, and pertinent results; Scripts and data files for specific applications; and well documented procedures.

TASK 8 SOFTWARE VALIDATION AND REFINEMENT

8.1 Objective

The objective of this task is to test the software developed in Task 6 with base year data in Task 7, and to make corrections and refinements to the model. This task will summarize the PPS supplementary validation criteria that were developed for the Air Quality Inter-Agency Consultation Group (ICG) developed for original NYBPM Base Years 2002 and 1996, mainly based on criteria from FHWA guidelines.

ICG will review the results and recommend differences if appropriate.

8.2 Approach and Methodology

Proposals should contain a general description of the data sources, principles, and work steps that will be applied when validating the model.

The software development team will refine this approach and methodology in consultation with NYMTC staff.

8.4 Deliverables

Completion of this task will be finalized by furnishing: a Technical Memorandum describing the software validation efforts, the validity tests, and the results including future year forecasts and comparisons.

TASK 9 SOFTWARE INTEGRATION AND IMPLEMENTATION

9.1 Objective

The core of this task is to integrate the PPS into the overall Best Practice Model (NYBPM) stream. This process will emphasize efficient communication and exchange of data with NYBPM as well as with GIS, TRANSCAD, and other relevant modules. Based upon research studies, the consultant will develop detailed framework and procedures on software integration and implementation. It is expected that user-written programs and script files will be created to implement the modeling methodologies and procedures identified in Tasks 5, 6, 7, and 8. The software shall incorporate a graphical user interface, and rigorous error detection, capture and reporting techniques.

9.2 Approach and Methodology

Proposals should contain a general description of appropriate approaches and work steps to integrate the results of Tasks 5.2, 6.2, 7.2, and 8.2.

9.3 Deliverables

The consultant will deliver scripts and data files for working PPS software, as well as a draft User's Manual for the software. The Manual will cover procedures to be followed in using the software for both region-wide and sub-regional applications.

TASK 10 STUDY COORDINATION

10.1 Objective

The objective of this task is to closely coordinate the activities of the project with its two primary advisory committees: the Interagency Consultation Group (ICG) and the Stakeholder Advisory Committee (SAG).

10.2 Approach and Methodology

Proposals should suggest appropriate coordination procedures. It is expected that:

- Developer will conduct a kickoff meeting with NYMTC staff and stakeholders to discuss methods for progress reporting, makeup of the project review committee, key elements of the work approach, and major issues involved in the project.
- Regular briefings will be held near the end of each task with Project Manager, project review committee, and region-wide users. The purpose of these briefings will be to discuss findings and preliminary recommendations, and receive consensus on project direction.
- Developer will coordinate these briefings in advance with NYMTC Project Manager and other key staff, and will develop agendas, presentation materials, and background briefing materials as needed.
- Developer will deliver these presentations in coordination with NYMTC, record and distribute meeting minutes, respond to issues which could not be addressed at the meeting, and conduct discussions with NYMTC to assess future direction.
- A particularly important meeting will take place between Tasks 4 (Evaluation of Platform) and 5 (Software Specification) in order to incorporate the views of the key stakeholders into the software specification process. This will be conducted in an expanded workshop format.

Proposals shall include a list of subtasks necessary for the completion of this task.

10.3 Deliverables

Each subtask should have an accompanying deliverable, including: presentation materials and meeting minutes for each meeting; strategy memoranda developed with NYMTC Project Manager following the meeting; and a Technical Memorandum summarizing the activities of the project review committee as well as important presentations received during this process.

TASK 11 STAFF TRAINING / TECHNICAL SUPPORT

11.1 Objective

The intentions of this task are: to assist the PPS users to better and more efficiently use the software; to help the project manager manage and maintain the software; and to provide room for the future software enhancement. Technical support will be provided for the duration of two

conformity and two CMP (Congestion Management Program) runs to ensure the quality of the delivered software and to guide users in troubleshooting. Developer will be responsible for preparing training in PPS application for technical staff in order to train in the final version of the software.

11.2 Approach and Methodology

Proposals should describe plans and subtasks for staff training and technical support.

11.3 Deliverables

The software developer will provide technical support to the NYMTC staff before and during the first application of this software in a conformity determination in the form of: on-screen or online help and assistant service; on-call basis technical support during installation time; training sessions, and/or software application seminars.

TASK 12 FINAL DOCUMENTATION

12.1 Objective

The aim of this task is the documentation of major project activities and products.

12.2 Approach and Methodology

The software developer will undertake appropriate approaches and methodologies to make this task successful.

12.3 Deliverables

The software developer will provide two documents:

- A detailed final report, including full documentation of the software's methodologies and assumptions, as well as a chapter detailing possible future enhancements.
- A final version of a comprehensive user's manual for the reference of NYMTC staff

TASK 13 PROJECT WEBSITE

13.1 Objective

The purpose of this task is to fully utilize available web technology as a platform for information exchange among the software development team, NYMTC staff, and other project participants as designated by NYMTC staff.

13.2 Approach and Methodology

The consultant will develop a project website as the platform for information exchange among the consultants, NYMTC staff, and other project participants as designated by NYMTC staff. If NYMTC has selected a platform for such project websites at the time that this project gets underway, the platform specified by NYMTC staff shall be used. If NYMTC has not yet selected a standard platform, the software development team shall consult with NYMTC staff to identify a suitable interim alternative that meets NYMTC's design and functional requirements.

This web site will be designed and made available at the beginning of the project and be continuously updated throughout the course of the project. The website should be organized to make the access of all project information, documentation and data files by designated project participants easy and user-friendly. The website should have proper security design so that

people can access various levels of project information with various levels of access rights. The website should be able to allow participants to submit documents and make limited updates of certain web pages as needed.

13.3 Deliverables

A functional and well maintained website will be provided by the software development consultant.

III. PROPOSAL FORMAT AND CONTENTS

Respondents are requested to submit their proposal electronically 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 implemented.

For the purpose of evaluation, each proposal must be submitted in two (2) parts. Part I shall be comprised of Post Processor Software development. 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. Cost information is not to be included in the Post Processor Software development Submittal. Each proposal should follow the format listed below:

A. Part I: Post Processor Software development 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 accomplishments and experiences will help the Council achieve its objectives.

4. Approach and Scope of Services

Describe your approach to accomplish the project objectives life cycle. Provide a detailed scope of work which describes what will be done and addresses PPS performance objectives. The proposal should reflect understanding and comprehension of project scope and objectives. You may base the tasks in your scope of services on the outline provided under Section II., or suggest alternatives/modifications to the task structure which could improve the software development process.

NYMTC intends 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. Software Development Approach and Methodology

Describe the proposed approach and how this approach will aid in attainment of the proposed objectives. Include identification of data needs, evaluation of software platform, software specification, data integration, software integration, and study coordination.

Evaluation of Methodology – support your credentials with tabulated results, graphs, and charts. In addition, include software calibration, validation, and refinement results.

6. Experience

Describe the experience of your organization and the proposed accomplishments related to the air quality research studies. Prior air quality software development experience of the proposer is of great importance to NYMTC. Research experience in air quality study is highly desirable. Include information about the team credentials in this type, size, and scope of project. Supplement with a list of key staff and their assignments who have worked on such projects.

7. Organization, Staffing and Schedule

Identify the assignee who will serve as project manager as well as the names and titles of all key workforces who will be assigned to work on this project (including any sub-consultants). Provide the estimated amount of time required for each task and describe the level of involvement. Describe the level of interaction contemplated with NYMTC. In case of a cross assignment within the university consortium, explain the arrangement, and detail how the coordination will be achieved between the parties.

It is expected that all the work will be accomplished within 24 months. Consultant will propose the milestones and time duration for each task separately and supplement this schedule with charts (e.g. Gantt chart).

It is recommended that this section will include 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

Part II of the proposal should describe a cost proposal which sets forth the estimated costs, fee, and total lump sum price for research studies, software development and implementation.

IV. 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: Post Processor Software development Submittal in accordance with the pre-established criteria listed in Section B below. The cost portion of 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 CONSIDERATIONS

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

1. Experience and Credentials

a. Quality and relevance of experience, research studies and software development 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 project efforts.

2. Methodology and Approach

Software performance evaluation along with findings from research studies being used to accomplish software objectives. Portion of software quality and assurance shall include sample tests' inputs and outputs.

3. Tasks accomplishment and schedule

This subsection should emphasize on timely accomplishment of milestones and quality of attained goals.

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

\$ 330,000 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%.

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:

Wieslawa Amber, 212-383-7219, mail to: Wamber@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 August 8, 2008. NYMTC has a contract in place with the University Transportation Research Center, and this Request for Proposals is being offered to the universities affiliated with the consortia. Members should submit proposals through the administrators of that consortium.