



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

**Title:** SUPPORT FOR NYMTC FOR CMAQ APPLICATION AND DOCUMENTATION

**RFP Number:** Z-11-04

**Contract No. C030561**

**Sponsor:** NYMTC

Date Issued: November 29, 2011

Final Proposal Due at UTRC: **January 10, 2012** (submit through the UTRC Online Submission System at [www.utrc2.org](http://www.utrc2.org))

**RFP Closing Date: January 10, 2012**

**If you plan to apply:**

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

**Proposal submission guidelines:**

Please submit your proposal electronically to UTRC at [www.utrc2.org](http://www.utrc2.org). All proposals must include the UTRC cover page (<http://www.utrc2.org/research/assets/Technical-CoverSheet.doc>)

We will confirm that the proposals make comparable budget assumptions and will deliver the electronic proposals to the sponsoring agency by the closing date.

**Funding available:**

Up to \$50,000 is available from NYMTC. Facilities and Administrative Costs (or Indirect Costs) charged by academic institutions are included in the above amount.

Budget forms can be downloaded at <http://www.utrc2.org/research/assets/budget-Template.xls>

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

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

cc: Shalendra Ramadhin, [sramadhin@dot.state.ny.us](mailto:sramadhin@dot.state.ny.us)

**REQUEST FOR PROPOSALS**  
**Contract No. C030561**  
**TASK ASSIGNMENT # Z-11-04**  
**SUPPORT FOR NYMTC FOR CMAQ APPLICATION AND DOCUMENTATION**

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The New York Metropolitan Transportation Council (NYMTC) is soliciting bids for Support for NYMTC for CMAQ Application and Documentation. The selected team should be responsive to NYMTC's staff requests and able to mobilize quickly to provide assistance with the tasks outlined below. This RFP is only open to universities that belong to the University Transportation Research Center (UTRC) consortia.

**I. 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 Departments 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, and the North Jersey Transportation Planning Authority. 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 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.

Applications submitted for CMAQ funding in the NYMTC Transportation Coordinating Committees (TCCs) must be in compliance with regulations and guidance and provide adequate information to both understand the scope of the project and determine the potential air quality benefits of the project.

Projects for CMAQ funding are typically submitted as part of the update of the transportation improvement program. A CMAQ application is utilized to obtain information on scope, details, and inputs necessary to run the air quality analysis to determine the potential air quality benefits of the proposed project through CMAQTRAQ software. Projects are then selected for funding based on the results of the CMAQTRAQ analysis with funding awarded to those projects with the highest air quality benefits. Since funding is based on the data inputs, proper documentation is critical to funding decisions.

This task order includes two tasks.

## II. SCOPE OF WORK:

**Task 1:** The consultant will develop a CMAQ application, acceptable to the TCC members, in compliance with NYSDOT 2011 CMAQ guidance and the Federal Highway Guidance on CMAQ (approved in 2008) in software available to all TCCs. (See appendix for guidance and regulations).

Deliverable – Comprehensive, easy to navigate, CMAQ Application in software currently available to all TCCs which can be filled and submitted electronically. This application will be developed with input from the TCC Staff Directors.

**Task 2:** Analyze the before and after air quality benefits of various work types of projects submitted for CMAQ funding including Alternative Fuel, Bike-Ped, Park and Ride, ITS and Transit etc. Research the documentation available on before and after analyses and inputs of the various types of CMAQ projects submitted.

Deliverables: Develop draft and final report on the before and after documentation on the air quality benefits of the various work types of projects. This information will be further developed into specific inputs that can be utilized in the future analysis of the various work types. This information will form the basis for inputs into CMAQ TRAQ for the various types of projects to determine benefits of each type of project to the reduction of the criteria pollutants, including, Nitrogen Oxide (NO<sub>x</sub>), Carbon Monoxide (CO), Volatile Organic Compounds (VOC), and Particulate Matter (PM<sub>2.5</sub> and PM<sub>10</sub>).

## III. FUNDING

\$ 50,000 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 may 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.)

**The schedule should be for a fast track response to meet the federal request.**

## IV. ADDITIONAL DOCUMENTS

<http://www.utrc2.org/research/rfps/Z-11-04/cmaq-guidance.pdf> (direct link:

<http://www.utrc2.org/research/rfps/Z-11-04/cmaq-guidance.pdf>)

<http://www.utrc2.org/research/rfps/Z-11-04/cmaq-dot-program.pdf> (direct link:

<http://www.utrc2.org/research/rfps/Z-11-04/cmaq-dot-program.pdf>)

## V. PROPOSAL FORMAT AND CONTENTS

Respondents are requested to submit their proposal using the following format. There is a limitation on the number of pages permitted of **12 pages** (not including the cover page and the budget table), and concise proposals are requested. **Proposals are required to use 12 point font, except where necessitated for readability of tables or special graphics. Proposals which are substantively in smaller fonts will be rejected.** 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 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 Technical Submittal can be strictly on the basis of its merit. Cost information is not to be included in the Technical Submittal. Each proposal should follow the format listed below:

### A. Part I: Technical 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 (1-2 pages). Provide a brief description of your approach and highlight how your firm'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. 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 and in transportation

planning is highly desirable. Include information about the team's past experience in work of this type, size and scope. 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.

6. Organization, Staffing and Schedule.  
Identify the individual who will serve as principal investigator 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 or excerpts 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.

## **B. Part II: Cost and Contract Submittal**

Total project cost is a factor. Part II of the proposal consists of a cost proposal which sets forth the estimated costs, fee, and total lump sum price for providing the work.

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

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lodging reimbursements shall be limited to the prevailing maximum rates established by the State Comptroller. These rates and criteria are presented in the February 9, 2001 letter "To All Consultants" enclosed herein as Attachment 4. Sub consultant 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.

## VI. PROPOSAL EVALUATION CRITERIA

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 V, Part I: Technical Submittal in accordance with the pre-established criteria listed in Section A below. The cost portion of Section V, Part II: Cost and Contract Submittal will be point scored in accordance with the pre-established criteria listed in Section B below.

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.

### A. Technical and Management

The technical and management proposal will be scored and will represent 70% of total score of a proposal.

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1. Experience and Credentials (50 %)
  - a. Quality of credentials and experience of key staff (40%).  
Quality, extent and relevance of experience, education and 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 efforts (10%).
2. Approach
  - Approach Factor (4%)
  - Scope of Work factor (3%)
3. Organization, Staffing and Schedule
  - Reasonableness of Staff Allocation (4%)
  - Reasonableness of Hours Proposed (3%)
4. Schedule Factor – start work within 15 days of execution, schedule (6%)

### B. Cost and Contract (30%)

The cost portion of the cost payable by NYMTC and contract proposal will be point scored and will represent 30% 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.

## VII. 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

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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:

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

Copy: Shalendra Ramadhin, [sramadhin@dot.state.ny.us](mailto:sramadhin@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 10, 2012 and should be submitted through the UTRC online submission system at [www.utrc2.org](http://www.utrc2.org).