



**University Transportation Research Center
RFP Cover Sheet**

Title: TRANSPORTATION PERFORMANCE MANAGEMENT (TPM) ASSISTANCE

Proposal Number: Z-16-03

Under NYSDOT contract C030794 on behalf of NYMTC; CFDA# 20.205

Sponsor: NYMTC

Date Issued: October 16, 2017

Pre-Proposal Meeting Date: None

Final Proposal Due at UTRC: 11:59:00 PM on, December 1, 2017

Submit to <http://ppms.utrc2.org/>

RFP Closing Date: December 1, 2017

If you plan to apply:

Please contact Penny Eickemeyer at peickemeyer@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, <http://ppms.utrc2.org/>

This Request for Proposals is only open to the members of the consortium associated with the Region 2 University Transportation Research Center.

Funding available:

Up to \$125,000 is available from NYMTC. To the extent possible, we request that PIs identify sources of in-kind funding from their home institution (e.g., tuition waiver/reductions, overhead cost-sharing, faculty release time, etc.). Budget forms can be downloaded at

<http://www.utrc2.org/sites/default/files/budget-Template%20NYSDOT%20and%20NYMTC.xls>

For questions about this proposal, please contact:

Jan Khan, (212) 383-7290, Jan.Khan@dot.ny.gov

cc : Ismet Apdiroglu, Ismet.Apdiroglu@dot.ny.gov

For questions about budget preparation, please contact:

Penny Eickemeyer at peickemeyer@utrc2.org

TRANSPORTATION PERFORMANCE MANAGEMENT (TPM) ASSISTANCE

Scope of Work

RFP Z-16-03

I. Background:

The Moving Ahead for Progress in the 21st Century (MAP-21) Act and the subsequent Fixing America's Surface Transportation (FAST) Act put greater emphasis on Transportation Performance Management (TPM) by requiring use of such practices in statewide, metropolitan, and non-metropolitan transportation planning. In order to implement TPM, the U.S. Department of Transportation established performance measures in a number of Federal rulemakings, which specified the roles and responsibilities of States and MPOs in setting targets for these measures and reporting on these targets. These rulemakings include: the Metropolitan and Statewide Planning Rule; the Highway Safety Improvement Program Rule; the Asset Management Rule; the Transit Asset Management Rule; the Pavement and Bridge Performance Measure Rule; and the System Performance Measure Rule.

The purpose of this project is the acquisition of consultant support to meet the MPO requirements for the development of a CMAQ Performance Plan as described in the federal legislation and relevant final rule.

II. Consultant Tasks

Task 1 – Literature Review

The consultant shall:

- (a) Review the final federal rulemaking and other federal documents pertaining the CMAQ Performance Plan (23 U.S.C. Part 149 and 23 CFR Part 490), and other relevant documents made available by NYMTC. The consultant will conduct an internet scan of at least 5 major MPOs (as determined by the NYMTC project manager) for information pertaining to the development of the CMAQ Performance Plan, as required in the federal legislation.
- (b) Review the work done by UTRC for the CMAQ Performance Plan Phase I (Task assignment No. Z-14-06)

Deliverables: Draft & Final Technical Memoranda

Task 2 – CMAQ Performance Plan

Using the information gathered from Task 1 above, and other relevant information, the consultant will assist NYMTC in developing the required CMAQ Performance Plan as outlined described in 23 U.S.C. Part 149 and 23 CFR Part 490. This CMAQ Performance Plan will include:

- (a) An area baseline level for traffic congestion and on-road mobile source emissions for which the area is in nonattainment or maintenance
- (b) A description of progress made in achieving specified performance targets, and
- (c) A description of projects identified for funding under this section and how such projects will contribute to achieving emission and traffic congestion reduction targets.
- (d) Provisions for updates as required in the federal legislation.

Deliverables: Draft & Final CMAQ Performance Plan

Research Period: Ten Months

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 with only relevant information**, 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 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 that 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 that 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 staff related to the conduct of the program and the extent of the relevant 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. 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.
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. Please note that the section IV. PROPOSAL FORMAT AND CONTENTS sets out the criteria to be judged and section V. PROPOSAL EVALUATION CRITERIA, below sets out how the criteria will then be evaluated.

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 that shows for each task the deliverable and cost. Task headings in the Budget Chart are to match the scope task headings.

Schedule. 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.

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: Technical 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.

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 70% of total score of a proposal.

1. Experience and Credentials (40 %)
 - a. Quality of credentials and experience of key staff (30%). 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
 - a. Approach Factor (8%)
 - b. Scope of Work factor (6%)

3. Organization and Staffing
 - a. Reasonableness of Staff Allocation (6%)
 - b. Reasonableness of Hours Proposed (4%)

4. Schedule Factor – start work within 15 days of execution, and provide a schedule (Gantt chart) (6%)

C. 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.

FUNDING

\$125,000 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.NYSDOT.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:
Jan Khan, 212-383-7290, email to: Jan.Khan@dot.ny.gov
Copy: Ismet Apdiroglu, Ismet.Apdiroglu@dot.ny.gov

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.

- Please use the budget proposal template, which is available at <http://www.utrc2.org/sites/default/files/budget-Template%20NYSDOT%20and%20NYMTC.xls> 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 lump sum milestone contract based on details provided.
- Proposals must be received by December 1, 2017. 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 UTRC online submission system at <http://ppms.utrc2.org/>.