



Joel P. Ettinger
Executive Director

January 26, 2012

REQUEST FOR PROPOSALS
FOR
CONSULTANT PLANNING SERVICES FOR NYMTC RFP
CONTRACTS NO.: C000785 (THROUGH C000789)

Dear Sir or Madam:

**SUBJECT: MODIFICATION NO. 1 TO REQUEST FOR PROPOSALS –
CONSULTANT PLANNING SERVICES FOR NYMTC RFP
CONTRACTS NO.: C000785 (through C000789)**

Reference is made to the subject solicitation wherein the following changes are hereby incorporated:

Please be advised that the due date for proposals has been extended to 2:00 PM on February 8, 2012. Please address eleven (11) copies of the proposals to the attention of Ismet Apdiroglu, NYMTC, 199 Water St., 22nd Fl., New York, NY 10038-3534. Send three (3) reference copies to NYSDOT, Office of Contract Management, 50 Wolf Road, 1st Fl., Albany, NY 12232, Attn: Mr. Al Hasenkopf, Contract No's. C000785-9.

1. Replace Pages 2, 5 and 10 of the RFP, with Replacement Page 2, Replacement Page 5, and Replacement Page 10 of the RFP. These three replacement pages add consistent language to the RFP to capture what NYSDOT/NYMTC said at the Pre-proposal Conference regarding if NYMTC requests a Tier II task assignment of duration longer than 12 months. The RFP now states that should NYMTC request a Tier II task assignment of duration longer than 12 months, then firms shall assume no rate adjustments for proposed consultant personnel for the second year (and third, and fourth, etc.) of the contract.
2. Replace Page 45 of the RFP with Replacement Page 45 of the RFP; this reduces the Professional Liability/ Errors and Omissions required coverage from \$5,000,000 to \$1,000,000.

3. After ATTACHMENT 11 (Hypothetical Scenario - Staff Augmentation For Regional Transportation Plan Update), Insert ATTACHMENT 12 (RFP Question & Answers).
4. After ATTACHMENT 12 (RFP Question & Answers), Insert ATTACHMENT 13 (Requirements Traceability Matrix).
5. After ATTACHMENT 13 (Requirements Traceability Matrix), Insert ATTACHMENT 14 (List of Interested Firms).
6. After ATTACHMENT 14 (List of Interested Firms), insert ATTACHMENT 15 (List Of Prior Firms).

No other provision of the solicitation is otherwise changed or modified. This letter and its attachments will be posted on NYMTC's and NYSDOT's web sites (www.nymtc.org or NYSDOT's website at: <https://www.dot.ny.gov/portal/page/portal/doing-business/opportunities/consult-opportunities#c1085>).

There are SEVEN (7) attachments to this letter:

1. Replacement Page 2 for RFP.
2. Replacement Page 5 for RFP.
3. Replacement Page 10 for RFP.
4. Replacement Page 45 for RFP.
5. New Attachment 12, RFP Question & Answers.
6. New Attachment 13, Requirements Traceability Matrix.
7. New Attachment 14, List of Interested Parties
8. New Attachment 15 List Of Prior Firms

**Acknowledgement of Receipt: Modification No. 1 to Request For Proposals –
CONSULTANT PLANNING SERVICES FOR NYMTC RFP
Contracts No.: C000785 (through C000789)**

An authorized representative of your firm or organization must acknowledge receipt and acceptance of this Modification No. 1 by either:

1. Signing and returning one copy of this Modification to the undersigned; or
2. Acknowledging receipt and acceptance of this Modification in the cover letter which transmits your proposal to NYSDOT.

ACKNOWLEDGED AND
ACCEPTED:

BY: _____

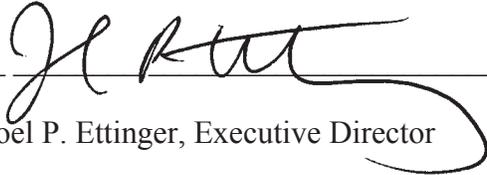
NAME: _____

TITLE: _____

FIRM: _____

DATE: _____

New York Metropolitan Transportation Council

BY:  _____
Joel P. Ettinger, Executive Director

**RFP: CONSULTANT PLANNING SERVICES FOR NYMTC RFP
Contracts No.: C000785 (through C000789)**

Attachment 12

RFP Question & Answers CONSULTANT PLANNING SERVICES FOR NYMTC Contracts No.: C000785 (through C000789)

Questions Received at Pre-Proposal Conference Held January 18, 2012

- Q1. For the hypothetical scenario, do we use the hours included in the last page of the RFP, identified as “HYPOTHETICAL SCENARIO TASK ASSIGNMENT STAFFING STAFF AUGMENTATION FOR REGIONAL TRANSPORTATION PLAN UPDATE; (Sample); Consultant Name: ABC Consultants, Inc.”
- A1. *No. Please make an estimate for the hypothetical scenario based on a best estimate of what the hypothetical scenario task assignment calls for.*
- Q2. What will be the make-up of the Technical Evaluation Committee? Will it include NYSDOT staff?
- A2. *The Technical Evaluation Committee will be made up of NYMTC staff. NYSDOT Contract Management oversees the Technical Evaluation Committee’s work. NYSDOT will hold the contracts on behalf of NYMTC.*

Questions Received Prior to Pre-Proposal Conference Held January 18, 2012 And Covered in PowerPoint Presentation

- Q3. On page 4 of the RFP under D Minimum RFP Responsiveness Requirements it calls out Offeror’s Proposal Traceability to Requirements. Can you please provide an example of what you are looking for us to provide. It’s only referenced in this one spot.
- A3. *An example is attached. The RFP requires that responding firms prepare and submit a Requirements Traceability Matrix to increase the efficacy of the proposal evaluation process. A well-indexed proposal facilitates the ability of the Technical Evaluation Committee to determine the degree of responsiveness of a firm’s proposal to the specifications contained within the RFP.*
- Q4. On page 17 of the RFP it says that the proposal can be no more than 250 pages. Is this referring to the Part I Technical & Management proposal only? Also what is included in the 250 pages: title page, cover letter, table of contents, tab dividers, forms, resumes? With that if the pages are double-sided: does 1 piece of paper count as 1 page?
- A4. *The 250 page limit is a requirement instructing proposers to do their best to be concise. The 250 page limit refers to the Part I Technical and Management proposal only; it does not pertain to the Part II Cost and Contract proposal. It is not a hard limit; firms which exceed the 250 Part I page limit run the risk of having their technical proposal*

downgraded during proposal evaluation. A page with text counts as one page, a double-sided page counts as 2 pages of text.

- Q5. On page 17 of the RFP it says the font needs to be 12, but many other places it says 11 or larger. Please clarify what font size you are looking for.
- A5. *12 point font is preferred for main body text, 11 font is also acceptable, especially in tables or charts.*
- Q6. On page 19 under Cover letter for the Cost and Contract Submittal is says, “copy of Part 1 Letter”. Are you looking for us to provide all the information that we need to include in the Technical Cover letter in the cost letter?
- A6. *It is simplest to just include a copy of a firm’s cover letter in both Part I and Part II submissions. If there is something you only wish to disclose only in the Part II Cost Submittal, you may have a separate letter. The Technical Evaluation Committee gets to see the Part I cover letter.*
- Q7. On page 20 of the RFP it says that exceptions to the contract need to be included in the cover letter. Should we include any contact exceptions we might have only in the Cost proposal cover letter?
- A7. *You may use the same letter for both or you may, if you desire, provide a separate Cost Submittal cover letter with the draft contract exceptions.*
- Q8. On page 21 of the RFP it discusses the SFS Vendor ID number (new). Where do Consultants get this new SFS Vendor ID number? Also is it required for all the subconsultants to have this SFS Vendor ID number?
- A8. *NYSDOT and NYMTC can assist with sponsoring Consultants for the new Statewide Financial System (SFS) vendor ID number. Each legal entity doing business with New York State as of April 1, 2012 will be required to have their own SFS number. NYSDOT and NYMTC will endeavor to sponsor and provide SFS numbers for Consultants that are currently in the state’s records in the near future. However, if you do not have the SFS number by the time you prepare your proposal you may write: “application in process”. Any New York state agency can sponsor a request for a new SFS number, so once a firm has their SFS number they are good to go.*
- Q9. On page 25 and in Attachment 11, there is information about the Hypothetical Scenario, but it’s unclear where our response to the Hypothetical Scenario should be provided in our proposal. Should our response to the Hypothetical Scenario be bound separately, or should it be included in the Technical and Management Proposal? If our response to the Hypothetical Scenario is to go in the Technical and Management Proposal would it fall under the 250 page limit?

- A9.** *It is preferred that firms submit a separately bound Hypothetical Scenario response submission to accompany the main Part I Technical proposal. Incorporating your Hypothetical Scenario response within the Part I Technical Proposal is also acceptable, provided it is identified in the Traceability Matrix and separated with a labeled tab divider (it could be an appendix). It should be approximately 15 pages, and include resume excerpts for key staff for directly related experience. **Page limits are advisory requests, not requirements; however, we request your best efforts to be concise.***

Questions Received After Pre-Proposal Conference Held January 18, 2012

- Q10.** The RFP states that not to exceed rates will be established in the Master Contract. Are those rates individual (fully loaded) rates or are they maximum labor category rates that represent a maximum rate for all individuals that qualify under a particular labor category?

- A10.** ***The RFP's Project and Contract Objectives states that:***

***PAYMENT METHOD:** Task Assignments via mini-bid requests with lump-sum budgets with milestone payment schedules to deliver the services offered in the selected mini-bid response. All consultant labor shall be governed by fully loaded, not-to-exceed, hourly rates per each selected consultant's master contract. Rates shall be proposed only for the first year. Rates for years four through five of the contract may be adjusted per the rule contained in Article 5, Item III of the RFP's draft contract (**Attachment 2**): "The agreed-upon rates for the first contract year of this AGREEMENT may be adjusted for the second, third, fourth and fifth contract years. Rates for the second, third, fourth and fifth contract years may be adjusted annually by the lower of either the percent change for the Producer Price Index – Architectural, Engineering and Related Services (Series ID: PCU5413-5413--) for the most recent 12 month period as calculated by the U.S. Department of Labor – Bureau of Labor Statistics, or 1.5 percent, subject to current market conditions."*

- Further, Attachment 5 of the RFP states that:***

*The offeror's Salary Schedule (**Attachment 5**) shall list all proposed descriptive job titles for the staff to be assigned to this project and their current and projected loaded specific hourly rate for the first contract year (July 1, 2012 to June 30, 2013). The rates proposed shall be not-to-be-exceeded rates. In addition to salary rates, your Salary Schedule shall also identify the associated overhead with each title (office vs. field) and your firm's fee. Submit separate Attachment 5's: one for all field work and one for all consultant-home based work.*

- And Attachment 5 also states that:***

Further, for all job titles EXCEPT Consultant Project Manager and Consultant Task Administrator, a job title series of I, II and III is allowed (i.e., Transportation Planner I, Transportation Planner II, and Transportation Planner III) to distinguish between entry level, intermediate level and senior level personnel (in terms of education, work experience, supervision, etc.). Furthermore, should a Consultant NOT propose a rate for any of the job titles listed in Attachment 5, to maintain a level evaluative field, the highest job title rate shall be assumed when evaluating your cost proposal.

So, the RFP instructs respondents to present not-to-exceed rates for all proposed consultant personnel, to establish a rate schedule in the Master Contracts. These rates shall be fully-loaded individual rates for all named consultant personnel; they can be fully-loaded maximum labor rates for any un-named consultant personnel (by title); they can be fully-loaded maximum labor rates for any un-named consultant personnel (by un-named labor category [a labor category for which no named consultant personnel are proposed]). Responding firms shall indicate the number of consultant personnel proposed for any un-named labor category.

Q11. Can the Master Contract rates be adjusted to actual if the offeror's annual salary increases occur between the proposal due date and award date?

A11. No, the Master Contract rates can not be adjusted to actual if the proposer's annual salary increases occur between the proposal due date and award date. The proposed rates are firm offers good for 365 days, and cannot change for the first contract year. Proposed rates may only be adjusted for contract years two through five. Firms are encouraged to propose competitive rates.

Q12. Article 11, Insurance contains types and limits of required insurance. We anticipate that smaller subconsultants and disadvantaged business enterprises in particular will not be able to meet these requirements. Based on the flow-down provisions of Article 23, please advise as to whether subconsultants are required to maintain the same insurance at the same limits as the prime and/or whether the prime may seek a waiver for a particular subconsultant.

A12. Article 11 of the draft contract in RFP's Attachment 2 shall be modified to lower the professional liability coverage limits from in excess of \$5 million to in excess of \$1 million (RFP replacement page 45 included in RFP Modification #1). NYSDOT prefers to have the same insurance requirements for ALL potential prime consultants and all subconsultants.

Q13. In the event that the offeror determines to submit exceptions in its cover letter, would it be acceptable to edit the Acceptance of Contract certification to read as follows?

...except as set forth in the cover letter, certify that I have read and accept all Terms and Conditions contained in the draft Contract,

including Appendix A, which is included as Attachment #3 correspond accordingly to this Request for Proposals.

A13. RFP Section IV, C, 4 Contract Section, states that:

Completed Attachment 1, which shall specify the proposer's acceptance of the terms and conditions contained in the draft Contract enclosed as Attachment 3 to this solicitation (Prime Consultant only). The Prime Consultant shall specifically state its acceptance of all Terms and Conditions of the draft Agreement contained in Attachment 3 of this Request for Proposals. Offerors should complete and submit the "Consultant Information and Certifications Form," included as Attachment 1 to this RFP, to indicate their acceptance of all of the terms and conditions contained in the draft Agreement. Altering this form without the prior expressed written approval of the New York State Department of Transportation is prohibited and may lead to the proposal being deemed non-responsive and subsequently dismissed. Should any firm take an exception to any of the draft contract's terms and conditions, the proper placement of such is in the firm's cover letter. NYSDOT will not entertain exceptions brought to its attention after the proposal due date or during contract negotiations.

Therefore, for the purposes of receiving responses to the RFP for contract #C000785, NYSDOT will not allow any changes or alterations to RFP Attachment 1. RFP Attachment 1 shall be used 'as is' and a firm altering Attachment 1 runs the risk of being deemed non-responsive.

Q14. NYSDOT stated at the Pre-Proposal Conference that the RFP may be amended to account for a contract with rates only for the first contract year and if NYMTC issues a task assignment request with a duration longer than 12 months. Can this be clarified?

A14. Modification #1 will revise the RFP by adding language to capture what NYSDOT/NYMTC said at the Pre-Proposal Conference about a contract with rates only for one year and if NYMTC requests a Tier II task assignment of duration longer than 12 months. The RFP is being revised via the issuance of three replacement pages to state that should NYMTC request a Tier II task assignment of duration longer than 12 months, then firms shall assume no rate adjustments for proposed consultant personnel for the second year (and third, and fourth, etc.) of the contract. This new rule may add complexity to managing NYMTC's PSA3 contracts (for each of the up-to five selected firms.

Attachment 13 Requirements Traceability Matrix:
Offeror's Proposal Traceability to Requirements

Note: Proposers are requested to prepare a schedule similar to the following matrix showing where in their proposal evaluators may find the requested information regarding requirements. It is very important that you indicate all locations within proposals where relevant response information for each RFP requirement can be found. Please use additional space for response items which need additional room.

Reference the RFP section, page number, etc., as needed.

If a particular candidate for a position is not yet determined, so indicate.

CONSULTANT PLANNING SERVICES FOR NYMTC

Firm Name: _____

Contract #'sC000785-9

Offeror's Proposal Traceability to Requirements		Offeror's Proposal		
Req. No.	Requirement	Section#	Page #	Paragraph #
II.	CONSULTANT REQUIREMENTS			
	<i>Key Staff Experience</i>			
II-B. 2.	Project Manager - years experience			
II. B. 4.	Consultant Task Administrator - Tentative Candidates			
Att 5.	Other Proposed - Only Senior Key Staff			
	Transportation Planners			
	Transportation Analyst			
	Transportation Modeler			
	Public Information Specialist			
	Economist			
	Demographer			
	Statistician			
	Specialty Planner (Freight, Land-Use, Regulatory)			
	IT Specialist			
	GIS Specialist			
	Database Administrator (DBA)			
	<i>Team Experience - Overall</i>			
	Experience of Prime and subconsultants			
	Experience of firms working together			
	<i>Scope Related</i>			
	Proposer's resources relative to the needs of the project			
	Approach to accomplish the RFP's objectives			
	Project organization			
	DBE participation management plan			

Attachment 14 List of Interested Firms					
Consultant Planning Services for NYMTC			Contract Number: C00785-9		
First Name	Last Name	Email Address	Company Name		
Bernard	Alpern	bernard.alpern@aecom.com	AECOM		
Hillel	Hammer	hhammer@akrf.com	AKRF		
Rob	DiAdamo	rdiadamo@bronnergroup.com	Bronner Center		
Kimberly	Patterson	kpatterson@camsys.com	Cambridge Systematics		
John	Duesing	jduesing@camsys.com	Cambridge Systematics, Inc.		
Thomas	Schoettle		CDM Smith		
ALICE	CHENG	acheng@chengsolutions.com	CHENG SOLUTIONS, LLC		
Mayer	Horn	mhorn@gpinet.com	GPI/Greenman-Pedersen		
Steven	Jurow	sjurow@HNTB.com	HNTB Corporation		
Katie	Theis		HNTB Corporation		
Indradeep	Chakrabarty		HNTB Corporation		
Nicole	Kurek	nkurek@h2m.com	Holzmacher, McLendon & Murrell, P.C.		
Arnold	Bloch	abloch@hshassoc.com	Howard/Stein-Hudson Associates, Inc.		
Frank	Mongioi	fmongioi@icfi.com	ICF Int		
Eva	Hsu	ehsu@icfi.com	ICF Int		
Arnold	Rubenstein	arubenstein@mjengineers.com	M&J Engineers, P.C.		
Rizwan	Ahmed	rizwan@mjengineers.com	M&J Engineers, P.C.		
Daniel	McLoughlin	dmcloughlin@mjengineers.com	M&J Engineers, P.C.		
Denise	Chaplick	Denise.Chaplick@mbakercorp.com	Michael Baker Corporation		
Eileen	Reilly	ereilly@nelsonpoppe.com	Nelson & Pope Engineers		
Howard	Ungar	Howard.Ungar@parsons.com	PARSONS		
Marvin	Gersten	GerstenM@pbworld.com	Parsons Brinckerhoff		
Larry	Lennon	lennon@pbworld.com	Parsons Brinckerhoff		
Victor	Brown	victor.brown@pbsengineering.net	PBS Engineering & Associates PC		
Dario	Saravia	dario.saravia@pbsengineering.net	PBS Engineering & Associates PC		
		maggie.cusack-steciuk@pbsengineering.net	PBS Engineering & Associates PC		
Victor	Minerva	vminerva@rbagroup.com	RBA Group		
Chris	St. John	chris@ritchietye.com	Ritchie Tye Consulting		
Susan	Borinsky	sborinsky@spartansolutions.org	Spartan Solutions, LLC		
Victor	Teglasi	Victor.Teglasi@stantec.com	Stantec		
Kianna	McRae-Stephen	Kianna.McRae-Stephen@stvinc.com	STV Inc		
LeRena	Thomas	lthomas@Systrausa.com	SYSTRA Consulting, Inc		
Christine	Cesaria	ccesaria@VHB.com	VHB		

CONSULTANT PLANNING SERVICES FOR NYMTC RFP

CONTRACTS NO.: C000785 (through C000789)

ATTACHMENT 15 LIST OF PRIOR FIRMS

Prime firms in Current PSA2 Contracts (Contracts No.: C000769, C000778, C000779):

Cambridge Systematics, Inc. (C000769)

Original subconsultants: Arch Street Communications, Inc.; Livable Communities, Inc.; Michael R. Kodama, Planning Consultants; SI Engineering, P.C., Urbitran Associates (later part of AECOM); and Zetlin Strategic Communications, Inc.

Added later: Geostats, LP

The Louis Berger Group, Inc. (C000778)

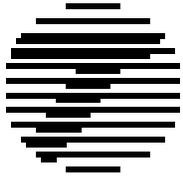
Original subconsultants: Fitzgerald & Halliday, Inc., Howard Stein-Hudson, Parsons, Corp., Stump/Hausman Partnership, and Trip Consultants Corp.

Added later: 4 U Services, Inc. d/b/a Stellar Services

Parsons Brinckerhoff, Inc. (C000779)

Original subconsultants: Abrams-Cherwony & Associates; Anne Straus Wieder; BFJ Planning; Leon Goodman; Nelsen/Nygaard; Trip Consultants; and Urbanomics, Inc.

Added later: Integrated Strategic Resources LLC (ISR)



PRE-PROPOSAL CONFERENCE

January 18, 2012, 2:00 PM

NYMTC's Offices

199 Water Street, 22nd Floor, New York, NY 10038-3534

REQUEST FOR PROPOSALS:

**CONSULTANT PLANNING SERVICES FOR NYMTC
Contracts C000785 (through C000789)**



PRE-PROPOSAL CONFERENCE AGENDA

- **Introductions**
- **Review of Solicitation:**
 - **ISMET APDIROGLU and Shalendra Ramadhin
NYMTC Contract Management**
 - **AL HASENKOPF,
NYSDOT Contract Management**
- **Project Background & Purpose**
- **Project Scope & General Conditions**
- **Scope of Work**



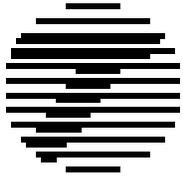
CONFERENCE AGENDA (Cont'd)

- **Technical Proposal Instructions**
- **Cost & Contract Proposal**
- **Evaluation Criteria**
- **Administrative Specifications**
- **Review of NYSDOT Consultant Selection Process**
Best Value
Schedule
- **Questions & Answers**



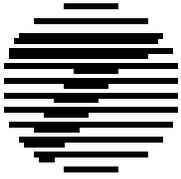
PROJECT PURPOSE

- **Retain 3 to 5 Qualified Teams of Consultants**
- **Assist & Support NYMTC Central & TCC Staffs**
- **Task Assignments (Tier II Mini-Bids)**
- **UPWP Is Governing Document**
- **Possible NYSDOT-Funded Tasks**



PROJECT BACKGROUND

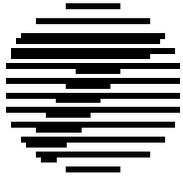
- **Official MPO for downstate NY MA**
- **Federally Mandated Planning Process**
- **Major Products: RTP, TIP, AQ, CMS, UPWP**
- **Regional Forums, Studies, Data Collection, Analysis: Support Process**



CONTRACT INFORMATION

- **Contract Term: 5 Years**
- **Level of Effort:**
 - * Budgets set for each individual task assignment
 - * Multiple Contract Awards (3-5)
- **Contract Type:**

**Lump-Sum Milestone Payments Based Upon
Specific Hourly Rates**



DBE PARTICIPATION

- DBE Participation Goal: 10% of Budget
- SubConsultants Only
- No WBE, No MBE, No Primes
- ID Firms, % Participation, DBE Cert
- <https://www.nysdot.gov/portal/page/portal/main/business-center/civil-rights>



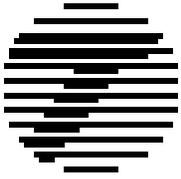
TASK ASSIGNMENTS

- Formal Request By NYMTC Only to Tier II Firms
- Wide Variety of Tasks
- All 4 NYMTC Groups + 3 TCCs
- NYSDOT Potential Source
- Roster Depth Important
- Mini-Bid (Tier II) Selection Process



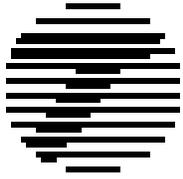
MINI-BID SELECTION PROCESS

- **Internal Task Assignment Approval**
- **Set Task Scope – release request**
- **Develop Mini-Bids**
- **Evaluate Mini-Bids: Technical + Cost**
- **Mini-Bid Selection**
- **Task Assignment Negotiations**
- **Supplemental Agreement**



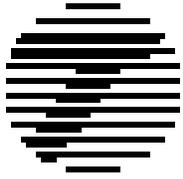
TIER II EVALUATION PROCEDURE

- **Selection Committee Formed: Point Scoring**
- **Mini-Bids: Part A-Technical + Part B-Cost**
- **Possible Q&A**
- **Technical & Cost Criteria Used (BV; 70-30 which could vary)**
- **Technical Considerations:**
 - **Experience of Key Staff**
 - **Experience of Firm**
 - **Proposed Resources**
 - **Quality of Approach, Scope & Schedule**
 - **Reasonableness of Staff Allocations**
- **Cost Considerations:**
 - **Compare Total Lump-Sum Task Price**
 - **Lowest Receives Maximum Score**
 - **Expect Reduced Field OH Rate VS Home Office**
- **Possible Interviews**



SCOPE OF WORK

- **Tasks Authorized By Approved NYMTC
UPWP**
- **UPWP Updated Annually**
- **CS + TCC Staff Only (No Members Save
NYSDOT)**
- **Consultant Shall Provide:
Full Service (Discrete Tasks)
Functions (Staff Support)**

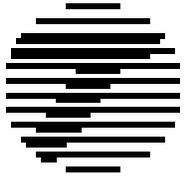


SCOPE OF WORK (Cont'd)

General Task List (UPWP-Based):

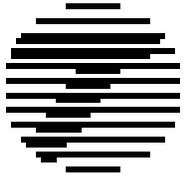
- 1. Traffic and Transportation Data Collection & Analysis
- 2. Regional Transportation Plan Update Elements
- 3. Air Quality Conformity Analysis
- 4. Geographic Information Systems (GIS) Analysis
- 5. Analysis Related to Environmental Justice & Title VI
- **Review NYMTC's UPWP:**

http://www.nymtc.org/files/UPWP2011-2012/UPWP2011-12_RevisedForAction_%2042111.pdf



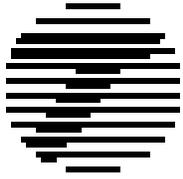
SCOPE OF WORK (Cont'd)

- 6. Other Transportation Planning-Related Work:
 - A. Airport Access Planning
 - B. Transportation Financing
 - C. Freight Transportation Planning
 - D. Infrastructure Planning and Analysis
 - E. Land Use/Transportation Connection:
 - F. Mobility Planning



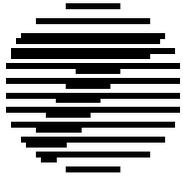
SCOPE OF WORK (Cont'd)

- G. Transportation Program Development & Management
- H. Quality of Life
- I. Transportation Safety Planning
- J. Regional Decision Making
- K. Best Practice Modeling
- L. Website Applications Support
- M. Administrative Support (including IT)



SCOPE OF WORK (Cont'd)

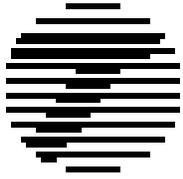
- Some examples of the work requested include but are not limited to:
- Planning
 - Support of major products (UPWP, Transportation Improvement Program (TIP) and RTP).
 - Support of mandated analyses (e.g., Congestion Management Process, Air Quality Conformity).
 - Support for community education efforts such as: Safe Routes to Schools, Parking Management and Walkable Community Workshops.



SCOPE OF WORK (Cont'd)

- Support for specific subarea, corridor or feasibility studies (e.g., Canal Area Transportation Study (CATS), emissions reduction planning).
- Support for NYMTC sponsored conferences.

Deliverables as stated in Task Assignment



PART I INSTRUCTIONS: TECHNICAL PROPOSAL

- **OVERALL:**

Title Page

Table of Contents

FOIL

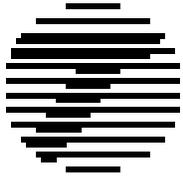
- **FOUR CHAPTERS:**

1. EXECUTIVE SUMMARY & NARRATIVE

2. APPROACH & SCOPE OF SERVICES

3. ORGANIZATION & STAFFING

4. EXPERIENCE OF PROPOSED PERSONNEL



TECHNICAL PROPOSAL (PART I INSTRUCTIONS - Cont'd)

ORGANIZATION

- **1 Page Organizational Chart for the Project**
- **Resumes for all Named Key Personnel**
- **Experience of Proposing Firm(s)**
- **List of Prior or Current Relevant Project Experience**
- **Reference or Experience Verification Contact Information**
- **SubConsultant Arrangement(s), If Any**



PART I INSTRUCTIONS: TECHNICAL PROPOSAL (continued)

- **Offeror's Proposal Traceability to Requirements**

Note: Proposers are required to prepare a schedule similar to the following matrix showing where in their proposal evaluators may find the requested information regarding requirements. It is very important that you indicate all locations within proposals where relevant response information for each RFP requirement can be found. Please use additional space for response items which need additional room. Reference the RFP section, page number, etc., as needed.



PART I INSTRUCTIONS: TECHNICAL PROPOSAL (continued)

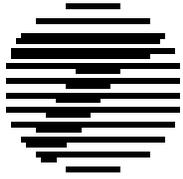
- Example to be part of Mod 1

Offeror's Proposal Traceability to Requirements				
Req. No.	Requirement	Section#	Page #	Paragraph #
II-D	CONSULTANT REQUIREMENTS			
	<i>Key Staff Experience</i>			
II-D. 1a.	Project Manager with three (3) years experience			



PART I INSTRUCTIONS: TECHNICAL PROPOSAL (continued)

- Submitting firm's name must be on the package. It is requested that all proposals be concise, in 12 font and no more than 250 pages.
- This is a request, regarding the technical portion only. We are requesting conciseness but not making the page number a hard limit.
- We request 12 font unless a smaller font is needed in a table, for the reading ease of our evaluators.



TECHNICAL PROPOSAL (PART I INSTRUCTIONS - Cont'd)

•HYPOTHETICAL SCENARIO

STAFF AUGMENTATION FOR REGIONAL TRANSPORTATION PLAN UPDATE

- Each Response Must Be Complete**
- Follow Part I Format For Technical Portion**
- Provide Resume Excerpts-Bound By Attachment 5**
- No More Than 15 Pages**
- Process & Deliverable Focused**
- Implementation Teams (Field + Home)**



TECHNICAL PROPOSAL (PART I INSTRUCTIONS - Cont'd)

Scenario - Each Part A Response:

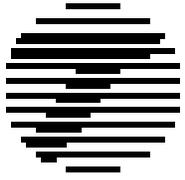
Proposed Approach

Issues Discussion

Concise Scope of Work

Schedule for Completion

You may include it in the technical submission with a separate portion for cost information or preferably, as a separate 15 page (approx.) submission. (All page limits are flexible but request conciseness).

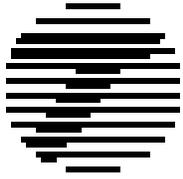


TECHNICAL PROPOSAL (PART I INSTRUCTIONS - Cont'd)

Scenarios (Continued)

Each Part B Response:

- Budget:
 - Selected Resources From **Chart 5-B**
 - Estimated Direct Non-Salary Expenses
- Organizational Chart + Supporting Narrative
- Team/Hours/Task Allocation **Table 5-A**



PART II INSTRUCTIONS COST & CONTRACT SUBMITTAL

•COST PROPOSAL:

– SALARIES:

Fully-Loaded Specific Hourly Rates (Attachment 5)

Include Direct Project Labor, Overhead & Fee for Initial Year

– OVERHEAD Rates:

Field (Personnel Assigned to NYMTC's Offices)

Home Office

– Direct Non-Salary Costs:

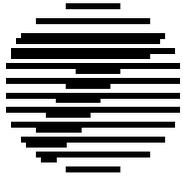
Cannot Be Estimated At This Time

NYS-Reimbursed Pass-Through Expenses

– Method of Payment

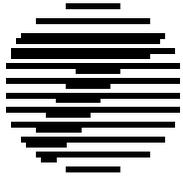
Lump Sum Task Price for Services Based on Not-to-Exceed, Fully-Loaded, Specific Hourly Rates Contained in Attachment 5.

– Current Contract Information



COST & CONTRACT SUBMITTAL PART II INSTRUCTIONS (Cont'd)

- **Statement of ACCEPTANCE of ALL TERMS AND CONDITIONS
In Contract Proposal**
 - Accept Questions During Q&A**
 - Exceptions in cover letter only**
- **DBE Status**
- **RFP Modification Acknowledgements (if any)**
- **Consultant Identification Number (CIN)**
- **Procurement Lobbying Law Compliance**
- **Consultant Employment Disclosure Legislation**
- **Future RFP Development (Sub-Agreement)**



COST & CONTRACT SUBMITTAL PART II INSTRUCTIONS (Cont'd)

- In RFP -Required Part II sections:
- **Cover Letter.** (copy of Part I Letter)
- This refers to a copy of the cover letter included in Part 1.
- Contract exceptions should be included with the cost cover letter but may be in the Part 1 which will be submitted as a cover letter for Part II.
Please note most contract terms are carefully negotiated with federal and state agencies and most are not subject to change.



COST & CONTRACT SUBMITTAL PART II INSTRUCTIONS (Cont'd)

- All respondents to this solicitation must reference their NYSDOT issued Consultant Identification Number (CIN) and **SFS Vendor ID** Number (new) in their Part II proposal.

We are sponsoring vendors doing business with NYS to get the SFS number. If you are currently billing NYSDOT, check with your billing dept. for the number. If you do not have one, we will sponsor winning prime consultants later. It is only needed for billing by primes.



PROPOSAL EVALUATION

- **PART I - TECHNICAL AND MANAGEMENT:**

Point Scored – 65 Technical (55 General, 10 Scenarios) + 10 Orals

Evaluation Factors:

1. **General Technical and Management Submittal (55 Points)**

- Experience of Proposed Personnel**

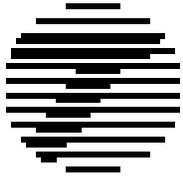
- Firm Experience**

- Quality of Proposal**

- Approach and Scope of Services**

- Organization and Staffing**

- General**



PROPOSAL EVALUATION (Cont'd)
PART I - TECHNICAL AND MANAGEMENT

2. Scenario Scoring (10 Points)

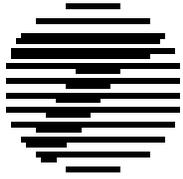
Experience of Proposed Personnel

Proposed Resources

Approach and Scope

Experience of Firm

Budget



PROPOSAL EVALUATION (Cont'd)

- **PART II - Cost Proposal:**
- **Point Scored – 25 Points**
- **Competitiveness of Proposed Fully Loaded Field Specific Hourly Rates For Year Plus All Proposed Fully Loaded Home-Office Specific Hourly Rates For Year One**
- **Lowest Average Firm Rate Receives Perfect Score of 25**
- **Proposals with Higher Average Firm Rate Receive Proportionally Lower Scores**



PROPOSAL EVALUATION (Cont'd)

Technical Interviews - 10 Points

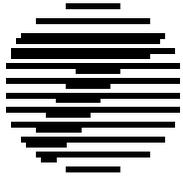
- Short-listed Firms Only
- Proposal Overview
- Present Hypothetical Scenario:
 Staff Augmentation for Regional
 Transportation Plan Update
- Bring Consultant Project Manager + Necessary
 Key Personnel



PROPOSAL EVALUATION (Cont'd)

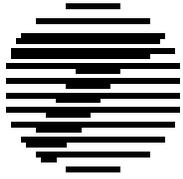
DBE Participation

- DBE Participation Encouraged
- Federal DBE Program
- No W/MBE or Prime DBE Credit
- Proposals with No DBE Participation
may be disqualified
- <https://www.nysdot.gov/portal/page/portal/main/business-center/civil-rights>



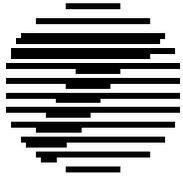
ADMINISTRATIVE SPECIFICATIONS

- **PROPOSAL SUBMISSION (due February 2, 2012!)**
 - 14 Copies of Part I. Send 11 copies to NYMTC; send 3 copies to NYSDOT Contracts;
 - Three (3) Copies of PART II
 - Signature by AUTHORIZED INDIVIDUAL
 - Required 365-Day FIRM OFFER (Minimum)
- **PROPOSAL EVALUATION**
 - Technical Evaluation By Committee:
 - Questions & Answers
 - Technical Interviews
 - Best & Final Offers
 - Cost Evaluation



ADMINISTRATIVE Specs' (Cont'd)

- **State's Rights**
- **Must Provide VENDOR RESPONSIBILITY Information (Before Designation for Award)**
- **Contractor Tax Certification (ST-220-CA & ST-220-TD: Submit Prior to Negotiations)**
- **Notification of Award**
- **Method of Payment (Monthly/Milestone Reimbursement)**
- **Inquiries & Information**



QUESTIONS & INQUIRIES

All Questions Concerning This Solicitation Must Be Directed *ONLY* to:

Mr. ISMET APDIROGLU of NYMTC

Phone: **(212) 383-2414**

E-Mail: iapdiroglu@dot.state.ny.us

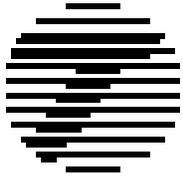
- Or -

Mr. Al Hasenkopf of NYSDOT Office of Contract Management

Phone: **(518) 457-2600**

E-Mail: ahasenkopf@dot.state.ny.us

- Last Date to Submit Written Questions: **January 20, 2012**
- All Letter Inquiries Addressed To:
NEW YORK METROPOLITAN TRANSPORTATION COUNCIL (NYMTC)
199 Water Street, 22nd Floor
New York, NY 10038-3534
ATTENTION: Mr. ISMET APDIROGLU Contract C000785



ESTIMATED SCHEDULE

- **Solicitation (RFP) Issued** December 29, 2011
- **Pre-Proposal Conference** January 18, 2012
- **RFP Questions Due** **January 20, 2012**
- **Proposal Due Date** **February 2, 2012**
- **Begin Proposal Evaluation** **February, 2012**
- **Oral Presentations** **TBA**
- **Recommendation & Designation** **1–2 Months After Proposal Eval'n**
- **Contract Negotiations** **One Month**
- **Contract Award** **4–6 Weeks after Negotiations**
- **Commencement of Effort** **Late Summer, 2012**



QUESTIONS?

- Written answers to all questions received shall be send to all interested firms in RFP Modification Number 1
- Modification Number 1 to be released shortly after close of Q&A period.



THANK YOU!