



Request for Proposals
New York State Department of Transportation (on behalf of the)
New York Metropolitan Transportation Council
Regional Household Travel Survey and Development of NYMTC's Long Term Regional Travel
Data Collection Program
Contract No. C004307
RFP Release Date: March 29, 2024

Second Round of Question-and-Answer Pairs

May 15, 2024

General Questions

MS Word Format Change

Question 23 **May we recreate Attachment 12: Firm Experience and Attachment 14: Key Personnel Experience in a MS Word format, to allow space to populate these forms?**

Answer 23 **Yes.**

Incentives

Question 24 **Are there any limitations on incentive types (e.g., cash, gift cards for specific vendors) or amounts (e.g., per participant cost limits, overall project incentive limits) that contractors should be aware of?**

Answer 24 **There are no explicit limitations on incentive types or amounts. Proposers should describe within their technical proposals any incentives they may offer during the term of this contract along with a justification for their use.**

Main Body of the RFP

Attachment 1 – Draft Contract

Question 25 **Would NYMTC please consider adding an article to the draft contract regarding publicity and litigation such as the following?**

PUBLICITY AND LITIGATION:

- a. Neither party shall use the other party's name, trademarks or logos in the public domain, including, without limitation, in advertising, marketing or promotional materials, press releases or press conferences or other media (collectively, the "Public Domain") without the prior written consent of the other party.**

- b. In addition, in accordance with the ICC/ESOMAR International Code of Market and Social Research, the STATE shall not publish the deliverables in the Public Domain without the prior written consent of CONSULTANT. If the STATE or its agents wish to publish the deliverables in the Public Domain including, without limitation, in advertising, marketing or promotional materials, social media, press releases or press conferences, it must come to a written agreement with CONSULTANT on the form and content of the disclosure, which CONSULTANT may only withhold on the basis that the deliverables are used or presented in a misleading or illegal manner, or in any manner which would adversely impact upon the reputation or goodwill of CONSULTANT. CONSULTANT reserves the right to publish a correction in the event of such improper use or presentation.
- c. Further, the STATE shall inform CONSULTANT prior to the commission of the services and the execution of this CONTRACT if the STATE intends to use the deliverables in relation to any public promotion or broad publication, including for publication of claims testing results.
- d. The STATE shall inform CONSULTANT prior to the commission of the services and the execution of the CONTRACT if the STATE intends to use the deliverables in connection with any dispute resolution, litigation, arbitration or other legal proceeding of any nature, including Intellectual property administrative proceedings ("Litigation Purposes"). The STATE acknowledges that use of the deliverables for Litigation Purposes may affect CONSULTANT's recommended methodological approach and study costs. In addition, if the STATE decides after the services have been completed that it wishes to use the deliverables for Litigation Purposes, it must first obtain the prior written consent of CONSULTANT, which CONSULTANT may withhold in its sole discretion.

Answer 25

The RFP's draft contract remains unchanged with regard to this question.

Question 26

Would NYMTC please consider adding an article to the draft contract regarding limitation of liability such as the following?

LIMITATION OF LIABILITY:

- a. Neither party shall be liable to the other party for any indirect, incidental, punitive, special or consequential damages including, without limitation, loss of profits, arising out of, or in connection with, this CONTRACT whether or not such

party was advised of the possibility of such damage and whether based in breach of contract, tort or any other theory at law or in equity.

- b. **The total aggregate liability of CONSULTANT for any and all claims made by the STATE under or in connection with this CONTACT shall not exceed the amount of fees paid by the STATE under this CONTRACT.**

Answer 26 The RFP's draft contract remains unchanged with regard to this question.

Question 27 Regarding Article 32 (Ensuring Pay Equity by State Consultants/Contractors) of the draft contract, can NYMTC please confirm whether the required workforce utilization reports may be anonymized to protect the personal data of employees of CONSULTANT and any subconsultant/subcontractor?

Answer 27 The workforce utilization reports do not require the selected consultant to provide data that can be used to identify specific employees of the consultant or any subconsultant/subcontractor. The required data is summary data.

[Attachment 15 – Cost Proposal](#)

Question 28 The RFP notes that “[t]he RFP Cost Proposal includes \$50,000 for translations and all associated desktop publishing work specifically required to produce the translated documents and survey material. Such work shall be reimbursed on an at-cost basis.” Should price proposals include this \$50,000 as part of their final price or is this funding excluded from that?

Answer 28 The Attachment 15: Cost Proposal template incorporates the \$50,000 budget for document translations. Therefore, the \$50,000 is included as part of any proposer's overall cost offer.



First Round of Question-and-Answer Pairs

April 17, 2024

General Questions

Disadvantaged Business Enterprises Participation

Question 1 Can a NYSUCP certified DBE firm submit a bid as a Prime in response to this RFP.

Answer 1 Yes

Question and Answer Period

Question 2 Will NYMTC please consider collecting a second round of questions from proposers (or extending the question deadline) to allow proposers additional time for review of contractual, pricing, and IT requirements?

Answer 2 The RFP has been modified in response to this question to provide for a second question and answer period.

Incentives

Question 3 Sometimes our firm collaborates with Community Based Organization (CBOs) to enhance community involvement and participation. Could you provide information on whether NYMTC has specific policies and procedures in place for awarding incentives to CBOs?

Answer 3 NYMTC/NYS DOT does not have specific policies and procedures in place for Prime Consultants that propose to provide incentives to people or organizations to encourage participation in survey efforts.

Project Budget and Schedule

Question 4 Can proposers assume that the budget available for this effort is \$6,000,000 based on NYMTC budget in the most recent 2024-2025 UPWP posted online?

Answer 4 Unless constrained otherwise, it is NYSDOT's practice to not specify its project budget in its best value RFPs. NYSDOT prefers to let the marketplace 'speak freely' to determine what is the proper value in terms of costs associated with all the services requested and responded to. However, NYMTC publishes its Unified Planning Work Program (UPWP) which lists all NYMTC's programmed projects and activities as well as an associated budget dollar figure along with federal funding source. Please note that NYMTC's UPWP budget is for Metropolitan Planning

Organization (MPO) budgeting and programming purposes. Any project budget shown in the UPWP, should not have a direct bearing on what cost an interested consultant should offer. Use of NYMTC's UPWP budget figure is not recommended as guidance.

Question 5 **Can NYMTC provide further information on the decision to change the Region Household Travel Survey budget from the 2023-2024 UPWP budget of \$7,500,000?**

Answer 5 No – Please see response to Question 4.

Question 6 **Should proposers assume that the contract end date for this effort is 8/31/2028 based on NYMTC's most recent 2024-2025 UPWP posted online?**

Answer 6 No. The information in the UPWP is for information and programming purposes only. Use of any contractual end dates presented in NYMTC's UPWP as guidance is not recommended.

Main Body of the RFP

General Scope of Work

Question 7 **In the deliverables section, are you primarily seeking to acquire software solutions or are you also looking for assistance with the technical implementation and management?**

Answer 7 NYMTC requested clarification for this question which has not yet been received.

Section 4.1.1 – Public Outreach Plan

Question 8 **Could NYMTC elaborate on the extent of in-house communications support that will be provided to the Consultant? What are the roles and responsibilities of the Consultant versus NYMTC's internal communications team in executing the outreach plan?**

Answer 8 Executing the public outreach plan will be the responsibility of the consultant team selected for contract award. NYMTC's internal communications team will review and provide comment on the Public Outreach Plan through the NYMTC project manager. NYMTC's staff will also assist with distributing public outreach materials developed by the selected consultant through NYMTC's mailing list, social media, and other channels.

Section 4.1.2 – Regional Household Travel Survey Design

Question 9 **NYMTC notes that "80 percent of the survey should be assumed to be cross-sectional, with the remaining 20 percent being an allowance for oversampling identified markets and non-household**

populations.” What non-household populations does NYMTC wish to include in this survey effort?

Answer 9 The RFP has been modified in response to this question to replace “non-household” with “hard-to-reach”.

Section 4.1.4 – Conduct Pre-Survey Test and Evaluate

Question 10 Will the 650 households included in the pre-survey test be counted towards the 23,000-household completion target?

Answer 10 No. The 650 households included in the pre-survey test will not count towards the 23,000-household completion target.

Section 4.2.3 – Conduct Non-Respondent Follow-up Survey

Question 11 Will NYMTC require an analysis of the non-respondent follow-up survey in the overall survey report?

Answer 11 The RFP has been modified in response to these questions. The RFP now requires development of a technical memorandum summarizing the implementation and results of the non-respondent follow-up surveys.

Question 12 Does NYMTC have an estimated level of effort or expectations for the non-respondent follow-up survey?

Answer 12 No – Please see responses to Question 4 and Question 20.

Section 4.2.5 – Final Regional Household Travel Survey Report and Data Files

Question 13 Section 4.2.5 reads “The final survey datasets must be delivered to NYMTC later than 12 months following issuance of the Notice to Proceed.” Please clarify that this is the statement as intended.

Answer 13 The RFP has been modified in response to this question. The statement now reads “The final survey datasets must be delivered to NYMTC **no** later than 12-months following issuance of the Notice to Proceed.”

Section 4.3 - Phase 3: Long-Term Regional Travel Data Program Design

Question 14 Does NYMTC advise that respondents shall indicate a specific approach for supplementing the long-term regional travel data program with non-survey data products, such as big data?

Answer 14 Respondents shall recommend a specific approach for supplementing the long-term data program within their technical and management proposal submission.

Question 15 Does NYMTC advise that respondents shall indicate a specific vendor for supplementing the long-term regional travel data program with non-survey data products, such as big data?

Answer 15 Respondents are not required to indicate specific vendors for supplementing the long-term regional travel data program with non-survey

products. NYMTC is interested in conceptual ideas about the types of data that could be used as supplements.

Question 16 **Is the long-term travel data collection program expected to have the same population coverage as the Region Household Travel Survey?**

Answer 16 Yes

Question 17 **Does NYMTC have a timeline in mind for completion of Phase 3 in the Scope of Work?**

Answer 17 Phase 3 work must be completed in the period between when the final datasets are delivered and the end date of the contract resulting from this RFP.

[RFP Section 7.4 - Information for Selected Consultant\(s\)](#)

Question 18 **Do proposers need to register in the Consultant Selection System web application (CSSWeb) and Statewide Financial System (SFS) during the proposal stage or is this only necessary for the selected contractor?**

Answer 18 Consultant firms entering into contracts with the New York State Department of Transportation (NYSDOT) as prime consultants, joint venture partners, or subconsultants, are required to electronically register their firm using the Consultant Selection System web application (CSSWeb).

[Attachment 6 - Prime Consultant Information and Certifications](#)

Question 19 **RFP Attachment 6: Prime Consultant Information and Certifications requires firms to provide their “Consultant Identification Number (CIN)” and “SFS Vendor Identification Number.” Can NYMTC please clarify how firms obtain such numbers and whether they required for the proposal or only for the selected contractor post-award?**

Answer 19 Please see answer to Question 18. Information on how to register with SFS and NYSDOT may be found in the RFP’s Section 7.4 “Information for Selected Consultant(s).” Providing a CIN and SFS number is not required for the proposal.

[Attachment 15 - Cost Proposal](#)

Question 20 **Does NYMTC have an estimate for percent of budget that will be allocated to the phases in noted in the SOW?**

Answer 20 Respondents shall provide a cost estimate for each task described in the RFP through completion of the RFP’s Attachment 15: Cost Proposal.

Question 21 **Is the scope for section 4.3 Long Term Regional Travel Data Collection included in the base budget?**

Answer 21 Yes. Attachment 15: Cost Proposal requires respondents to propose the cost required to accomplish the work described in section 4.3.

Question 22 Does NYMTC advise that respondents shall include estimated pricing (in associated Cost Proposal) to supplement the long-term regional travel data program with non-survey data products, such as big data?

Answer 22 No. Implementation of long-term regional travel data program will not be conducted under this contract.