



PRE-PROPOSAL CONFERENCE & WEBINAR

December 8, 2016 10:30 AM

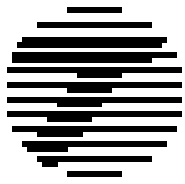
NYMTC's Offices

25 Beaver Street, Suite 201, New York, NY

REQUEST FOR PROPOSALS:

**CONSULTANT PLANNING SERVICES FOR
NYMTC (PSA4)**

Contracts C000794 (through C000796)



PRE-PROPOSAL CONFERENCE AGENDA

- **Introductions**
- **Review of Solicitation:**
 - **ISMET APDIROGLU and
NYMTC Audit Manager & Contract Liaison**
 - **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 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

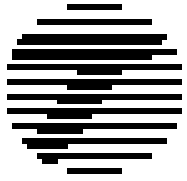
- **Contract Term: 5 Years**
- **Level of Effort:**
 - * Budgets set for each individual task assignment
 - * Multiple Contract Awards (3)
- **Contract Type:**

**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**



TIER II EVALUATION PROCEDURE Continued

- **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)**

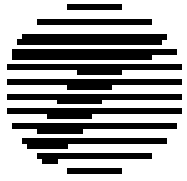


SCOPE OF WORK (Cont'd)

General Task List (UPWP-Based) SEE ATTACHMENT 14 COMPENDIUM OF SCOPES – PRIMARY:

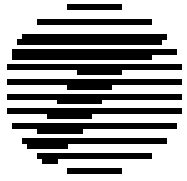
- 1. Traffic and Transportation Data Collection & Analysis
- 2. Regional Transportation Plan Update Elements
- 3. Air Quality Conformity Analysis
- 4. Geographic Information Systems (GIS) Analysis
- 5. Analysis Related to Environmental Justice & Title VI
- **Review NYMTC's UPWP:**

<https://www.nymtc.org/REQUIRED-PLANNING-PRODUCTS/Unified-Planning-Work-Program/UPWP-Documents>



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

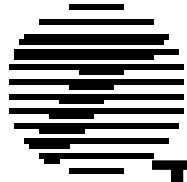
4. EXPERIENCE OF PROPOSED PERSONNEL



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)**



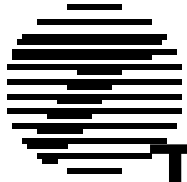
PART I INSTRUCTIONS: TECHNICAL PROPOSAL (continued)

- **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)

- **EXPERIENCE OF KEY STAFF – RESUME
EXCERPTS/CV**



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.

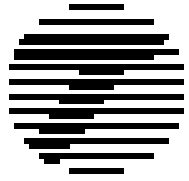


TECHNICAL PROPOSAL (PART I INSTRUCTIONS - Cont'd)

•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 20 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 20 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**



PART II INSTRUCTIONS
COST & CONTRACT SUBMITTAL - Continued

– Method of Payment

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

– Current Contact 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 – 60 Technical (45 General, 15 Scenarios) + 10 Orals

Evaluation Factors:

1. **General Technical and Management Submittal (45 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 (15 Points)

Experience of Proposed Personnel

Proposed Resources

Approach and Scope

Experience of Firm

Budget



PROPOSAL EVALUATION (Cont'd)

- **PART II - Cost Proposal:**
- **Point Scored – 30 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 Perfected Score of 30**
- **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 January 18, 2017!)**
 - **14 Copies of Part I. Send 11 copies to NYMTC; send 3 copies to NYSDOT Contracts;**
 - **Three (3) Copies of PART II (1 copy to NYMTC; send 2 copies to NYSDOT Contracts;**
 - **Signature by AUTHORIZED INDIVIDUAL**
 - **Required 365-Day FIRM OFFER (Minimum)**



ADMINISTRATIVE SPECIFICATIONS - Continued

- **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: ismet.apdiroglu@dot.ny.gov

- Or -

Mr. Al Hasenkopf of NYSDOT Office of Contract
Management

Phone: **(518) 457-2600** Contracts C000794-6

E-Mail: alfred.hasenkopf@dot.ny.gov



QUESTIONS & INQUIRIES - Continued

- **Last Date to Submit Written Questions: December 19, 2016**
- **All Letter Inquiries Addressed To:**

**NEW YORK METROPOLITAN TRANSPORTATION
COUNCIL (NYMTC)**

25 Beaver Street, Suite 201

New York, NY 10004

**ATTENTION: Mr. ISMET APDIROGLU Contracts
C000794-6**



ESTIMATED SCHEDULE

- **Solicitation (RFP) Issued** November 23, 2016
- **Pre-Proposal Conference** December 8, 2016
- **RFP Questions Due** December 19, 2016
- **Proposal Due Date** January 18, 2017 2:00 PM
- **Begin Proposal Evaluation** January- February 2017
- **Technical Interviews** TBA
- **Recommendation & Designation** 1–2 Months After Proposal Eval'n
- **Contract Negotiations** One Month
- **Contract Award** 4–6 Weeks after Negotiations
- **Commencement of Effort** July- August, 2017



QUESTIONS?

- **Written answers to all questions received shall be sent to all interested firms in RFP Modification Number 1 – Send us your email address!**
- **Modification Number 1 to be released shortly after close of Q&A period.**
- **PSA3 Prime Consultants: Cambridge Systematics, Inc.; WSP|Parsons Brinckerhoff; The Louis Berger Group, Inc.; WSA GROUP PE-PC.**



THANK YOU!