

REQUEST FOR PROPOSALS
General Travel Demand Modeling and Analysis Assistance
January 6, 2020

INTRODUCTION

The Syracuse Metropolitan Transportation Council (SMTC) is seeking proposals for professional Travel Demand Modeling (TDM) and analysis assistance. The SMTC TDM is a four-step model currently built on the TransCAD software platform. An interface has been developed for scenario modeling efficiency. The SMTC utilizes the TDM for various projects and data requests throughout the year and is requesting technical assistance with these tasks. Modeling assistance will be on-going and on an as-needed basis and will include, but is not limited to, educational/training sessions on modeling tasks, creation or modification of model inputs, interpretation and presentation of model outputs, model and interface enhancements and updates as well as instruction on the abilities and proper utilization of the SMTC model. The goal of this assistance is to direct SMTC staff toward self-sufficiency.

Accordingly, the SMTC is issuing a request for proposals from consultants with recognized expertise and demonstrated experience in development and operation of travel demand models, with particular emphasis on providing training for four-step models built on a TransCAD platform.

INSTRUCTIONS

1. GENERAL

- 1.1. RFP Certification: Pursuant to the provisions of New York State Municipal Law, the SMTC finds the use of competitive sealed bidding is not required in procuring this service. Therefore, this professional service will be procured through the RFP process.
- 1.2. Designated Staff for Contacts: This RFP includes and imposes certain restrictions on communications between the SMTC and anyone contacting the SMTC with respect to the RFP. No one may contact the SMTC or any of its officers, directors or employees, other than the specifically designated staff, with respect to the RFP during the period starting with the issuance of the RFP through final award and approval of the contract (called the “Restricted Period”). The following are the “Designated Staff” for this RFP and all contacts with respect to this procurement must be made in writing only to the Designated Staff.

James D’Agostino, Director
Syracuse Metropolitan Transportation Council
126 North Salina Street
Suite 100
Syracuse, NY 13202

- 1.3. RFP Amendment and Cancellation: The SMTC reserves the right to amend this RFP in writing at any time. The SMTC also reserves the right to cancel or reissue the RFP at its sole discretion. Consultants shall respond to the final RFP and any exhibits, attachments, and amendments. Official changes to this RFP will be shared with all consultants that receive notification from the SMTC regarding availability of the RFP on the New York State Contract Reporter. The SMTC is not responsible for sharing such changes with any firm that did not receive notification directly from the SMTC.

1.4. Schedule of Events: The schedule of events set out herein represents the SMTC’s best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFP will be sent out as an official, written addendum prior to the closing date of this RFP. After the close of the RFP, the SMTC reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, contract award and the contract term on an as-needed basis with or without notice.

Release date:	01/06/2020
Final date for submission of questions and EOIs:	01/13/2020
Addendum answering all questions issued by the SMTC:	01/20/2020
Proposal submission deadline:	01/28/2020
Expected award date:	March 2020
Expected contract start date:	04/01/2020
Anticipated contract length:	24 months

1.5. Submission of Proposals:

1.5.1. All proposals, (one (1) original, one (1) hard copy and one (1) electronic copy), will be received by James D’Agostino, Director, SMTC, 126 N. Salina St., Suite 100, Syracuse, NY 13202 until Tuesday, January 28, 2020, 4:00 p.m. EST. Note: Packages not containing the required number of copies will be rejected.

1.5.2. No proposal will be considered that is not accompanied by price sheets, including hourly billing rates per title, and signed by an authorized official of the firm.

1.5.3. Proposals must be received on or before the time and date specified. Proposals received after the time specified will not be considered and will be returned unopened.

1.5.4. Proposal information is restricted and not publicly available until after the award of the Contract by the SMTC.

1.6. Modifications or Withdrawal of Proposal: A proposal that is in the possession of the SMTC may be altered by a letter bearing the signature or name of the authorized person, provided it is received PRIOR to the date and time of the deadline. FAX, telephone or verbal alterations will not be accepted. A proposal that is in the possession of the SMTC may be withdrawn by the consultant up to the time of the deadline.

1.7. Award and Contract Information:

1.7.1. The SMTC hereby notifies all consultants that Minority/Women-Owned Business Enterprises (MBE) and Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of age, race, color, sex, creed, national origin, or disability. The SMTC has an annual DBE goal of 10% for professional services. If the consultant chooses to include a DBE component, the DBE firm needs to be identified at the time the Proposal is submitted. Firms electing to subcontract work in response to this solicitation, but which are unable to utilize certified DBE firms will be required to document their good faith efforts to involve certified DBE firms as subcontractors and the reasons why such involvement was not attainable. Only those DBE firms that are certified with the New York State Department of Transportation as DBE Firms qualify under this provision.

To obtain a listing of certified DBE firms or information about the New York State Department of Transportation's DBE Certification Program, contact:

New York State Department of Transportation
Office of Civil Rights
50 Wolf Road, Sixth Floor
Albany, NY 12232
Phone: (518) 457-1129
Fax: (518) 485-5517
Web: <https://www.dot.ny.gov/main/business-center/civil-rights>

1.7.2. The consultant also agrees that should this firm be awarded a Contract that the firm will not discriminate against any person who performs work hereunder because of age, race, color, sex, creed, national origin, or disability.

1.7.3. The consultant expressly warrants to the SMTC that it has the ability and expertise to perform its responsibilities hereunder and in so doing shall use the highest standards of professional workmanship.

1.7.4. The SMTC reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the SMTC to do so.

1.7.5. The successful consultant will be required to enter into and sign a formal Contract with the SMTC's host agency, the Central New York Regional Planning and Development Board (CNYRPDB). The Contract will have control over any language contained within this RFP that conflicts with the signed and fully executed Contract.

1.7.6. The successful consultant shall comply with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act (1973).

1.8. Conflict of Interest: Please refer to Schedule A, Section 1.9 of the Consultant Agreement for Professional Services Template.

1.9. Assignability rights: Please refer to Schedule A, Section 1.10 of the Consultant Agreement for Professional Services Template.

1.10. Preparation of Proposal:

1.10.1. Consultants are expected to examine special provisions, specifications, schedules and instructions included in this request. Failure to do so will be at the consultant's risk.

1.11. Budget: The SMTC's total two-year budget for modeling assistance is \$60,000 for the 2020-2021 Unified Planning Work Program (UPWP) and 2021-2022 UPWP. The two UPWP years will be combined and the assistance provided is not to exceed the specified dollar amount noted above.

2. PROPOSAL SUBMITTAL

2.1. Original Proposal: The complete proposal must be submitted in a sealed package with one (1) original, one (1) hard copy and one (1) electronic copy, prior to the submission date and time. All proposals shall be marked General Travel Demand Modeling and Analysis Assistance. Consultants shall include all documents necessary to support their proposal in the sealed package. Consultants shall be responsible for the delivery of proposals during business hours to the address indicated in section 1.5. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

The SMTC reserves the right to reject any and all proposals, for any reason, and reserves the right to re-solicit proposals in the event no response to the RFP is acceptable to the SMTC.

2.2. All proposals must include the following:

2.2.1. *Firm Identification*: A description of the consultant firm, including its size, organizational structure, number of full-time and part-time employees, area(s) of practice, and number of years in the business of conducting the described services.

2.2.2. *Project Understanding*: A description of the consultant's understanding of the project and proposed approach to the scope of services.

2.2.3. *Scope of Services*: A detailed description of the proposed plan for completing the Scope of Work. Submittals should be explicit in terms of the consultant's responsibilities and the presumed responsibilities of the SMTC.

2.2.4. *Proposed Staffing Plan*: A description of the personnel, including resumes, who will be working on this project. Note that changes to this team at any point in the project must be approved by the SMTC.

2.2.5. *Detailed Schedule*: Requested assistance will be scheduled on a project by project basis. Include a description of the consultant's ability to respond to and schedule tasks of various scope sizes.

2.2.6. *Fee Proposal*: Hourly billing rates for staff members who will be providing modeling assistance.

2.2.7. *Qualifications*: A description of the consultant's qualifications for this project, including the firm's background, resources (financial and personnel), and capabilities in areas relevant to this project. History of the firm's experience on similar projects is required.

2.2.8. *References*: Include a list of, at minimum, the three (3) most recent clients for whom the consultant has provided similar services. The list should include the name, address, telephone number, and e-mail of the client contact persons. Also identify the type and date of work performed.

All proposals are due by 4:00 p.m. EST on January 28, 2020.

3. QUESTIONS AND EXPRESSIONS OF INTEREST

3.1. All questions and Expressions of Interest (EOI) regarding the RFP must be submitted in writing via postal mail to the “Designated Staff” identified in Section 1.2 of this RFP by January 13, 2020. All questions and answers shall be sent to any consultant submitting an EOI.

4. REIMBURSEMENT/GIFTS

4.1. Denial of Reimbursement: The SMTC will not reimburse consultants for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

4.2. Gratuity Prohibition: Consultants shall not offer any gratuities, favors, or anything of monetary value to any official, employee or agent of the SMTC for the purpose of influencing consideration of this proposal.

5. GENERAL PROVISIONS

5.1. Proprietary Information: All RFP materials are subject to a Freedom of Information Request from other consultants and the general public. Some of the information requested may be proprietary and covered under an exemption to the Freedom of Information Laws (FOIL). If any request is received regarding this RFP, you will be allowed to submit justification to exempt any section you have marked as proprietary. All other sections will be released, pending approval by the SMTC. The SMTC will not accept any request by a potential consultant to declare the whole RFP response as proprietary, or to declare any pricing pages as proprietary.

5.2. Effective Dates of Proposal: All terms, conditions and costs quoted in the consultant's response will be binding on the consultant for 180 days from the effective date of the proposal.

5.3. Interview: After reviewing proposals, the SMTC may develop a short list of consultants. These short-listed firms may be required to interview in Syracuse at the consultant's expense.

6. SCOPE OF SERVICE

- 6.1 Contract Scope: The role of the on-call consultant is to guide the SMTC staff through the process of completing typical modeling tasks. As needed, the consultant will be asked to provide assistance with updating model inputs including scripts, databases, matrices, and geographic files. The SMTC expects the consultant to be able to provide on-site (SMTC offices) assistance in 1-5 day periods as necessary as well as e-mail, remote desktop or teleconference availability for additional support. The consultant will be responsible for billing on a monthly basis and documenting the provided assistance to track the progress of each assigned task.
- 6.2 Deliverables: The SMTC staff will be completing the modeling tasks and all associated deliverables with the assistance of the on-call consultant unless otherwise agreed upon. The SMTC may request assistance from the on-call consultant to provide maintenance or enhancements to model inputs or scripts. When a deliverable is expected from the consultant the scope of that effort will be agreed upon in advance. Documentation of each task performed for TDM assistance is required.
- 6.3 Project Schedule: Modeling assistance is being requested for the duration of two UPWP time periods beginning April 2020 and ending March 31, 2022, with a possible one (1) year extension at the discretion of the SMTC with an additional budget of up to \$30,000.

7. EVALUATION METHODOLOGY

- 7.1. The SMTC and relevant member agencies will evaluate the proposals based on a number of evaluation criteria. The following criteria are listed in order of ranked priority:
- Experience and Qualification of the Consultant completing similar efforts
 - Recent relevant experience (number and quality of similar scoped studies)
 - The extent to which the firm has personnel to perform the scope of work
 - Experience of recent clients for similar services
 - Qualifications of the Project Team
 - The quality and experience of the proposed staff, including subconsultants, with the proper balance of relevant skills
 - Proposals will be evaluated for their demonstrated understanding of the requirements of this RFP. This will include:
 - Project understanding
 - Clarity of the proposal
 - Proposed scope of work and approach.

As noted in section 5.3, SMTC may develop a short list of consultants and require these consultants to attend an interview and provide a brief demonstration in Syracuse at the consultant's expense.

8. PROTEST PROCEDURES

- 8.1. Pre-Proposal Evaluation Protests: Protests regarding the content of this RFP must be in writing and received by the SMTC five (5) business days after publication of the RFP in the New York State Contract Reporter or they will not be considered. Within five (5) business days of receipt of the pre-proposal evaluation protest, the SMTC Director will render one of the following determinations listed in Section 8.3.

- 8.2. Post-Proposal Evaluation Protests: Protests of the decision of the SMTC by a consultant must be in writing and received by the SMTC within five (5) business days after the Notice of Award and/or letters of notification were received by proposers. Within five (5) business days of receipt of the protest, the SMTC will render one of the determinations listed in Section 8.3.
- 8.3. Ruling on Protests: Within five (5) business days, the SMTC Director shall render one of the following determinations:
- Protest is overruled;
 - Protest is substantiated and instructions will be issued to remedy issues related to the protest;
 - Procurement activity is suspended until written notification by the SMTC Director.
- 8.4. Protests at the U. S. Department of Transportation: Reviews of protests by the U.S. Department of Transportation will be limited to the SMTC's failure to have or follow its protest procedures, or its failure to review a complaint or protest or violations of Federal law or regulation. An appeal to the U.S. Department of Transportation must be received by the cognizant U.S. Department of Transportation division, regional or Headquarters Office within five (5) working days of the date the protester knew or should have known of the violation. Specific filing procedures are set forth in the Federal Transit Administration Circular 4220.1F Third Party Contracting Requirements.

9. CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES TEMPLATE

- 9.1. This project is being progressed with funding from the U.S. Department of Transportation administered by New York State. The final contract, as specified in Section 1.7.5, will be developed by the CNYRPDB. A template for CNYRPDB's standard Professional Services Agreement is available on the SMTC web site on the Request for Proposals/Qualifications page (<https://smtcmpo.org/news/rfps/>). By submitting a Proposal in response to this RFP, if selected, you agree to proceed to execute a contract that follows this template including all terms and conditions therein and all New York State and Federal clauses or requirements.