Request for Information
for
Issuance of Special Hauling Permits for
Oversize/Overweight Vehicles Operating on
New York State Highways

March 19, 2008

New York State Department of Transportation
50 Wolf Road
Albany, New York 12232
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NEW YORK STATE DEPARTMENT OF TRANSPORTATION

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Request for Information

The New York State Department of Transportation (NYSDOT) hereby issues this “Request for Information” (RFI) to gather information to determine the feasibility of having a private vendor assist with the Department’s Oversize/Overweight Special Hauling permit program.

1. INTRODUCTION

NYSDOT is gathering information pertaining to innovative ways to partner with the private sector to issue Special Hauling trip permits, especially for those trips not requiring detailed analysis due to size and/or weight. Efficient routing of these trips is essential. Permit issuance must be in accordance with the Department’s rules and regulations and meet performance measures in terms of both turn around time and accuracy.

Ideally, the Department is seeking information regarding the feasibility of a turn-key system and associated support that would allow web based submission and processing of Special Hauling permit applications. Any complex applications requiring more detailed analysis could be separated out and passed on to Department staff for review and processing. The web based system could also include capture of electronic payment from permit applicants, and auto issuance for many of the permits; it could also provide robust reporting and data retention capabilities. Should the Department procure such a system, it is envisioned that there will be a transitional phased start-up from the manual permitting process currently in place to a more automated, future system.

1.1 ADMINISTRATIVE GUIDANCE FOR RESPONDENTS

Interested Entities are encouraged to submit a written Informational Response, including a cover letter on company letterhead, characterizing their interest and background. Information pertaining to practical feasibility of solutions, ideas, and high level concepts, as well as responses to the questions and inquiries listed in Section 3 are requested on separate pages. While we ask respondents to limit the main body of their responses to a dozen pages or less, to grant additional flexibility, the limit of the total number of pages is up to two dozen. For general text, please use a font size no smaller than 12 point. Any graphics presented must be legible without magnification.

Please direct all questions which may arise regarding this Request for Information to the designated NYSDOT Contact person. There is no guarantee that any questions received after COB Wednesday April 16, 2008 will be addressed prior to the deadline. Answers
for all questions received prior to the Q&A deadline shall be posted to NYSDOT’s website (listed below) and e-mailed to all Entities who register interest.

The Department may, at its discretion, invite Interested Entities to visit the Department at its Main Offices, 50 Wolf Road, Albany, New York, for further discussions. The Department may also request clarifying questions based upon either the written Information Responses or the one-on-one further discussions.

**Note: This IS NOT a Request for Proposals.** Rather, it is an invitation to provide the Department with information regarding current technologies and viable approaches to accomplishing Department objectives with respect to the issuance of Special Hauling Oversize/Overweight Permits. Additionally, responses will be used to gauge the availability of practical web-based IT solutions for the issuance of Special Hauling OS/OW Permits, and to determine the feasibility of partnering with the private sector to provide these permitting services. Information obtained may be used to develop a needs requirement upon which a future procurement might be based. If further information is required or should questions arise, please contact the NYSDOT contact person listed below.

**Mail or E-mail Informational Response To:**

US Mail:
Mr. William A. Howe, Director  
New York State Department of Transportation  
Office of Contract Management  
50 Wolf Road  1st Floor  
Albany, NY  12232  
Attention: Mr. Al Hasenkopf  NYS OS/OW RFI
E-mail:  ahasenkopf@dot.state.ny.us  
Fax:  518.457.8475

Interested Parties can mail or fax in their Informational Responses. The preferred method is for Interested Parties to E-mail their “Informational Response” in MS Word (preferred) or PDF Format to the NYSDOT contact person.

**1.2 NYSDOT CONTACT PERSON**
Mr. Al Hasenkopf, Non-A/E Unit  
Office of Contract Management  
New York State Department of Transportation  
50 Wolf Road  1st Floor  
Albany, NY  12232  
E-mail:  ahasenkopf@dot.state.ny.us
1.3 **DUE DATE**

**Deadline for Receiving Informational Responses:**

**Wednesday, April 18, 2008**

*Please be advised that although a deadline for receipt of Informational Responses has been set, NYSDOT will consider extending the due date should interested parties require more time to respond. Please inform the contact person should such a need arise.*
2. **BACKGROUND**

The transportation and movement of goods, including produce, merchandise, construction materials, equipment and modular homes, is highly dependent upon the trucking industry. In turn, New York State’s economy benefits from this vital business. Frequently, the loads carried by these vehicles exceed the legal dimensions and weights of the State’s highways. In order to carry these loads, it is necessary for the operator to interact with the Department to obtain OS/OW hauling permits issued by NYSDOT.

Laws and regulations governing the issuance of these permits have become increasingly complex as they are modified to meet the needs of the industry and the State’s requirements to protect public safety and highway infrastructure. To meet present and future needs, these laws and regulations must continue to evolve and change. Currently, the Department is addressing the development of an infrastructure friendly vehicle (IFV), a vehicle constructed in such a way to more evenly distribute the load, thereby reducing stress on State highways and bridges. Vehicles of model year 2006 and newer are subject to the latest laws and regulations, requirements and changing technologies, while older vehicles are allowed several years to adapt equipment to meet the same specifications.

The Department’s long-term goal is to develop and incrementally implement a fully automated permit system. As oversize/overweight permitting is a continual function, there must be no disturbance to daily permit production, or disruption to the livelihood of our customers attributable to bringing on-line the automation effort. The Department is currently undertaking a Permits Re-Engineering Initiative where all aspects of the permit process, and ways to automate it, are being internally assessed for future incremental deployments in phases. The first phase pertains to automating the account management elements. The second phase will be to automate internal portions of the special hauling permitting operations, exclusive of the routing processes. The third phase will automate the divisible load overweight permitting operations. It is anticipated that completion of the Permits Re-Engineering Initiative may require some years to complete. This Request for Information pertains to the second phase.

The Department has reached out to the industry and identified the following relevant issues, to be considered by Interested Parties:

1. Movement of goods is not limited to New York: Most of the adjacent states and Canadian provinces have rules and regulations that often differ from New York State
2. NYS VTL Changes: Recent changes to the New York State’s Vehicle and Traffic Law (VTL), as they pertain to infrastructure friendly vehicles (IFV), are not well understood by industry
3. Varying degree of users conducting business with the Permits Section via the Internet creates challenges that must be considered and addressed relative to providing Web-based Intranet and Internet information and applications in an accessible format to persons with disabilities, as well as those with minimal system elements (ref., OFT Policy P04-002, June 21, 2004, http://www.oft.state.ny.us/policy/p04-002/; OFT Standard S04-001, June 21, 2004), therefore continued person-to-person interaction remain essential at this time.

4. Routing Allowances: Permittees need to use routes that will allow them to reach the designated destination, yet take into account the existent highway and bridge restrictions. An automatic routing tool that takes into account highway restrictions is currently not available.

5. Timely processing of permits. This is crucial to the cost effectiveness of the carrier industry, to the safety of the State’s infrastructure, the ease of inter and intra-state transport of goods, customer’s dependencies, and to helping maintain private sector jobs within the State.

More detailed information on the policies and regulations that govern the issuance of Special Hauling permits by the Department can be found on the program’s web site:

www.nypermits.org

More specific information pertaining to NYSDOT’s Special Hauling permitting program can be access via the following link:


Based upon current law, regulation and NYSDOT official orders, the Department alone has the statutory authority to issue Special Hauling and Divisible Load permits for operation on State highways. Any vendor with whom the Department may partner with would assist to process oversize and overweight permit applications by reviewing requests for OS/OW permits, and preparing them for approval to issue under NYSDOT’s authority.
3. **TOPICS AND QUESTIONS**

NYSDOT is seeking information related to efficient and effective processes and information technology (IT) solutions and services for a web-based system for issuing Oversize/Overweight (OS/OW) permits. Currently the Department does not have the capability to accept permit applications on-line or issue approved permits on-line. The processes for Special Hauling permits are primarily manual, with limited automated account management and determination of load effects. In total, these processes require approximately 12 staff (8 techs and 4 processors) in the Central Permit Office and a similar number of part time staff in the Regions to review and issue Special Hauling permits.

More specifically, the Department is seeking information on COTS (commercial off the shelf) software applications that could be utilized for improved process efficiency and better customer service. The Department is aware that there may be some degree of professional services included to successfully install and integrate a COTS solution. The Department is also seeking information with regards to outsourcing some of the manual processing of OS/OW Special Hauling permits until a web based system is developed.

**Response Request**

1. Describe your company’s experience and interest related to OS/OW permitting for states (and/or their subdivisions) and Canadian Providences.

2. Given NYSDOT’s current permitting processes and requirements, can a COTS automated application and/or solutions be provided that could be of interest to the Department for the issuance of OS/OW permits?

3. If interested and feasible, provide a conceptual description for innovative public-private partnerships that would benefit the Department, the State, shippers and trucking companies related to the OS/OW permit program. The Department is also interested in efficiencies possible for upgrading and/or improving the manner in which OS/OW permits are applied for, processed and issued.

4. What changes to NYSDOT’s OS/OW permit program policies, procedures and regulations can be suggested which would enhance program efficiency for the Department, shippers and the trucking industry?

5. Is it possible and/or feasible to streamline OS/OW permitting among the various permitting agencies within the State? What changes could one suggest to accomplish such coordination?

6. While this is NOT a Request for Proposals (RFP), the Department is interested in receiving presently available company literature or information which would describe in detail past and/or current automated solutions that your company has developed or used that could be of interest to the Department for the issuance of OS/OW permits. This information, if given, would be not be constrained by the formatting limits posted above.