Safety Management System Implementation Services for NYSDOT

Please send an email with the names of attendees from your firm to:
Patricia.Kappeller@dot.ny.gov

Contract # C037625
Pre-Proposal Webinar
August 8, 2017 10:00am
New York State
Department of Transportation
Housekeeping/Agenda

Thank you for your interest in this project!

In Attendance from NYSDOT:
- Patricia Kappeller, Main Office, Contract Management Specialist for this Project

Webinar is being recorded:
- Mute phones

Agenda:
- RFP Overview
- RFP Attachment Overview
- RFP Questions

Designated Contact

Potential responders are advised that under New York State Finance Law Section 139-j, communication on procurements can be made only to the following designated contact person:

Patricia Kappeller
New York State Department of Transportation
Contract Management Bureau
50 Wolf Road, 6th Floor
Albany, NY 12232, USA
Ph. 518-474-6562
E-mail: Patricia.Kappeller@dot.ny.gov

***Restricted Period in Effect
RFP Response Form

All potential proposers will need to submit the RFP Response Form (Page 2 of the RFP) and the required Procurement Lobbying Law forms (links to forms are located in Section 5.8) before questions or other communications can be initiated.

Please use the Rich Text document to access the links to the Procurement Lobbying Law Forms.

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Questions???

Email all questions to: Patricia.Kappeller@dot.ny.gov

Deadline for question submission is Tuesday August 15, 2017 at 12pm
Introduction/Background

The New York State Department of Transportation (NYSDOT) is seeking a consultant for the acquisition and provisions of a Safety Information Management System (SIMS) to include:

- Services to meet Federal Standards for reporting
- To use new data driven techniques required by Federal legislation
- To integrate with NYSDOT Enterprise systems and sunset legacy applications and procedures

NYSDOT Mission: To ensure that customers have a safe, efficient, balanced, and environmentally sound transportation system.

Today’s Transportation Network includes:
- State and local highway system – annually more than 100 billion vehicle miles
- 100,000 highway miles
- 17,000 highway bridges
- Other assess: culverts, retaining walls, tunnels, and sign structures
- 456 public and private aviation facilities
- > 130 public transit operators, serving more than 5.2 million passengers each day
### Introduction/Background

- **Goals of the Safety Management Information System:**
  - Provide safe and efficient transportation environment
  - Application of sound traffic engineering principles to prevent motor vehicle crashes, save lives, and reduce severity of the injuries suffered
- **Priority results to customers:**
  - Enhance mobility, have reliable, predictable trips
  - Infrastructure and users to contribute to the physical safety of people and goods
  - Recognize critical relationships
  - Expect transportation infrastructure to be secure from external threat or abuse
  - See impacts as macro and micro levels and expect system to more than mitigate impact

### Data Analysis and Summarization

- NYSDOT received crash data daily from NY DMV and NYSP
- Safety Information Management System (SIMS)
  - Network Screening
  - Systemic Screening
  - Site Analysis
  - High Accident Location Analysis Process
- Data Queries and Reporting
  - Uses crash data for long-term monitoring and evaluation of programs
  - Develops crash reduction factors
  - Data is also made available to other State, Regional, and Federal users
Introduction/Background

- Existing NYSDOT Safety Data Management Capabilities
  - SIMS (Safety Information Management Systems)
    - Database of crash records
    - Provides for capture and retrieval of data on crashes
    - Receives data from NYS DMV - Accident Information System (AIS) and NYSP TraCS System
    - Captures images of original police and motorist reports
    - Ability to compile specialty Priority Investigation Location Lists (PILs) – skid accident report generated annually based on wet road conditions
    - Used to create standardized annual reports

- Post Implementation Evaluations (PIES)
  - Evaluating effect highway safety improvements have in reducing the number and severity of highway crashes
  - Links location information with type of improvement implemented and crash data for that location
  - Provides ability to assess if particular improvements are successful in reducing crashes
  - Creates average value of effectiveness for each improvement type or category
Introduction/Background

• Accident Location Information System (ALIS)
• GIS Web-based database
• Provides map-based record interval, spatial analysis tools, and location coding of crashes by NYS DMV
• Linked with both AIS and SIMS

Contract Term

• The Department estimates that the work for the successful consultant will commence on February 1, 2018.

• The base term or duration for the contract is 3 years with two optional one-year extensions upon written agreement of both parties and approval by the office of the Attorney General and the office of the State Comptroller.
**Contract Payment Method**

- Task 1:
  - Lump sum payment after completion of task
- Task 2-7:
  - Hourly rate based on loaded rates proposed
    - Proposed rates are for years 1-3 of agreement
    - Rate adjustment occurs if term extensions are processed
  - Direct Non-Salary Costs reimbursement

**Scope of Services - Tasks**

- Task 1: Safety Data Program Process and Methodology Review
  - SHSP – Strategic Highway Safety Plan
  - HSIP – Highway Safety Improvement Plan
  - Provide roadmap of new data requirements, new data sources, high level business processes, transition
  - Processes and formulas for calculating performance metrics
  - Propose High Level plan for calculating highway performance metrics
  - Consistent process to be used in all Safety Programs and procedures
Scope of Services - Tasks

- Task 2: System Integration/Data Management
  - Maintenance of crash case record
  - Accurate identification of all crash locations
  - Ability to integrate road, traffic and crash data
  - Ability to integrate with ESRI ArcGIS
  - Plan for integration with NYSDOT “System of Engagement”
  - Enable updates of information sources
  - Display crash locations using geospatial layers
  - Consolidate and simplify interfaces
  - Tools and reports for tracking data accuracy

Scope of Services - Tasks

- Task 3: Data Analysis and Summarization
  - Annual Analysis Calculations
  - Site Analysis
  - Network Screening Analysis
  - Systemic Screening Analysis
  - Highway Safety Investigations
  - Measure Predictions, Reports Metrics, Track Investigation Realized Benefit/Cost
Scope of Services - Tasks

- Task 4: Data Queries and Reporting
  - Ability to aggregate and drill down data
  - Graphical User Interface
  - Cross-Tabulation capability
  - Selectable reporting attributes and output formats
  - Map presentation of selected crashes w/ street view
  - Ability to share and run shared query
  - Ability to work with layers of data on a map

Scope of Services - Tasks

- Task 5: Establish Training and Documentation
  - Develop Training Manuals
  - Develop Web-Based training tools and quick reference guides
  - Ability to train several different user groups
    - Contractors, Consultants, MPOs, NYSDOT end users, NYSDOT trainers, NYSDOT support staff, NYSDOT Region 11 Staff
Scope of Services - Tasks

- Task 6: Application Support
  - Application Support for Incident (Break Fix)
  - Problem Management
  - End User Technical Support

Scope of Services - Tasks

- Task 7: User Mobile Applications
  - Ability to edit crash location via mobile devices
  - Develop mobile application to display crash data in map presentation
  - Ability to share crash data to mobile applications developed by 3rd party
  - Proposers must include this task in their approach and cost, NYSDOT will decide whether to include in final contract
Proposal Submission

Proposers shall submit ten (10) printed hard copies plus one (1) electronic copy on CD/DVD of Part I: Technical and Management Submittal and four (4) printed hard copies plus one (1) electronic copy of Part II: Cost Proposal and Administrative Section Submittal.

Your proposal must be received by NYSDOT by 12pm on September 7, 2017. The proposal must be addressed to:
Patricia Kappeller
NYS Department of Transportation
50 Wolf Road, 6th floor
Albany, New York 12232
Attention: #C037625 and Safety Management System Implementation Services for NYSDOT

Proposals Submission

Minimum Proposal Requirements
Per RFP Section 5, any proposal which does not include all of the following by the RFP deadline may be determined to be non-responsive. Any proposals deemed non-responsive shall be removed from further consideration (prior to the technical evaluation of proposals):

1) Part 1 of the Proposal - Complete Technical and Management proposal submission.
2) Part 2 of the Proposal - Complete Cost and Administrative proposal submission.
3) A proposal which either meets/exceeds the 18% DBE contract goal for C037625 or offers acceptable Good Faith Effort documentation and Letter of Explanation (Attachment 5).
4) Attachment 2 – Consultant Information and Certification
5) Attachment 3 – Procurement Lobbying Law Compliance Forms
6) Attachment 4 – Contractor Information and Certifications
7) Attachment 5 – DBE Participation Information
8) Attachment 5a – DBE Subcontractor Participation Solicitation Log
9) Attachment 10 – Form AOR Acknowledgement of Receipt
10) Attachment 11 – Non-Collusive Bidding Certification
Proposals Submission

Minimum Proposal Requirements (Cont)
1) Attachment 12 - Key Personnel Resumes and References
2) Attachment 13 – Vendor Assurance of No Conflict of Interest or Detrimental Effect
3) Attachment 19 – Requirements Matrix
4) Attachment 20 – Cost Proposal

Proposal Submission

1. Part I: Technical and Management Proposal Submittal

<table>
<thead>
<tr>
<th>TABLE I - Technical and Management Proposal Submittal</th>
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<tbody>
<tr>
<td>Ten (10) Printed and bound hard copies of Part I plus the copy of Part I on CD/DVD in Adobe PDF compatible format.</td>
</tr>
<tr>
<td>Securely sealed and clearly labeled with the consultant’s name, address, and telephone number and the words “Safety Management System Implementation Services for NYSDOT RFP Part I – Technical and Management Proposal”</td>
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<tr>
<td>Signed cover letter on official business letterhead</td>
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<tr>
<td>Table of Contents identifying each major section and page numbers</td>
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<tr>
<td>Executive Summary of proposed approach</td>
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<tr>
<td>Narrative Description</td>
</tr>
<tr>
<td>Project Deliverables &amp; Approach</td>
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<tr>
<td>Risk Management Plan</td>
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<tr>
<td>Change Management Plan</td>
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<tr>
<td>Communication Plan</td>
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<tr>
<td>System Acceptance and Training Plan</td>
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<tr>
<td>Organization and Staffing</td>
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<tr>
<td>Experience</td>
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<tr>
<td>Complete and current attachment #12: Key Personnel Resumes and References</td>
</tr>
<tr>
<td>Complete and current attachment #19: Requirements Matrix</td>
</tr>
</tbody>
</table>
Proposal Submission

Technical and Management Submittal
• Cover letter and title page (not to exceed a single page)
• Table of contents
• Narrative description
  • Important issues, demonstrates understanding of project objectives, familiarity with applicable laws, rules, etc.

Proposal Submission

• Project Delivery, Strategy and Approach
  • Project planning and project management
  • Application strategy, architecture and planning
  • Detailed requirements definition
  • Design Specification
  • Configuration/programming/development/integration
  • System testing and acceptance testing
  • Product implementation and deployment
  • Communications
  • Training and change management
  • Knowledge transfer
  • Post implementation maintenance and support
Proposal Submission

- Risk Management Plan, describe:
  - Methods utilized in identification of potential risk
  - Procedures utilized to predict likelihood of risk
  - Methods for quantifying potential impact to project
  - Methods for development of action plans to mitigate impact of risk

- Change Management Plan, describe:
  - Process for making any adjustments to project
  - Include anything formally documented in project plan or any deliverable

Proposal Submission

- Communication Plan, describe:
  - How communications will be managed
    - Identification of all stakeholder roles and channels for communication
    - Project information collection and storage procedures
    - Distribution structure, detailing what, how, when information will be shared with stakeholders
    - Method by which information will be assessed if needed between regularly scheduled communication
Proposal Submission

• System Testing and Acceptance, describe:
  • Strategy proposal, include, but not limit to:
    • Validation of system functions against requirements
    • Performance of system functions and security
    • How system interoperates with all interfaces
  • All work shall be under warranty for 30 days post system acceptance

Proposal Submission

• System Support and Maintenance, describe approach to
  • User Manuals – Administrator and End User
  • Training – Training and Knowledge Transfer
  • Application Support –
    • Ongoing Support
    • Incident Break-Fix
    • Problem Management
  • End User Technical Support
  • Providing definitions and process for maintenance and software updates or enhancements
Proposal Submission

• Schedule
  • Detailed list of tasks
  • Resources, timeframes, deliverables, dependencies for each task
  • Critical milestones, critical path clearly delineated
  • All technical and functional roles identified
  • Key personnel minimum on-site (NYSDOT) requirements

Proposal Submission

• Organization and Staffing
  • Organization Chart showing names of key personnel
  • Describe:
    • Staffing management plan
    • Roles and responsibilities of contractor and NYSDOT
    • Staff requirements for both contractor’s staff and NYSDOT corresponding to solution
    • Estimate of total effort hours by each personnel by task
    • Subconsultants – specific need and arrangements
Proposal Submission

• Experience
  • Provide list of projects, with contact information, currently in progress or completed in last 3 years, relevant to this project
  • Provide case studies with similar solutions
  • Attachment 12 Key Personnel Resume and Reference
    • Include names, addresses, phone numbers contact information

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**TABLE II - Cost and Administrative Proposal Submission**

Four (4) Printed and bound copies of Part II plus one copy of Part II on CD/DVD, in Adobe PDF compatible format, plus Attachment 20 in MS Excel 2007 compatible format.

Securely sealed and clearly labeled with the words: "Safety Management System Implementation Services for NYSDOT C037625: Cost and Administrative Proposal (C037625)"

Required Cost information (complete and submit Attachment 20: Cost Proposal).

Complete and submit Attachment 2: Consultant Information and Certification (sign both Sections II and III).

Complete and submit Attachment 3: Procurement Lobbying Law Compliance Forms.

Complete and submit Attachment 5: DBE Participation Information Form.

Complete and submit (if applicable) Attachment 5a: DBE Participation Solicitation

Complete and submit Attachment 16: Form AOR Acknowledgement of Receipt

Complete and submit Attachment 11: Non-Collusive Bidding Certification

Complete and submit Attachment 13: Vendor Assurance of No Conflict of Interest
Proposal Submission

Cost and Administrative Submission
• Task 1
  • Lump sum, broken down by Level of Effort Hours and Direct Non-Salary Costs for the prime and each subconsultant
• Task 2-7
  • Standard Hourly Rate broken down by Level of Effort Hours and Direct Non-Salary Cost for the prime and each subconsultant

Proposal Submission

Cost and Administrative Submission
• Attachment 20: Cost Proposal and Instructions
  • Fully Loaded Rates Tab
    • Enter the name of the Prime Contractor and proposed subconsultants
    • Enter the job title for the proposed non-key personnel
    • Enter the Hourly Salary Rate for all proposed personnel
    • Enter the % Overhead Rate
    • Enter the % Fee (Not to exceed 10%)
• Task 1-7 Tabs
  • Enter the proposed level of effort hours for each proposed personnel
  • Enter the total direct non-salary costs for each firm by task
Proposal Submission

Cost and Administrative Submission
• Attachment 13: Cost Proposal
  • Direct Non-Salary Costs Tab
    • Complete one sheet for each firm by task
    • Use this form to calculate the Direct Non-Salary Costs to be entered on the tabs for Tasks 1-7
  • Total Task Cost Summary and Total Firm Cost Summary
    • This is populated with data entered in the other sheets, no information is to be manually entered on these sheets

Proposal Submission

Cost and Administrative Submission
• Administrative:
  • Attachment 2 – Consultant Information and Certification Forms
  • Acceptance of Terms and Conditions
  • Attachment 5 – DBE Participation Information (18% Goal)
  • Attachment 5a – DBE Subcontractor Solicitation Log
  • Attachment 10 – Form AOR Acknowledgement of Receipt
  • Attachment 11 – Non-Collusive Bidding Certificate
  • Attachment 13 – Vendor Assurance of No Conflict of Interest or Detrimental Effect
  • Procurement Lobbying Law Forms:
    • Proposers Affirmation of Understanding
    • Proposer Disclosure of Prior Non-Responsibility Determinations
Proposal Submission

Cost and Administrative Submission
• Administrative:
  • Vendor Responsibility
    • Hard Copy or Certification of Completed Online Questionnaire for the Prime Contractor and any subcontractor with a proposed services greater than $100,000.00

Proposal Evaluation Process

• Proposal Opening, Log-In and Certification
  • Minimum Proposal Requirements (Technical & Cost)
  • Met 18% DBE Goal or provided Goal Attainment Letter with Good Faith Efforts

• Technical Evaluation Committee (TEC) made up of NYSDOT and other NYS Agency Subject Matter Experts
  • Technical Proposal Evaluation Criteria (up to 700 points: 600 for written technical proposal, 100 for interviews)
  • Cost Proposal Evaluation (up to 300 points)
Order of Evaluation Process:

- Written Proposal Evaluations
- Reference Checks
- Written Technical Proposal Clarifications
- Cost Proposal Evaluations
- Initial Best Value Determination
- Best & Final Offer (BAFO; Optional) & Proposal Withdrawal
- Final Best Value Evaluation
- Consultant Selection Recommendation & Tentative Contract Award

Order of Evaluation Process:

- Debriefing
  - All non-designated firms will be offered an opportunity to hold a debriefing
  - Debriefings will be held via conference
Contract Requirements

• Accept Terms & Conditions
• Insurance:
  • Workers’ Comp – C105.2
  • Disability – DB-120
• RFP Modifications & Acknowledgement
• 18% DBE Utilization
• Form A
• PLL Forms
• ACCORD 25 – Certificate of Liability Insurance
• ST-220-CA & ST-220-TD

Contract Approval Process

• Contract Negotiations
• Consultant Review & Signature
• Contract Management Signature
• Funding
• Procurement package to Attorney General for approval
• Procurement package to Office of State Comptroller for final approval


**Tentative Schedule of Key Events**
NYSDOT will attempt to adhere to the following tentative schedule with regard to progressing this solicitation:

- **July 27, 2017:** RFP Release Date
- **August 8, 2017:** Pre-proposal webinar
- **August 15, 2017:** Deadline for questions about the RFP at 12:00 PM (EST)
  - The Department is under no obligation to answer question received after this deadline
- **August 22, 2017:** Release of questions/answers via RFP Modification
- **September 7, 2017:** Deadline for the submission of proposals at 12:00 PM (EST)
- **September 2017:** Evaluations
- **Week of October 2, 2017:** Proposer Interviews/Demonstrations
- **October 11, 2017:** Approximate Recommendation & Designation
- **Two Weeks:** Contract Finalizing
- **2-3 Months after completion of contract finalizing:** Contract Award

**Questions Already Received**

Questions prior to this pre-proposal webinar have been answered and posted to the project webpage at:

[www.dot.ny.gov/business](http://www.dot.ny.gov/business)

Click Consultant Opportunities
Click Opportunities
Click on the date next to “C037625 Safety Management System Implementation”
Questions???

Email all questions to:
Patricia.Kappeller@dot.ny.gov

Deadline for question submission is
August 15, 2017 at 12pm