Please send an email with the names of attendees from your firm to: Patricia.Kappeller@dot.ny.gov
Operation of the Hudson Valley Transportation Management Center (HVTMC)

Contract # C037694
Pre-Proposal Webinar
July 18, 2019 10:00 am
HVTMC
Hawthorne, NY
Thank you for your interest in this project!

In Attendance from NYSDOT:
• Patty Kappeller, Main Office, Contract Management Bureau
• Randolph Lane, Region 8 HVTMC
• Giselle Vagnini, Region 8 HVTMC/Westchester County Residency

Webinar is being recorded:
• Mute phones

Agenda:
• RFP Overview
• RFP DBE Goals
• RFP Proposal Submission Format
• 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. 518-457-9101
E-mail: Patricia.Kappeller@dot.ny.gov

***Restricted Period in Effect
***Submit RFP Response Form, PLL Forms
Email all questions to:
Patricia.Kappeller@dot.ny.gov

Deadline for question submission is
Friday, July 26, 2019 at 12pm
Introduction/Background

• HVTMC is an advanced transportation management center

• Columbia, Dutchess, Orange, Putnam, Rockland, Ulster & Westchester Counties in NY

• Located at 200 Bradhurst Avenue, Hawthorne, NY 10532 in Westchester County, NYSDOT Region 8

• Covers 5,466 miles of State highways and 2,579 bridges in the 4,409 square miles of the Hudson Valley

• Includes 13 cities, 80 villages, 90 towns
Introduction/Background

- Electronically monitors traffic conditions, traffic signals, and inter-agency staff coordination
- Provides real-time information and guidance to motorists, regional NYSDOT management, Statewide Transportation Information & Coordination Center (STICC) in Albany
- Regional entry point for 511NY and regional NY-Alert messages
- Coordinated information to and from:
  - NYS Police (NYSP)
  - NYS Thruway Authority (NYSTA)
  - NYS Bridge Authority (NYSBA)
  - Local city, town, county public safety/police/fire/EMS
  - 911 centers
  - Other NYSDOT TMCs
  - Hudson Link Transit Operator
Human operation provided 24/7/365

Primary system is the Automated Traffic Management System (ATMS) aka Hudson Valley Traveler (HC Traveler)

Tasks include:

- Monitoring operation of transportation system
- Traffic signal observation and coordination
- Communicating with dispatching services
- Disseminating information to Variable Messaging Signs (VMS), Highway Advisory Radio (HAR), media broadcasting services
Introduction/Background

- Primary operational contact point for internal and external operating partners

- Answering point and dispatching for NYSDOT Region 8:
  - Highway Emergency Local Patrol (HELP) Program
    - Operated by NYSDOT and managed/supervised by NYSP
  - NYSDOT Transportation Maintenance
  - Regional Office
  - Bridge Maintenance
  - Traffic Signal Maintenance
  - NYSDOT Snow and Ice

- Focal point for coordinating region-wide transportation management
  - Incident response
  - Weather emergency response
  - Collection/dissemination traveler information
### HVTMC Devices

<table>
<thead>
<tr>
<th>Devices Operated by HVTMC</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCTV cameras</td>
<td>61</td>
</tr>
<tr>
<td>Variable Message Signs (VMS)</td>
<td>29</td>
</tr>
<tr>
<td>Portable Highway Advisory Radio (HAR)</td>
<td>3</td>
</tr>
<tr>
<td>Vehicle Detectors</td>
<td>57</td>
</tr>
<tr>
<td>Portable Variable Message Signs (PVMS)</td>
<td>22</td>
</tr>
<tr>
<td>Miles of Fiber Optic Communications</td>
<td>68</td>
</tr>
<tr>
<td>Road Weather Information Systems (RWIS)</td>
<td>7</td>
</tr>
</tbody>
</table>
Scope of Services

- General scope of service Section 4 of the RFP
- Detailed Task Descriptions Attachment 17 of the RFP

Tasks:
- 1. General Program Direction, Management and Administration
- 1a. Contract Management and Administration
- 1b. Operations Management and Administration
- 2. Systems Operation at the TMC
- 2a. Systems Operation Leads/Shift Oversight
- 2b. Systems Operations
- 3. Roadway Condition Information and Coordination
- 4. Training and Updating of Procedures
Scope of Services

Tasks (cont’d)

- 5. Field Support and Operational & Technical Support Services
- 5a. System Network Administration and Hardware & Software IT Support
- 5b. ITS Field Support Operational & Technical Services
- 6. Traffic Systems Administration and Support Services
- 7. Critical Transportation Incident Support Services
- 8. Performance Measures, Traffic Data Collection, Analysis & Reporting
- 9. ITS Data Quality Assurance Services
- 10. Transition
- 11. Transportation and Field Safety (PPE)
- 12. Outreach/Communication Liaison
- 13. ITS Architecture Documentation Update
Organization and Staffing

- **Key Personnel**
  - Project Manager (1 PT, approx. 100 annual hours)
  - Operations Manager (1 FT, M-F)
  - Assistant Operations Manager (1 FT, M-F)
  - System Operator III (1 staff per shift)
  - Systems Engineer III (1 FT, M-F)
  - Systems Engineer I, II (2 FT each, M-F)

- **Non-Key Personnel**
  - System Operator I, II (2 staff per shift)
  - Transportation Analyst III (1 FT, M-F)
  - Transportation Analyst I, II (2 FT, M-F)
  - Field Technician (3 FT, 7:00 am – 5:30 pm)
  - Administrative Assistant (2 FT, M-F)
Organization and Staffing

- **Employee Performance**
  - Staff development is critical
  - Consultant shall provide employee performance plan for NYSDOT review and approval
  - On-the-job employee training
  - Other internal or external training as necessary

- **Penalties**
  - Key Staff must be available at start of contract term/notice to proceed, penalty $10,000 per vacant position
  - Minimum staffing levels must be met, if not met after initial 30-day grace period penalties may be assessed
Organization and Staffing

- Penalties
  - Key Staff must be available at start of contract term/notice to proceed, penalty $10,000 per vacant position
  - Minimum staffing levels must be met, if not met after initial 30-day grace period penalties may be assessed
  - Performance standards are not met, 30 days to correct, if not corrected penalties may be assessed
  - Key Personnel = $1,000 per day/title
  - Non-Key Personnel = $800 per day/title
The NYSDOT Office of Civil Rights has established the following DBE goal of 12.23%

https://nysucp.newnycontracts.com/
Contract Term

• The Department estimates that the work for the successful consultant will commence on January 1, 2020.

• The base-term or duration for the contracts are two years with one optional two-year extension and another optional one-year extension (total 5 years) upon written agreement of both parties and approval by the office of the Attorney General and the office of the State Comptroller.
Proposal Submission

Proposers shall submit one (1) original plus six (6) printed hard copies and one (1) electronic copy on CD/Thumb Drive of Part I: Technical and Management Submittal and one (1) plus two (2) printed hard copies one (1) electronic copy on CD/Thumb Drive of Part II: Cost Proposal and Administrative Section Submittal.

Your proposal must be received by NYSDOT by 12pm on August 14, 2019 EST.
The proposal must be addressed to:
Patricia Kappeller
NYS Department of Transportation
50 Wolf Road, 6th floor
Albany, New York 12232
Attention: #C037694 Operation of the Hudson Valley Transportation Center
Proposals Submission

Minimum Proposal Requirements

Technical & Management Proposal Submittal Any Firm that does not provide all of the following by the RFP deadline will be determined to be non-responsive and will be removed from further consideration (prior to the technical evaluation of proposals):

• Part I of the Proposal – Technical and Management submission
• Part II of the Proposal – Cost and Administrative submission
• Completion of all applicable attachments:
  • Attachment 18 - COST SUBMISSION
  • Vendor Responsibility Questionnaire
  • Attachment 2: Consultant Information and Certification Form
  • Attachment 3: Form AOR Acknowledgement of Receipt
  • Attachment 4: Procurement Lobbying Law Forms
  • Attachment 6: Non-Collusive Bidding Certification
Proposals Submission

Minimum Proposal Requirements (Cont’d)
• Attachment 7: Vendor Assurance of No Conflict of Interest or Detrimental Effect
• Attachment 8: M/WBE/SDVOB Participation Information Form
• Attachment 8a: M/WBE/SDVOB Subconsultant Participation Solicitation Log
• Attachment 15: Key Personnel Resume and References
Proposal Submission

1. Part I: Technical and Management Proposal Submittal

<table>
<thead>
<tr>
<th>Item</th>
<th>Pages/Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) original plus six (6) Printed hard copies (3-ring binder, tabbed and labeled) of Part I plus one complete copy of Part I on CD/Thumb Drive, in Adobe® PDF compatible format</td>
<td></td>
</tr>
<tr>
<td>Securely sealed and clearly labeled with the Contractor’s name, address, telephone number, contact name, and the words “OPERATION OF THE HUDSON VALLEY TRANSPORTATION MANAGEMENT CENTER, RFP Part I – Technical and Management Submittal/Proposal” “(Contract #C037694)”</td>
<td></td>
</tr>
<tr>
<td>Signed Cover Letter on official business letterhead (1page max)</td>
<td></td>
</tr>
<tr>
<td>Table of Contents identifying each major section and page numbers</td>
<td></td>
</tr>
<tr>
<td>Narrative Description (1 single-sided page maximum)</td>
<td></td>
</tr>
<tr>
<td>Approach, Scope of Services and Schedule (5 double-sided pages maximum)</td>
<td></td>
</tr>
<tr>
<td>Organization and Staffing (1 double-sided page maximum)</td>
<td></td>
</tr>
<tr>
<td>Experience (2 double-sided pages maximum)</td>
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<tr>
<td>Complete and submit Attachment #14: Key Personnel Resume and References (2 double-sided pages maximum for Project Manager)</td>
<td></td>
</tr>
</tbody>
</table>
Proposal Submission

Technical and Management Submittal

• Cover Letter and Title page (not to exceed a single one-sided page each)
• Table of Contents
• Narrative Description (not to exceed a single one-sided page)
• Approach and Scope of Services (not to exceed 5 double-sided pages)
• Experience (not to exceed 2 double-sided pages)
• Organization and Staffing (not to exceed 2 double-sided pages)
• Transition (not to exceed 1 single-sided page)
Proposal Submission

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

<table>
<thead>
<tr>
<th>Step Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) original plus three (3) Printed hard copies (3-ring binder, tabbed and labeled) of Part II plus one complete copy of Part II on CD/Thumb Drive, in Adobe® PDF compatible format and MS Excel compatible form for Attachment 18: Cost Proposal Workbook</td>
</tr>
<tr>
<td>Securely sealed and clearly labeled with the Contractor’s name, address, telephone number, contact name, and the words “OPERATION OF THE HUDSON VALLEY TRANSPORTATION MANAGEMENT CENTER, RFP Part II – Cost and Administrative Submittal/Proposal (Contract #C037694)”</td>
</tr>
<tr>
<td>Complete and submit Attachment #18: Cost Proposal Workbook</td>
</tr>
<tr>
<td>Complete and submit online certification or hard copy of Vendor Responsibility Questionnaire</td>
</tr>
<tr>
<td>Complete and submit Attachment #2: Consultant Information and Certifications (sign both Section II and III)</td>
</tr>
<tr>
<td>Complete and submit Attachment #3: Form AOR Acknowledgement of Receipt</td>
</tr>
<tr>
<td>Complete and submit Attachment #4: Procurement Lobbying Law Forms</td>
</tr>
<tr>
<td>Complete and submit Attachment #6: Non-Collusive Bidding Certification</td>
</tr>
<tr>
<td>Complete and submit Attachment #7: Vendor Assurance of No Conflict of Interest or Detrimental Effect</td>
</tr>
<tr>
<td>Complete and submit Attachment #8: DBE Participation Information Form</td>
</tr>
<tr>
<td>Complete and submit Attachment #8a: DBE Subconsultant Participation Solicitation Log and Goal Attainment Letter (if goal not met)</td>
</tr>
</tbody>
</table>
Proposal Submission

Cost and Administrative Submission

Cost Proposal Instructions – Attachment 16

Cost Proposal – Attachment 18

• Separate tabs for Prime Consultant and Subconsultants

• Prime Proposer is responsible for completing the Cost Proposal for all firms

• Overhead rates are split into Office and Field Rates

• Minimum hourly rates for System Operators III, II, I, and Trainee are included
Proposal Submission

Cost and Administrative Submission:

• Certification of completed online or hard copy of Vendor Responsibility Questionnaire
• Attachment 2: Consultant Information and Certifications (sign both Sections II and III)
• Attachment 3: Form AOR Acknowledgement of Receipt
• Attachment 4: Procurement Lobbying Law Forms
• Attachment 6: Non-Collusive Bidding Certification
• Attachment 7: Vendor Assurance of No Conflict of Interest or Detrimental Effect
• Attachment 8: DBE Participation Information Form
• Attachment 8a: DBE Subconsultant Participation Solicitation Log AND Goal Attainment Explanation Letter
Proposal Evaluation Process

- Proposal Opening, Log-In and Certification
  - Minimum Proposal Requirements (Technical & Cost)
  - Met 12.23% DBE or provided Goal Attainment Letter with Good Faith Efforts
- Technical Evaluation Committee (TEC) made up of NYSDOT and other NYS Agency Subject Matter Experts
  - 70% Technical
  - 30% Cost
Order of Evaluation Process:

- Written Proposal Evaluations
- Reference Checks (Optional)
- 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
Contract Requirements

- Accept Terms & Conditions
- Insurance:
  - Workers’ Comp – C105.2
  - Disability – DB-120
  - ACCORD 25 – Certificate of Liability Insurance
- RFP Modifications & Acknowledgement
- 12.23% DBE Utilization
- Form A
- PLL Forms
- Executive Order 177
Contract Approval Process

- Contract Finalization
- 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 8, 2019**: RFP Release Date
- **June 18, 2019**: Pre-proposal Conference and Site Tour
- **July 26, 2019**: Deadline for questions about the RFP at 12:00 PM (EST)
- **August 14, 2019**: Deadline for the submission of proposals at 12:00 PM (EST)
- **End of August 2019**: Evaluations
- **End of August**: Approximate Recommendation & Tentative Designation
- **Mid September**: Contract Finalizing
- **January 2020**: OSC Contract Award
Please send an email with the names of attendees from your firm to: Patricia.Kappeller@dot.ny.gov
Email all questions to: Patricia.Kappeller@dot.ny.gov

Deadline for question submission is Friday July 26, 2019 at 12pm