The New York Metropolitan Transportation Council (NYMTC), through its host agency, the New York State Department of Transportation (NYSDOT), anticipates the release of a Request for Proposals (RFP) to seek proposals from responsive and responsible offerors to assist NYMTC to develop/update its 31-county regional socioeconomic and demographic (SED) forecasting model, to implement a program for allocating forecasts of population, households, employment, and labor force in the NYMTC region, and to produce the agency’s Socioeconomic and Demographic long-range forecasts beginning from base year 2012 through the year 2050 at five year intervals (2015, 2020, 2025, 2030, 2035, 2040, 2045 and 2050).

Accurate and stable socioeconomic and demographic forecasts are critical requirements for the planning work conducted by NYMTC’s members and NYMTC’s central staff. The planning work supported by the regional forecasts includes: air quality conformity analyses, the development of capital investment strategies and plans, and the analysis of the benefits and costs of major capital investments.

The methodology must generate forecasts (and future updates of the forecasts) that are fundamentally stable, eliminating or significantly minimizing the influence of transient or cyclical fluctuations in the base year economic environment (e.g., unemployment rates) on the rate of growth between the base year and forecast years. The proposed model(s) should be capable of producing forecasts at the minimum to the year 2050 for upcoming planning studies. The desired model(s) must also be designed in a user-friendly fashion that facilitates NYMTC staff and member agencies to explore alternative growth scenarios, and to generate future updates of the forecasts and future forecasts beyond year 2050. Input from the region’s elected officials, planning directors, and other Metropolitan Planning Organizations (MPOs) must be incorporated into the forecasts throughout the development process.

A Zonal Allocation Program (ZAP) is expected to be developed as part of this project to realize the allocation of county level forecasts to TAZ level. The selected consultant(s) shall demonstrate understanding of available zonal allocation tools and capability of working with the stakeholders to identify their needs. The Consultant shall also specify and justify the proposed technical approach to address the above needs in terms of the program capabilities, requirements on resources, and needed customizing and improvements. The primary products of this component of the project will be a tool to allocate county level forecasts to TAZ levels for various variables, including population, households, employment, and labor force in the NYMTC region.

The proposed ZAP must provide required variables at TAZ level for input to the New York Best Practice Model (NYBPM). The SED model and ZAP also must be developed to permit “what if” alternate development analyses to be conducted, in an efficient and effective manner, by both
NYMTC staff and NYMTC members. The desired ZAP would maintain explicit representation of land markets, enable direct input of land capacity constraints including redevelopment of land, read and write data directly from/to ESRI geo-databases, and provide visualization capabilities.

Responsive and responsible consultants interested in receiving the RFP should submit a brief, one-page Letter of Interest (LOI) to the e-mail address of the Contact Person listed below. The LOI should include, at a minimum, the firm name, address, e-mail address, and phone number of a contact person at your firm, as well as the contract title and number being responded to. An electronic letter announcing the release of the RFP will be e-mailed to all parties submitting a LOI. When ready, the RFP will be posted to the NYMTC and NYSDOT websites and will contain all the information necessary for firms to submit a complete proposal. **It is expected that the RFP will be released on or after October 25, 2011.** If the release of the RFP is delayed for any reason, the due date for proposals will be extended appropriately. A pre-proposal conference will be scheduled for **November 4, 2011** at 10:30 A.M., at NYMTC’s office at 199 Water Street, 22nd Floor, New York, NY. **The anticipated due date of the receipt of proposals is December 14, 2011.**

The base term of this contract will be for up to 36 months commencing from the contract start date. One 12-month optional extension is authorized. The level of complexity for this project is moderately complex. For planning purposes, it is anticipated this contract may require up to the equivalent of six (6) fully loaded staff years of effort to complete.

The DBE participation goal for this solicitation is 6 percent of total project budget. While not indicative of a proposer’s individual merit (technical excellence, proposer’s ability, experience, etc.), NYMTC and NYSDOT encourage the participation of certified disadvantaged business enterprises (DBEs) in this solicitation. Level of DBE participation will be relevant to the process of selecting proposals that will best achieve the overall goals of NYMTC and NYSDOT.

A more complete notice of regarding this project has been posted onto NYSDOT’s website (listed below). Once available, a full description of the advertisement (RFP) for this project and its requirements will be posted to NYMTC’s website at: [http://www.nymtc.org/files.cfm?thecategory=Request+for+Proposals](http://www.nymtc.org/files.cfm?thecategory=Request+for+Proposals) and will also be posted to NYSDOT’s website at: [https://www.dot.ny.gov/business](https://www.dot.ny.gov/business), select ‘Consulting Service Opportunities’.

**Official Contact Persons:**
- NYMTC: Mr. Imet Apdiroglu at: 212.383.2414 or iapdiroglu@dot.state.ny.us
- NYSDOT: Mr. Al Hasenkopf at: 518.457.1560 or ahasenkopf@dot.state.ny.us

**NYS Procurement Lobbying Law Compliance for Contract #C000781**

**NYSDOT Policy Summation:**
Under the requirements of the State Procurement Act, all communications regarding advertised projects are to be channeled through the applicable Contract Management staff (*Designated NYSDOT Contact Management, or to the **NYMTC Designated Contracts*). Until a contract is approved by the State Comptroller, contact with any other NYSDOT or NYMTC employee concerning this project should not be made unless otherwise directed by the NYSDOT Contract Management. Communications made contrary to this policy and deemed an attempt to influence
the outcome, may result in disqualification.

**Required Forms:**
The consultant shall sign and e-mail/fax the following forms. These forms are part of and due with the consultants’ proposals.

a) **“Offerer’s Affirmation of Understanding of and Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)”**

b) **“Offerer Disclosure of Prior Non-Responsibility Determinations”**.

**NYS DOT Guidelines and Procedures:**
Under the requirements of the State Procurement Act all communications regarding advertised projects are to be channeled through applicable Contract Management staff (*Designated NYS DOT Contacts or to the **NYMTC Designated Contracts*). Until a designation is made, communication with any other NYS DOT or NYMTC employee concerning this project that is determined to be an attempt to influence the procurement may result in disqualification.

Refer to **“NYS DOT PROCUREMENT LOBBYING LAW GUIDELINES AND PROCEDURES”** – see the following NYS DOT web site:

**Contacts Prior To Designation:**
Any communications involving an attempt to influence the procurement are only permitted with the following Designated Contact Persons:

- The NYS DOT Contract Management designation analyst *
- The NYS DOT Contract Management designation analyst supervisor *
- The NYS DOT Contract Management Assistant Directors *
- The NYS DOT Contract Management Director *
- The NYMTC Contract Liaison and Assistant**
- The NYMTC Project Manager **

These are some communications exempted from this restriction:
- Participation in a pre-proposal conference
- Submittal of written questions when written responses will be provided to all offerers
- Protests, complaints of improper conduct or misrepresentation

If any other NYS DOT or NYMTC employee is contacted and they believe a reasonable person would infer that the communication was intended to influence the procurement, the contact must be reported by the NYS DOT/NYMTC employee. If the Department determines an impermissible contact was made, that offerer cannot be awarded the contract. A second violation would lead to a four-year bar on the award of public contracts to the offerer.

**Contacts After Designation:**
NYS DOT and NYMTC identify the primary negotiation contacts. The designated contacts include:

- The NYS DOT Contract Management negotiation analyst *
- The NYS DOT Contract Management negotiation analyst supervisor *
- The NYS DOT Contract Management Assistant Directors *
The law does not limit who may be contacted during the negotiation process. However, if any NYSDOT or NYMTC employee is contacted and they believe a reasonable person would infer that the communication was intended to influence the procurement, the contact must be reported by the NYSDOT/NYMTC employee.

**Information Required from Offerers that Contact NYSDOT/NYMTC staff, Prior to Contract Approval by the Office of the State Comptroller:**
The individuals contacting NYSDOT or NYMTC should refer and shall be prepared to provide the following information, either by e-mail or fax as directed by NYSDOT or NYMTC.

Person’s name, firm person works for, address of employer, telephone number, occupation, firm they are representing, and whether owner, employee, retained by or designated by the firm to appear before or contact NYSDOT or NYMTC.

**Applicability to an Executed Contract:**
Restrictions similar to those described above apply to approval or denial of an assignment, amendment (other than amendments that are authorized and payable under the terms of the procurement contract as it was finally awarded or approved by the comptroller, as applicable), renewal or extension of a procurement contract, or any other material change in the procurement contract resulting in a financial benefit to the offerer. The staff noted above as well as the project manager and consultant manager are considered designated contact persons. The Department or NYMTC may identify other contact persons for each of these processes.

**Rules and Regulations and For More Information on this Law, Please Visit:**
http://www.ogs.state.ny.us/aboutogs/regulations/advisoryCouncil/Faq.htm (Advisory Council FAQs)
http://www.nylobby.state.ny.us/
http://www.nylobby.state.ny.us/lobbying.html (New York State Lobbying Act)
http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html