

REQUEST FOR PROPOSALS

Rutgers University Center for Advanced Infrastructure and Transportation (on behalf of the)
New York Metropolitan Transportation Council



Title: Transit Service Coordination Needs Assessment

RFP Number: CAIT-23-03

Sponsor: NYMTC

Date Issued: August 8th, 2023

Final Proposal Due at CAIT: September 5th, 2023 (submit electronically at the following link:

<https://forms.gle/3D9EcTueDBTGtRM8>)

RFP Closing Date: September 5th, 2023

Proposal submission guidelines:

Please submit your proposal electronically to CAIT through the Google Forms link provided here:

<https://forms.gle/3D9EcTueDBTGtRM8>

All submissions should be uploaded as two files: Part I: Technical and Management Proposal, and Part II: Cost Proposal. PDF, Word, and Excel files are accepted. The total file size limit for submissions is 15 MB. You will receive a confirmation email after completing the submission form.

Please use the provided Cover Page Template for the Technical and Management Proposal, and the provided Budget Template for the Cost Proposal. Links to download all templates, and other RFP information, can be found here: <https://cait.rutgers.edu/nymtc-rfps/>

Funding available:

Up to \$150,000 is available from NYMTC.

Project Duration:

October 1st 2023 through September 30th, 2024

For questions about this proposal, please contact:

Seitu Allen, Seitu.Allen@dot.ny.gov

For questions about budget preparation, please contact:

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Scope of Work

Transit Service Coordination Needs Assessment

CAIT-23-03

PROJECT BACKGROUND

NYMTC is the officially designated Metropolitan Planning Organization for New York City, Long Island, and the lower Hudson Valley portion of New York State. Comprised of regional governments, NYMTC is a council that provides a collaborative planning forum to address transportation-related issues, develop regional plans and make decisions on the use of federal transportation funds within its planning area, which encompasses an area of 2,440 square miles and a population of 12.4 million, approximately 64 percent of New York State's population, based on the 2010 Census. The region has one of the most extensive transportation networks in the world with 477 route miles of commuter rail, 225 route miles of rail rapid transit, 22,870 centerline miles of roads, streets, and highways, as well as several commercial airports and maritime facilities for the movement of passengers and goods.

NYMTC members are elected officials and heads of transportation and environmental agencies. The council is comprised of nine voting members and seven advisory members. The voting member agencies include NYSDOT, the New York City Department of Transportation, the New York City Department of City Planning, the Metropolitan Transportation Authority, and executives from Nassau County, Suffolk County, Putnam County, Rockland County, and Westchester County. NYMTC's advisory member agencies include the Federal Highway Administration, the Federal Transit Administration, the United States Environmental Protection Agency, the New York State Department of Environmental Conservation, the Port Authority of New York and New Jersey (PANYNJ), the North Jersey Transportation Planning Authority (NJTPA), and New Jersey Transit. For more information about NYMTC, please visit: www.nymtc.org.

As recommended in NYMTC's current Regional Transportation Plan, entitled *Moving Forward*, this study will assess transit service coordination needs across jurisdictional lines to evaluate intermodal connections. It is relevant to the *Moving Forward's* goal of developing a transportation system that is maintained, operated, and coordinated to better enable inclusive, reliable, easy, accessible, and seamless travel across the New York Metropolitan region while striving to enhance equity in the services provided. The objective of this goal, that is relevant to this study, is to improve the integration of the multimodal transit network.

STUDY AREA

The study area will consist of NYMTC's planning area which includes the following three subareas:

- The five boroughs of New York City;
- Putnam, Rockland and Westchester counties in the lower Hudson Valley; and
- Nassau and Suffolk counties on Long Island.

STUDY TASKS AND DELIVERABLES

Task 1: Develop Study Organization and Materials

Prior to the commencement of consultant work, the NYMTC Project Manager (NYMTC PM) will convene a Study Steering Committee (SSC) from among the members of NYMTC's Designated Recipients' Working Group. This Group is comprised of the nine designated recipients of federal funding for public transit in the NYMTC planning area, including the MTA, the City of New York, the five suburban counties, and two small municipal systems on Long Island.

The Consultant will work with the NYMTC PM and the SSC to develop a Technical Advisory Committee (TAC) for the study. The Consultant will draft informational and other materials which describes the study to engage and advise the interested public and to inform them of the public outreach component of the study. These materials will be used in the recruitment of the TAC. The Consultant will work with the NYMTC PM to establish and coordinate a schedule of quarterly meetings of the TAC and the SSC.

Task 1 Deliverables:

- Preliminary draft, final draft and final informational materials,
- A roster of TAC members and contact information.
- An SSC and TAC meeting schedule.

Task 2: Develop Study Outreach Program

The Consultant will develop an Outreach Program for the study area. The NYMTC PM will provide the Consultant with the relevant requirements and operating procedures, including NYMTC's Public Participation Operating Procedures and Title VI/Non-Discrimination Program, as well as preliminary parameters for the Outreach Program based on those requirements and procedures.

The NYMTC PM will provide the Consultant with a socioeconomic profile of the study area for use in developing the Outreach Program, which will be compliant with the relevant requirements and operating procedures.

The Consultant will develop a draft Outreach Program with these inputs and parameters as context while employing best practices and innovative use of engagement tools and techniques. The Consultant will revise the draft Outreach Program after appropriate review by the study committees for acceptance by the NYMTC PM.

Upon acceptance of the final Outreach Program by the SSC, the Consultant will work with the NYMTC PM, SSC and TAC to assemble a list of private sector, non-governmental organization, and public agencies that will be invited to participate in the study. After a final invitee list has been assembled and accepted, the NYMTC PM will notify the invitees about the study and its schedule.

The Consultant will implement all aspects of the completed Outreach Program throughout subsequent study tasks as planned.

Task 2 Deliverables:

- Preliminary draft, final draft and final technical memo describing the Outreach Program for the study area.
- Preliminary draft, final draft and final technical memo describing private sector and public agency participants in the study via the Outreach Program.
- Notification to invitees informing them of the study, the schedule, and planned outreach.

Task 3: Literature Review and Benchmarking Research

The Consultant will conduct a literature review and undertake benchmarking research of ten similarly sized and structured metropolitan regions to research transit service coordination issues and approaches in those regions.

As part of the benchmarking research, the Consultant will review the relevant goal(s), objectives and recommended strategies and actions contained in *Moving Forward* as a guide to developing an outline for online interviews, that will be conducted by the Consultant, with relevant staff at the metropolitan planning organization or council of government in each of the ten metropolitan regions selected for the benchmarking research.

Task 3 Deliverable:

- Preliminary draft, final draft and final technical memo describing the research results.

Task 4: Assess Transit Service Coordination Needs

Working with the NYMTC PM and study committees, the Consultant will use the results of the research undertaken in Task 3 to assess and define transit service coordination needs in the NYMTC planning area by the subareas associated with each of NYMTC's three Transportation Coordinating Committees. The Consultant will revise the draft assessment after appropriate review by the study committees.

Task 4 Deliverable:

- Preliminary draft, final draft, and final technical memo describing the prioritized transit service coordination needs.

Task 5: Evaluate Intermodal Connections

Using the prioritized transit coordination needs defined through Task 4, the Consultant will evaluate intermodal connections for each of service needs identified in Task 4 in NYMTC's three subareas. This evaluation will include, but not be limited to, availability of public information, service levels, fare policies and passenger facilities. It will also be informed by the research undertaken through Task 3. The Consultant will revise the draft assessment after appropriate review by the study committees.

Task 5 Deliverable:

- Preliminary draft, final draft, and final technical memo presenting the evaluation of intermodal connections.

Task 6: Support the Development of a Transit Service Coordination Program

The Consultant will support the NYMTC PM in discussions with the Transportation Coordinating Committees (TCCs) by providing detailed presentations of the information developed in Tasks 3, 4 and 5 to assist in developing a program of policies, actions and/or projects in response to the identified transit service coordination needs. The resulting program will be considered by the TCCs for future federal funding through the Regional Transportation Plan, Transportation Improvement Program and/or Unified Planning Work Program.

Task 6 Deliverables:

- Preliminary draft, final draft, and final program outline.
- Coordinate up to three meetings with each TCCs to develop Transit Service Coordination Program.

PROPOSAL FORMAT AND CONTENTS

Respondents are requested to submit their proposal using the following format. For the purpose of evaluation, each proposal must be submitted in two (2) parts: Part I: Technical and Management Proposal and Part II: Cost Proposal. Budget information is not to be included in the Technical and Management Submittal.

There is a 15-page limit for Part 1: Technical and Management Proposal. Concise proposals are requested, in 12-point font. Proposals should be as detailed as necessary to explain their approach to the project and the technical methods to be utilized.

Each proposal should follow the format listed below:

Part I: Technical and Management Proposal

1. Cover Page, indicating:

Proposal title; RFP #; name, address and phone number of the proposer(s); project duration; Office of Research point of contact and signature.

2. Table of Contents
3. Executive Summary

Provide a brief description of your approach and highlight how your team's capabilities and experiences will help the Council achieve its objectives.

4. Approach and Scope of Services

Describe your approach for performing the work and how it will accomplish project objectives. The proposal should reflect understanding and comprehension of the activities described in the RFP.

NYMTC wants to allow maximum flexibility for the ideas, initiative, and creativity of the proposer. Alternative tasks and suggestions are encouraged and will be reviewed with interest within the framework of the stated objectives and scope of the project. Fully explain and justify your approach.

5. Experience

Describe the experience of your organization and the proposed staff related to the conduct of the project and the extent of the skills of proposed key personnel. Prior experience of the proposer is of great importance to NYMTC. Include information about the team's past experience in projects of this type, size and scope. Identify key personnel assigned to this project who have worked on such projects. Include names, addresses and telephone numbers of contact persons with listed clients. NYMTC reserves the right to request information from any source so named.

6. Organization, Staffing and Schedule

Identify the individual who will serve as project manager as well as the names and titles of all key personnel who will be assigned to work on this project (including any sub-consultants). Include resumes for all such personnel. Provide the estimated amount of time required for each person (by task) and describe the level of involvement. Describe the level of interaction contemplated with NYMTC.

If sub-consultants are to be used, explain the need, indicate the arrangement, and detail how coordination will be achieved between the parties.

This section should also include a graphic or tabular illustration of the projected schedule for all planned activities and associated milestones. This information should be sufficiently detailed to provide an appropriate basis for monitoring contract compliance during the life of the agreement.

B. Part II: Cost Proposal

To assist NYMTC in understanding how the total cost for the work was estimated, please include the following information in the provided budget template:

1. Itemized budget that includes personnel hourly rates and hours by task, travel costs, material costs, other direct costs and indirect costs. If the proposal involves a joint venture or sub-consultant, it must be clear as to how tasks will be distributed or shared in the scope of work.
2. List of tasks with corresponding deliverable and cost (total and per year). Task headings are to match those in the Technical Proposal.
3. Work Time Schedule (# hours per task and \$ per task)

The Cost Proposal should also include a narrative justification of the requested expenses.

Any contract issued as a result of this RFP will be a cost reimbursement. Awardee will, at quarterly intervals following commencement of work, submit to Rutgers invoices by budget category along with quarterly payment reports per % of task completion.

Funding: \$150,000

Project Duration: October 1st, 2023 through September 30th, 2024

SPECIAL NOTES

Questions seeking clarification on this RFP will be accepted up to 1 week prior to the due date for proposals and should be e-mailed to the above contacts.

A record of questions and answers about this RFP will be kept and updated at the CAIT webpage linked to here: <https://cait.rutgers.edu/nymtc-rfps/>. All questions must be received by August 29th, 2023 in order to be answered.

Proposals must be received by September 5th, 2023. NYMTC has a contract in place with Rutgers CAIT, the Center for Advanced Infrastructure and Transportation, and this Request for Proposals is being administrated by the Center. The Request for Proposals is open to all institutions of higher education in the New York and New Jersey region.

All Proposers will be notified by email regarding the results from the solicitation. It is expressly understood that this RFP does not commit NYMTC to award a contract, pay any costs incurred in the preparation of a Proposal to this request, or to procure or contract any services or supplies. Further, NYMTC shall have no obligation or liability whatsoever to the Consultant selected as a result of this solicitation unless and until a contract satisfactory to NYMTC is approved and executed by the Consultant and all necessary officials.