



**HERKIMER-ONEIDA COUNTIES TRANSPORTATION STUDY
METROPOLITAN PLANNING ORGANIZATION**

BOEHLERT CENTER AT UNION STATION
321 MAIN ST., UTICA NY 13501

PHONE: 315.798.5710 E-MAIL: TRANSPLAN@OCGOV.NET WEB: WWW.HOCTS.ORG

DIRECTOR - DANA R. CRISINO, AICP

Invitation to RFP

Sealed RFP's subject to the conditions contained herein, will be received by the Herkimer-Oneida Counties Transportation Study (HOCTS) until 10:30 A.M., local time on April 1, 2019:

**2020-2040 LRTP Update & Transportation Atlas for the Herkimer-Oneida Counties
Transportation Study – Metropolitan Planning Organization
RFP # 2019-265**

Copies of the described RFP may be examined or picked up at no expense at HOCTS, Boehlert Center at Union Station, 321 Main Street, 3rd floor, Utica, NY 13501 or can be downloaded at <http://www.ocgov.net> (Bids and RFP Section) or at <http://www.ocgov.net/oneida/planning/hocts>.

The return envelope must be clearly marked with the RFP # and addressed to the Oneida County Department of Planning / HOCTS.

The owner reserves the right to reject any or all proposals received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex or handicap.

Date: March 8, 2019

Regina Venettozzi
Interim Commissioner of Planning

**2020-2040 LRTP Update & Transportation Atlas for the Herkimer-Oneida Counties
Transportation Study – Metropolitan Planning Organization
RFP # 2019-265**

Any questions regarding this RFP should be directed in writing no later than March 26, 2019, to:

Herkimer-Oneida Counties Transportation Study
Dana Crisino, Director
Oneida County Department of Planning
Boehlert Center at Union Station
321 Main Street, 3rd Floor
Utica, New York 13501
Telephone: (315) 798-5710
Email: dcrisino@ocgov.net

All questions and responses will be posted no later than 5:00 P.M. on March 28, 2019, to <http://www.ocgov.net/oneida/planning/hocts>

Proposals Due:

April 1, 2019, by 10:30 A.M. local time.

Proposal submissions must include one (1) original, two (2) hard copies, and one (1) electronic PDF copy (CD or USB flash drive).

Oneida County Department of Planning reserves the right to reject any and all proposals. If a low number of proposals are submitted, the right to extend the deadline is reserved. It also reserves the right to reject all proposals if determined to be in the best interest of involved parties.

Consultant interviews and selection are anticipated during the month of April 2019. The final contract between the selected Consultant and Oneida County (HOCTS host agency) will be drawn up at the time of contract award based on the scope of work in the RFP. Estimated contract award is for May 2019. The contract duration is expected to be 12-months from date of award.



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DIRECTOR - DANA R. CRISINO, AICP

Request for Proposals (RFP) for Professional Consultant Services

2020-2040 LRTP Update & Transportation Atlas
for the
Herkimer-Oneida Counties Transportation Study,
Metropolitan Planning Organization

Contents

Overview	3
General Scope of Work	3
Phase I – LRTP Update	4
Phase II – Transportation Atlas.....	9
Submission Instructions	10

Overview

The Herkimer-Oneida Counties Transportation Study (HOCTS), as the Metropolitan Planning Organization (MPO), is charged with carrying out the federally required continuing, cooperative, and comprehensive performance-based multimodal transportation planning process for Oneida and Herkimer counties. As such, HOCTS is required to maintain a Long Range Transportation Plan (LRTP) for the twenty (20) year vision of the transportation network with periodic updates every five (5) years.

General Scope of Work

The objective is to complete an LRTP update that: (i) meets the minimum requirements, and is prepared in the manner, set forth in 49 U.S.C 5303, (ii) is compliant with MAP-21, the FAST Act, and all applicable Federal, State laws, rules, regulations, and guidance, (iii) is cost feasible, and (iv) can be implemented by the appropriate local and State transportation agencies. Due to timing consideration, the next update must be approved/accepted prior to December 31, 2019. To facilitate meeting this deadline, the project will be split into two phases.

For Phase I – LRTP Update: all deliverables are to be at the final draft stage no later than October 1, 2019, to allow time for review, public hearing, revision, and review by the committee prior to December 31, 2019. The updated document may be restructured, including rearranging content, merging chapters, separating sections, modifying format, and adding content. The LRTP Update must be comprehensive and include pedestrian facilities, bicycle facilities, transit, and highway modes of transportation. It must include short- and long-term strategies and actions that lead to the development of an integrated intermodal transportation system that facilitates the movement of people and goods.

For Phase II – Transportation Atlas: all deliverables are to be completed by June 30, 2020 (or within 12 months from the contract start date, whichever comes first), including a presentation to and review by the committee. The atlas document will reflect all information from Phase I. The Transportation Atlas will convey the data in a way that is user-friendly, interesting, and useful in discussions regarding the future of the two-county transportation system.

The LRTP Update and Transportation Atlas shall be graphically rich and user-friendly. The LRTP Update shall incorporate best practices of long-range transportation planning and the Transportation Atlas should serve to illustrate the best practices identified in the LRTP Update. The quality of the LRTP Update and Transportation Atlas shall be comparable to award-winning plans.

Phase I – LRTP Update

- **Task 1: Project Kickoff and Detailed Work Program.**
 - o The Consultant shall organize, attend and conduct a Project kick-off meeting with the LRTP Advisory Group. At the kickoff meeting, the HOCTS Project Manager and the LRTP Advisory Group will review the project schedule consistent with these specifications and discuss the goals and objectives.
 - o The Consultant shall present a Project schedule defining the projected completion date of each task and subtask in these Specifications (and any tasks added or expanded) understanding that the project is split into two phases.
 - o Task 1 Deliverables:
 - Work program detailing the Services and the Project Schedule which must include:
 - Dates for all deliverables, activity start and completion dates, milestones important to maintaining the Project Schedule identified herein.
 - Schedule for LRTP Advisory Group meetings and progress briefings.
- **Task 2: Develop and update LRTP:**
 - o The purpose of this task is for the Consultant to develop the LRTP Update and to prepare the related documentation. The LRTP Update will require appropriate consideration and evaluation of the entire transportation system in Oneida and Herkimer counties, which includes but is not limited to:
 - highway network;
 - transit systems and services;
 - pedestrian and bicycle facilities;
 - freight facilities both rail and truck;
 - airport facilities (general aviation and commercial);
 - rail facilities (passenger);
 - environmental resiliency;
 - Title VI and Environmental Justice;
 - sustainability of the system;
 - intermodal connectivity;
 - autonomous vehicles;
 - safety;
 - security.

- o The LRTP Update shall incorporate, at a minimum, the following elements:
 - Development of vision, goals, and objectives.
 - Discussion and analysis of existing and future trends in transportation within the HOCTS planning area.
 - Analysis of transportation vulnerabilities and recommendations (including specific projects) to build resiliency into the transportation system.
 - Development and incorporation of performance measures, planning targets and a general performance-based approach starting from data collection to develop baselines for HOCTS to use in monitoring and evaluation of performance-based targets and evaluation of performance measures.
 - Discussion of potential environmental mitigation activities at a systems level. This includes activities that may have the greatest potential to restore and maintain the environmental functions affected by the plan.
 - Discussion of public health implications of relevant transportation planning topics such as accessibility/mobility, air/water quality, active transportation, safety, land use, autonomous vehicles, and climate change.
 - Assessment of potential impacts of autonomous vehicles on our roadways and the impacts autonomous vehicles may have on transit, air, freight rail, and parking.

- o A system performance report "evaluating the condition and performance of the transportation system with respect to performance targets" as it relates to FHWA and FTA performance measures specifically required by 23 CFR 450.324 (b)(4).

- o The current LRTP contains goals and objectives (G+O) adopted by HOCTS in 2014 provides guidance for investments in the transportation system. The G+O of the LRTP Update must incorporate:
 - Full consideration of the FAST Act planning factors and other associated regulations.
 - Address possible impacts of transportation policy decisions on land use and regulations.
 - Any other requirements of the LRTP are stated in Title 23 CFR §134 subsection i.2 (Development of Transportation Plan, Transportation Plan).

- o Task 2 Deliverables:
 - Draft of the LRTP Update showing targets that are in support of the existing adopted performance measures adopted and incorporated into the document.
 - Revised G+O for the LRTP and HOCTS.

- **Task 3: Develop Socio-Economic Data and Data Collection/ Analysis**

- Develop a demographic projection through 2040 that includes population and household change as well as employment by retail, non-retail. Projections must be, at a minimum, town level, but TAZ is preferred.
- The socio-economic data must include, but must not be limited to, the following data: population, socio-economic data, housing by type (single-family versus multifamily), employment by Standard Industrial Code (SIC) and future year projections.
- Review and summarize existing regional studies and data to formulate key insights, trends, opportunities, and issues of concern for inclusion in the Updated LRTP as projects, needs, or recommendations, where appropriate. Examples include the *New York State Energy Plan*, the *NYS DOT Statewide Freight Transportation Plan*, the *NYS DOT Strategic Highway Safety Plan*, Regional Economic Development Council plans and similar plans.
- Discussion and analysis of anticipated social, economic, environmental, and population trends and related impacts to the transportation system in the Metropolitan Planning Area (MPA).
- Task 3 Deliverables:
 - Approved socioeconomic data input to be incorporated into the Transportation Demand Model for the MPA;
 - LRTP Advisory Group briefing summaries;
 - Socio-economic analysis of current and future trends and outlooks for Oneida and Herkimer counties.

- **Task 4: Public Outreach**

- Consultant shall produce a stand-alone website for the LRTP. Its purpose will be to 1) communicate relevant project information to the public, 2) offer a more interactive learning experience for those interested in planning for the future, 3) foster a convenient and creative environment for the collection of public input on the LRTP, and 4) serve as a translation tool for Limited English Populations (LEP).
- The Consultant shall create open house materials (i.e. flyers, posters, press releases, etc.) for two (2) open houses, four (4) pop-up public outreach events, and one (1) public hearing spread throughout Oneida and Herkimer counties.

- Public outreach will be carried out in coordination with HOCTS Public participation Plan and will make all reasonable efforts for inclusion of minority, vulnerable, and limited English proficiency populations in the transportation planning process.
- Public outreach will include required formal consultation with state and local resource, land management, and environmental agencies, as appropriate to the HOCTS metropolitan planning area, as required by 23 CFR 450.324(g).
- Task 4 Deliverables:
 - Consultant shall produce the preceding materials as outlined in Task 4 designated for public outreach.
 - Consultant shall complete all open house and public outreach activities in a manner, which is compliant with the HOCTS Public Participation Plan (PPP) 2016.
- **Task 5: Financial Feasibility**
 - To effectively assess the financial feasibility, the Consultant must evaluate historic Federal, State, and local government transportation funding. Funding for maintenance/repair, capital expenditure, mobility, and safety improvements must be accounted for. A variety of revenue sources must be considered for transportation system improvements.
 - The financial plan must include:
 - a demonstration of how the adopted transportation plan can be implemented;
 - indicates resources from public and private sources that are reasonably expected to be made available to carry out the plan;
 - recommends any additional financing strategies for needed projects and programs;
 - for illustrative purposes, additional projects that would be included in the adopted transportation plan if reasonable additional resources beyond those identified in the financial plan were available;
 - for the purpose of developing the transportation plan, the metropolitan planning organization, transit operator, and State shall cooperatively develop estimates of funds that will be available to support plan implementation;
 - A "system-level cost and revenue estimates sources that are reasonably expected to be available to adequately operate and maintain the transportation system" per 23 CFR 450.324.

- o Task 5 Deliverables:
 - Establish a financial plan and program of projects that are fiscally-constrained and reflective of the goals and policies utilizing financial projections (as provided by NYSDOT and other sources), assumptions on Federal funding trends, considering conclusions developed in the LRTP Update, and noting environmental justice and other associated impacts.

- **Task 6: Completion of the LRTP Update**
 - o This task will include a public hearing. The Consultant shall prepare materials sufficient for advertisement and use at the public hearing in four (4) LEP identified languages.
 - o The Consultant shall provide a written record of all public comment given on the draft LRTP Update, which will be included as an appendix.
 - o The documentation of the LRTP Update is a key part of the overall process. This documentation not only provides the identification of the recommended plan for the transportation system improvements in Herkimer and Oneida Counties through the horizon year, but it also outlines the process that leads to the development of the recommendations.
 - o Provide a methodology for the development and implementation of the overall process.
 - o The LRTP Update will be written in a manner that allows the public to understand the transportation G+O's and share HOCTS vision for the transportation system in Herkimer and Oneida Counties.
 - o Task 6 Deliverables:
 - A final draft of the LRTP Update subject to MPO committee comment;
 - All associated documentation of process and products in original electronic format for HOCTS records;
 - Final LRTP Update for presentation to Governmental Policy and Liaison Committee;
 - Executive Summary of the LRTP Update in English and four (4) additional LEP languages (as previously identified).

Phase II – Transportation Atlas

- **Task 1: Transportation Atlas**

- o The comprehensive atlas styled book will be an intuitive, user-friendly resource for the general public and elected officials to utilize in obtaining a comprehensive understanding of the transportation system Herkimer and Oneida Counties.
- o Information will be included for identifying sources for obtaining transportation funding when updating local plans such as comprehensive plans and capital improvement plans.
- o The atlas may include the development of illustrations by hand, using graphic design software, or computer rendering software for the purposes of 1) Illustrating the existing trends of the transportation network in Herkimer and Oneida counties, 2) Illustrating the future of the transportation network, and 3) Illustrating the G+O's of HOCTS.
- o Infographics should be developed to convey and publicize technical transportation information within the atlas.
- o The atlas will include all sections and data from the LRTP Update.
- o The atlas will be developed in large-scale, hard copy, print format (Adobe Creative Suite). Layout and design will be compatible with a web-based publishing format.
- o Task 1 Deliverables:
 - Draft Transportation Atlas hard-copy template for review by SAC committee.
 - A web-based template for public consumption of the Transportation Atlas.
 - Final Transportation Atlas in a web-based format.
 - Final Transportation Atlas in hard copy format, suitable for mass reproduction.

Submission Instructions

Each Proposal shall be concise and comprehensive. Proposals that do not include all required documentation, are not submitted in the required format, are submitted late, or are submitted to the incorrect address may be deemed to be non-responsive. Non-responsive Proposals shall receive no further consideration.

Each Proposal packet shall include a Letter of Interest of no more than two (2) pages listing the prime consulting firm, project manager, point-of-contact for the proposal, subcontracted firms (if applicable), address of firm(s), and a discussion as to why the firm is suited for this work, and cost proposal in a separate envelope.

The Table of Contents, modeled after the outline provided with this scope, shall provide for the standardized organization to the Proposal, including enclosures and appendixes. All pages shall be numbered and correspond to the Table of Contents.

A. Qualifications and Capabilities

a. Principal firm information

- i. Type of firm (corporation, partnership, sole proprietorship, joint venture)
 - Indicate the number of full-time personnel employed by the firm
- ii. Parent company (if applicable)
- iii. Participating division or branch office (if applicable)
 - State the division or branch offices that shall be providing the proposed services (office name, and address)
- iv. Experience and expertise of the firm (one-page summary)
 - a. State the number of years the firm has been providing professional transportation planning
 - b. State the number of years of experience the firm has been conducting long-range planning for MPO's
- v. Experience and expertise of project manager and key staff of principal firm & sub-consultant firm
 - a. Qualifications and experience - Provide a brief description of the qualifications, experience, and areas of expertise of the Project Manager and key staff assigned to this project (not to exceed one page per person).
 - b. Include an explanation of the approach the firm shall take in completing the Tasks outlined in this RFP with a supporting work plan and schedule. When developing the work plan, the Consultant is encouraged to expand upon the general tasks and steps provided in the RFP Scope of Work for the purpose of providing a superior final product. Alternative tasks, revised, or expanded tasks, from the RFP scope, are allowed. Consultants are encouraged to incorporate out-of-the-box approaches, value-added processes, utilize technology, and

draw from similar best practices to deliver the products of each task successfully.

- c. The Consultant shall provide an estimate of the project schedule by Task, key meetings, and product deliverables for both Phases I and Phase II of the project.
- vi. Project references – not to exceed one page per project
 - a. Identify three (3) project references that involve studies similar in type, size, or scope to that described in this RFP.
 - b. Include the name of the reference, contact person, the title of contact person, telephone number, the time period of the contract, description of contract work, and dollar value of work performed.
 - c. Oneida County Planning/HOCTS reserves the right to seek references beyond those supplied by the Proposer, which may be used as part of the evaluation process.

B. Minority-Owned Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) and Disadvantaged Business Enterprise (DBE) Programs

Oneida County Planning/HOCTS will make every effort to comply with U.S. DOT 49 CFR Part 26, to ensure that equal opportunity to participate is afforded to all entities. The Federal Disadvantaged Business Enterprise (DBE) program promotes the use of DBEs in all types of federally assisted contracts and procurement activities and does not apply to 100% state or locally funded contracts. The Federal DBE program is a separate program and subject to different requirements than the New York State (NYS) Minority Business Enterprise (MBE) and Women-owned Business Enterprise Program (WBE). NYS M/WBE apply to projects funded by NYS.

- a. Only those M/WBE firms that are certified by the New York State through Empire State Development and the Division of Minority and Women's Development (DMWBD) qualify under this provision. To obtain a listing of certified M/WBE firms or information the New York State Contract System ("NYSCS") enables users to search for NYS M/WBE certified firms through Empire State Development and the Division of Minority and Women's Development (DMWBD) at <https://ny.newnycontracts.com/>
 - i. The Oneida County M/WBE goal for Oneida County is 1.6 %
 - ii. The NYSDOT FTA DBE program goal for FFY 2019 to 2018 is 6%
 - iii. The NYSDOT FHWA DBE transportation projects goal is 12.23%
 - iv. The goals may be cross-counted to be met, with 12.23% being the highest ratio needing to be reached.
 - v. The Proposal shall make a good faith effort to attain the M/WBE goals for Oneida County. If the M/WBE or DBE goals are not met, the Proposal shall include documentation must be provided to verify a good faith

effort was made to utilize certified M/WBE/DBE firms to attain these goals for this study.

C. Cost Proposal (in a separate envelope)

- a. The cost proposal shall specify the proposed cost to provide the professional services for the project scope as stated in this RFP.
 - i. The cost proposal shall include all of the costs and expenses associated with the Proposal, including indirect costs, overhead rates, fringe benefits, documents constructed, mailings, transportation, interview(s), office support, and fees.
 - ii. The cost proposal shall not include any cost incurred with the development and submission of the proposal for RFP #2019-265.
- b. The Proposal shall include the information required to support the reasonableness of submitted cost and price quotations.
- c. Cost proposal must be submitted in a separate sealed envelope clearly marked "Cost Proposal - RFP #2019-265", but should be submitted in the same package as the Proposal.

D. Evaluation Criteria

The Proposal including qualifications, experience, quality, approach, and cost shall be evaluated based on the following criteria:

1. (35%) Demonstrated experience/ knowledge of the project team assigned to conduct the project
2. (30%) Project understanding and approach
3. (20%) Innovation/ Creativity of Approach
4. (10%) General knowledge of the MPO
5. (5%) Cost

Proposers may be asked to provide additional written information beyond that contained in their Proposals. Oneida County Planning/HOCTS has established a Selection Committee whose role shall be to evaluate each Proposal based on the evaluation criteria and make a recommendation for consultant selection to Oneida County Planning/HOCTS.

E. Consultant Selection

Based upon the pre-screening for completeness of proposals and evaluation criteria, the highest scoring Proposers will be invited to interview by the Selection Committee. (It is anticipated that no more than three firms will qualify to be interviewed). Firms not selected for interviews will be notified via email within one month of the RFP submission deadline. After the interview stage, the Selection Committee will make a final selection for a consultant. Final selection of consultant and justification of contract award will be presented to the Oneida County Board of Legislators and Oneida County Executive, for review and final approval. The project will be conditionally

awarded until final approval is granted and the contract documents are executed within Oneida County.

The following general evaluation criteria will be used during the interview process to score the proposers:

- Demonstrated understanding of the LRTP's purpose for the MPO;
- Qualifications of the firm(s) completing the project tasks;
- Creativity in approach to project delivery;
- Integration of technology in project delivery;
- Dynamic nature of the project team.

F. Submission Packets

a. One (1) original, two (2) copies and one (1) electronic PDF copy (CD or USB flash drive) of the completed proposal must be received by 10:30 a.m. on April 1, 2019.

b. Proposals should be addressed to:

Oneida County Department of Planning
Dana Crisino, AICP - Transportation Program Manager
Herkimer-Oneida Counties Transportation Study
321 Main Street, 3rd Floor
Utica, New York 13501
RE: RFP #2019-265

G. Timeline

Approximate timeline for solicitation and contract deadline.

March 8, 2019 – April 1, 2019	Request for Proposals Active
April 2019	Review of Proposal/ Consultant Selection
May 2019	Estimated Award of Contract
September 30, 2019	Phase I Draft Deadline
December 1, 2019	Phase I Final Deadline
June 30, 2020	Phase II Final Deadline*

**Phase II deadline dependent on the contract start date. Contract duration is twelve (12) months.*

H. Questions

- a. You are welcome to submit any questions up until March 26, 2019, at 4 P.M.
- b. All questions and answers will be posted on www.hocts.org, under the link RFP #2019-265 FAQs.
- c. Posting of answers to questions submitted will occur weekly on the following dates by 5 P.M.: 3/14, 3/21, and 3/28.

- d. To ensure fairness of process to all proposers, with the exception of any technology, internet, or nature-based unforeseen delays to posting, all questions will be answered in chronological order, as submitted.
- e. Questions concerning terms, conditions, and technical specifications specifically relating to this RFP shall be directed in writing:
 - via e-mail (preferred) to - transplan@ocgov.net
 - or
 - written hard copy format to -
Dana Crisino, AICP
Herkimer-Oneida Counties Transportation Study
Boehlert Center at Union Station
321 Main Street, 3rd Floor
Utica, New York 13501
- f. Please note the RFP # on all correspondence.
- g. Oral answers to questions relative to interpretation of specifications or the proposal process will not be binding on Oneida County/ HOCTS.

I. Miscellaneous

- a. All information and materials submitted will become the property of Oneida County/HOCTS. Proposers should not submit proprietary or confidential business information unless they believe such information is critical to the proposal. Such information should be clearly identified. Oneida County/HOCTS will protect such proprietary information only to the extent that the law allows.
- b. Oneida County/HOCTS shall not pay any costs incurred in the preparation of a Proposal in response to this request.
- c. Oneida County/HOCTS reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with selected Proposers, or to cancel in part or in its entirety this RFP, if it is determined to be in the best interest of the Oneida County/ HOCTS to do so.
- d. Low bid does not necessarily guarantee the award of bid. All the factors listed above are evaluated.
- e. The awarded Proposer shall enter into a contract with Oneida County, as the HOST agency for HOCTS, and be subject to legal requirements established by Oneida County.
- f. The Oneida County/ HOCTS Director will manage the contract; this includes the finalization of the project scope, deliverables, public outreach, milestones, and all other project related tasks.
- g. The awarded Proposer shall comply with the New York State Clauses and Certifications attached as Appendix A.
- h. The awarded Proposer shall comply with the Federal Clauses and Certifications attached as Appendix B.

J. Standards of Conduct for this Proposal

The purpose of the standards of conduct is to provide for the fair and equitable treatment of persons and companies involved with the procurement processes for professional service contracts entered into by Oneida County. This includes terms for protests and appeals and disputes. The governing policy for this RFP is the County of Oneida, Procurement Policy, which is available at www.ocgov.net/purchase.