

**NEW YORK STATE ASSOCIATION OF METROPOLITAN PLANNING ORGANIZATIONS  
(NYSAMPO) STAFF SUPPORT**

**Prepared by**

**Capital District Transportation Committee Staff and the  
NYSAMPO Executive Committee  
Albany, N.Y.**

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**BACKGROUND**

The Capital District Transportation Committee (CDTC) is the designated metropolitan planning organization (MPO) charged with carrying out federal requirements for cooperative transportation planning and programming within the metropolitan area surrounding the Albany and Saratoga Springs urbanized areas. The CDTC successfully participates with the thirteen other New York MPOs in a Statewide Association. The Association facilitates dialogue among MPOs and State and Federal agencies through regular meetings of MPO Directors, periodic technical meetings, and through conferences. The Association also engages more formally with the New York State Department of Transportation on certain issues and is the focal point for the nationally recognized Shared Cost Initiative (SCI) Program. The ability of MPO Directors to carry out all aspects of the Association's activities in addition to their responsibilities to their individual agencies has been demanding, especially in light of the increased roles and expectations created by the MAP-21 legislation and FAST Act.

In order to assist the Directors and staffs of New York's MPOs, the Policy Boards of all fourteen MPOs authorized the use of pooled funds to contract with an individual or planning firm to provide staff support to the Association. Contractual services have been successfully provided since 2000. The scope of the effort is designed around an enhanced level-of-effort which provides sufficient resources to manage the day-to-day operational needs of the Association, organize statewide meetings and conferences, develop and manage the SCI program, and coordinate with other state and national organizations. At this time the Association wishes to refocus the effort for a new contract to begin around April 1, 2020. In order to establish a new twenty-one month contract, renewable for an additional and optional one year (assuming resources are available), CDTC seeks expressions of interest from qualified firms or individuals interested in this contracting opportunity. The upset budget for the twenty-one month period beginning on or about April 1, 2020 and ending December 31, 2021 is set at roughly \$437,500. The upset budget for the twelve month renewal period beginning on or about January 1, 2022 and ending December 31, 2022 is set at roughly \$250,000. Actual budget and/or expenditures cannot exceed these amounts, but can be less.

**PROJECT PURPOSE**

The NYSAMPO is primarily a cooperative effort of the individual MPO directors and staff members acting in a manner consistent with the authority provided to them by the individual MPOs. As the MAP-21 legislation and FAST Act increased the role for and expectations of MPOs, the ability of MPO Directors to

carry out all aspects of the Association's activities, in addition to their responsibilities to their individual organizations, have been diminished. At the same time, the opportunities for joint efforts, the potential of these efforts, and the need for effective communication among New York's fourteen MPOs and with other organizations continues to grow.

In the past, the MPO Directors have considered undertaking a full study of the alternative organizational structures and institutional arrangements for the Association and its staff support. However, a brief review of the difficulty securing ongoing, meaningful time commitments from MPO Policy Board members at the national level through the Association of Metropolitan Planning Organizations (AMPO) confirmed to New York's MPO Directors that a staff-based association is the optimal route to take. The purpose of the contract is, therefore, to provide supplemental, knowledgeable, professional support for the activities of the NYSAMPO to allow the Association to increase its impact on the state of planning, programming, and implementation processes in New York. Because of the clear prohibition on lobbying Congress with Federal funds, activities are limited to those of an educational nature.

## SCOPE OF SERVICES

The following work activities represent the baseline activities that the Association needs to undertake in the upcoming twenty-one months beginning April 1, 2020 based on several discussions with the Directors.

### 1. General Association Support

This task involves the logistical and recording activities necessary to support regular meetings of the Association to discuss events and needs relevant to maintaining a statewide approach to transportation planning that fully incorporates New York's fourteen MPOs, which represent over 90 percent of the population and jobs in the third largest State in the nation. The Association anticipates 42 meetings; seven will be in-person meetings held at different locations (typically Albany, Syracuse, Utica, and occasionally NYC) and 35 will be teleconference meetings. Other operational activities include:

- Producing and distributing informational materials for Association meetings
- Maintaining the NYSAMPO website
- Maintaining NYSAMPO financial records and files.
- Maintaining the Association's call-in phone numbers and e-mail addresses
- Maintaining contact lists for Association business
- Distributing notices and information items to the Directors and others
- Drafting correspondence on behalf of the Association (typically expect 4-6 letters per year)
- Finally, there are times when commentary on proposed Federal or State rules or guidance needs to be drafted on behalf of the Directors, particularly following the passage of relevant Federal or State legislation and ensuing regulations. NYSAMPO staff will work with the Directors to select issues for commentary and then to develop that commentary and transmit it as needed.

### 2. Working Group Support

Many of the roles that have been identified over the last several years for NYSAMPO have been facilitated through several working groups. They have established stronger relationships with other statewide organizations while helping to lead the transportation planning process. Working Groups have been incubators for topics of training, shared-cost initiatives, and conferences. Continued support for the working groups is a priority for the coming twenty-one months and includes (1) Regular teleconference meeting and in-person meeting support which involves participation in meetings and writing of meeting notes, coordination with the Working Group Chair on meeting content, and teleconference organization including agenda development and distribution; (2) Maintenance and enhancement of Working Group products including brochures, fact sheets, the

Working Group section of the Association's website, etc.; and (3) Organizing and assisting with training and the implementation of the Working Group work plan on an as needed basis, for the following working groups:

- **Safety Working Group:** The Consultant will support the logistical, recording, and research activities of the Safety Working Group. It is deemed essential that this group continue to advance activities currently underway, and identify new initiatives given the statewide priority placed on ensuring the safety of all users of the transportation system in New York, the role of MPOs adding value to the safety planning process, and work conducted by owners and operators of facilities and services. At this time, the level of effort needed to support this work is estimated at about 175-315 hours of staff time or about 100-180 hours per year.
- **Bicycle-Pedestrian Working Group:** The Consultant will support the logistical, recording, and research activities of the Bicycle-Pedestrian Working Group. The working group is essential as a forum for MPOs to share strategies and programs aimed at promoting non-motorized transportation and measuring the economic, environmental and health benefits of walking and/or biking. Activities of the group will include two in-person meetings and quarterly conference calls. At this time, the level of effort to support this work is estimated at about 175-315 hours of staff time or about 100-180 hours per year.
- **Climate Change Working Group:** The Consultant will support the logistical, recording, and research activities of the Climate Change Working Group. It is deemed essential that this group meet frequently in light of federal and state initiatives aimed at greenhouse gas reduction, energy consumption, and dependence on foreign energy sources. Activities of the group will include up to two in-person meetings and quarterly conference calls. At this time, the level of effort to support this work is estimated at about 175-315 hours of staff time or about 100-180 hours per year.
- **Transit Working Group:** The Consultant will support the logistical, recording, and research activities of the Transit Working Group. It is deemed essential that this group meet frequently in light of implementing federal requirements and state coordination of the Section 5310 Program and the development of MPO Coordinated Public Transit – Human Services Transportation Plans. Activities of the group will include up to two in-person meetings and quarterly conference calls. At this time, the level of effort to support this work is estimated at about 175-315 hours of staff time or about 100-180 hours per year.
- **GIS Working Group:** The Consultant will support the logistical, recording, and research activities of the GIS Working Group. It is deemed essential that this group meet frequently to continue to foster the relationships among the MPO's GIS staff and with NYSDOT GIS and other NYSDOT Main Office and Regional staff. Especially in light of FHWA enacted changes to make NYSDOT data collection activities more comprehensive, as well as to adhere to updated FHWA policies on topics with a data/mapping component. Activities of the group will include up to two in-person meetings and quarterly conference calls. At this time, the level of effort to support this work is estimated at about 175-315 hours of staff time or about 100-180 hours per year.
- **Modeling Working Group:** The Consultant will support the logistical, recording, and research activities of the Modeling Working Group. Modeling work is essential for New York State MPOs and this group provides for the sharing of best practices within the state, presentation of national best practices by consultant staff, and coordination of training. The Modeling Working Group is also charged with facilitating data coordination among MPOs and with NYSDOT and other data partners (e.g. TMC's) to improve modeling, planning, and the development and tracking of performance measures. Activities of the group will include two in-person meetings and quarterly conference calls. At this time, the level of effort to support this work is estimated at about 175-315 hours of staff time or about 100-180 hours per year.

- **Freight Working Group:** The Consultant will support the logistical, recording, and research activities of the Freight Working Group. It is deemed essential that this group meet more frequently in light of federal and state initiatives aimed at reducing congestion on the freight transportation system; improving the safety, security, and resiliency of the freight transportation system; reducing adverse environmental and community impacts of the freight transportation system; using advanced technologies and operational improvements to improve the performance of the freight transportation system; and increasing the contribution of the freight transportation system to economic efficiency, productivity, and competitiveness. Activities of the group will include two in-person meetings and quarterly conference calls. At this time, the level of effort to support this work is estimated at about 175-315 hours of staff time or about 100-180 hours per year.
  - **Transportation Systems Management & Operations Working Group:** The Consultant will support the logistical, recording, and research activities of the Transportation Systems Management & Operations Working Group. The working group is essential as a forum for MPOs to share strategies and programs aimed at defining a common vision for regional transportation system operations, developing operations objectives to guide the selection of maintenance and operations strategies, and identifying performance measures that will enable MPOs to track progress towards their objectives. Activities of the group will include up to two in-person meetings and quarterly conference calls. At this time, the level of effort to support this work is estimated at about 175-315 hours of staff time or about 100-180 hours per year.
  - **Integrated Planning Working Group:** The Consultant will support the logistical, recording, and research activities of the Integrated Planning Working Group. The working group is essential as a forum for MPOs to share strategies and programs aimed at defining a common vision for integrated planning activities, implementing and updating the Integrated Planning Action Plan, exploring additional areas for integrating planning, and identifying performance measures that will enable MPOs to track progress towards their objectives. Activities of the group will include quarterly conference calls. At this time, the level of effort to support this work is estimated at about 105-175 hours of staff time or about 60-100 hours per year.
  - **MAP-21/FAST Implementation Working Group:** The Consultant will support the logistical, recording, and research activities of the MAP-21/FAST Implementation Working Group. The working group is essential as a forum for MPOs to share strategies and programs aimed at defining a common vision for implementing the requirements under the federal surface transportation laws, commonly referred to as MAP-21 and the FAST Act, reviewing federal rulemakings that result from these laws, and developing the performance measures required by these laws. Activities of the group will include quarterly conference calls. At this time, the level of effort to support this work is estimated at about 105-175 hours of staff time or about 60-100 hours per year.
3. Strategic Planning Conference  
This represents the activities necessary to schedule and prepare for a two-day event for NYSAMPO Directors and other senior staff to discuss the future direction of the Association. A key discussion point will be the planning provisions of the new transportation laws and the associated regulations. The staff support consultant will be asked to provide organizational assistance for a 2021 event.
  4. Training  
Training and professional development opportunities for MPO staff, NYSDOT staff, MPO member agency staff, and others are critical to increasing the technical planning capacity of the state as a whole. Training opportunities are developed and considered as needed through opportunities that exist through national and state programs and as determined by the Association. The consultant role will be limited to overall organization including soliciting interest, securing hosts for training

courses, processing payments for training through the host MPO, and ensuring that the training courses are offered as planned.

5. Planning Program Integration

This task involves implementing the data recommendations of the Modeling Working Group for the following data sets: travel data, Census/American Community Survey regional summaries, and National Socio-Economic Development (SED) drivers. It involves researching the Association members' Regional Transportation Plan (RTP) financial planning needs, and making centralized data available to the members for the above data sets.

## PROJECT ADMINISTRATION

This project is financed through the United States Department of Transportation. The project manager for CDTC will be Michael V. Franchini, CDTC Executive Director. The Association's Executive Committee will provide on-going direction to the Consultant. Broad direction will be provided by the MPO directors through action at their regular meetings. Approximately nineteen months after contract execution an assessment of the performance of the contractor will be made and a decision regarding contract extension will be made. A maximum of one 1-year extension will be considered before seeking interest from other firms or individuals. Extensions are dependent on performance and resource availability.

## NYSAMPO REQUIREMENTS

The NYSAMPO requires management and technical services with the following parameters:

- In order to carry out the Association's work program, management services may be provided by a single individual or by a team that provides equivalent services. If a team approach is proposed, it is the Association's expectation that the manager of this project will be a "hands-on" manager working directly on the various tasks in support of the Association's needs. It is not required that the manager be dedicated solely to this project. However, in order to fulfill the needs of the Association, the manager is expected to dedicate a significant percentage of time to this project so as to maintain a high level of responsiveness to NYSAMPO members, and to ensure the continuity to Association activities.
- Access to Albany is important for the conduct of some of the Association's business, but it is not required that the office be in the Albany area.
- The contractor will provide appropriate office space and support (telephone, computer, etc).
- The manager will be authorized to employ administrative support staff as needed.
- The manager will be expected to travel to meetings of the Association, but may also be expected to travel as a representative of the Association to meetings of other organizations, including AMPO.
- The manager will be the primary point of contact and will provide reports to the Executive Committee of the Association weekly.

## FEDERAL REQUIREMENTS AND COMPENSATION AND OTHER CONTRACTUAL REQUIREMENTS

The contract will be executed by the Capital District Transportation Authority on behalf of CDTC. Federal and CDTA contracting requirements will govern the solicitation. Attached is a sample contract form for this agreement, containing standard CDTA language for a federally assisted contract. Any exceptions to this

agreement proposed by the offeror must be clearly disclosed in the offeror's letter of interest. For the version of the REI accessed through the NYSAMPO website, the sample contract agreement can be obtained by contacting CDTC.

CDTC will pay the contractor on a reimbursement basis using invoices. Invoices shall document the number of hours worked, salary rate, and expenses for each individual working on the project by project task. Any other direct expenses should also be identified. With each invoice, the contractor must submit a brief progress report describing the work completed under each task. The progress report will serve as the basis for payment.

## SUBMISSION INSTRUCTIONS

Offerors may be firms or qualified individuals. Responses to this REI must include all of the following elements. Please note that materials submitted to CDTC are subject to the Freedom of Information Law (FOIL). If the respondent provides material of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material it considers confidential. Subject to the provisions of FOIL and other applicable laws, CDTC may agree to maintain confidentiality of such material if requested. CDTC assumes no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.

1. **A letter of interest** demonstrates the offeror has a clear understanding of the issues associated with this project and communicates the offeror's ability to complete the scope of work as required. The offeror may propose adjustments to the required scope in this letter if the offeror believes that those adjustments would add value to the project or would be more appropriate for the allotted budget. There is no need to repeat the required scope of work in the letter of interest.
2. **Examples of relevant previous work** that demonstrates that the offeror has the technical and communication skills to perform the required tasks. Examples of the relevant work that demonstrate the experience of the personnel assigned to the project should also be included. Extensive experience with transportation safety, air quality, climate change, bike-ped planning, and data management will be required. Stressing experience in unrelated activities is not encouraged and may leave the impression that the offeror does not correctly grasp the project's scope.
3. **A management plan** identifying the contractor's personnel who will be working on the study including resumes. The project manager should be clearly identified. Please ensure that the titles of the identified personnel match those on the resumes and in the price proposal. Failure to properly identify personnel reduces the credibility of the proposal.
4. **A price proposal** including all anticipated costs. Hours and hourly wages by task and by personnel should be included. The NYSAMPO has budgeted \$437,500 for the twenty-one month period for consultant services and \$250,000 for the twelve month renewal period. This figure should be considered the upset amount of the contract.

## SUBMISSION DEADLINE

Letters of interest are due at 5:00 PM EST on January 3, 2020 at the Capital District Transportation Committee offices located at One Park Place, Main Floor, Albany, NY 12205. Five hard copies of the submission plus one electronic copy on a flash drive shall be furnished.

## SUBMISSION EVALUATION

The Association and CDTC reserves the right to reject any or all submissions associated with this work. Based on the mix of qualified offerors responding to this REI, the Association may request qualified offerors to consider partnering with other qualified offerors. The Association may also require offerors to clarify aspects of their understanding of and approach to the study in person or by telephone.

A qualified offeror will be selected based on the following criteria:

1. Price proposal and approach
2. Relevant experience.
3. Qualified personnel assigned to the project
4. Demonstrated inter-personal and organizational skills of the identified personnel
5. Familiarity with metropolitan planning issues, especially those specific to New York MPOs
6. Ability to travel to all areas of New York State, to Washington D.C., and to other locations as necessary to carry out the coordinating aspects of the project