

**PROJECT DEFINITION  
FOR  
BROOKLYN-QUEENS EXPRESSWAY  
CHARRETTE**

**March 20, 2015**

*Prepared by: New York City Department of Transportation  
Division of Finance, Contracting, and Program Management  
Office of the Agency Chief Contracting Officer (ACCO)*

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**Invitation to Submit Proposals in Response:**

The New York City Department of Transportation invites you as a Consultant under the Town+Gown Academic Consortium Contract to submit a Proposal in Response for conducting a charrette of experts on the megaproject to replace the Brooklyn Queens Expressway triple cantilever structure in Brooklyn Heights.

**Release Date of the Request for Proposals:**                   **March 20, 2015**

All inquiries concerning this RFP should be addressed to:

Gail Hatchett  
New York City Department of Transportation  
55 Water Street, 8<sup>th</sup> Floor  
New York, New York 10041  
Telephone #:                                 (212) 839-9308  
E-Fax #:   (212) 839-2962  
E-Mail Address:                             [ghatchett@dot.nyc.gov](mailto:ghatchett@dot.nyc.gov).

Proposers should submit questions no later than **March 23, 2015** since the Agency may be unable to respond to questions received after that date.

**Proposal Due Date and Time and Location:**

Date:                                 **March 27, 2015**  
Time:                                 **NO LATER THAN 2:00 PM**

**Proposals should be e-mailed to Gail Hatchett at [ghatchett@dot.nyc.gov](mailto:ghatchett@dot.nyc.gov), between the hours of 9am-2pm only.**

**Anticipated Contract Start Date:**                   **April 24, 2015**

**Addenda to Mini RFP:** If the Department of Transportation determines that it is necessary to respond to an inquiry or request for clarification or explanation from a single or several Consultants in writing, such writing will be in the form of an addendum to the Mini RFP issued, which will become part of the requirements for such Mini RFP, and sent to all Consultants to which the Mini RFP was issued. In addition, it will be necessary for such Consultants to acknowledge receipt of an addendum to a Mini RFP by attaching an original signed copy of the addendum to its Proposal in Response.

**Scope of Work:**

**A. General Research Project Description.**

NYCDOT seeks to conduct a Charrette of experts on the megaproject to replace the Brooklyn Queens Expressway triple cantilever structure in Brooklyn Heights.

The goal of the charrette is to stimulate discussion and elicit ideas for implementable options on how best to replace this aging infrastructure. NYCDOT would like the proposer to convene a panel of bridge and tunnel planning and engineering experts (academics, others – national, international) that will discuss the merits of the various alternatives presented in a 2010 Alternative Analysis by New York State Department of Transportation. The charrette should also incorporate a Value Capture Analysis that NYCDOT commissioned in the Fall of 2014. We have provided a flash drive that contains the NYSDOT 2010 Alternative analysis, the Value Capture analysis and a video of sections of the cantilever structure.

The proposer is responsible for providing accommodations including food for a one day charrette. We anticipate 25-40 participants. DOT will approve recommendations of panelists. The proposer will create the day's agenda, facilitate the day's proceedings and provide all presentation materials.

**B. Objectives.** DOT would like the charrette to be held in May 2015. Deliverables include:

- Provision of insights on how best NYCDOT goals for the BQE megaproject can be achieved
- Consideration of other viable alternatives
- Identification of state-of-the-art practices pertaining to the planning and engineering phases of the project
- Identification of innovative funding mechanisms for the replacement alternatives
- Submission (no later than one month after the charrette) of final report summarizing results achieved for each of the above tasks

**Format and Contents of the Proposal in Response:**

The Proposal in Response will be in the form of Appendix C to the Town+Gown Academic Consortium Contract. Consultants should revise the form in Appendix C, as indicated in notes therein, to transform it into the Consultant's Proposal in Response.

**Evaluation Criteria and Evaluation Procedures:**

Proposals shall be evaluated by an evaluation committee that shall be comprised of a minimum of three (3) persons qualified to evaluate the components of this mini RFP (the “Evaluation Committee”). Members of the Evaluation Committee will include representatives of NYCDOT and may include other City agencies. The Evaluation Committee may also be assisted by technical advisors who may include representatives of other City agencies and public entities.

**A. EVALUATION PROCEDURES & EVALUATION CRITERIA**

All proposals accepted by DOT will be reviewed to determine whether they are responsive or non-responsive to the requirements of this mini RFP. Proposals that are determined by DOT to be non-responsive will be eliminated from further consideration. The Evaluation Committee will evaluate and rate all responsive proposals based on the evaluation criteria prescribed below.

The Evaluation Committee will perform an initial review of the Proposals (the “Initial Evaluation”) to develop a ranking of proposers for further consideration. Each Proposal will be rated by the Evaluation Committee based on the following criteria and weights:

**Technical Evaluation Criteria**

	<b>Technical Proposal Evaluation Criteria</b>	<b>Maximum Available Percentage</b>
1	Demonstrated level and quality of successful relevant experience	40%
2	Quality of proposed approach and methodology	30%
3	Demonstrated level of organizational capability	20%
	Total:	90%

In order to establish the technical evaluation ranking, the ratings by the evaluation committee members will be added and averaged for each proposing firm. Upon completion of the evaluation of the Technical Proposals, proposers will be ranked in descending order of score.

Based on these rankings of the Initial Evaluation, a “short-list” will be established of only those proposers who submit highly relevant and technically viable proposals with relevant and adequate qualifications, experience, overall project understanding, approach and demonstrated level of organizational capability in all project areas. Proposers not included on the “short-list” will not be further considered. DOT reserves the right to limit the number of firms shortlisted.

NYCDOT reserves the right to conduct site visits and/or interviews and/or to request that proposers make oral or visual presentations in support of their proposals or to exhibit or otherwise demonstrate or clarify the information contained in their proposals. Subsequent to any such presentations, the Evaluation Committee will prepare revised rating sheets in accordance with the above-noted criteria.

**Price Proposal Evaluation Criteria**

1	Cost	10%
	<b>Total:</b>	<b>10%</b>

The Price proposal will be opened, evaluated and scored by the Evaluation Committee based on the criteria and weights prescribed above. In the event that there is only a single qualified proposer, the Price Proposal of that proposer will be scored in this same manner. Any Price Proposal determined to be non-responsive will be rejected and eliminated from further consideration.

The Agency reserves the right to enter into negotiations with one or more proposers and subsequently to request the submission of Best and Final Offers from those proposers who, after the conclusion of such negotiations, are still under consideration for award. No proposer shall have any rights against the Agency arising from an invitation to enter into negotiations or to submit a Best and Final Offer.

The final total score will be calculated by the Evaluation Committee, in accordance with the following weights: Technical Proposal (90%) and Price Proposal (10%). The final selection will be made of that proposal which has the highest total score and is deemed to be most advantageous to the city.

In the event that DOT has chosen to negotiate a fair and reasonable price with the highest ranked proposer, if such a fee is not successfully negotiated, DOT may conclude such negotiations, and enter into negotiations with the next ranked vendor(s), as necessary.

Although discussions may be conducted with proposers submitting acceptable proposals, DOT reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best programmatic and Price terms.

**B. BASIS FOR CONTRACT AWARD**

A contract will be awarded to the responsible proposer whose proposal is determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria which are set forth in this mini RFP. Contract award is subject to successful negotiation of contract terms with the apparent winner.

**CONTRACT TERM:** It is anticipated that the term of the contract awarded from this mini RFP will be for a period of ninety days (90 ) and commence within one day ( 1) calendar day from the date of written notice to proceed.