

**TOWN+GOWN MASTER ACADEMIC CONSORTIUM CONTRACT
REQUEST FOR PROPOSALS
NEW YORK CITY DEPARTMENT OF TRANSPORTATION
SMART TRAFFIC ANALYTICS SYMPOSIUM**

Submission Deadline: November 14, 2016

Mini RFP

I. General Information

Invitation to Submit Proposals in Response:

The New York City Department of Transportation (“DOT”) invites you as a Consultant under the Town+Gown Academic Consortium Contract, to submit a Proposal in Response for this project, which entails hosting, moderating, and managing a one day symposium.

Due Date for Receipt of Proposals in Response:

Consultants shall submit their Proposals in Response via email ONLY, no later than 5 P.M. on November 14, 2016 to Gail Hatchett, Director of Consultant Programs at ghatchett@dot.nyc.gov.

If a Consultant chooses not submit a Proposal, such Consultant shall submit a No Bid Response (The Form for this purpose is attached to this document for the purpose of convenience. See Attachment A), no later than 5 P.M. on November 14, 2016 to Gail Hatchett, Director of Consultant Programs at ghatchett@dot.nyc.gov.

Inquiries and Requests from Consultants for Clarification or Explanation:

If a Consultant wishes to make an inquiry or request a clarification or explanation with respect to this Mini RFP, such Consultant must make such inquiry or request in writing sent via email ONLY to Gail Hatchett, Director of Consultant Programs at DOT – ghatchett@dot.nyc.gov, no later than 5 P.M., November 7, 2016. In the event DOT determines that it is necessary to respond to such inquiry or request in writing, such response will be furnished as an addendum to this Mini RFP and will be sent to all Consultants as described below. If deemed necessary, a meeting or conference call with all interested parties prior to the submission date may be arranged to address questions or concerns.

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.

The Name and Contact Information of the City Agency Procurement Process Contact: All Proposals in Response, Inquiries or Requests for Clarification or Explanation, and receipts of any Addenda, shall be send via email ONLY to:

Gail Hatchett
Director of Consultant Programs
Department of Transportation
ghatchett@dot.nyc.gov

II. Scope of Work:

A. General Research Project Description:

NYCDOT seeks a partner to convene and host a symposium for experts in the field of traffic analytics to provide insight on the possible application of these technologies in New York City.

NYCDOT would ask the proposer to convene a panel of traffic analytics pioneers, including academic and private researchers. We have attached a one page description of the goals of this event, including background on congestion within the Manhattan Central Business District, and our hopes to remediate it, while also boosting street efficiency and traffic safety, using image and sensor analytics, cell phone data analytics, and other emerging technologies which provide real-time and actionable awareness.

B. Research Project Objectives: DOT would like the Symposium to be held in December 2016.

The proposer would be responsible for providing accommodations including food for a one day symposium. We anticipate 35-50 participants, in addition to graduate students and faculty from relevant academic institutions. The proposer will choose panelists and participants, with input from NYC DOT. The proposer will manage invitations, develop and facilitate the day's agenda, provide for an "expo" where participants can set up individual booths, and meet participants' audio-visual needs. NYC DOT would participate in a post-Symposium graduate seminar discussion on these topics, if the proposer would be interested. Deliverables include:

- Development of agenda, including an "expo" in which leading researchers are provided booths to exhibit their research.
- Selection and invitation of participants, along with management of invitations.
- Selection and moderation of a panel of leading experts, followed by a guided Q&A town-hall discussion.
- Provision of food, necessary materials (i.e., printed agendas, etc) and audio-visual needs.
- Submission of a report to DOT no later than one month after the symposium detailing insights on how best NYC DOT can anticipate and prepare for integration of the next generation of real-time traffic management technologies, including image and sensor analytics, cell phone data analytics, and other emerging technologies into New York City's existing traffic management system. Prior to submission of the final report, the proposer would submit a draft report for DOT's review and comment.

III. 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.

IV. 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.

V. 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

	Technical Proposal Evaluation Criteria	Maximum Available Percentage
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%
	Total:	10%

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.

VI. 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.

COST: DOT has allocated \$50,000 in City funds for this research project. Proposals are expected to be in the range of \$30,000-\$50,000 and will be evaluated competitively.

FORM – ATTACHMENT “A”

ACKNOWLEDGEMENT OF RECEIPT OF THE MINI REQUEST FOR PROPOSALS

WE STRONGLY RECOMMEND THAT YOU FAX THIS SHEET TO US TO ENSURE THAT YOU RECEIVE ALL FUTURE ADDENDA

ATTN.: Gail Hatchett

E-Mail: ghatchett@dot.nyc.gov

WE WILL PARTICIPATE IN THE MINI RFP - SEND ANY TECHNICAL ADDENDA TO THE CONTACT PERSON LISTED BELOW:

Consultant:			
Address:			
City	State	ZIP	
Contact Person:	Phone #:	Email:	Fax #
RFP Contract Number (Fill in): Contract No.: N/A E-PIN: N/A PIN: N/A			
Mini RFP Contract Title (Fill in): Smart Traffic Analytics Symposium			

OR

WE DO NOT PLAN TO SUBMIT A PROPOSAL, BECAUSE (Please check as many as apply).

Please check all the reasons that apply and return this form to Gail Hatchett
E-Fax: (212)839-4241. E-Mail Address: ghatchett@dot.nyc.gov

- 1) Size of this contract is not within the interest of consultant.
- 2) Consultant had an insufficient amount of time to prepare proposal. (Please give the date that the Consultant acquired RFP and any other pertinent information.)
- 3) Contract work not within the specialty of the Consultant. (Please cite Consultant's area of specialty.)
- 4) Other. (Please explain in comment section below.)

Comments: (Please use additional sheets if necessary)

Signature

Title