

Attach To Contract Document

New York City Department of Transportation
Division of Traffic

REQUEST FOR PROPOSAL

FOR

DESIGN AND ENGINEERING SERVICES IN CONNECTION WITH THE SCHOOL SAFETY ENGINEERING
PROJECT – SECOND GROUP, CITYWIDE

P.I.N. 84107MBTR164

Addendum # 1
August 22, 2008

Technical Proposal Due Date has been extended from 08/29/08 to 09/12/08

This Addendum Is Hereby Made Part of The Contract Documents

NOTE:

Attached please find:

1. Addendum No. 1
2. Revised Section V C, Basis of Contract Award (Page 10-R)
3. Revised Section VII A, (Page 3-R)
4. Revised Section VII D, (Form 5T-R)
5. Revised Section VII E, (Form 4T-2-R)
6. Responses to Pre-Proposal Conference Questions Raised to the Agency
7. Listing of 75 Priority Schools
8. Attendance Sheet
9. Acknowledgement Receipt

**DESIGN AND ENGINEERING SERVICES IN CONNECTION WITH THE SCHOOL SAFETY
ENGINEERING PROJECT – SECOND GROUP, CITYWIDE**

P.I.N. 84107MBTR164

ADDENDUM No. 1
August 22, 2008

- 1) **REFER TO: Request for Proposal, Section V, C. Basis for Contract Award, Page 10,**
DELETE THE PAGE IN ITS ENTIRETY

REPLACE WITH PAGE 10-R
- 2) **REFER TO: Request for Proposal, Section VII, A –Paragraph D, Work Program, Page 3**
DELETE PAGE IN ITS ENTIRETY

REPLACE WITH PAGE 3-R.
- 3) **REFER TO: Request for Proposal, Section VII, D- Proposal Forms Packet,**
Form 5T – NYCDOT Current Workload Disclosure
DELETE PAGE IN ITS ENTIRETY

REPLACE WITH FORM 5T-R.
- 4) **REFER TO: Request for Proposal, Section VII, E, - Cost Proposal Forms Packet,**
Form 4T2 –Cost Proposal Summary
DELETE THE PAGE IN ITS ENTIRETY

REPLACE WITH FORM 4T2-R

C. 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 RFP. Award of the contract shall be subject to the timely completion of contract negotiations between the Agency and the selected proposers.

D. Work Program

The work program will consist of the six tasks described below: Proposers are requested to provide a detailed technical proposal based on the work plan tasks and deliverables outlined below, for completion within a **four-year** period. However, proposers could suggest alternative approaches that would meet the objectives of the project.

Task 1. Collection of Traffic and Safety Data at Each School

The Consultant will collect and analyze detailed traffic and safety data utilizing standard methodology and procedures as defined by the Institute of Transportation Engineers, New York Metropolitan Transportation Council, DOT and other professional sources for each priority school and each supplemental school. Data needed to support recommendations for new and modified signals, speed reducers and other measures should be collected. Such data should include, but not be limited to:

- School location;
- Inventory and condition of roadway and pedestrian facilities;
- Traffic counts, including turning movements, traffic volumes and pedestrian counts, drawings of physical layout and street furniture at schools;
- Traffic (both vehicular and pedestrian) volumes for critical time periods (e.g., school arrival and dismissal times);
- Sight distance, street lighting, speed limits, road geometry, traffic control devices;
- Origin/destination data to determine the volume of through traffic vs. school-related traffic;
- Vehicle classification, travel speeds and gaps;
- On-street parking regulations, practices and compliance, curbside utilization (school buses, school staff, drop off and pick ups, residents, visitors);
- Pedestrian patterns and characteristics (age, physical size, mental capabilities, arrival and departure times, reaction time, walking speed);
- Accident (collision) history from both NYSDMV (most recent 3-year period) and NYPD (most recent 3-year period);
- Information obtained by consultation with school administration, parents and community representatives;
- Student enrollment and grades, student arrival/dismissal times;
- Modes of transportation for travel to school, including number of students using school buses for drop-off / pick-up;
- Crossing guards assigned to school and whether present at their posts;

The Consultant would reduce and tabulate all data collected using standard spreadsheet software. In addition, the Consultant would prepare revisions to existing DOT sign and markings orders to enable DOT to update its computerized and manual records. In the event that data is collected via video recorders, the original tapes or discs will be the property of DOT.

Within 30 days of commencing the contract, the Consultant would submit to DOT a plan for the collection of data at the priority and supplemental schools for review and approval.

FORM 5T-R NYCDOT CURRENT WORKLOAD DISCLOSURE

The purpose of this form is to provide information concerning the current workload of the firms interested in the project for which the proposal is being submitted. The information provided should be for the office(s) which would perform the work of this contract. The values shown **should not** include fees to be paid to subconsultants and subcontractors or for rentals or purchases of equipment.

PIN: 84107MBTR164 FIRM NAME: _____
 CONTRACT NO.: _____ CONTACT PERSON: _____
 PROJECT NAME: School Safety Project – Second Group PHONE NUMBER _____
 BIN: _____ ADDRESS OF OFFICE(S) TO PERFORM WORK _____
 DATE OF RFP: _____
 IS YOUR FIRM A: M/WBE DBE ? (Circle one)

Name of Personnel (Proposed Office(s)): Administration _____ Total Personnel _____

- I. Remaining NYC-DOT work of proposed office(s) (from back of sheet) with all NYC-DOT \$ _____
- II. Expected billings for next 18 months:
- A. NYC-DOT WORK: total expected billings in next 18 months. \$ _____
 - B. WORK WITH OTHER PUBLIC AGENCIES: total expected in the next 18 months \$ _____
 - C. PRIVATE WORK: total expected billings on projects in next 18 months. \$ _____
- TOTAL (A + B + C) \$ _____

III. Certified M/WBE or DBE firm(s) for Federal Aid Projects or for Non-Federal aid Projects proposed for use on this project:

SUBCONSULTANT FIRM NAME	PROPOSED % OF PROJECT	# OF TECHNICAL PERSONNEL	WORKLOAD
_____	_____ %	_____	\$ _____
_____	_____ %	_____	\$ _____
_____	_____ %	_____	\$ _____

IV. Other firm(s) proposed for use on this project

_____	_____ %	_____	\$ _____
_____	_____ %	_____	\$ _____

CERTIFICATION

I hereby certify that the above figures are actual contract amounts (when available) or my best estimate of expected billings.

DATE

SIGNATURE (OFFICER OR PARTNER)

FORM 4T2-R – COST PROPOSAL SUMMARY

PROJECT NAME: School Safety Project – Second Group, Citywide

PIN NO.: 84107MBTR164

PRIME CONSULTANT: _____

	<u>(COLUMN 1)</u>	<u>(COLUMN 2)</u>	<u>(COLUMN 3)</u>	<u>(COLUMN 4)</u>	<u>(COLUMN 5)</u>
	<u>CONSULTANT</u>	<u>HOURS ALL FIRMS</u>	<u>ESCALATED LABOR COST TO PROJECT MIDPOINT</u>	<u>DIRECT NON-SALARY COST</u>	<u>TOTAL COST</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
	TOTALS			\$275,000.00	(T)

INSTRUCTIONS:

1. The costs entered in Column 3 are the totals shown on line (D) of Form 4T-1 "Labor Cost Proposal" for each consultant on the project team.
2. The Total Direct Non-Salary Cost shown in the shaded area below Column 4 is an out of pocket expense budgeted amount allowed to all proposers and must not be changed.
3. The Total Direct Non-Salary Cost provided by each consultant of the project team MUST SUM to the total shown in the shaded area at the bottom of the Column 4.

Questions & Answers:

- Q1. Re: Form 3T Project Understanding and Approach asks:
Describe your overall approach and understanding to providing transportation planning, traffic engineering, traffic calming and transportation modeling services for this project" This description addresses Operational Improvements. This is significantly different from the scope described in the RFP document which includes Capital Improvements. Which is the basis for this proposal?
- A1. It is expected that all schools will get operational measures (i.e. new crosswalks, signals, signs, etc., and most, but not all (approximately 70%), would need capital work.)**
- Q2. Re: Form 2T Proposed Resumes
Resumes of key personnel include:
Transportation Planning
Traffic engineering
Traffic calming
Transportation modeling
Community outreach
Key personnel titles are based on Operational Improvements not capital improvements. Which is the basis for this proposal?
- A2. It is expected that all schools will get operational measures (i.e. new crosswalks, signals, signs, etc., and most, but not all (approximately 70%), would need capital work.)**
- Q3. Given that the proposal will have to be developed and finalized in the last weeks of August when many people are taking vacation, we request that the proposal due date be extended a minimum of one month.
- A3. The proposal due date has been extended from 8/29/08 to 9/12/08 through this Addendum #1.**
- Q4. We request that a list of the 75 projects and their locations be provided as soon as possible.
- A4. Please see attached Excel chart.**
- Q5. Please provide a copy of the pre-proposal conference attendance list.
- A5. Please see attached.**
- Q6. What was the average and largest sheet count for a capital project in the First Group?
- A6. The sheet count for a capital project in the first group was typically 16-20 pages.**

