

DATE: 06/15/2023

NON-CONSTRUCTION CONTRACT SOLICITATION NOTICE

MTA- B&T IS NOW ADVERTISING FOR THE FOLLOWING:

SSE #: 0000438636

OPENING/DUE DATE: 07/27/2023

TYPE OF SOLICITATION: RFP

DOCUMENT AVAILABILITY DATE: 06/15/2023

SOLICITATION TITLE: PSC-21-3055 Miscellaneous Toll Collection Consultant Support Services on an As-Needed Basis

DESCRIPTION: In operating and maintaining its tolling facilities, the Authority may require assistance to perform tasks related to Toll Collection and toll violation enforcement. Generally, the Consulting Services required under this agreement shall include various tasks designed to ensure that the Authority’s toll collection and violation enforcement systems are robust, accurate, reliable, auditable, maintainable, and to develop plans to improve, modernize, and replace toll system components when necessary.

Funding: 100% Operating Goals: 15% MBE; 15% WBE; 6% SDVOB Est \$ Range: \$5M - \$10
 Contract Term: 5 Years

******PLEASE SEE THE ATTACHED SCOPE OF WORK FOR ADDITIONAL INFORMATION******

PRE-BID CONFERENCE

DATE: 06/28/2023

TIME: 09:30AM

Virtual via Microsoft Teams- Please contact the assigned procurement representative at rgolubow@mtabt.org to register

SITE TOUR N/A

DATE:

TIME:

PLACE:

FOR MORE INFORMATION, PLEASE CONTACT:

PROCUREMENT REPRESENTATIVE: Robin Golubow

EMAIL: rgolubow@mtabt.org

TS-1
SCOPE OF WORK
Miscellaneous Toll Collection Consultant
Support Services On An As-Needed Basis

I. INTRODUCTION AND OBJECTIVES

In operating and maintaining its tolling facilities, the Authority may require assistance to perform tasks related to Toll Collection and toll violation enforcement. Generally, the Consulting Services required under this agreement shall include various tasks designed to ensure that the Authority's toll collection and violation enforcement systems are robust, accurate, reliable, auditable, maintainable, and to develop plans to improve, modernize, and replace toll system components when necessary.

II. SCOPE OF SERVICES

The Consultant shall be capable of providing technical services including, but not limited to the following:

- a. Various studies of existing toll collection systems implemented by other tolling authorities in order to determine what might be applicable to TBTA operations;
- b. Conceptual Design, Planning, and Scoping for Toll System capital projects; interfacing with third parties such as but not limited to mobility service providers, Transcom, DMV and others.
- c. Conceptual Design, Planning, and Scoping for: exchanging data with the Back Office Systems at the New York E-ZPass Customer Service Center ("NYCSC"), TBTA's Revenue Accounting Analysis System (RAAS) and third parties; business continuity; performance audit programs and systems, ORT system backup.
- d. Provide multi-disciplinary technical support personnel to the Authority on an as-needed basis. These disciplines include, but are not limited to: software, networking, electrical, mechanical, environmental, communication, and traffic engineering;
- e. Evaluate potential upgrades for the toll collection systems including Host and Back Office systems, Plaza systems, In-lane systems and Violation Enforcement, toll collection audit systems including necessary hardware and software component needs; toll collection business rules;
- f. Assist in the development of business rules, policies and procedures to connect roadside systems with operations at the NYCSC, RAAS and Third Parties;
- g. Evaluation and testing of toll collection equipment including Detectors, Dynamic Message Signs, Cameras, and Wireless and Landline Communication Networks to support tolling, and other toll collection system hardware and software components;
- h. Planning and design of tolling related infrastructure including electronic toll elements, roadway geometry, traffic operations, employee and contractor access, signing, lighting, lighting protection, electrical, backup power, and aesthetics;
- i. Provide professionally qualified individuals to perform Project Management including, but not limited to, planning, scheduling, coordinating, directing, reporting of work completed and budget controls and controlling project activities from concept development through completion of construction of a project;
- j. Review the work of other consultants and contractors including performing constructability reviews and peer reviews for toll-related projects;
- k. Preparation or review of Engineer's Estimates for toll-related design documents and/or construction work;
- l. Preparation or review of project schedules;
- m. Construction Support for Toll System-related efforts;

- n. Engage specialty Subconsultants and supervise their services and products;
- o. Prepare project scopes of work and estimates for project development related services;
- p. Provide project cost estimating services;
- q. Financial assessment of proposed projects including a toll revenue risk analysis of various system options;
- r. Assist TBTA in developing and testing its business continuity plans as they relate to toll collection operations;
- s. Analyze the costs and benefits of toll system changes, including costs of initial investment, transition plans, ongoing operations, and future system reinvestment needs, as well as the full range of benefits including cost savings/avoidance, improved traffic flow, enhanced traffic and employee safety, air quality and environmental benefits;
- t. Provide and/or obtain subcontract advice on technical matters requiring specialized skills, techniques, or equipment.
- u. Study and propose means and methods to protect privacy and comply with all applicable laws and regulations;
- v. Assistance in market research and industry best practices;
- w. Establish interfaces and policy coordination with other state and local agencies;
- x. Review existing video tolling pilot program and make recommendations to better protect the revenue stream by increasing the rate of collection; and
- y. System specifications, requirements and acceptance criteria and testing.

In addition to the Consulting Services specified above, TBTA may choose to task the Consultant with additional services related to the development, administration, and evaluation of current or future programs as such needs arise.

Respondents must include evidence of successful performance relative to the specified Consulting Services outlined in this RFP.

III. KEY QUALIFICATIONS

Firms should have the ability to provide needed resources to TBTA, such as Program Managers and senior level advisors in all areas related to the requested services.

Selected consulting firms shall provide resources that have qualifications and experience in the following areas, preferably within the last five years:

- Strong local presence and ability to work on TBTA premises with little notice for extended periods of time without the need to relocate key individuals;
- Knowledge and experience in all requested management and program support areas;
- Managing, administering, and providing oversight for toll operations contracts;
- Experience in designing, developing and testing toll systems and toll audit systems;
- Experience implementing the full range of tolling and traffic management tools needed to efficiently operate modern tolling facilities;
- Developing and writing toll design-build Requests for Proposals;
- Experience in working collaboratively with other partner agencies and consultants;
- Managing, administering, and providing oversight for toll system design and construction contracts as an owner;
- Demonstrated ability to communicate effectively in plain language and with diverse audiences;
- Toll related QA/QC and other project controls for projects (scheduling, cost estimating, document control, general accounting, cost accounting, budgeting, etc.);
- Understanding of sensitive local and regional issues; and

- Demonstrated on-time and on budget delivery of toll projects.

IV. SUBCONTRACTING SERVICES

Services of subconsultants with specialized expertise may be required to investigate technical issues of particular interest to the Authority. Services assigned to subcontractors or subconsultants will be approved in advance by TBTA. In the event that the services of a subcontractor or subconsultant are required, the Firm will obtain a schedule of rates and the TBTA will review and approve said rates, including overhead, prior to the approval. The Consultant will serve as a liaison between these subconsultants and the Authority and will provide the administrative and contractual framework required to enable these subconsultants to serve the TBTA on an as needed basis.

V. REPORT REQUIREMENTS

The Consultant shall submit monthly progress reports to the Authority's Project Manager on assigned tasks. The scope of nature of a task may warrant more frequent reporting as directed by the Authority's Project Manager. In addition to the above requirements, the Consultant is responsible for informing the Authority's Project Manager in a timely manner of all important project developments that require immediate attention and other sensitive issues that may not be covered under the periodic reports.

VI. TASK ASSIGNMENT

- a. **Procedure:** Prior to assigning a specific task, the Authority's Project Manager will provide an introductory overview of the work requested in writing and the Consultant shall meet with the Authority's Project Manager to become fully familiar with the task. The Consultant shall then submit, within three to five business days of this meeting, unless otherwise directed by the Authority's Project Manager, a proposal for the execution, cost, and the scheduling of the task. In this proposal, the Consultant shall provide his understanding of the scope of work, a project-staffing table of personnel required to complete the task, an estimated task budget to be submitted on the attached TS-3 form, and a tentative schedule to complete the task. Only upon issuance of a work order by the Authority's Contracts Department, shall the Consultant begin work on the task.
- b. **Compensation for Site Visits and Proposal Preparation:** The Consultant shall be compensated in the following manner for site visits and preparation of proposals:
 1. The total number of hours and the composition of the Consultant team for such overview work shall be pre-approved by the Authority's Project Manager. Generally, the Consultant will be allowed to charge up to four hours (per approved person) for the site visit and will be permitted to send the Consultant Project Manager and experts of relevant disciplines as required to prepare a cost proposal.
 2. The Consultant shall be paid for actual time spent at task scope meetings and for related project site inspections. This reimbursement will be limited to direct salary and related overhead charges only.
 3. The Authority will compensate the Consultant in a limited fashion for the effort expended in the preparation of a cost proposal or for subsequent expenses incurred in revising the cost proposal to meet the Authority's Project Manager's requirements. Specifically, the Consultant will be permitted to charge the Authority up to ten hours for the preparation of a cost proposal and up to two hours for the modification of a proposal as directed by the Authority's Project Manager. This compensation will be

limited to direct salary and related overhead charges only. The Authority's Project Manager, at his sole discretion, may authorize in writing additional time for the Consultant for the preparation and modification of proposals.

4. In addition, out-of-pocket expenses incurred from attending the task scope meeting will be reimbursed, in a restricted manner, with the submission of proper receipts. Specifically, the Consultant will be permitted to charge the Authority only for toll charges and reasonable transportation costs related to travel to and from TBTA facilities. Incidental costs generated from preparing a cost proposal, such as computer usage charges and mailing costs, are not reimbursable. The Authority's Project Manager, at his sole discretion, may authorize in writing additional over-the-counter items required by the Consultant in performing technical appraisals for proposed projects.
 5. All changes incurred under this contract are subject to approval by the Authority's Project Manager. The Authority's Project Manager, at his sole discretion, may require the Consultant to provide additional justification for questionable charges or may either adjust or delete such charges from a consultant invoice.
- c. **Restrictions:** Once a task has been assigned, no change in any aspect of the task will be permitted without the approval of the Authority's Project Manager. The Authority will not reimburse the Consultant for work performed beyond the approved scope of work. It is the responsibility of the Consultant to continuously monitor the project budget and schedule and to bring to the attention of the Authority's Project Manager, at the earliest possible time, any difficulties that may be potentially encountered in meeting project requirements. The Authority's Project Manager will advise the Consultant on what, if any, corrective action will be permitted. The Consultant shall report any exceptions that he may have with the assigned scope of work in writing. This includes any claims for supplemental compensation for services rendered or for any requested exemptions from terms specified in the original notice to proceed. All such notifications shall be made at the earliest possible time, but no later than the seventy-five percent (75%) design completion. The Authority's Project Manager shall review any such requests from the Consultant and shall determine, at his sole discretion what, if any, changes to the original terms of the notice to proceed that he may permit. The Consultant is cautioned that he is strictly responsible to complete all terms of the approved scope of work and to deliver all technical documentation to the Authority's Project Manager on a timely basis. Under no circumstances, shall the Consultant inhibit the progress of a project nor retain technical documentation pending review by the Authority's Project Manager of any exceptions to terms of a project scope that the Consultant may have reported.

VII. TIME AND STAFFING REQUIREMENTS

- a. **Estimated Personnel Requirements:** It is estimated that each area of technical expertise will be utilized for the overall contract in the following manner:

Research	10%
Concept Design	15%
Specification	30%
Project Management/Construction Support	30%
Constructability and Peer Reviews	5%
Specialty Subconsultants	10%

b. Manner of Work Assignment:

1. The Consultant should note that the percentages for technical expertise listed above are the Authority's estimates for the kinds of services to be performed under this Agreement; they are not guaranteed or represented as correct or intended to be relied upon and they shall not be taken as final and shall form no basis for any claim in case they do not correspond with the final kinds of services actually performed.
2. The Authority's Project Manager will assign work to the Consultant on a task-by-task basis as described above. Given that the scope of work for each task will differ, the staffing requirements will vary accordingly. In addition, the possible assignment of more than one task at a time may also affect staffing requirements.
3. Because this is a contract for design services as required, the Authority expressly reserves the right to direct the Consultant to perform services only as required and in whatever areas of expertise as required even if that means that no services will be performed in certain areas.

c. Qualifications of Technical Personnel:

1. The Consultant shall assign a Consultant Project Manager. This individual shall have extensive experience in managing services of the type required in this requirement contract.
2. The Consultant Project Manager shall be responsible for administering this Agreement as well as conducting all tasks authorized by the Authority. This person shall serve as a single point of contact with the Authority's Project Manager.
3. As requested by the Authority's Project Manager, the Consultant Project Manager shall assemble the appropriate technical personnel to serve as members of a design team for each assigned task. The Authority's Project Manager may require, at his option, the Consultant to submit resumes of purposed team members for approval.
4. Each team member serving in a lead capacity for a particular discipline should preferably be licensed as a Professional Engineer or Registered Architect in New York State. This requirement shall not apply for task orders involving software, networking, communication or other Information Technology activities.