

REQUEST FOR PROPOSAL

FOR

ON-CALL TRANSPORTATION RESOURCES



DEPARTMENT OF ENVIRONMENTAL RESOURCES

Release Date: September 12, 2022

Due Date: October 10, 2022

Responses received after 4:00 p.m., October 10, 2022, WILL NOT BE CONSIDERED.

Town of Oyster Bay
Department of Environmental Resources
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Introduction

The Town of Oyster Bay Department of Environmental Resources provides a myriad of environmental services to the residents of the Town and to its various departments. The intent of this RFP is to obtain the most qualified individual or firm to provide on-call transportation impacts analysis services to the Town of Oyster Bay Department of Environmental Resources as the need arises. The description of the anticipated services needed will be summarized in the Scope and Objectives section of this RFP. As set forth below, selection will be based upon consideration of the overall qualifications, experience, financial status, project cost and benefit to the Town.

The Town reserves the right to negotiate with any and all proposers, to decline any and all proposals, and to select the proposer which in the Town's sole judgment, will best serve the needs of the Town and its residents. The Town further reserves the right to award multiple contracts to multiple qualified firms or individuals.

Questions regarding the requirements contained in this RFP may be obtained by contacting:

George Baptista, Jr., Deputy Commissioner
Department of Environmental Resources
Email: environmentalRFP@oysterbay-ny.gov

Only questions submitted in writing or via email will receive a response. Inquiries and responses to inquiries shall be shared with other proposers.

Objective of Request for Proposal

The objective of this Request for Proposal ("RFP") is to award a Service Agreement to an organization, firm or individual that will accomplish the following:

I. REVIEW TRAFFIC IMPACT STATEMENTS

1. Document Review. Consultant will be expected to conduct a thorough review of document(s) (e.g. site plans, traffic studies, environmental assessment forms, public comments, etc.) to obtain a complete understanding of a project's overall scope and phasing. The review should assess the completeness, accuracy and methodology chosen with regard to the preparation of the document(s).
2. Physical Features Review. In order to assess the completeness of the report, a field physical features review may be requested to obtain basic information about the road network surrounding the site.

3. Count Data Review. Traffic counts must be examined for their accuracy. This validity check will compare the basic counts used in the study against documented counts from other sources including the Town, County or State.
4. Trip Generation Estimates. Consultant will be expected to examine the approach taken in the study regarding the rationale used to estimate trip generation.
5. Trip Distribution and Assignment. Consultant will be expected to review how generated trips are distributed throughout the adjoining road network.
6. Accident Analysis. Consultant will be expected to review the summarized accident data presented in the report for accuracy and the methodology employed to compile, calculate and compared accident rates.
7. Capacity Analysis. Consultant will be expected to review capacity analyses to assess the accuracy of the results reported. Consultant must review the data provided and run an analysis at various critical locations within the environs of the project site to ascertain a concurrence on the results. Typically, a few critical locations will be candidates for a spot check in judging the overall accuracy of the capacity analysis.
8. Consultant will be expected to raise any and all related concerns as they pertain to the impact of the proposed development on Town owned roadways.
9. Cumulative Impact Analysis. Consultant will be expected to thoroughly review the cumulative impact analysis of redevelopment projects that could have an impact on transportation resources.
10. SEQR/TEQR Understanding. Consultant will be expected to analyze all potential transportation resources impacts in accordance with the New York State Environmental Quality Review Act (SEQR), Town of Oyster Bay Department of Environmental Resources (DER), Town Environmental Quality Review (TEQR) Division requirements (including the DER Transportation Information Resources Addendum (TIRA), and traffic engineering industry standard practices. Proven ability to review projects/proposed actions in accordance with Article 8 of the Environmental Conservation Law (ECL), State Environmental Quality Review Act (SEQR), and the implementing regulations thereto at 6 NYCRR, Part 617, and the Town of Oyster Bay Environmental Quality Review Law, Chapter 110 of the Code of the Town of Oyster Bay.
11. Conclusion and Recommendations. Consultant will be expected to succinctly summarize and communicate recommendations, findings based on their analyses. Consultant will also be expected to provide various methods of information analysis

included but not limited to the follow: potential mitigation measures, executive summaries, and comparative analysis of similar projects, analysis of short-term, long-term, direct, indirect, and synergistic impacts to transportation resources.

12. Alternatives Analysis and Mitigation Measures. Consultant will be expected to have an understanding of traffic mitigation and mechanisms to improve project features utilized elsewhere on Long Island and be able to discuss feasible alternatives where appropriate. Consultant should also be well versed in discussing potential advantages and disadvantages of various measures considered for implementation, potential direct and indirect impacts, as well as short-term, long-term and cumulative impacts.
13. Communication. Consultant will be expected to effectively communicate and coordinate comments for consistency with the Department of Environmental Resources standard procedures.

II MISCELLANEOUS TRANSPORTATION IMPACTS

Consultant will be expected to review proposed actions and conceptual projects as the behest of the Department of Environment Resources and provide preliminary analyses and recommendations as necessary to ensure adherence to industry standards and guidance documents, and to maximize benefits and minimize impacts to the Town and its residents.

II. MEETINGS WITH TOWN OF OYSTER BAY STAFF

III. DRAFTS FOR REVIEW AND COMMENT

Consultant will be expected to provide drafts for internal review and consideration to this DER prior to meaningfully considering their document prior to finalization.

IV. BILLING

Consultant will be expected to provide invoices in a timely manner and provide interim updates when requested by DER to that the trust accounts can effectively be managed by the Department.

V. TESTIMONY AT PUBLIC HEARINGS

VI. ATTENDANCE AT COMMUNITY/PUBLIC MEETINGS

VII. MEETINGS WITH INTERESTED AGENCIES AND/OR INVOLVED PARTIES

Consultant will be expected to attend meetings and provided analysis and input to DER where proposed actions/potential projects may have the potential to impact transportation resources in the Town of Oyster Bay. This task may include reviewing documents and measures to evaluate the whole action and potential adverse environmental impacts which are to be provided to DER.

Program Requirements and Scope

The Town of Oyster Bay Department of Environmental Resources, Division of Environmental Planning and Technical Review provides environmental reviews and oversight pursuant to Article 8 of the Environmental Conservation Law (ECL), State Environmental Quality Review Act (SEQR), and the implementing regulations thereto at 6 NYCRR, Part 617, and the Town of Oyster Bay Environmental Quality Review Law, Chapter 110 of the Code of the Town of Oyster Bay. Comprehensive transportation resources impact analysis is an integral component of the environmental review process. The Proposal shall present a concise outline which fully describes the operation and administrative structure for the successful implementation and management of the project and services as noted in the section entitled “Objective of Request for Proposal.” The program outline will be used in the evaluation process and will be used along with the proposed cost of services to the Town of Oyster Bay to select the successful proposal(s).

Operations

Proposals shall discuss the nature of the actual transportation analysis and traffic engineering disciplines including qualifications, certifications and applicable licenses of the firms/individual traffic engineers and technicians, in addition to the firms/individual qualifications a detailed description of any and all ancillary vehicles, computer simulators and equipment that will be used to fulfill the conditions of the contract shall be provided.

If the proposer anticipates the use of sub-contractors or sub-consultants to fulfill the conditions of contract, they shall be identified and the proposer shall provide complete resumes, qualifications, certifications, fee schedule for their time, and their specific role relative to the proposal. If specialized staff are needed that were not reviewed in the proposal, the aforementioned information should also be provided to DER prior to commencing work. Aforementioned subconsultant information must also be provided to DER for review and approval prior to utilizing the subconsultant. It is imperative the DER is aware of all personnel working on DER projects.

Requirements of Contract

The Department of Environmental Resources seeks operators with substantial financial capability and experience in transportation analysis and traffic engineering disciplines. Parties without substantial qualifying experience may not be considered.

Any and all sub-contractors for the services proposed in the proposal shall be indicated and identified by discipline and in relation to the activity.

The proposer shall be required to provide proof of adequate insurance as specified in the “Insurance” section and any additional insurance as required by the Town of Oyster Bay.

Format

In order to facilitate the most orderly and efficient comparison of proposals it is requested that each submission be organized in the following format:

1. A detailed resume for all principals and/or directors, including, but not to be limited to, full identification and addresses of each entity and principal, including a complete resume of experience and background.
2. The proposal should also include an organizational chart for the operation of all proposed operations. The organizational chart shall detail their respective duties relative to the proposed operation.
3. A current statement of financial responsibility and capability, substantiating the means necessary to conduct and promote the operation shall be included.
4. Include all documentation, graphics, descriptions, or other materials relevant to the proposal. (Objective for Proposal).
5. Respondent must submit a price page which sets forth the proposed fees for all items and services described in its proposal. Respondent's proposed fees must be inclusive of all necessary labor, materials, and incidentals, any one-time or set-up charges, equipment fees, research fees, minimum fees, convenience fees, and/or all other fees that respondent charges for its services. Please be advised that while cost is a factor that will be considered in the evaluation of proposals, the Town is not required to select the lowest-cost respondent.

In the interest of saving Proposers the cost of paper, duplicating, binding and delivery time, proposals will only be accepted via email, in a searchable PDF format.

To be considered a response must be received by the Commissioner of Environmental Resources at the following email address:

environmentalRFP@oysterbay-ny.gov

Please ask for an email “delivery receipt” when submitting your proposal.

Responses received after 4:00 p.m., October 10, 2022, WILL NOT BE CONSIDERED.

Faxed responses WILL NOT BE CONSIDERED.

Hold Harmless Agreement

Prior to start of the commencement of contract, the contractor agrees to enter into a “hold harmless agreement with the Town in a form similar to the example attached hereto.

Standard Letter of Indemnification

Company Letterhead

Re: (RFP Name)

(Proposer) agrees to indemnify and hold harmless the Town of Oyster Bay its elected and appointed officials, officers and employees from any and all claims, suits, losses, damages, or injury to person or property of whatsoever kind of nature, whether direct or indirect, arising out of the carelessness, negligence, recklessness, or improper conduct of (Contractor) and/or its subcontractors, agents or employees in the performance of this contract.

Insurance

A. WORKER’S COMPENSATION INSURANCE

In accordance with the Laws of the State of New York, Worker’s Compensation Insurance must cover all the proposer’s or contractor’s employees employed at the site of the project. If any work is sublet, the contractor shall require the subcontractor to provide Worker’s

Compensation Insurance for all of the subcontractor's employees employed at the site unless such employees are covered by the Worker's Compensation Insurance of the contractor.

B. COMPREHENSIVE GENERAL LIABILITY INSURANCE

Proposer shall provide proof of comprehensive General Liability Insurance including Premises and Operation Liability, contractor's Protective Liability and Completed Operations and Product Liability, to protect the proposer, contractor and any subcontractor performing work in connection with this contract from claims for damages for personal injury claimed to be sustained resulting from false arrest, detention and/or imprisonment, malicious prosecution, libel, slander, and/or defamation of character, invasion of privacy, wrongful eviction and/or wrongful entry and from claims for such operations be by the proposer, contractor or by the subcontractor or by any one directly or indirectly employed by either of them. The Town of Oyster Bay and the State of New York shall be named as additional insured. The minimum amounts and types of such insurance must be as follows:

Commercial General Liability	\$3,000,000 per occurrence
Commercial Business Automobile Liability	\$1,000,000 per accident
Protection and Indemnity Insurance	\$3,000,000 per occurrence
Professional Liability	\$ 1,000,000 per occurrence

C. SPECIAL HAZARDS INSURANCE

Public Liability Insurance for automobiles and trucks covering claims arising from bodily injury and property damage in amounts specified in subparagraph (B).

D. CONTRACTUAL LIABILITY INSURANCE

Covering the liability assumed by the contractor under this contract requiring him to indemnify and hold harmless the Town, its officers, agents and employees, from all claims directly or indirectly resulting from executing of the work, in the amounts specified in subparagraph (B).

E. PROOF OF CARRIAGE OF INSURANCE

The contractor shall furnish the Town with two (2) copies of all insurance policies, each of which must contain the following provisions:

Such insurance shall not be cancelled, terminated, modified or changed by either contractor or insurance company, except with 30 days prior written notice by the insurance company via Registered mail to the Town, attention Commissioner, Department of Environmental Resources.

- F. PERFORMANCE BOND -The successful bidder will be required to post a Performance Bond in an amount equal to 100% of the proposed program participant revenue. The successful bidder shall be required to furnish said Performance Bond immediately after written notice of intent to award and upon receipt of such bond acceptable to the Town of Oyster Bay, shall be issued a service order.

Disclosure of Conflicts

Proposers submitting a response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management or employees of the firm or other persons relative to the services to be provided under the Agreement to be awarded pursuant to the RFP. If a firm has no conflicts of interest, a statement to that effect shall be included in the proposal. All responders must complete the enclosed Disclosure Affidavit.

Evaluation

The Town reserves the right to select proposals that are in the best interest of the Town, with or without interviews or further discussion with respondents. The Town may request that one or more respondents make a formal presentation to the evaluation committee in charge of overseeing the RFP process on a date to be set by the Town. The Town may also request additional data, discussion, or presentation in support of proposals after the opening of the proposals. The financial aspects of proposals will be carefully considered; however, the final selection of a proposal will not be based on cost alone. The background and experience of each respondent will be closely reviewed to verify that the respondent is qualified to carry out the responsibilities of an agreement with the Town. A proposal from an unqualified respondent will not be considered, regardless of the proposed fee. The

Town expressly reserves the right to negotiate the fee of the respondent receiving the highest score prior to the authorization of an agreement pursuant to this RFP.

Criteria

For the purpose of further evaluation, the responsive proposals will be evaluated for completeness by the Department of Environmental Resources based on the criteria listed below:

1. Respondents should describe how the specialized skill and expertise they possess are adequate to carry out the responsibilities set forth in this RFP in a timely fashion.
2. Respondents should cite to experience that demonstrates their ability to perform the required services. Respondents should identify public sector clients, if any, for whom respondents have provided similar work in the past. Respondents must supply at least three (3) references as indicated in the Proposal Forms.
3. Respondents should describe how they will complete the objectives set forth in the Scope of Services.
4. Respondents must submit a price page in a separate, sealed envelope where it will remain sealed until all respondents' technical proposals have been evaluated. Respondents' proposed fee schedules shall be based on the tasks set forth in the scope of services below and include hourly billing rates. Respondents' proposed fee schedules must be inclusive of all necessary labor, materials, and incidentals, any one-time or set-up charges, equipment fees, research fees, minimum fees, convenience fees, and/or all other fees that respondent charges for its services. Please be advised that while cost is a factor that will be considered in the evaluation of proposals, the Town is not required to select the lowest-cost respondent.

Cost of Preparation

All costs of proposal preparation shall be borne by the proposer. The Town of Oyster Bay shall not, in any event, be liable for any expenses incurred by the proposer in the preparation and/or submission of the proposal.