

REQUEST FOR PROPOSALS
Dome Traffic Management and Events Strategic Plan
August 17, 2020

INTRODUCTION

Syracuse University's (SU) Carrier Dome sports stadium is a 49,000+ seat venue that hosts SU football and basketball games, commencement, and other University-sponsored events, as well as other large non-SU events such as concerts, high school band and athletic competitions, and the annual Monster Jam monster truck rally. Football games regularly attract crowds over 20,000 people, while men's basketball attendance is typically between 10,000 and 20,000 (though certain games can attract significantly larger crowds). A few single events, such as concerts and Monster Jam, can draw over 35,000 people, many of whom may not be regular Dome patrons and may be unfamiliar with the surrounding roads and parking locations. The Dome is situated in the southwest corner of SU's Main Campus, just off the Quad, and is surrounded by academic buildings.

The location of the Dome within an academic campus creates parking and access challenges. Parking is limited immediately adjacent to the Dome, with permit-only garages and surface lots within walking distance. Many patrons also choose to utilize off-site lots (with shuttles), informal/private lots, or to park on city streets surrounding the SU campus.

The current traffic operations are based on the original 1980 plan for the then-new Dome, although many modifications have been made by SU staff and the Syracuse Police Department (SPD) over the years. However, the need for an entirely new look at the issues and concerns, especially with the anticipated replacement of the I-81 viaduct with a community grid, is clear. While it is acknowledged that there are existing issues and concerns with traffic management around the Dome, this study will create a *future plan* within the context of the I-81 Viaduct Project.

As part of the 2020-2021 Unified Planning Work Program (UPWP), the SMTC has agreed to complete the Dome Traffic Management and Events Strategic Plan on behalf of the City of Syracuse. The purpose of this project is to provide detailed, site-specific traffic management and operations plans in a format that can be used by personnel during an event. For this project, the SMTC is seeking an experienced consultant, or team of consultants, to complete, at minimum, an evaluation of existing procedures, a review of relevant case studies, development of new procedures, involvement of stakeholders, and documentation of procedures in an implementable format, as outlined in the Tasks below. Recommended procedures should account for the assumption of a Community Grid solution for the I-81 Viaduct Project.

INSTRUCTIONS

1. GENERAL

- 1.1. RFP Certification: Pursuant to the provisions of New York State Municipal Law, the SMTC finds the use of competitive sealed bidding is not required in procuring this service. Therefore, this professional service will be procured through the RFP process.

- 1.2. Designated Staff for Contacts: This RFP includes and imposes certain restrictions on communications between the SMTC and anyone contacting the SMTC with respect to the RFP. No one may contact the SMTC or any of its officers, directors or employees, other than the specifically designated staff, with respect to the RFP during the period starting with the issuance of the RFP through final award and approval of the contract (called the "Restricted Period"). The following are the "Designated Staff"

for this RFP and all contacts with respect to this procurement must be made in writing only to the Designated Staff.

James D'Agostino, Director
Syracuse Metropolitan Transportation Council
126 North Salina Street
Suite 100
Syracuse, NY 13202

- 1.3. RFP Amendment and Cancellation: The SMTC reserves the right to amend this RFP in writing at any time. The SMTC also reserves the right to cancel or reissue the RFP at its sole discretion. Consultants shall respond to the final RFP and any exhibits, attachments, and amendments. Official changes to this RFP will be shared with all consultants that receive notification from the SMTC regarding availability of the RFP on the New York State Contract Reporter. The SMTC is not responsible for sharing such changes with any firm that did not receive notification directly from the SMTC.
- 1.4. Schedule of Events: The schedule of events set out herein represents the SMTC's best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFP will be sent out as an official, written addendum prior to the closing date of this RFP. After the close of the RFP, the SMTC reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, contract award and the contract term on an as-needed basis with or without notice.

Release date:	08/17/2020
Final date for submission of questions and EOIs:	08/28/2020
Addendum answering all questions issued by the SMTC:	09/04/2020
Proposal submission deadline:	9/18/2020
Expected award date:	November 2020
Expected contract start date:	12/15/2020
Anticipated contract length:	24 months

1.5. Submission of Proposals:

- 1.5.1. All proposals, (one (1) original, one (1) hard copy and one (1) electronic copy), will be received by James D'Agostino, Director, SMTC, 126 N. Salina St., Suite 100, Syracuse, NY 13202 until Friday, September 18, 2020, 4:00 p.m. EST. Note: Packages not containing the required number of copies will be rejected.
- 1.5.2. No proposal will be considered that is not accompanied by price sheets, including hourly billing rates per title, and signed by an authorized official of the firm.
- 1.5.3. Proposals must be received on or before the time and date specified. Proposals received after the time specified will not be considered and will be returned unopened.

1.5.4. Proposal information is restricted and not publicly available until after the award of the Contract by the SMTC.

1.6. Modifications or Withdrawal of Proposal: A proposal that is in the possession of the SMTC may be altered by a letter bearing the signature or name of the authorized person, provided it is received PRIOR to the date and time of the deadline. FAX, telephone or verbal alterations will not be accepted. A proposal that is in the possession of the SMTC may be withdrawn by the consultant up to the time of the deadline.

1.7. Award and Contract Information:

1.7.1. The SMTC hereby notifies all consultants that Minority/Women-Owned Business Enterprises (MWBE) and Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of age, race, color, sex, creed, national origin, or disability. The SMTC has an annual DBE goal of 10% for professional services. If the consultant chooses to include a DBE component, the DBE firm needs to be identified at the time the Proposal is submitted. Firms electing to subcontract work in response to this solicitation, but which are unable to utilize certified DBE firms will be required to document their good faith efforts to involve certified DBE firms as subcontractors and the reasons why such involvement was not attainable. Only those DBE firms that are certified with the New York State Department of Transportation as DBE Firms qualify under this provision.

To obtain a listing of certified DBE firms or information about the New York State Department of Transportation's DBE Certification Program, contact:

New York State Department of Transportation
Office of Civil Rights
50 Wolf Road, Sixth Floor
Albany, NY 12232
Phone: (518) 457-1129
Fax: (518) 485-5517
Web: <https://www.dot.ny.gov/main/business-center/civil-rights>

1.7.2. The consultant also agrees that should this firm be awarded a Contract that the firm will not discriminate against any person who performs work hereunder because of age, race, color, sex, creed, national origin, or disability.

1.7.3. The consultant expressly warrants to the SMTC that it has the ability and expertise to perform its responsibilities hereunder and in so doing shall use the highest standards of professional workmanship.

1.7.4. The SMTC reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the SMTC to do so.

1.7.5. The successful consultant will be required to enter into and sign a formal Contract with the SMTC's host agency, the Central New York Regional Planning and Development Board

(CNYRPDB). The Contract will have control over any language contained within this RFP that conflicts with the signed and fully executed Contract.

1.7.6. The successful consultant shall comply with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act (1973).

1.8. Conflict of Interest: Please refer to Schedule A, Section 1.9 of the Consultant Agreement for Professional Services Template.

1.9. Assignability rights: Please refer to Schedule A, Section 1.10 of the Consultant Agreement for Professional Services Template.

1.10. Preparation of Proposal:

1.10.1. Consultants are expected to examine special provisions, specifications, schedules and instructions included in this request. Failure to do so will be at the consultant's risk.

1.11. Budget: State Planning and Research (SPR) funds from the New York State Department of Transportation have been programmed for the contractual portion of the Dome Traffic Management and Events Strategic Plan in the 2020-2021 Unified Planning Work Program (UPWP). The anticipated maximum of SPR funds is \$400,000. This amount is intended to cover the full term of the contract, in the 2020-2021 UPWP program year and future program years as necessary to complete the project.

2. PROPOSAL SUBMITTAL

2.1. Original Proposal: The complete proposal must be submitted in a sealed package with one (1) original, one (1) hard copy and one (1) electronic copy, prior to the submission date and time. All proposals shall be marked Dome Traffic Management and Events Strategic Plan. Consultants shall include all documents necessary to support their proposal in the sealed package. Consultants shall be responsible for the delivery of proposals during business hours to the address indicated in section 1.5. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

The SMTC reserves the right to reject any and all proposals, for any reason, and reserves the right to re-solicit proposals in the event no response to the RFP is acceptable to the SMTC.

2.2. All proposals must include the following:

2.2.1. *Firm Identification*: A description of the consultant firm, including its size, organizational structure, number of full-time and part-time employees, area(s) of practice, and number of years in the business of conducting the described services.

2.2.2. *Project Understanding*: A description of the consultant's understanding of the project and proposed approach to the scope of services.

2.2.3. *Scope of Services*: A detailed description of the proposed plan for completing the Scope of Work. Submittals should be explicit in terms of the consultant's responsibilities and the presumed responsibilities of the SMTC.

2.2.4. *Proposed Staffing Plan*: A description of the personnel, including resumes, who will be working on this project. Note that changes to this team at any point in the project must be approved by the SMTC.

2.2.5. *Detailed Schedule*: Requested assistance will be scheduled on a project by project basis. Include a description of the consultant's ability to respond to and schedule tasks of various scope sizes.

- 2.2.6. *Fee Proposal*: Hourly billing rates for staff members who will be providing modeling assistance.
- 2.2.7. *Qualifications*: A description of the consultant's qualifications for this project, including the firm's background, resources (financial and personnel), and capabilities in areas relevant to this project. History of the firm's experience on similar projects is required.
- 2.2.8. *References*: Include a list of, at minimum, the three (3) most recent clients for whom the consultant has provided similar services. The list should include the name, address, telephone number, and e-mail of the client contact persons. Also identify the type and date of work performed.

All proposals are due by 4:00 p.m. EST on September 18, 2020.

3. QUESTIONS AND EXPRESSIONS OF INTEREST

- 3.1. All questions and Expressions of Interest (EOI) regarding the RFP must be submitted in writing via postal mail to the "Designated Staff" identified in Section 1.2 of this RFP by August 28, 2020. All questions and answers shall be sent to any consultant submitting an EOI.

4. REIMBURSEMENT/GIFTS

- 4.1. Denial of Reimbursement: The SMTC will not reimburse consultants for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
- 4.2. Gratuity Prohibition: Consultants shall not offer any gratuities, favors, or anything of monetary value to any official, employee or agent of the SMTC for the purpose of influencing consideration of this proposal.

5. GENERAL PROVISIONS

- 5.1. Proprietary Information: All RFP materials are subject to a Freedom of Information Request from other consultants and the general public. Some of the information requested may be proprietary and covered under an exemption to the Freedom of Information Laws (FOIL). If any request is received regarding this RFP, you will be allowed to submit justification to exempt any section you have marked as proprietary. All other sections will be released, pending approval by the SMTC. The SMTC will not accept any request by a potential consultant to declare the whole RFP response as proprietary, or to declare any pricing pages as proprietary.
- 5.2. Effective Dates of Proposal: All terms, conditions and costs quoted in the consultant's response will be binding on the consultant for 180 days from the effective date of the proposal.
- 5.3. Interview: After reviewing proposals, the SMTC may develop a short list of consultants. These short-listed firms may be required to participate in an interview. Interviews will be conducted via video conference.

6. SCOPE OF SERVICE

This Scope of Services defines the tasks to be performed under the agreement by the selected Consultant for the Dome Traffic Management and Events Strategic Plan for the Syracuse Metropolitan Transportation Council (SMTC). The tasks are intended to be a general outline of the work and not an all-inclusive description of the services that may be required to complete the study efforts. Consultants (or teams) are invited to recommend modifications to the tasks that follow in order to accomplish the outcomes specified in the introduction.

6.1. Tasks

6.1.1. *Public Involvement Plan:* A Public Involvement Plan (PIP) will be created that documents the methods for involving stakeholders in this planning process. This will include, at a minimum, formation of a Study Advisory Committee, focus groups, and outreach to residents in neighborhoods likely to be impacted by the Strategic Plan.

6.1.1.a Study Advisory Committee: A Study Advisory Committee (SAC) will be formed to provide technical and procedural guidance for the project. The SMTC, project sponsor, and the consultant (or team) will meet regularly with the SAC over the course of the project. At minimum, representatives from the following agencies will be invited to serve on the SAC:

- Central New York Regional Transportation Authority
- City of Syracuse Departments of Engineering and Public Works
- City of Syracuse Office of the Mayor
- New York State Department of Transportation
- Syracuse Police Department
- Syracuse University Department of Public Safety
- Syracuse University Carrier Dome Operations
- Other agencies as appropriate.

It is anticipated that a minimum of six SAC meetings will be held through the course of this study. Once the SAC is established, a kick-off meeting will be held to review the study process with all SAC members. The SAC will not vote on approval or disapproval of project-related products and documents.

6.1.1.b Stakeholder meetings/focus groups: Meetings with additional University Hill area stakeholders will be conducted as necessary. This may be accomplished through the use of one or more focus group meetings. SAC members will be asked, early in the study process, to assist with the creation of an appropriate stakeholders list.

6.1.1.c Neighborhood outreach: Recognizing that many of the city streets used for Dome access pass through residential neighborhoods, the SMTC will work with the SAC members to define, in the PIP, an appropriate level of public outreach. The purpose of this will be to inform the nearby residents that a new Strategic Plan is being developed, and to gather feedback on how current special events traffic impacts their neighborhood.

Responsibility: The SMTC will have primary responsibility for creating the PIP. The PIP will be reviewed with the selected consultant (or team) and the SAC at the first SAC meeting and will be adjusted accordingly. The SMTC will coordinate meetings, while the consultant (or team) will run SAC and focus group meetings, prepare agendas, and give presentations and updates along with other pertinent information as necessary. Minutes of each meeting will be the responsibility of the consultant (or team). The SMTC will process all mailings and maintain the listing of involved parties. Other neighborhood outreach will be the responsibility of the SMTC and the SAC members.

6.1.2. *Case studies review:* A review of traffic management plans for other similar venues will be conducted. Particular emphasis should be given to similar-sized facilities located in mid-size urban environments, including (but not limited to) collegiate facilities. Specific elements to be documented include, but are not limited to:

- Use of temporary modifications to traffic flow
- Staffing levels
- Innovative use of technology and communications infrastructure
- Parking policy and incentives for transit and/or shuttle use
- Other questions to be determined with input from the SAC.

This research will be documented in a White Paper for review by the SAC that will identify best practices to be considered in developing the Dome Traffic Management and Events Strategic Plan.

Responsibility: The consultant (or team) will have primary responsibility for conducting case study research and documenting this in a draft, and final, White Paper for the SAC.

6.1.3. *Data collection, existing conditions, and documentation of needs:* This task will involve compiling all data necessary to assess the current and future operational conditions. Data will be obtained as needed from SAC members including, but not limited to, historical attendance data for Dome events, parking counts by location, and traffic counts. Current operations plans and associated staffing will also be documented. Stakeholder input may be sought during this task in order to identify current practices that are successful, and areas where operations could be improved. Future needs assessment will take into account changes anticipated under the I-81 Viaduct Project Community Grid solution. Existing conditions and future needs assessment will be documented in a Technical Memorandum for SAC review.

Responsibility: The consultant (or team) will have primary responsibility for creating a Technical Memorandum summarizing the analysis in this task. SMTC staff will assist with gathering data from SAC members (such as attendance numbers or available traffic count data). Any necessary field work (including new traffic counts) will be the responsibility of the consultant.

6.1.4. *Strategic Plan document*

6.1.4.a Define Plan objectives: Building on the information gathered in the existing conditions and future needs assessment Technical Memorandum, specific objectives will be defined to guide the development of the Strategic Plan. The SAC members will be directly involved in defining the objectives.

6.1.4.b Draft Strategic Plan: A draft Strategic Plan will be created to achieve the defined objectives. This should identify, at a minimum:

- Event size thresholds and appropriate procedures for each size
- Syracuse Police Department and other staffing requirements
- General recommendations for utilizing the city's signal interconnect system to adjust signal timings before and after events
- Use of technology such as variable message signs or other means
- Use of temporary road closures, one-way flows, parking restrictions, etc.

- Timeframe for implementation pre- and post-event
- Other components deemed useful through research conducted in previous tasks.

This should be in a single report format, with maps or other graphics as necessary to describe the overall intent of the operations plan.

Responsibility: The consultant (or team) will have primary responsibility for this task. The consultant will create a report for SMTC staff review, and incorporate any resulting comments before presenting the draft report to the SAC. Additional SAC comments will be addressed prior to finalizing the report for SMTC Planning and Policy Committee review.

6.1.5. *Implementation documents:* Once the overall Strategic Plan has been agreed upon by the SAC, specific implementation documents will be created that can be utilized by staff “in the field” during events. These are envisioned as the tactical documents to accompany the Strategic Plan. Based on discussion with the SAC members, these may be in hard-copy and/or electronic format. The specific format may be determined by the consultant (or team) in coordination with the SAC, based on best practices and previous experience, but should provide sufficient detail to allow SPD and SU staff to implement the traffic management plan on the ground before, during, and after an event. This may be accomplished through a series of “playbooks” for staff, each for a particular geographic area surrounding the Dome, based on event size, or another format deemed appropriate by the consultant and the SAC. While the Strategic Plan (6.1.4) may, for example, identify streets that should temporarily operate as one-way after an event, the implementation documents (6.1.5) should specify where SPD officers will be needed to safely implement the traffic pattern, along with any required temporary signage and its locations. The results of Task 6.1.5 will become an appendix to the Strategic Plan (Task 6.1.4).

Responsibility: The consultant (or team) will have primary responsibility for this task. The SMTC will facilitate conversations and meetings as necessary between the consultant (or team) and the SAC to ensure that the final product meets the needs of the City, SPD, and SU.

6.2. Deliverables:

- Minutes of SAC meetings and focus groups/stakeholder meetings
- Case Studies White Paper
- Existing conditions and needs assessment technical memorandum
- Draft and Final Strategic Plan reports
- Implementation documents (Plan appendix).

All documents will be reviewed by SMTC staff, and revisions will be discussed with the consultant. After appropriate revisions are incorporated, documents will be shared with the SAC for their review and comment. After making any revisions, the Draft Final Strategic Plan will be submitted to the SMTC Planning Committee for review. Following the SMTC Planning Committee’s endorsement, the Draft Final Strategic Plan will be submitted to the SMTC Policy Committee for acknowledgement. The consultant will be responsible for making any modifications to the report that are requested by the SAC, Planning or Policy Committees. The SMTC will be responsible for making copies of the draft documents to distribute to the SAC, as well as to the Planning and Policy committees for their review. The project will not be considered “final” until acknowledged by the SMTC Policy Committee.

The final product will include a single reproducible hardcopy original, plus eight additional bound copies for the SMTC, a digital version (including digital files of all graphics, maps, etc.) of the report in both PDF and the native, editable format suitable for dissemination on CD-ROM.

6.3. Project Schedule: It is anticipated that this project will take 24 months to complete.

7. EVALUATION METHODOLOGY

7.1. The SMTC and relevant member agencies will evaluate the proposals based on a number of evaluation criteria. The following criteria are listed in order of ranked priority:

- Experience and Qualification of the Consultant completing similar efforts
 - Recent relevant experience (number and quality of similar scoped studies)
 - The extent to which the firm has personnel to perform the scope of work
 - Experience of recent clients for similar services
- Qualifications of the Project Team
 - The quality and experience of the proposed staff, including subconsultants, with the proper balance of relevant skills
- Proposals will be evaluated for their demonstrated understanding of the requirements of this RFP. This will include:
 - Project understanding
 - Clarity of the proposal
 - Proposed scope of work and approach.

As noted in section 5.3, SMTC may develop a short list of consultants and require these consultants to participate in an interview.

As noted in section 1.11, up to \$400,000 in SPR funds are anticipated for this project. Proposed fees will be taken under consideration in the proposal evaluation.

8. PROTEST PROCEDURES

8.1. Pre-Proposal Evaluation Protests: Protests regarding the content of this RFP must be in writing and received by the SMTC five (5) business days after publication of the RFP in the New York State Contract Reporter or they will not be considered. Within five (5) business days of receipt of the pre-proposal evaluation protest, the SMTC Director will render one of the following determinations listed in Section 8.3.

8.2. Post-Proposal Evaluation Protests: Protests of the decision of the SMTC by a consultant must be in writing and received by the SMTC within five (5) business days after the Notice of Award and/or letters of notification were received by proposers. Within five (5) business days of receipt of the protest, the SMTC will render one of the determinations listed in Section 8.3.

8.3. Ruling on Protests: Within five (5) business days, the SMTC Director shall render one of the following determinations:

- Protest is overruled;

- Protest is substantiated and instructions will be issued to remedy issues related to the protest;
- Procurement activity is suspended until written notification by the SMTC Director.

8.4. Protests at the U. S. Department of Transportation: Reviews of protests by the U.S. Department of Transportation will be limited to the SMTC's failure to have or follow its protest procedures, or its failure to review a complaint or protest or violations of Federal law or regulation. An appeal to the U.S. Department of Transportation must be received by the cognizant U.S. Department of Transportation division, regional or Headquarters Office within five (5) working days of the date the protester knew or should have known of the violation. Specific filing procedures are set forth in the Federal Transit Administration Circular 4220.1F Third Party Contracting Requirements.

9. CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES TEMPLATE

9.1. This project is being progressed with funding from the U.S. Department of Transportation administered by New York State. The final contract, as specified in Section 1.7.5, will be developed by the CNYRPDB. A template for CNYRPDB's standard Professional Services Agreement is available on the SMTC website on the Request for Proposals page (<https://smtcmpo.org/news/rfps/>). By submitting a Proposal in response to this RFP, if selected, you agree to proceed to execute a contract that follows this template including all terms and conditions therein and all New York State and Federal clauses or requirements.