



Off Airport On the Move

REQUEST FOR PROPOSAL

Transportation Planning Consulting Services

Issued on:

May 28, 2018

Requested by:

Greater JFK District Management Association, Inc.
157-11 Rockaway Boulevard – Suite ____
Jamaica, New York 11434

www.GatewayJFK.org

Attention: Scott Grimm-Lyon, Executive Director
scott@GatewayJFK.org

Closing Date and Time:

Digital copy of proposal must be received by:

5:00 PM on July 27, 2018



**GatewayJFK
Business Improvement District (BID)
Request for Proposal
Transportation Planning Consulting Services**

Introduction

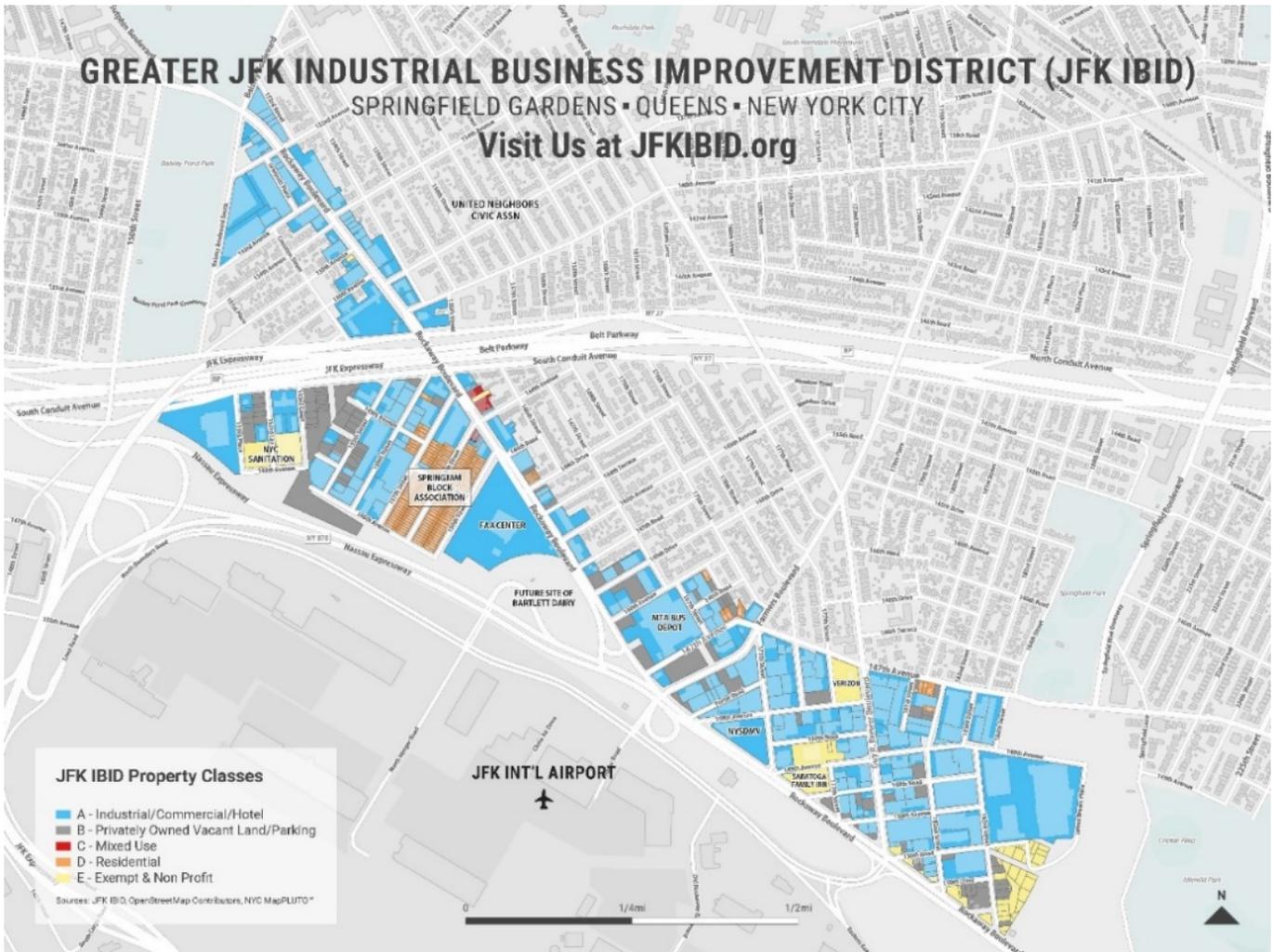
The Greater JFK District Management Association, Inc, seeks a full understanding of the transportation-related needs of the newly formed GatewayJFK (www.GatewayJFK.org), the off-airport community and newly formed Business Improvement District located in Springfield Gardens, Queens. The development of a comprehensive transportation plan is aimed at improving mobility, mitigating traffic congestion, improving safety for pedestrians and vehicular traffic, seeking solutions to truck circulation and overnight parking, enhancement of employee and residential parking, as well as way-finding signage, lighting and other elements to support solutions to the area's current and future transportation and related issues.

The intention of GatewayJFK is to integrate the essential information from various City and regional plans and studies to develop a highly visual and descriptive comprehensive transportation plan. The intent of the plan is to be broad in scope with some areas of specific detailed analyses for certain transportation components and enhancements of specific areas of the District.

The transportation plan will allow for GatewayJFK to become an active partner with City and other agencies in providing first hand updates about the District and its basic needs and changing trends, thereby providing direction to government agencies and officials, residents, businesses, and the development industry in order to ensure the viability of the District for all who live, work and visit.

GatewayJFK: Off Airport On the Move

GatewayJFK is the off-airport community with over 600 businesses that provide logistical support to the tons of goods that flow through JFK airport and major ocean ports of call each year and are essential to the daily lives of New Yorkers, the nation, and the world.



Often overlooked and little understood, GatewayJFK, is accessed from Rockaway Boulevard, and is a complex assembly of private properties containing customs brokers, freight forwarders, messenger and logistical services, trucking and maintenance companies and many others that employ almost 8,000 workers and occupy approximately 4.1 million square feet in a broad range of industrial and commercial buildings on 215 acres of land. The District boundaries are separate and apart from the JFK airport property.

The cargo related businesses exist alongside other light industrial and retail uses, hotels, community service and government facilities as well as 154 single family homes. Without question, the area's 522 properties represent a distinct, unique New York City neighborhood. The synergy of the on- and off- airport cargo operations demand special attention and effective coordination to ensure a viable future.

The mission of the newly formed Business Improvement District is to build upon the area's diversity and major economic significance by serving as an advocate and providing supplemental services and improvements that support a vision for a strong industrial base and improved quality of life for all who live, work or visit the District. The formation of a BID represents the public-private partnership required to manage daily challenges faced by businesses and residents alike and to plan for its future.

In effect, the areas of concern for the BID are presented in two broad categories:

Programs and Services

- Security/Public Safety/Lighting
- City/State/Federal Service Delivery (all agencies)
- Sanitation and Snow Removal
- Marketing & Promotion/Technical Assistance
- Industry Resource & Education & Training
- Advocacy/Collective Voice

Capital Improvements

- Infrastructure/Access/Transportation
- Condition and Capacity of Buildings/ Zoning & Development Potential
- Parking: Truck Storage/Employee Parking
- Storm and Sanitary Sewer Extension and Replacement and Environmental Remediation
- Streetscape and Signage

GatewayJFK represents an opportunity to give voice to district members and to take action to close the gap where services are underperforming and the need is great.

GatewayJFK seeks to recognize the transportation accomplishments of the past, focus in on the complications of the present, and to be prepared for the challenges of the future in order to enhance mobility in all its forms. Over the years, various governmental agencies and planning entities have conducted numerous studies and prepared urban freight initiatives and plans for JFK International Airport itself and to a lesser degree, the off-airport cargo community represented by the GatewayJFK district. A comprehensive approach is necessary to fully recognize the economic significance and vital role of GatewayJFK in the supply chain in order to identify specific transportation improvements that support the District, the local economy, the nation and the world.

Study/Plan Expectations

GatewayJFK's expectations for the Transportation Plan can be summarized as follows:

Goal-based

The plan should be organized around the transportation goals and needs developed in partnership with government agencies and policy-makers. District stakeholders and public participation will include stakeholder and public meetings and the use of web-based media to gather input, disseminate information and incorporate key concepts into the plan.

Action-oriented

A strong implementation component will be required to ensure that the plan is viable and is consistent with the specific District needs as well as government's overall transportation goals and strategies. The plan will include policy recommendations and specific, achievable actions and strategies for both immediate and long term solutions. Recommendations from the plan should be appropriate scale, incremental, and designed to adapt to feedback.

User-friendly

The plan's format should be in understandable language and encourage usage by a broad audience (government representatives, residents, businesses, and the development community). The plan should utilize a combination of maps, illustrations, tables, architectural renderings (if determined to be effective), and succinct writing to convey its message.

Timeline

The information gathering and plan development timeline will be subject to the GatewayJFK workscope selection and estimation by the Consultant.

SCOPE OF WORK

A1 - Project Initiation and Resources Review

Review and evaluate data, findings, and recommendations of existing transportation, freight mobility and related studies which impact or could impact the BID. These studies include, but are not limited to,

- Springfield Gardens/JFK Transportation Study (2014 – 2017)
- Springfield Gardens / South Jamaica Transportation Study (Nov 2017–Draft Workscope)
- PA NY/NJ JFK Vision Plan- Initial Engineering and Design (Consultant Team selected Sept 2017)
- PA NY/NJ G-MAP Goods Movement Action Program
- Urban Freight Initiatives (2015)
- Freight Strategy for the Five Boroughs (expected plan release 2018)
- Expansion of DOT’s Office of Freight Mobility

Links to items or information about items can be found on the GatewayJFK website:

<http://www.jfkibid.org/rfp/>

Consult with GatewayJFK, Community Boards, government representatives, City agencies, and other pertinent parties as to planning projects impacting the District. For example, the NYC DEP capital project involving the extension and replacement of storm and sanitary sewer lines in a portion of the District will no doubt be a major factor in transportation flow and business disruption.

Other resources may be available, as determined by the BID or requested by the Consultant.

Additional information not found in the above resources such as, a walkability analysis, a multi-modal last mile analysis, a wayfinding analysis for trucks and other vehicles entering, leaving and circulating within the district, a design speed comparison against speed limits, and a survey of tactical interventions and model districts may be considered in a proposed work scope as part of Section A2 – Finalizing Work Scope and Fee.

Deliverable: Provide summary description of each resource, the goals and objectives, the scope and quality of the data and analysis, and conclusions; identify current or future direct or indirect impacts on GatewayJFK; identify datasets that GatewayJFK can use to track conditions and trends on a regular basis. Provide listing of agencies and contact information for key individuals and what information they provided.

A2 - Finalizing Work Scope and Fee

Based on the completion of Section A1- Project Initiation and Resources Review of Materials, a final work scope is to be defined and agreed upon by both GatewayJFK and the Consultant and then incorporated into an engagement letter/contract.

Deliverables: In coordination with GatewayJFK, develop a plan, timeline and pricing to reflect the agreed upon final work scope.

A3 - Communications Plan and Technical Advisory Committee

Developing a **communications plan** is critical to making a planning study successful. Consultant will work closely with GatewayJFK to communicate key messages throughout the plan development process to increase awareness, encourage different audiences (internal District & external community) to engage and provide valuable input, especially as it relates to District members who will be directly impacted by any recommendations.

Since the Transportation Plan will include strategies and guidelines supportive of active access to transportation networks, and as such will help guide public and private investment efforts beyond the jurisdiction of any one public agency, the Consultant, with the assistance of GatewayJFK will form a **Technical Advisory Committee (TAC)** composed of representatives from relevant governmental planning and transportation departments, stakeholder groups, as defined by the GatewayJFK.

The TAC will be formulated to insure all modes of transportation and viewpoints are well considered in the process. The TAC will review project activities and inform project efforts with the unique viewpoint, expertise and considerations of their respective groups or agency. As necessary, mode-specific working groups will be formed to address specific technical issues or provide topical guidance.

The establishment of the TAC will occur at the very beginning of the project and will be an agenda item at the Kick-Off Meeting with GatewayJFK. Up to four (4) TAC meetings will be held throughout the project.

Deliverables: In coordination with GatewayJFK, develop a communications plan utilizing the website and other collaborative methods. With assistance of GatewayJFK, prepare a List of Participants, TAC Structure, Invitation Letter, meeting agendas, sign in sheet, meeting notes, and meeting presentation materials (printed and projected as required) for the TAC meetings.

A4 - Existing Conditions: Fieldwork & Data

Despite the prior studies, it is expected that additional fieldwork will be necessary and will be defined in the final work scope as stated in Section A2. With the assistance of GatewayJFK, undertake a field investigation as to existing streetscape and transportation conditions.

In collaboration with GatewayJFK, collect data from the recent DOT studies, other City agencies, NYC Open Data, and other sources relating first to key transportation & parking streetscape elements and then for additional streetscape elements such as street trees, bus shelters, utility poles, cross-walk (ADA) conditions, and signage so that it can be digitally mapped and used by the BID in the future.

Deliverable: Coordinate with GatewayJFK to determine the best platform for data management. Depending on the requirements of the datasets, establish a base map to be used to present layers of different types of data. Determine which data requires GatewayJFK to conduct fieldwork to track existing conditions and to more effectively seek government response for either maintenance, replacement, removal or new installation action.

A5 - Existing Conditions: Stakeholder and Community Input

In coordination with GatewayJFK, conduct group and/or one-on-one meetings to solicit concerns and identify specific issues from the various constituent groups active in the District, including but not limited to, commercial and residential property owners and tenants, community and industry organizations, and gov't representatives.

The commercial tenants within the district will require extra outreach and coordination to attain their unique perspective, as their operations are heavily impacted by the multiple challenges inherent in the District. Multiple opportunities will be made to seek input not only from the businesses located in the study area but also those (eg. trucking industry) who use the streets but may not have an address in the district. Any proposals for change must be fully reviewed by the various constituent groups.

Deliverable: Coordinate with GatewayJFK to identify and meet with key stakeholders and groups that form a diversity of experience to gain education and insight into the District's dynamics. Based on both the physical streetscape inspection and data gathering in the above tasks and the stakeholder and community input, provide a summary "Existing Conditions Report" that identifies issues that impact the overall district and its vision as well as specific streetscape elements that require a plan of action by either a single agency or interagency coordination, with GatewayJFK as the lead partner for the District.

B1 - Strategic Plan: Analysis, Assessment and Integration

Identify areas where the data and recommendations from existing studies don't match the existing conditions or match the stakeholder understandings and vision for the District. Then determine if and what further study is required.

Identify current challenges and positive and negative impacts on GatewayJFK, particularly as it relates to the DOT transportation studies and the Vision Plan for JFK airport.

Develop a strategic plan that guides GatewayJFK to achieve short, medium, and long-term policy and program recommendations along with a proposed budget and/or strategy guide to implementation.

Where possible recommendations from the plan should be appropriate scale, incremental, and designed to adapt to feedback. Outcomes should reflect a placemaking vision for the neighborhood that includes elements of urban resiliency and sustainability seen through the lens of an international shipping and logistics District.

Where necessary, develop renderings that display the vision of GatewayJFK stakeholders and the outcomes of the short, medium, and long-term policy and program recommendations that can be used by the BID for promotional purposes.

The strategic plan should also identify potential alternative funding sources for GatewayJFK to advance its mission, especially given its interdisciplinary position and the role it plays in transportation, cargo logistics, trade, homeland security, international affairs, etc.

Deliverable: Coordinate with GatewayJFK to determine best format for the full Strategic Plan Report after an Executive Summary is prepared and reviewed by GatewayJFK and the TAC Committee.

Meetings and Additional Information

GatewayJFK expects the following meetings to be required:

- Initial meeting with GatewayJFK to finalize work scope & fee, review the project schedule, meetings, and facilitate data acquisition.
- Follow-up meetings with staff to review progress and on-going schedule.
- Meetings/Presentations to stakeholders, selected community groups, TAC committee during the initial outreach and educational process as well as towards the development of the draft and final recommendations of the strategic plan.
- Deliverables shall include electronic documents, and if necessary, hard copies for final report distribution and map presentations.
- Respondents are encouraged to recommend modifications to the above scope, which will produce a better product.

PRE-SUBMISSION MEETING

When: Monday, June 25th 2018

Time: 10:30 AM – 12:30 PM

**Where: Jamaica Chamber Building
157-11 Rockaway Boulevard – Ground Floor
Springfield Gardens, NY 11434**

Agenda: Introduction to GatewayJFK | District Tour (TBD)

Followup Q & A

Subsequent to the pre-submission meeting, any and all questions or requests for additional information or documents will be accepted no later than close of business on July 13th 2018 and directed to: Mr. Scott Grimm-Lyon, Executive Director
scott@GatewayJFK.org

Answers to all respondent questions will be posted on Friday July 20th 2018.

Proposals in PDF format must be received via EMAIL no later than 5:00 PM on July 27, 2018.

Submission Requirements

Firms and/or teams are required to **submit one (1) signed original proposal only, and an electronic copy (PDF) of both the proposal and relevant materials** that demonstrate the firm's capabilities and experience.

Qualifications and Experience

Project Team Profile & Personnel

- Principal in Charge
- Project Manager, including relevant project management expertise, experience, credentials, and communication skills
- Key technical personnel
- Experience (as related to this project)

Technical Approach

Describe your approach to the Services that clearly demonstrates your understanding of the Scope of Services and your ability to manage and complete multiple tasks in a timely and cost-efficient manner. The statement of your approach should be accompanied by a timeline schedule for completing all aspects of the services.

References

List representative experiences for the past three years.

Provide your information in the following format:

- Project name and description
- Your firm's scope of work or role on project
- Client name, address and telephone number
- Client contact (Full Name and Title)

Cost Proposal – GatewayJFK Project Fee Chart

Due to the broad scope of work described herein, the potential for modification of the workscope due to new information, and the budgetary constraints of GatewayJFK, respondents are asked to assign pricing by work task expressed as a maximum flat fee, fee based on time billed, and/or fee range where applicable (ie. Sections A4,A5,B1)

Respondents must include the GatewayJFK Project Fee Chart in Proposal. A MSWord document will be provided.

Selection Process

The submitted proposals will be evaluated using the following criteria:

- **Project Understanding:** demonstrates understanding of the project's objectives and potential for achieving objective, including but not limited to: knowledge of the work which has been completed to date; clarity, feasibility, cost-effectiveness and innovation.
- **Experience on Similar Projects:** including municipal comprehensive plans, particularly in fully built out communities.
- **Project Management:** including but not limited to resources, experience and qualification of project personnel specifically committed to the project, estimated time schedule, and the reasonableness of the estimated time to complete each task. The location and availability of personnel and the firm's experience is conducting this type of work will also be considered
- **Work Plan:** including but not limited to the soundness of the technical approach and comprehensiveness of the plan in addressing the identified scope of work.
- **Consultant Fee**

Final selection will be based on the above factors, as well as interview performance. GatewayJFK reserves the right to award the contract to other than the proposer presenting the lowest overall cost. The RFP and attachments will become an attachment to the agreement. Any scope, program or schedule changes differing from these documents require written mutual approval of GatewayJFK and the consultant.

**Proposals in PDF format must be received via EMAIL
No later than 5:00 PM on July 27th, 2018.**

**A hard copy of the proposal should follow in the mail
and be addressed to:**

**Scott Grimm-Lyon, AICP
Executive Director
Greater JFK DMA, Inc.
157-11 Rockaway Blvd – Suite 207
Queens, NY 11434**

Questions: Submit to the GatewayJFK via email at
info@GatewayJFK.org



GatewayJFK Project Fee Chart

TASK	DELIVERABLE	SUBTASK LIST (Optional)	FEE
A1 - Project Initiation and Resources Review	<i>Provide summary description of each resource, the goals and objectives, the scope and quality of the data and analysis, and conclusions; identify current or future direct or indirect impacts on GatewayJFK; identify datasets that GatewayJFK can use to track conditions and trends on a regular basis. Provide listing of agencies and contact information for key individuals and what information they provided.</i>		
A2 - Finalizing Work Scope and Fee	<i>In coordination with GatewayJFK, develop a plan, timeline and pricing to reflect the agreed upon final work scope.</i>		

TASK	DELIVERABLE	SUBTASK LIST (Optional)	FEE
<p>A3 - Communications Plan and Technical Advisory Committee</p>	<p><i>In coordination with GatewayJFK, develop a communications plan utilizing the website and other collaborative methods. With assistance of GatewayJFK, prepare a List of Participants, TAC Structure, Invitation Letter, meeting agendas, sign in sheet, meeting notes, and meeting presentation materials (printed and projected as required) for the TAC meetings.</i></p>		
<p>A4 - Existing Conditions: Fieldwork & Data</p>	<p><i>Coordinate with GatewayJFK to determine the best platform for data management. Depending on the requirements of the datasets, establish a base map to be used to present layers of different types of data. Determine which data requires GatewayJFK to conduct fieldwork to track existing conditions and to more effectively seek government response for either maintenance, replacement, removal or new installation action.</i></p>		

TASK	DELIVERABLE	SUBTASK LIST (Optional)	FEE
A5 - Existing Conditions: Stakeholder and Community Input	<i>Coordinate with GatewayJFK to identify and meet with key stakeholders and groups that form a diversity of experience to gain education and insight into the District's dynamics. Based on both the physical streetscape inspection and data gathering in the above tasks and the stakeholder and community input, provide a summary "Existing Conditions Report" that identifies issues that impact the overall district and its vision as well as specific streetscape elements that require a plan of action by either a single agency or interagency coordination, with GatewayJFK as the lead partner for the District.</i>		
B1- Strategic Plan: Analysis, Assessment and Integration	<i>Coordinate with GatewayJFK to determine best format for the full Strategic Plan Report after an Executive Summary is prepared and reviewed by GatewayJFK and the TAC Committee.</i>		