

Request for Proposals

New York State Association of Metropolitan Planning Organizations (NYSAMPO) Staff Support

**issued by
Capital Region Transportation Council
Albany, N.Y.**

August 13, 2024

The New York State Association of Metropolitan Planning Organizations (NYSAMPO) is a coalition of the fourteen New York State Metropolitan Planning Organizations (MPOs), which have committed to working together toward common transportation planning goals. The Capital Region Transportation Council (Transportation Council) is the designated Metropolitan Planning Organization (MPO) carrying out federal requirements for cooperative transportation planning and programming in Albany, Rensselaer, Saratoga, and Schenectady Counties (except for the Town of Moreau and the Village of South Glens Falls) in New York State. The Transportation Council is issuing this Request for Proposals (RFP) to qualified consulting firms or teams of firms to provide the MPO Directors with staff support services for the management and operation of NYSAMPO.

NYSAMPO provides a forum for collaborative discussions on transportation related policy and funding between the Directors and senior staff of the fourteen MPOs as well as staff from the New York State Department of Transportation (NYSDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). The consultant will be expected to provide sufficient staff resources to manage the day-to-day operations of NYSAMPO, support the Directors and working groups with subject matter experts and meeting coordinators, and to coordinate with NYSDOT and federal transportation agencies on transportation planning policy. In addition, the consultant will be expected to organize and manage webinars, trainings, and conferences, develop and manage the Shared Cost Initiatives, identify noteworthy MPO practices in other states, and coordinate with the national Association of Metropolitan Planning Organizations (AMPO).

The contract will be with the Transportation Council for a two-year period beginning January 1, 2025 and ending December 31, 2026, renewable for an additional and optional one year dependent on consultant performance and resource availability. The upset amount for the two-year contract is \$500,000 with an additional \$250,000 in the option year.

Sandra Misiewicz will serve as the project manager and will be the primary contact for technical and administration questions. Contact Latanya Sellie at the Transportation Council for a complete copy of the RFP. Both Sandra and Latanya can be reached by calling 518-458-2161 or emailing info@capitalmpo.org.

Proposals are due at 5:00 PM EST on September 13, 2024 via email to info@capitalmpo.org or on a USB flash drive to the Capital Region Transportation Council, 1 Park Place, Suite 101, Albany NY 12205-2676. Paper submissions will not be accepted.

Submission Due: September 13, 2024
Contract Term: Two Years (24 Months)

Contact: Sandra Misiewicz, AICP
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