November 26, 2013

REQUEST FOR PROPOSALS
OPERATION OF THE HUDSON VALLEY TRANSPORTATION MANAGEMENT CENTER (HVTMC)
FOR NYS DOT
Contract #C031179

Dear Sir or Madam:

SUBJECT: MODIFICATION #4 TO REQUEST FOR PROPOSALS “OPERATION OF THE HUDSON VALLEY TRANSPORTATION MANAGEMENT CENTER (HVTMC) FOR NYS DOT”

Reference is made to the subject solicitation wherein the following changes are hereby incorporated:

1. NYSDOT received the following question (paraphrased by NYSDOT) during the second question and answer period for the subject RFP:

   **Question:** “The above NOTE (reference the excerpt in Section IV.A.4.g. on page 39 of the RFP related to proposing Key Personnel) requires the provision of resumes and confirmation letters which may not be possible to obtain from staff working with the incumbent firm. Will the State reconsider and revise the requirement to include resumes of the key existing staff members and a written confirmation letter that is to be included as an attachment to the Technical Proposal so that instead these documents could be required to be submitted upon designation?”

   **Answer:** The requirement to include resumes and confirmation letters of Key Personnel in the technical proposal remains as included in the RFP. Please note NYSDOT clarified its RFP with the answer to a similar question in Attachment 12 of Modification 2 (reference Question #45).

As a point of further clarification, **NYSDOT is hereby amending the response to Question #45 in Modification 2 and hereby amending the RFP, Section IV.A.4.g. on page 39 of the RFP by adding to both the following language that appears in bold print (language in bold print is an addition to current language not a replacement):**

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State of New York
Department of Transportation
Albany, N.Y. 12232
www.nysdot.gov

Joan McDonald
Commissioner

Andrew M. Cuomo
Governor
“NOTE: Firms (Primes and subconsultants) that propose Key Staff who are not current employee(s) of the offering firm (Prime or subconsultant) at the time proposals are due for this RFP, must obtain written confirmation from each of those Key Staff persons that he/she will accept employment with the proposing firm should the offering team be selected for contract award. The written confirmation must further state that the Key Staff person will accept the reimbursement rate provided in the submitted Cost Proposal (no reference should be made to the specific dollar rate in the Part 1, Technical Proposal). These confirmation documents are to be submitted as an attachment to the Technical Proposal. Firms are encouraged to consider whether any staff person they are intending to propose are subject to any restrictions from accepting employment with that firm (i.e. non-competition clauses). As a point of clarification, NYSDOT may contact the proposing Prime Consultant/firm to produce the confirmation documentation.

To reiterate: NYSDOT requires that TMC staff be qualified. The Consultant will be allowed to decide whether or not to retain existing staff. Retaining existing staff is an approach a proposing firm may wish to take. Again, it is not NYSDOT’s desire to dictate to a Consultant that it must retain such staff. Section IV.A.4.g. on page 39 of the RFP, covers how to propose staff who are not current employees of the offering firm should that be the approach a firm wishes to take.”

2. Modification #2 and Modification #3 included a Modified timeline for this procurement. NYSDOT is clarifying the timeline as provided in Modification #2 and Modification #3 and as included in Section VI.H. of the RFP as follows (please note, proposals are due by NOON on Thursday, December 5, 2013):

**Tentative Schedule of Key Events**
NYSDOT will attempt to adhere to the following aggressive schedule with regard to this solicitation:

- **RFP Release Date:** October 10, 2013
- **Tour Date:** October 21, 2013
- **Initial Question Submittal Deadline:** October 24, 2013 (noon)
- **Additional Question Submittal Deadline:** November 13, 2013 (noon)
- **Proposals Due:** December 5, 2013 (noon)
- **Proposal Evaluation Completion:** January 17, 2014
- **Recommendation & Designation Complete:** January 28, 2014
- **Contract Negotiations Complete:** February 13, 2014
- **Contract Award:** March 17, 2014
The RFP, Modifications, announcements and various documents related to the RFP and Modification may be viewed or downloaded from NYSDOT’s website at the following link:


No other provision of the solicitation is otherwise changed or modified. Please update your records accordingly.
An authorized representative of your firm or organization MUST acknowledge receipt and acceptance of this **Modification #4** by including a signed copy of this form with the Part II Cost and Contract Submission as a separate tab item.

**NYS DEPARTMENT OF TRANSPORTATION**

**ACKNOWLEDGED AND ACCEPTED:**

**BY:** ____________________________

**NAME:** __________________________

**TITLE:** __________________________

**FIRM:** __________________________

**William A. Howe**

**BY:** ____________________________

**NAME:** __________________________

**TITLE:** __________________________

**FIRM:** __________________________

**RFP:** The Operation of the Hudson Valley Transportation Management Center (HVTMC) for NYSDOT – C031179 - Modification #4