December 4, 2013

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

Dear Sir or Madam:

SUBJECT: MODIFICATION #5 TO REQUEST FOR PROPOSALS “OPERATION OF THE HUDSON VALLEY TRANSPORTATION MANAGEMENT CENTER (HVTMC) FOR NYSDOT"

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

1. NYSDOT received the following question regarding Attachment 9 of the subject RFP (paraphrased by NYSDOT):

   Question: “Please confirm if firms proposing in response to the HVTMC RFP (Contract C031179) may adjust the total annual level of effort to be different than the published level of effort of 60,190 hours?

   Answer: As stated on Attachment 9 (page 115 of the RFP), the total level of effort annually is 60,190 hours. The level of effort of 60,190 may NOT be changed. Furthermore, the excerpt from the RFP where the information may be found on page 115 is as follows:

   **“STAFFING SCHEDULE WORKSHEET (Exhibit C)**

   Using the project staffing requirements detailed in the RFP, the Department has estimated the total annual hours of required staffing by Contract Job Title by Task for one year of work effort. The hours of effort include both Straight Time (ST) hours and Overtime (OT) hours. The Staffing Schedule Worksheet (Exhibit C) of the Cost Exhibits included in Attachment 10 to the RFP demonstrates the estimated effort.

   The presentation of the firms on the worksheet is top to bottom. Using the provided STAFFING SCHEDULES, the estimated hours *(60,190 annually)* are to be distributed across the proposed team members by Task and Contract Job Title. The *distribution* of hours included in the shell
worksheet is for illustrative purposes only. All hours by task have been pre-loaded to the Prime’s STAFFING SCHEDULE; the STAFFING SCHEDULES for the subconsultants have been pre-populated with zeros. If an individual team member does not allocate any hours to any one Contract Job Title, make sure that the number of hours shown for that Contract Job Title is zero (0) for that team member.

The total allocated hours by Contract Job Title and by Task across the proposed team members must equal the number of hours shown in Exhibit C, the Staffing Schedule Worksheet (currently pre-populated to the Prime). Proposing Prime firms are distributing the total hours amongst the firm team members. No modification will be accepted during the consultant selection phase of this solicitation. Verification of the distribution of hours by Task and Contract Job Titles is demonstrated with the two verification tables that appear in cell range U3.AG48 on the worksheet. NYSDOT reserves the right to correct errors in formulas and utilize the correction in the Cost evaluation.

The STAFFING SCHEDULE worksheet automatically calculates the average estimated cost for one year of work effort. The Projected Average Hourly Labor Rates and Overtime Categories are brought forward from the SALARY SCHEDULE worksheet. The COST SUMMARIES worksheet, Exhibits E, calculates the estimated cost for the base two year term of this contract by multiplying the average annual estimate by two (2) to reflect the two (2) year contract term."

As stated in the above excerpt from Attachment 9, verification of the distribution of hours by Task and Contract Job Titles is demonstrated with the two verification tables that appear in cell range U3.AG48 on the worksheet – the Staffing Schedule Worksheet. NYSDOT reserves the right to correct errors in formulas and utilize the correction in the Cost evaluation.

2. Modification #2, Modification #3 and Modification #4 included a Modified time line for this procurement. NYSDOT is further modifying the time line. The time line as included in Section VI.H. of the RFP is modified as follows (please note, proposals are due by NOON on Friday, December 6, 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 6, 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
3. 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 #5** by including a signed copy of this form with the Part II Cost and Contract Submission as a separate tab item.

ACKNOWLEDGED AND ACCEPTED:

BY: ________________________________
NAME: ______________________________
TITLE: ______________________________
FIRM: ______________________________

NYS DEPARTMENT OF TRANSPORTATION

William A. Howe

BY: ________________________________
NAME: ______________________________
TITLE: Director, Contract Management
FIRM: ______________________________

RFP: The Operation of the Hudson Valley Transportation Management Center (HVTMC) for NYSDOT – C031179 - Modification #5