October 31, 2014

REQUEST FOR PROPOSALS
RFP MODIFICATION No. 1
Integrated Regional and Statewide Travel Demand Management (TDM) Program
Delivering Support of an Active Transportation and Demand Management (ATDM) Contract #C031290 (‘ATDM Services’)

Dear Sir or Madam:

Reference is made to the subject solicitation wherein the amendments and changes detailed below hereby incorporated (in RFP order of appearance). With the release of the Answers to the first round of RFP Questions, a second round of Questions and Answers is being opened with Additional Questions due November 17, 2014 at 10:00 AM.

The due date for proposals is also changing, from November 9th to December 22, 2014.

A one-page mandatory acknowledgement form is included.

Here’s a listing of all changes to the C031290 RFP:

Announcements:
NYSDOT has previously released the following Announcements, which are now formally incorporated into this RFP:

- Announcement #1: Announced the early release of new RFP Attachments 19 - 25 (listed below).
- Announcement #2:
  1. Announced the release of the recording of the October 9th RFP webinar for C031290 ATDM Services, which is available via: mms://mds.dot.ny.gov/dotmedia/mexis/Webinar_Recording_Oct_9_2014_ATDMP_Services_C031290.wmv
2. Announced the release of new Attachment #26, List of Interested Parties (in Excel format).
3. Announced the release of OSC’s OpenBooks webpages for interested parties to see the total dollar spent by contract life to date (these spending figures should be accurate minus anything in the billing pipeline):
   - C030710: [Link]
   - C030711: [Link]
   - C030712: [Link]
   - C030713: [Link]

Request for Proposals (RFP) Main Document:
- The RFP’s Table of Contents has been updated (see below).
- Section 2.2 Contract Objectives, the following paragraph is being added:
  
  CONTRACT TYPE: The contract type is Specific Hourly Rate with approved Direct Non-Salary Costs per Schedule B and Draft Contract Article 6 with payments within budgets set by task/subtask per Schedules A.
- Section 3.3 Single Contract Protocols, top of page 11, the 4th box in the third row descending has been changed to read: “Main Office Program Manager” (no longer reads: “Statewide Program Manager”).
- Section 4.2 Proposal Formatting, 12th bullet is being amended to read as follows:
  
  The proposer shall submit six (6) printed and bound paper copies of its Technical Proposal, and one (1) complete electronic copy of its Technical Proposal on CD/DVD in a Microsoft Office compatible format (an additional complete copy in Adobe PDF format is not acceptable).
- Section 4.3 Prescreening Proposal Submission Requirements, Cost Proposal, the 3rd row is being amended to read as follows:
  
  The Cost Proposal shall include completed, complete, signed Attachment 8 Cost Proposal.
- Section 4.5 Project Management Approach, 2nd paragraph, 1st sentence, is being amended to read as follows:
  
  Present, as the first part of your technical proposal, a separate narrative section in your proposal which describes your proposed Project Management approach.
- Section 4.7.1 Cost Section, 1st paragraph, 1st sentence, is being amended to read as follows:
  
  NYSDOT requires that cost information be presented using the Microsoft Excel spreadsheet included in RFP Attachment 8 Cost Proposal.

RFP Attachments: The following new online attachments are being formally added to the RFP:

19. C030710 TDM Services Statewide: ICF
20. C030710 Task Assignments Status Summary
21. C030710 Draft TA14: ICM-495 Proposed Scope of Services (v.6)
22. C030711 Region 8 TDM Services: MetroPool
No other provision of the solicitation is otherwise changed or modified.

Please direct all questions in writing via e-mail to: Mr. Al Hasenkopf of NYSDOT Contract Management Bureau via alfred.hasenkopf@dot.ny.gov.

A one-page **MANDATORY ACKNOWLEDGEMENT** reply form is also attached. Please acknowledge receipt of this correspondence per the instructions given below. Thank you.
* MANDATORY *

ACKNOWLEDGEMENT OF RECEIPT
MODIFICATION NO. 1
REQUEST FOR PROPOSALS
Integrated Regional and Statewide Travel Demand Management (TDM) Program
Delivering Support of an Active Transportation and Demand Management (ATDM)
Contract #C031290 (‘ATDM Services’)

An authorized representative of your firm or organization must acknowledge receipt and acceptance of this Modification No. 1 by signing and returning ONLY THIS ONE PAGE of this Modification to the undersigned via inclusion in the Contract Section of your firm’s Cost and Contract Proposal to NYSDOT.

ACKNOWLEDGED AND ACCEPTED:

BY: ______________________________
NAME: ___________________________
TITLE: ___________________________
FIRM: ___________________________

BY: original signed by: Alfred P. Hasenkopf, for
WILLIAM A. HOWE
Director, NYSDOT Contract Management Bureau

NYS DEPARTMENT OF TRANSPORTATION
Updated Table of Contents (Attachments)
Request for Proposals

Integrated Regional and Statewide Travel Demand Management (TDM) Program
Delivering Support of an Active Transportation and Demand Management (ATDM)

Contract #C031290 (‘ATDM Services’)

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2. Consultant Information and Certification Form 92
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15. 511NY Rideshare Ridematching System Performance Requirements OnLine
16. List of Active Portals OnLine
17. RMS Software Platform OnLine
18. TDM Statewide Framework OnLine

ATTACHMENTS (RFP Modification #1)
19. C030710 TDM Services Statewide: ICF OnLine
20. C030710 Task Assignments Status Summary OnLine
21. C030710 Draft TA14: ICM-495 Proposed Scope of Services (v.6) OnLine
22. C030711 Region 8 TDM Services: MetroPool OnLine
23. C030712 Region 10 TDM Services: MetroPool OnLine
24. C030713 Region 11 TDM Services: MetroPool OnLine
27. List of Interested Parties OnLine
28. Questions & Answers OnLine