June 15, 2015

REQUEST FOR PROPOSALS
RFP MODIFICATION No. 1
Title Searching and Abstract Services For NYSDOT
Contract #C031302

Dear Interested Party:

Reference is made to the subject solicitation wherein the following changes are hereby incorporated:
(Yellow highlight indicates text revisions.)

1. RFP Section 2.3.1 (Page 3): **Strike**: “5 Hard Copies with labeled section tabs in a three-ring binder…” and **replace with**: 5 Hard Copies with labeled section tabs in 5 three-ring binders…)

2. RFP Cover Letter **Strike**: “June 18, 2015: Deadline for the submission of proposals on 2:00 PM (Eastern Time)” and **replace with**: “July 2, 2015: June 18, 2015: Deadline for the submission of proposals is 2:00 PM (Eastern Time),

3. RFP Cover Page, RFP Page 15 and 21: **Strike**: June 18 and **replace with**: ‘July 2’ for proposal due date

4. After Attachment 16, **insert** Attachment 17 Questions and Answers.

5. After Attachment 17, **insert** Attachment 18 List of Interested Parties.

No other provision of the solicitation is otherwise changed or modified.

A one-page mandatory ACKNOWLEDGEMENT reply is attached. To ensure that your proposal is deemed to be responsive to the RFP, acknowledgement receipt of RFP Modification #1 is required by all firms submitting proposals. Acknowledgement instructions are to be found on RFP Modification #1 Page number two. Thank you.
ACKNOWLEDGEMENT OF RECEIPT: MODIFICATION NO. 1
Request For Proposals Contract #C031302
Title Searching and Abstract Services for NYSDOT

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

ACKNOWLEDGED AND ACCEPTED:
BY: ______________________________

NAME: __________________________
TITLE: __________________________
FIRM: __________________________

NYS DEPARTMENT OF TRANSPORTATION
BY: ______________________________

WILLIAM A. HOWE
Director, Contract Management Bureau

original signed by: Barbara Sonenberg, for

C031302 Title Searching and Abstract Services for NYSDOT

Attachment 17
Questions and Answers

**Question 1:** Is a C218 Insurance Cert necessary or will NYSDOT accept an ACORD certification form?
**Answer 1:** NYSDOT will accept the C218 Certificate or ACORD 25 submitted with the ACORD 855 insurance certification forms.

**Question 2:** Where are the eleven Regions of New York State?
**Answer One:** The RFP Attachments #8 and #9 (Pages 88, 89) list the eleven NYS regions.

**Question 2:** What are the going rates for the 4 types of searches?
**Answer 2:** The Department does not get involved with the competitive marketplace which determines the rates. Each proposer should determine their own rates.

**Question 3:** Regarding "Intermediate Certificate" what would be done at the last "minute" after any of the first three were done and update needed?
**Answer 3:** Occasionally, the Abstractor may be asked to update the search prior to time the appropriation map is filed in the County Clerk’s Office. This might occur when, for example, the Department of Transportation becomes aware that there has been a change in ownership since the time the search was made. The Department of Law will provide the Department of Transportation with an Intermediate Certificate on Continuation to forward to the Abstractor for completion and return to the Department of Law.

**Question 4:** Will I be also billing mileage, copies, meals, lodging?
**Answer 4:** The RFP instructs the proposer to present an all-inclusive, per-unit cost for each type of required title search work for each of the five years utilizing Attachment 16. This would include billing, mileage, copies, meals, lodging etc.

**Question 5:** Will I be working with a team that is being created for a specific project, or is this work that will be coming up during the next 5 years?
**Answer 5:** The awarded contract will be for the firm to complete task assignments as needed within the NYSDOT County in which the firm has been awarded a contract to provide Title Searching and Abstract Services. RFP Section 2.3.6 states that the term of the contract is five years with a six month shadow period to complete work that is begun during the five year term.

**Question 6:** Regarding Technical Attachment 9D: although the first three columns are defined as *years* of experience, are the last three ALSO years? Or are they the numbers?
**Answer 6:** The last three columns are the numbers of assignments completed.
Question 7: Will NYSDOT accept an ACORD Insurance Cert or only the C218.
Answer 7: NYSDOT will accept the C218 or ACORD 25 submitted with the ACORD 855 insurance certification forms.

Question 8: Why isn't there a cost differential between a residential title and a commercial title?
Answer 8: It is customary for NYSDOT to request a per unit cost for each search category regardless of the property type. A consultant should be aware that a work assignment could, at times, include a mix of property types and one search could prove to be more involved than the next regardless of property type.

Question 9: RFP Section 2.3 (Page 3) states: “Separate and Complete Part 1 Proposal ‘Technical and Management’ submission submitted on time. (5 Hard Copies with labeled section tabs in a threering binder....)” Does NYSDOT want one hard copy per binder or does NYSDOT want one three-ring binder with five hard copies inside?
Answer 9: NYSDOT wants five separate three-ring binders each containing one hard copy of the technical and management proposal. Modification #1 corrects this sentence to read: (5 Hard Copies with labeled section tabs in 5 three-ring binders....)

Question 10: On page 104, why are there percentages in the rate columns?
Answer 10: These weight factors are for cost evaluation purposes only. (Please see accompanying Attachment 16 Excel sheet which will be used for the cost proposal submittal). Since the most commonly requested title searches will differ by region, NYSDOT assigned a weight (percentage) to each type of title search within the region.

For example, in Regions 8, 10 and 11 it is expected that more Abstract of Titles will be requested than in Regions 2,6, and 7, so a 55% weight for Abstract of Title is assigned in Region 10 while Region 2 is assigned 25%. (The average price for each type of title search over 5 years will be calculated, then multiplied by the weight (multiplier) so that the cost to be evaluated can approximate expected use. This percentage (weight multiplier) is for cost evaluation purposes only. For example, for Region 10: If $500 is inserted for the Abstract of Title Cost and $100 for all other searches, $320 is the final cost score for evaluation purposes as seen below:

<table>
<thead>
<tr>
<th>Region 10</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>(Y1+Y2+Y3+Y4+Y5)/5</th>
<th>multiplier</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract of Title</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>.55</td>
<td>$275</td>
</tr>
<tr>
<td>Cert. for 20-yr title</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>.30</td>
<td>$30</td>
</tr>
<tr>
<td>Last Owner Title Search</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>.10</td>
<td>$10</td>
</tr>
<tr>
<td>Intermediate Certificate</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>.05</td>
<td>$5.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$320</strong></td>
</tr>
</tbody>
</table>