August 17, 2016

REQUEST FOR PROPOSALS
RFP MODIFICATION No. 1
Title Searching and Abstract Services For NYSDOT Regions 10 and 11
Contract #C031425

Dear Interested Party:

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

1. RFP Consultant Checklist For Proposal Submission (Technical and Management) Page 3: Strike: “5 Printed and bound hard copies of Part I” and replace with “5 printed hard copies of Part I with labeled section tabs in five separate three-ring binders…”

2. RFP Consultant Checklist For Proposal Submission (Technical and Management) Page 3, fifth box: after #8C Labor Table, insert Technical Attachment 8E.

3. RFP Checklist (Page 3) Strike: 3 Printed and bound hard copies of Part II” and replace with “2 printed hard copies of Part II with labeled section tabs in two separate three-ring binders…”

4. RFP Section 8.3 Experience and References (76): After “All firms must complete and submit Technical Proposal Attachment 8E which” insert: “contains one table for firm experience and one table for staff experience. If using subconsultants, please fill out a separate staff experience table and firm experience table for each subconsultant.”

5. After Attachment 18, insert Attachment 19 Questions and Answers.

THE QUESTION DEADLINE IS MONDAY, AUGUST 22nd AT 12 NOON (EST).
THE PROPOSAL DUE DATE IS WEDNESDAY, SEPTEMBER 14, 2016 at 12 NOON (EST)

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 #C031425
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: original signed by: Barbara Sonenberg, for __________________________
WILLIAM A. HOWE
Director, Contract Management Bureau
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: I don’t have a record that lists the hours utilized to complete the submitted work samples. Is there another alternative?
Answer 2: Yes. Provide your best estimate of the hours that were spent by each title for each search. Indicate that this is your best estimate. NYSDOT is looking for the reasonableness of level of effort expended for each work sample.

Question 3: The rates/costs for the work samples I submitted in my proposal are lower than my current rates. After I receive a contract from this RFP and am bidding for a task assignment, must I bid the rates that I submitted for the work samples?
Answer 3: No. For the purposes of cost proposal evaluation for this RFP Tier 1 Selection, NYSDOT is looking for the reasonableness of level of effort and reasonableness of costs charged by your firm for each work sample.

For the level Tier 2 task assignment selection (firms that are designated and obtain executed contracts will be able to compete Tier 2 task assignments): Each contracted firm will bid on the task assignment, and the firm submitting the lowest cost will receive the task assignment as long as they have the capacity for new work and their performance has been timely and up to standard. (For a firm to be awarded a task assignment, their submitted cost will have to be competitive.)

Question 4: The copy cost has skyrocketed. The boroughs of New York City have copy costs at $1.00 per page and Nassau County just went up to $.65 per page. I need to be able to recoup my copy costs at these rates, especially if I’m doing commercial properties that have a tremendous amount of documents. Is there a place or a way for me to add on these copy costs, as well as mileage, meals and lodging?
Answer 4: If your technical and cost proposals pass pre-screening, your technical proposal earns at least 50.00 of 80.00 technical points, and NYSDOT executes a contract with your firm – your firm will be eligible to compete for R10/R11 task assignments with other firms who have received contracts for R10 and R11. When you submit your bid for each separate task assignment, you will submit your actual cost. All costs such as billing, mileage, copies, meals, lodging are NOT reimbursable but may become part of your total bid. (Please refer to the RFP’s Scope of Services section which details the task assignment bid process).

Question 5: On RFP Attachment 9 Cost Proposal (82), why are there percentages in the rate columns?
Answer 5: These weight factors are for cost evaluation purposes only. NYSDOT assigned a weight (percentage) to each type of title search within the region to reflect the most commonly requested title searches.
**Question 6:** My firm does not wish to propose for Bed of Street work. Can we propose just for Region 10 or Region 11 or both?

**Answer 6:** Yes. If your firm does not wish to propose for Bed of Street work, you may submit a proposal for Region 10 or Region 11 or both. The Bed of Street Attachment is optional and only to be used by firms who wish to propose for Bed of Street.

**Question 7:** On the Checklist at the beginning of the RFP, the first item in Part II states “3 printed and bound hard copies of Part II plus one copy of Part II on CD, etc.” In the contract, it says to put the attachments in a 3-ring binder separated by tabs. Which one should I follow?

**Answer 7:** Please follow the directions in RFP Section 2.2. Contract Objectives (5):

> “Separate and complete Part II Proposal ‘Cost and Contract’ submission submitted on time. (2) Hard Copies in 2 separate three-ring binders with labeled section tabs, and 2 CD/thumb drives, etc. in a format compatible with MS Office 2007).”

A similar error occurs in the checklist for Part I Technical Proposal submission. Please follow the directions in the RFP section 2.2.1 and submit in separate three-ring binders with labeled section tabs.

**Question 8:** I have more than one work sample of an abstract of title search. May I submit two or three within my proposal?

**Question 8:** No. The RFP specifies the submission of one work sample for each of the four work types. Additional work samples will NOT be considered.

**Question 9:** What counties are included in Region 10 and Region 11?

**Answer 9:** Region 10 includes Nassau and Suffolk counties. Region 11 includes Bronx, Queens, Richmond (Staten Island), Brooklyn (Kings), and Manhattan (New York).

**Question 10:** Regarding Technical Attachment 8E: although the first three columns are defined as *years* of experience, are the last four ALSO years? Or are they the numbers?

**Answer 10:** The last four columns are the numbers of assignments completed.