INTEGRATED CORRIDOR MANAGEMENT (ICM) SYSTEMS INTEGRATOR
SERVICES FOR NYSDOT
Contract # C031480

The New York State Department of Transportation (NYSDOT) anticipates the release of a Request for Proposals (RFP) seeking the services of a consultant to provide reliable and comprehensive System Integration Services for the Lower Hudson Transit Link (LHTL) Integrated Corridor Management System (ICMS).

The project will require systems integration of roadside and central systems necessary to support the ICM concept of operations and new ITS technology into the respective Advanced Traffic Management System (ATMS) of the ICM Partners including NYSDOT and NYSTA; modeling support required for the configuration of sub-systems such as Adaptive Signal Control and Transit Signal Priority; Detailed design, development and commissioning of a new Design Support System, including and offline/online micro-simulation model; system integration of the existing ATMS with IMCS; Center-Center integration of respective ICM partners; system integration of the LHLT Bus Rapid Transit Operations into the ICM system; procurement and integration of any software, tools, products and hardware required; delivery of any operational and maintenance and staff training required to support the new ICMS; transition planning and cutover of the ICM system with minimal disruption to existing operations; and development and delivery of all systems engineering and technical review documentation.

Responsive and responsible consultants interested in receiving the RFP should submit a brief, one-page Letter of Interest (LOI) to the e-mail address of the Contact Person listed below. The LOI should include, at a minimum, the firm name, address, e-mail address, and phone number of a contact person at your firm. A letter announcing the release of the RFP will be e-mailed to all parties submitting a LOI. When ready, the RFP will be posted to the NYSDOT website and will contain all the information necessary for firms to submit a complete proposal. It is expected that the RFP will be released on or after June 27, 2016. If the release of the RFP is substantially delayed for any reason, the due date for proposals will be extended appropriately.

PRE-PROPOSAL WEBINAR: A pre-proposal webinar may be held with the location, time and date to be announced.

DBW Goal: The DBE subconsultant participation contract goal for this solicitation is 20% of total contract value over the contract term.

LETTERS OF INTEREST: Responsive and responsible consultants interested in receiving the RFP should submit a brief, one-page Letter of Interest (LOI) to the e-mail address of the Contact Person listed below. The LOI should include, at a minimum, the firm name, address, e-mail address, and phone number of a contact person at your firm. For a full description of the project and requirements, please visit the NYSDOT website at: [https://www.dot.ny.gov/business](https://www.dot.ny.gov/business) (click on “Consulting Services” and then click on the “Ads” or “Opportunities” tab). An e-mail shall be sent to all parties who register in advance that the RFP has been posted to NYSDOT’s website and is now ready for downloading.

DESIGNATED CONTACT PERSON: Patricia Kappeller, e-mail [Patricia.Kappeller@dot.ny.gov](mailto:Patricia.Kappeller@dot.ny.gov). Under the requirements of the State Procurement Act, all
communications regarding advertised projects are to be channeled through NYSDOT Contract Management’s Designated Contacts. Until a contract is approved by the State Comptroller, contact with any other NYSDOT employee concerning this project should not be made unless otherwise directed by NYSDOT Contract Management. Communications made contrary to this policy and deemed an attempt to influence the outcome, may result in disqualification.

**Procurement Lobbying Law Compliance**

**Required Forms:** The consultant shall sign and e-mail/fax the following forms. These forms are part of and due with the consultants’ proposals.

a) “Offerer’s Affirmation of Understanding of and Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)”

b) “Offerer Disclosure of Prior Non-Responsibility Determinations”.

**NYSDOT Guidelines and Procedures**

Under the requirements of the State Procurement Act all communications regarding advertised projects are to be channeled through NYSDOT Contract Management (*Designated Contacts). Until a designation is made, communication with any other NYSDOT employee concerning this project that is determined to be an attempt to influence the procurement may result in disqualification.


**Contacts Prior to Designation:**

Any communications involving an attempt to influence the procurement are only permitted with the following Designated Contact Persons:

- The Contract Management Designation Contract Analyst
- The Contract Management Designation Analyst Supervisor
- The Contract Management Civil Rights Unit Supervisor
- The Contract Management Assistant Directors
- The Contract Management Director

These are some communications exempted from this restriction:

- Participation in a pre-proposal conference
- Submittal of written questions when written responses will be provided to all offerers
- Protests, complaints of improper conduct or misrepresentation

If any other NYSDOT employee is contacted and they believe a reasonable person would infer that the communication was intended to influence the procurement, the contact must be reported by the NYSDOT employee. If the Department determines an impermissible contact was made, that offerer cannot be awarded the contract. A second violation would lead to a four-year bar on the award of public contracts to the offerer.

**Contacts after designation**

NYSDOT identifies its primary negotiation contacts. The designated contacts include:

- The Contract Management Negotiation Contract Analyst
The law does not limit who may be contacted during the negotiation process. However, if any NYSDOT employee is contacted and they believe a reasonable person would infer that the communication was intended to influence the procurement, the contact must be reported by the NYSDOT employee.

Information Required from Offerers that contact NYSDOT staff, prior to contract approval by the Office of the State Comptroller:
The individuals contacting NYSDOT should refer and shall be prepared to provide the following information, either by e-mail or fax as directed by NYSDOT. Person’s name, firm person works for, address of employer, telephone number, occupation, firm they are representing, and whether owner, employee, retained by or designated by the firm to appear before or contact the NYSDOT.

Applicability to an executed contract
Restrictions similar to those described above apply to approval or denial of an assignment, amendment (other than amendments that are authorized and payable under the terms of the procurement contract as it was finally awarded or approved by the comptroller, as applicable), renewal or extension of a procurement contract, or any other material change in the procurement contract resulting in a financial benefit to the offerer. The staff noted above as well as the project manager and consultant manager are considered designated contact persons. The Department may identify other contact persons for each of these processes.

Rules and Regulations and More Information on this Law, Please Visit:
http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/Faq.htm (Advisory Council FAQs)
http://jcope.ny.gov/law/lob/lobbying2.html
http://ogs.ny.gov/ACPL
http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/MtgReportTable.htm

or contact the designated NYSDOT Contact Persons noted above.