August 8, 2018

REQUEST FOR PROPOSALS
RFP MODIFICATION No. 3
OPERATION OF ATMS/ITS AT THE JOINT TRANSPORTATION MANAGEMENT CENTER IN NEW YORK CITY FOR NYSDOT
Contract #C037716

Dear Interested Parties:

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

1. Cover Page, Part A. Delete “August 3, 2018: Deadline for submission of questions about the RFP at 12:00PM (Eastern Time)” and Replace with “August 29, 2018: Deadline for submission about the RFP at 12:00PM (Eastern Time)”.
2. Cover Page, Part A. Delete “August 21, 2018: Deadline for submission of Proposals at 12:00PM (Eastern Time)” and Replace with “October 17, 2018: Deadline for submission of Proposals at 12:00PM (Eastern Time)”.
3. Consultant Proposal Checklist, Delete the Part I: Technical and Management Submittal checklist and Replace with the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Pages Minimum/Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) original plus seven (7) Printed hard copies (3-ring binder, tabbed and labeled) of Part I plus one (1) copy of Part I on CD/Thumb drive, in Adobe® PDF and Microsoft Word format, minimum 11 point font</td>
<td>12</td>
</tr>
<tr>
<td>Securely sealed and clearly labeled with the Contractor’s name, address, telephone number, contact name, and the words “OPERATION OF ATMS/ITS AT THE JOINT TRANSPORTATION MANAGEMENT CENTER IN NEW YORK CITY for NYSDOT, RFP Part I – Technical and Management Submittal/Proposal (Contract #C037716)</td>
<td>12</td>
</tr>
<tr>
<td>Signed Cover Letter on official business letterhead (1 page maximum)</td>
<td>1</td>
</tr>
<tr>
<td>Title page (1 single-sided page maximum)</td>
<td>1</td>
</tr>
<tr>
<td>Table of Contents identifying each major section and page numbers (1 single-sided page maximum)</td>
<td>1</td>
</tr>
<tr>
<td>Narrative Description (1 single-sided page maximum)</td>
<td>1</td>
</tr>
<tr>
<td>Experience (2 double-sided pages maximum)</td>
<td>2</td>
</tr>
<tr>
<td>Approach, Scope of Services (5 double-sided pages maximum)</td>
<td>5</td>
</tr>
<tr>
<td>Organization and Staffing (1 double-sided pages maximum)</td>
<td>1</td>
</tr>
<tr>
<td>Complete and submit Attachment #14: Key Personnel Resume and References</td>
<td>14</td>
</tr>
</tbody>
</table>

ANDREW M. CUOMO
Governor

PAUL A. KARAS
Acting Commissioner

JANICE A. MCLACHLAN
Acting Chief Counsel
4. Section 3.4 Contract Term and Rate Adjustments, Delete “December 1, 2018” in the first paragraph and Replace with “March 1, 2019”.

5. Section 4.2, Staffing Levels, a. General, Delete 1st paragraph and replace with “Transitioning from one consultant to another can be complicated given the nature and complexity of the 24x7 TMC operations. The Department has had success in the past during these transitions when the incoming consultant hires the majority of the incumbent employees, including the System Operators. Although this is not a requirement, the proposers are encouraged to consider hiring the existing System Operators. System Operator staff are not evaluated as part of the proposal and the final Staffing Roster is not required until after designation. Contingency employment letters must be included in Part I: Technical and Management Submittal/Proposal for any Key Personnel currently employed by the incumbent and proposed by any Proposer other than the incumbent.

6. Section 4.4, Scope of Work, Part 4.4.1, Task 10: Transition, Add “This transition period will be for a time period of up to 60 days after contract award. This transition period will also allow for potential recruitment and hiring of existing TMC staff.” After the first paragraph.

7. Section 4.6, Organization and Staffing, Delete “Transportation Analyst II” and “Shift Supervisor/System Operator IV” from the list of Key Personnel.

8. Section 5, Proposal Format and Contents, Part 5.1, Part I: Technical and Management Submittal/Proposal, subpart 5.1.1, Cover Letter, and Title Page, Delete “Not to exceed a single page.” And Replace with “Not to exceed a single one-sided page for each.”


10. Section 5, Proposal Format and Contents, Part 5.1, Part I: Technical and Management Submittal/Proposal, subpart 5.1.3, Narrative Description, Add “Not to exceed a single one-sided page.”


13. Section 5, Proposal Format and Contents, Part 5.1, Part I: Technical and Management Submittal/Proposal, subpart 5.1.5, Experience, Delete “Individual resumes are not to exceed 3 pages in length using letterhead size paper and font size of no less than 12”


15. Section 5, Proposal Format and Contents, Part 5.1, Part I: Technical and Management Submittal/Proposal, subpart 5.1.5, Experience, Delete “(KEY)” after “Transportation Analyst II (2)” and “Shift Supervisor/Operator IV (3) (AM, PM, Overnight)” in the list of Contract Job Titles.”
16. Section 5, Proposal Format and Contents, Part 5.2, Part II: Cost and Administrative Submittal/Proposal, subpart 5.2.2, Cost Proposal Section, Delete “(KEY)” after “Transportation Analyst II (2)” and “Shift Supervisor/Operator IV (3) (AM, PM, Overnight)” in the list of Contract Job Titles.”

17. Section 7.0 Administrative Specifications, Part 7.1 Proposal Submission, Delete “Noon on August 21, 2018” in the third paragraph, and Replace with “Noon on October 17, 2018”.

18. Section 7.0 Administrative Specifications, Part 7.8 Tentative Schedule of Key Events, Delete “August 3, 2018” for Question Submittal Deadline, and Replace with “August 29, 2018”.

19. Section 7.0 Administrative Specifications, Part 7.8 Tentative Schedule of Key Events, Delete “August 21, 2018” for Proposal Due Date, and Replace with “October 17, 2018”.

20. Section 7.0 Administrative Specifications, Part 7.8 Tentative Schedule of Key Events, Delete “End August” for Recommendation & Designation, and Replace with “Mid November 2018”.

21. Attachment 15: Contract Job Title Descriptions and Qualifications, Add “Experience in a Transportation Management Center of the same size and complexity of the Region 11 JTMC” to the Desired Qualifications for Project Manager, Operations Manager, and System Engineer I/II.

22. Attachment 19: Modifications, Pre-Proposal Webinar Slides, Source List and Q&A, Add the following questions and answers:
   “Q21. Section 4.6 indicates that NYSDOT’s desire is to have 21 System Operator II (12 full time, 9 part time). Is NYSDOT wanting all current employees to maintain their current job classification or do they wish for employees to be reset to System Operator I?
   ANS: All Key Personnel must meet the minimum qualifications for the Contract Job Title at the time of proposal submission. All Non-Key Personnel must meet the minimum job qualifications as listed in the RFP for their proposed contract job title. The Designated Consultant shall be required to submit a full Staff Roster including Key and Non-Key Personnel for NYSDOT’s review and approval. Resumes for all Non-Key Personnel shall be submitted with the Staff Roster.

   Q22. Would NYSDOT consider providing an option on the Minimum Qualifications for Education for the Project Manager to have a Bachelor’s degree in a relevant field ‘or equivalent experience” and a minimum of 10 years experience in TMC/Traffic operations”
   ANS: The qualifications for Project Manager have been revised as of Modification #1 and will remain.
   Q23. Are all 43 positions identified in the RFP presently staffed?
   ANS: Yes, currently there are 43 positions (both full and part-time) employed at the JTMC. Contract Job Titles have been modified for this contract to provide a more uniform title structure across the different TMS’s in NYS. The job duties listed under the Contract Job Titles are generally consistent with the duties currently being performed in the JTMC.

   Q24. There are a number of estimated hours per task. Do we have to go with the exact number of hours or can be propose fewer hours for some tasks?
   ANS: The number of hours per task in the RFP are estimates. It is at the proposer’s discretion to propose the appropriate number of hours per task.
Q25. Since no professional services are being requested under this contract can the professional liability be waived?
ANS: Yes, professional liability insurance is waived for this contract.
Q26. In Mod #1 Q&A, the answers to Q16 and Q19 regarding the Cover Letter and Title Page seem to contradict each other. Would you please clarify?
ANS: The answer to Q19 is correct. For clarification one (1) single-sided page for the Cover Letter and one (1) single-sided page for the Title Page are allowed.
Q27. We have been in discussions with the incumbent and have been told that their key staff members at the JTMC have entered into an exclusive agreement with the incumbent. We would like to know how this exclusive agreement will affect other proposing firms and how it would affect the transition phase.
ANS: The Department has contacted the incumbent and they have verified there is no exclusive agreement with their current JTMC staff. Modification #3 includes both a reduction in the number of key personnel as well as additional time before the proposal due date to prepare a proposer’s organization and staffing requirements.”