February 20, 2019

REQUEST FOR PROPOSALS
RFP MODIFICATION No. 4
Operation of Transportation Management Centers in Rochester and Syracuse
Contract #C037690 – Rochester, #C037691- Syracuse

Dear Interested Parties:

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

- RFP Cover Page, Delete, “February 4, 2019: Deadline for submission of questions about the RFP at 12:00 PM” and Replace with “February 22, 2019: Deadline for submission of questions about the RFP at 12:00 PM.”
- RFP Cover Page., Delete “February 27, 2019: Deadline for submission of Proposals at 12:00 PM (Eastern Time) and Replace with “March 6, 2019: Deadline for submission of Proposals at 12:00 PM (Eastern Time).
- Section 5.2.3 Guidelines for Overhead Rates and Fixed Fee, Delete “Guidelines for Overhead Rates” and Replace with “Guidelines for Overhead Rates and Fixed Fee.”
- Section 5.2.3 Guidelines for Overhead Rates and Fixed Fee”. Add 3rd Bullet, “Fixed fee will be calculated based on the percentage of fixed fee proposed times the total straight time salary and overhead costs. Fixed fee is not calculated on any portion of overtime costs.”
- Section 7.1 Proposal submission, Delete “Noon on February 27, 2019.” and Replace with “Noon on March 6, 2019.”
- Section 7.8, Tentative Schedule of Key Events, Delete “February 4, 2019” for Question Submittal Deadline and Replace with “February 22, 2019”.
- Section 7.8, Tentative Schedule of Key Events, Delete “February 27, 2019” for Proposal Due Date and Replace with “March 6, 2019”.
- Attachment 8, Draft Contract, Delete Article 6. PROVISION FOR PAYMENT, in its entirety and Replace with the following:

**ARTICLE 6. PROVISION FOR PAYMENT**
The STATE shall pay to the CONSULTANT and the CONSULTANT agrees to accept as full compensation for services provided under this agreement:

Item I – Specific Hourly rates of pay shown in SCHEDULE B (EXHIBIT _____) for employees assigned to this Project. The Specific Hourly rates are not subject to audit, however, the number of hours charged is subject to audit. If the AGREEMENT is extended beyond (end date in Article
4), then all of the Specific Hourly rates of pay shown in EXHIBIT _____ are eligible for rate adjustments. They may be annually by the lower of either the percent change for the Producer Price Index – Architectural, Engineering and Related Services (Series ID PCU5413-5413--) for the most recent 12 month period as calculated by the U.S. Department of Labor, Bureau of Labor Statistics, or 2%, all subject to current market conditions. If at any time the above Index Series ID is discontinued or become unavailable, the STATE reserves the right to implement a comparable Index.

Item II – Actual Direct Non-Salary Costs incurred in fulfilling the terms of this AGREEMENT are subject to audit. Such costs may include, but are not necessarily limited to those shown in EXHIBIT _____. All reimbursement for travel, meals and lodging shall be made at actual cost paid but such reimbursement shall not exceed the prevailing maximum rates established by the State Comptroller.

Items purchased under this Project shall become the property of the STATE at the completion of the work, or at the option of the STATE, appropriate value shall be established as a credit to the STATE.”

- Attachment 8, Draft Contract, Article 30. Notices, Delete “Contact Person’s Name: William A. Howe” and Replace with “Contact Person’s Name: Matt Bromirski”
- Attachment 8, Draft Contract, Article 30. Notices, Delete “E-Mail Address: Bill.Howe@dot.ny.gov” and Replace with “E-Mail Address: Matt.Bromirski@dot.ny.gov”
- Attachment 16, Cost Proposal Spreadsheet Instructions, Delete in its entirety and Replace with the following:

“ATTACHMENT 16: COST PROPOSAL SPREADSHEET INSTRUCTIONS

COST PROPOSAL SPREADSHEET INSTRUCTIONS

Enter proposed costs in the appropriate location(s) for each element as described below. Use 2019 US Dollars. Enter a “$0” in spaces that do not apply.

The Cost Proposal Spreadsheet template form is to be downloaded from the NYSDOT project website, located at https://www.dot.ny.gov/doing-business/opportunities/consult-opportunities and select #C037690 for Lot 1 and #C0367691 for Lot 2.

Items requiring an entry by the proposer are shaded in yellow on the Cost Proposal Spreadsheet.

1. PRIME CONSULTANT – Worksheet labeled “PRIME”
   a. Enter the Prime Proposer Name in Cell D4
   b. Click the drop down menu in Cell D4 and select Prime Consultant
   c. Enter the Office Overhead Rate in Cell E8
   d. Enter the Field Overhead Rate in Cell E9
   e. Enter the Fixed Fee Percentage in Cell D20
   f. Enter the Direct Non-Salary Descriptions, as needed, for each item (Travel, Lodging, Meals, and Other) in Cells E24 through E27
   g. Enter the estimated cost of Direct Non-Salary items in Cells J24 through J27
h. Enter the Unloaded Straight Time Rate for each proposed Staff Title in Cells F37 through F47
i. The RFP (Section 5.2.2.1) requires a minimum base hourly rate for System Operators. These rates have been entered into Cells E39 through E42 as a reference
j. Enter the number of proposed staff per title in Cells 55 through E65 for each year
k. Enter the number of Straight time hours per staff title in Cells F55 through F65 for each year

2. SUBCONSULTANTS – Worksheets labeled “SUB 1”, “SUB 2”, “SUB 3”
a. Complete all steps above for each proposed subconsultant

3. Print out all pages of the workbook and include with Part II Cost and Administrative Submittal/Proposal
4. Include an electronic copy of Attachment 18 Cost Proposal Workbook on CD/Thumb-drive with Part II Cost and Administrative Submittal/Proposal

- C037690 Attachment 18 Cost Proposal Workbook for Rochester, a revised workbook has been posted. This workbook changes the cost proposal and payment format from a Cost Plus Fixed Fee format to a Standard Hourly Rate Format.
- C037691 Attachment 18: Cost Proposal Workbook for Syracuse, a revised workbook has been posted. This workbook changes the cost proposal and payment format from a Cost Plus Fixed Fee format to a Standard Hourly Rate Format.