NYSDOT Website Announcement

Appraisal Services for NYSDOT
Contract #C037878
July 11, 2019

The New York State Department of Transportation (NYSDOT) anticipates the release of a best value Request for Proposals (RFP) seeking proposals from responsible and responsive Appraisal Consultants.

NYSDOT anticipates the award of one (1) Primary Agreement and one (1) Secondary Agreement for each of four (4) regional clusters resulting from this RFP. Individual contract numbers shall be assigned to each contract selected for tentative contract award. In each instance, Task Assignments will be made to the Consultant holding the Primary Contract; if the Primary Contractor is unable to accept an assignment or fails to perform, the task assignment will be made to the Consultant holding the Secondary Contract. Consultants may be awarded contracts in more than one region. In instances where more than one appraisal is needed for one acquisition, the Primary Contractor will receive one assignment and the Secondary Contractor will receive the second assignment.

The base term or duration of contracts resulting from this RFP will be for a period of five (5) years commencing on January 1, 2020. The contract may be extended for a period of up to one (1) additional year with no new work allowed (to complete any outstanding work while the next RFP renews by January 1, 2025) upon written agreement of both parties and final approval by the NYS Office of the State Comptroller (OSC).

It is expected that the RFP will be released in early-August 2019, with proposals tentatively due mid-to-late September 2019 (all dates subject to change). If the release of the RFP is delayed for any reason, the due date for proposals will be extended appropriately.

MWBE, DBE & SDVOB GOALS: There are no civil rights goals associated with this procurement.

Letters of Interest: Responsive and responsible contractors 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. An email announcing the release of the RFP will be sent to all parties submitting a LOI. When ready, the RFP will be posted to the NYSDOT website and will contain all necessary information for firms to submit a complete proposal.

For a full description of the project and requirements, please visit the NYSDOT website at: https://www.dot.ny.gov/business and click on “Consulting Service Opportunities”, then click on the date associated with C037878 (available once the RFP has been posted).

Designated Contact Person: Ms. Micheleen Gregware, NYSDOT Contract Management Bureau, e-mail: Micheleen.Gregware@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 contractor shall sign and e-mail/fax the following forms. These forms are part of and due with the contractors’ 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 Bureau Designation Contract Specialist
- The Contract Management Bureau Designation Analyst Supervisor
- The Contract Management Bureau Civil Rights Unit Supervisor
- The Contract Management Bureau Assistant Directors
- The Contract Management Bureau 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 Management Specialist
- The Contract Management Negotiation Analyst Supervisor
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 contractor 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.jcope.ny.gov/

or contact the designated NYSDOT Contact Person:
Ms. Micheleen Gregware, C037878
NYSDOT Contract Management Bureau
50 Wolf Road, 6th Floor
Albany, New York 12232-0203
E-mail: Micheleen.Gregware@dot.ny.gov
Phone: 518-485-8620