



September 27, 2019

**REQUEST FOR PROPOSALS
RFP MODIFICATION No. 1
Operation of the Transportation Management Centers in Syracuse and Rochester
Contract No. C037903-C037904**

Dear Interested Parties:

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

1. RFP Cover page, Delete “September 27, 2019” for Deadline for submission of questions and Replace with “September 30, 2019”.
2. RFP Submission Checklist, Delete in its entirety and Replace with the following:
“

	One (1) original plus six (6) Printed hard copies (3-ring binder, tabbed and labeled) of Part I plus one complete copy of Part I on CD/Thumb Drive, in Adobe® PDF compatible format
	Securely sealed and clearly labeled with the Contractor’s name, address, telephone number, contact name, and the words “ <i>OPERATION OF THE TRANSPORTATION MANAGEMENT CENTER IN SYRACUSE and ROCHESTER</i> , RFP Part I – Technical and Management Submittal/Proposal” “(Contract #C037903 - Syracuse)” or “(Contract #C037904 – Rochester)”
	Title Page (1 page max)
	Signed Cover Letter on official business letterhead (1page max)
	Table of Contents identifying each major section and page numbers
	Narrative Description (1 single-sided page maximum)
	Approach, Scope of Services and Schedule (5 double-sided pages maximum)
	Organization and Staffing (2 double-sided page maximum)
	Experience (2 double-sided pages maximum)
	Complete and submit Attachment #14: Key Personnel Resume and References (2 double-sided pages maximum for Project Manager)
	Transition (1 single-sided page maximum)

3. Section 4.2.1 Staffing Responsibility. Delete the table after section b and Replace with the following:

Contract Staffing Title	Key Personnel	Primary Task	Subtask	Lot 1 – Region 3 (Syracuse)	Lot 2 – Region 4 (Rochester)

Project Manager	X	1a	10	X	X
Operations Manager	X	1b, 4	2a,2b,7,10	X	X
Systems Operator III (Senior Operator)	X	2a,2b,7	1b, 12	X	X
Systems Operator II ¹		2b		X	X
Systems Operator I (Trainee) ¹		2b		X	X
Transportation Analyst II		3,8,9	7	*	*
Transportation Analyst I		3,8,9	7	*	X
Systems Engineer II		5a	5b,11, 13	*	*
Systems Engineer I	X	5a	5b,11, 13	X	X
Field Technician		5b	11	X	X

¹Some employees are full-time, some are part-time.

*Systems Engineer II, Transportation Analyst II, and Transportation Analyst I (Syracuse Only) are positions that will not be filled at the onsite of the contract. See Section 4.2.9 Additional Requirements.”

4. Section 4.2.9 Additional Requirements, Delete in its entirety and Replace with
“Currently, both TMCs have state staff in the role of ITS Systems Engineer II. NYSDOT’s Systems Engineer II will provide supervision and oversight for Task 5a and 5b functions. NYSDOT may, in the future, elect to replace the current State staff in the role of ITS Systems Engineer II with staff provided by the Consultant. The Proposer is required to enter the fully loaded straight time hourly rate and fully loaded overtime hourly rate for the Transportation Analyst II (a position not required at the onset of the contract) and Systems Engineer II for both the Syracuse and Rochester Proposals. The Proposer is also required to enter the fully loaded straight time hourly rate and the fully loaded overtime hourly rate for the Transportation Analyst I position for the Syracuse Proposal (a position not required at the onset of the contract). NYSDOT has entered an estimated number of annual hours to be included in the cost proposals. NYSDOT will inform the selected Consultant when to anticipate utilizing these positions.”
5. Section 5.2.2, Cost Proposal Section, delete the 3rd paragraph in its entirety and Replace with the following:
“**Attachment 16: Cost Proposal Workbook Instructions** includes directions for completion of the **Attachment 18: Cost Proposal Workbook**. The Prime Proposer is responsible for entering all information into Attachment 18: Cost Proposal Workbook.”
6. Section 7.8, Tentative Schedule of Key Events, Delete “September 20, 2019” for RFP Release Date and Replace with “September 23, 2019”.
7. Section 7.8, Tentative Schedule of Key Events, Delete “September 27, 2019” for Question Submittal Deadline and Replace with “September 30 2019”.
8. Attachment 1, Draft Contract, Article 4, Term of the Agreement, Delete “24” in the first sentence and Replace with “36”.
9. Attachment 15: Contract Job Title Description & Qualifications, Position, Systems Engineer I (Key) & Systems Engineer II, Tasks, Add the following:
“Systems Engineer II:
Primary Tasks: 6
Sub Tasks: 5a, 11”

10. Attachment 15: Contract Job Title Description & Qualifications, Position, Systems Engineer I (Key) & Systems Engineer II, Tasks, Sub-Tasks, Delete “13”.
11. Attachment 15: Contract Job Title Descriptions & Qualifications, Position: Systems Engineer I (Key) & Systems Engineer II, Minimum Qualifications, Delete “MSCA” and Replace with “MCSA (Microsoft Certified Solutions Associate) Certification”.
12. Attachment 18: Cost Proposal Workbook, Delete C037903 Attachment 18: Cost Proposal Workbook Syracuse (Excel) and Replace with C037903 Attachment 18: Cost Proposal Workbook Syracuse Mod #1 (Excel), which can be downloaded on the Department website at: <https://www.dot.ny.gov/doing-business/opportunities/consult-opportunities>
13. Attachment 18: Cost Proposal Workbook, Delete C037904 Attachment 18: Cost Proposal Workbook Rochester (Excel) and Replace with C037904 Attachment 18: Cost Proposal Workbook Rochester Mod #1 (Excel), which can be downloaded on the Department website at: <https://www.dot.ny.gov/doing-business/opportunities/consult-opportunities>.
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