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 Consultants (or team of Consultants) to provide NYSDOT’s Office of Design Land Surveyors with hardware, software, training, maintenance and support needed to produce field surveys of the Department’s capital projects.

NYSDOT’s objective is to provide its land surveyors with all equipment, software, training, maintenance and support needed to:

- perform geodetic control surveys;
- perform property boundary surveys;
- collect terrain/topographic data for preliminary engineering surveys;
- download, edit, process and adjust data that can be transferred into the Department’s CADD software, Bentley Microstation/InRoads Survey (Select Series 10, and Open Roads Designer) as well as Autodesk Civil 3D, hereafter referred to as the Department’s CADD Software (subject to possible change);
- to produce survey mapping, terrain models and geometry.

After engineering design, land surveyors will be able to use the mapping and geometry to determine property boundary’s and make survey maps for the acquisition of real property. Maintenance and follow up yearly training throughout the contract term will assure NYSDOT crews are knowledgeable of the available software updates and will continually have functioning equipment. Upon delivery of equipment and training department land surveyors will be able to perform surveys efficiently for the duration of the contract.

**Contract Term:** NYDOT estimates that the work for the successful consultant will commence on March 1, 2021. The base term or duration of the contract is five (5) years, upon final approval of the NYS Office of the State Comptroller (OSC).

**It is expected that the RFP will be released on July 30, 2020, with proposals tentatively due mid-September 2020 (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 C037922 (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 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 Contract Management Civil Rights Unit Supervisor
- The Contract Management Assistant Directors
- The Contract Management Director
- The Consultant Management Bureau consultant job manager
- The Consultant Management Bureau consultant job manager’s immediate supervisor
- Individual(s) that the Department may identify at or after designation

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/](http://www.jcope.ny.gov/)

or contact the designated NYSDOT Contact Person:
- Ms. Micheleen Gregware, C037922
- 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