The New York State Department of Transportation (NYSDOT) has released a best value Request for Proposals (RFP) seeking proposals from responsible and responsive Consultants (or team of Consultants) to study options for the replacement of the existing NYS Rt. 378 Bridge over the Hudson River connecting the City of Troy in Rensselaer County with the Village of Menands in Albany County.

For a full description of the project and requirements, as well as any additional documentation, 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 C037899.

**NOTE:** From time to time, modifications and/or announcements may be issued to the RFP. It is the Proposer’s responsibility to become aware of any such modifications and/or announcements prior to submission of a proposal. All modifications and/or announcements to this RFP will be posted to the NYSDOT website. If you would like to ensure that you are notified of any modifications/announcements, please submit a brief letter of interest to Micheleen.Gregware@dot.ny.gov.

**CONTRACT TERM:** NYDOT estimates that the work for the successful consultant will commence upon final approval of the NYS Office of the State Comptroller (OSC) and end eighteen (18) months thereafter. The contract may be extended for a period of up to six (6) months upon written agreement of both parties and approval by OSC and FHWA, if applicable.

**DBE GOALS:** For this procurement, NYSDOT has established a DBE participation goal of 11 percent (11%). These services should:
- Result in a product or service distinguishable from the Prime Consultant’s product or service or be a part of the services provided by the Prime Consultant,
- Be for scope of service elements which can be and are completely performed, supervised and managed by the DBE consultant, and/or
- Perform significant tasks which can be considered commercially marketable

**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/

or contact the designated NYSDOT Contact Person(s)

Primary Contact:
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

Secondary Contact:
Ms. Patricia Kappeller
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E-mail: Patricia.Kappeller@dot.ny.gov
Phone: 518-457-2600