RFP MODIFICATION No. 1

to
REQUEST FOR PROPOSALS
CONSULTANT PLANNING SERVICE AGREEMENT (PSA) for WJCTC
Contract #C037888

September 23, 2020

Dear Sir or Madam:

Reference is made to the subject solicitation wherein the amendments and changes detailed below are hereby officially added and made to NYSDOT’s C037888 Request for Proposals (RFP) via the incorporation of RFP Modification #1. For proposals to be deemed responsive, the RFP has a mandatory requirement that all RFP modifications must be acknowledged by completion and submission of RFP Attachment 4 ‘Form OAR: Acknowledgement of Receipt’.

NYSDOT is releasing answers to questions received during the RFP’s question and answer time period. Please reference released document labelled: ‘C037888_Q&A’.

Proposal are still due October 7, 2020 at 2:00 PM.

RFP Main Body:

The RFP is being re-released in its entirety to incorporate and depict all revisions being made to the RFP (in MS Word ‘track changes’; page numbers parenthetically referenced herein refer to the revised page numbering contained in the revised RFP).

The following revisions are hereby being made to the C037888 RFP:

1. RFP Modification #1 identifier has been added (page i).

2. Section 4.3 ‘Technical and Management Proposal Submission Requirements’ Table 1 (Page 10): Revised Organizational Chart Instruction: Since Attachments 13 ‘Cost Proposal’ and 16 ‘Hypothetical Scenario Response’ are being revised to allow Proposer s to offer names and experience attestations for named key personnel, if a Proposer opts to add this additional information, then Table 1’s Organization Chart response should depict all proposed consultant personnel, including all named consultant personnel and all titles proposed in Attachment 13 by firm.

3. Section 4.3 ‘Technical and Management Proposal Submission Requirements’ Table 1 (Page 10): Revised Attachment 12 Instruction: Since Attachments 12 ‘Key Personnel
Qualifications’ is being revised to allow Proposers to offer names, titles and experience attestations for named key personnel, if a Proposer opts to add this additional information then please follow Attachment 12’s revised instructions.

4. Section 4.3 ‘Technical and Management Proposal Submission Requirements’ Revised Instructions for Table 1 ‘Relevant Company and Product Literature’ section (Page 10), use of photographs and illustrations are permitted.

5. Section 4.4 ‘Cost and Administrative Proposal Submittal Requirements’ has been revised to clarify instructions in the ‘Direct Labor Rate’ section per the revised RFP allowance to name names of proposed key personnel title (page 12). The instruction ‘It is not necessary to specify names for each job title’ has been revised.

6. New Section 5.6 ‘Proposal Shortlisting’ has been added to narrow down the list proposals to interview to only those firms susceptible to contract award via a 10 point threshold rule. (page 18). Section 5.2 ‘Evaluation Category Weight Distribution’ has revised shortlisting language (page 16). The ‘downstream’ sections in RFP Section 5 have been renumbered to account for inserting new section 5.6 (e.g., previous section 5.6 is now section 5.7, etc.; pages 18-20).

RFP Attachments:
The following changes are incorporated into the C037888 RFP attachments contained within the RFP:

1. Attachment 12 ‘Key Personnel Qualifications’ has been revised to allow Proposers to provide additional information if the Proposer opts to offer named key personnel (page 92).
2. Attachment 13 ‘Cost Proposal’ includes a recommended instruction in case a Proposer opts to name any proposed consultant key personnel to also offer generic qualifications for the same title as the title of any proposed named consultant personnel (page 94).
3. Attachment 15 ‘Sample Task Assignment Request’ includes revised language in section III.4 ‘Experience’ instructing Proposers to provide a resume and at least two references for all named key personnel (page 99).
4. Attachment 17 ‘Hypothetical Scenario Response’ includes revised language in section III.4 ‘Experience’ instructing Proposers to provide a resume and at least two references for all named key personnel (page 105). The stricken language has been unstricken.

RFP Modification #1 has been released and added to the RFP.

Release of Additional RFP Information: Since the August 26, 2020 release of the C037888 RFP, the following information related to the C037888 RFP has been released:

1. List of Interested Parties
2. Recording of September 3, 2020 Pre-Proposal Webinar
3. Questions and Answers

No other provision of the solicitation is otherwise changed or modified.

Please direct all questions in writing via e-mail to:
Mr. Al Hasenkopf, NYSDOT Contract Management
alfred.hasenkopf@dot.ny.gov

Thank you.