



STATE OF NEW YORK
DEPARTMENT OF TRANSPORTATION
50 Wolf Road
Albany, New York 12232-0203
<https://www.dot.ny.gov>

JOAN McDONALD
COMMISSIONER

ANDREW M. CUOMO
GOVERNOR

August 1, 2012

**REQUEST FOR PROPOSALS
RFP MODIFICATION No. 1
Advanced Traffic Management System
Contract #C030789**

Dear Sir or Madam:

Reference is made to the subject solicitation wherein the amendments and changes detailed below hereby incorporated (in RFP order of appearance). **As mentioned in Announcement #7, please note that the proposal submission deadline has been extended to AUGUST 21, 2012, 2:00 PM, and that a second round of Questions and Answers is being opened with questions due August 7, 2012 2:00 PM.** A one-page mandatory acknowledgement form is included.

Request for Proposals (RFP) Main Document:

1. RFP Section 4.2 'Part I: Technical and Management Proposal' – A partial Replacement Page 36 (see below) is being released, to update the Part I proposal check list table. All other statements on RFP page 36 remain as is.
2. RFP Section 4.2.4 'System Requirements and Technical Approach' - Replace RFP pages 39 and 40 (See below). These pages are being revised to clarify the RFP and its attachments in response to questions received.

RFP Attachment 1 'Draft Contract'

11. Article 9.1.8 shall be amended to read as follows:

9.1.8. *Self-Insured Retention/Deductibles.* Consultants utilizing self-insurance programs are required to provide a description of the program for Department approval. Collateralized deductible and self-insured retention programs administered by a third party may be approved. Except as may be specifically provided in the Contract Documents of a particular project, Consultant-administered insurance deductible shall be limited to the amount of ~~the bid deposit or \$100,000, whichever is less.~~ Security is not required if it is otherwise provided to an administrator for an approved risk management program. The Department will not accept a self-insured retention program without security being posted to assure payment of both the self-insured retention limit and the cost of adjusting claims. The Consultant shall be solely responsible for all claim expense and loss payments within any permitted deductible or self-insured retention. If the Consultant's deductible in a self-administered program exceeds the amount of the bid deposit, the Consultant shall furnish an irrevocable Letter of Credit as collateral to guarantee its obligations. Such Letter of Credit or other collateral as may be approved by Department must be issued by a guarantor or surety with an AM Best Company rating of "A minus" or higher. If, at any time during the term of this agreement, the Department, in its sole discretion, determines that the Consultant is not paying its deductible, it may require the Consultant to collateralize all or any part of the deductible or self-insured retention on any or all policies of insurance or, upon failure to promptly do so, the same may be withheld from payments due the Consultant.

The following RFP Attachments are being replaced in their entirety (and are being separately posted to NYSDOT's website for downloading):

- **RFP Attachment 4: Staffing Plan and Resumes**
- **RFP Attachment 8: Cost Proposal Instructions**
- **RFP Attachment 15: TMC Equipment Inventory**

Add New RFP Attachment 16: Questions & Answers (which is also being separately posted to NYSDOT's website for downloading)

No other provision of the solicitation is otherwise changed or modified. Direct all questions in writing via e-mail to: Mr. Al Hasenkopf via Alfred.Hasenkopf@dot.ny.gov

A one-page **MANDATORY ACKNOWLEDGEMENT** reply form is also attached. Please acknowledge receipt of this correspondence per the instructions given below. Thank you.

*** MANDATORY ***
ACKNOWLEDGEMENT OF RECEIPT
MODIFICATION NO. 1
REQUEST FOR PROPOSALS
Advanced Traffic Management System
Contract #C030789

An authorized representative of your firm or organization must acknowledge receipt and acceptance of this Modification No. 1 by signing and returning **ONLY THIS ONE PAGE** of this Modification to the undersigned via inclusion in the Contract Section of your firm's Part II Cost and Contract Proposal to NYSDOT.

ACKNOWLEDGED AND
ACCEPTED:

NYS DEPARTMENT OF TRANSPORTATION

BY: _____

BY: *original signed by: Alfred P. Hasenkopf, for*

NAME: _____

WILLIAM A. HOWE
Director, NYSDOT Contract Management

TITLE: _____

FIRM: _____

4.2 Part I: Technical and Management Proposal

The Part I proposal response requirements are listed below. Please be sure that these instructions are followed to ensure that your proposal is considered responsive to be eligible for contract award.

Part I - Technical and Management Submittal Checklist	
<input type="checkbox"/>	Ten (10) Printed and bound hard copies of Part I plus one copy of Part I on CD/DVD in MS Office 2007 compatible format.
<input type="checkbox"/>	Securely sealed and clearly labeled with the consultant's name, address, and telephone number and the words "ATMS RFP Part I — Technical and Management Proposal (C030789)"
<input type="checkbox"/>	Contact person(s), email addresses and telephone numbers
<input type="checkbox"/>	Signed Cover Letter on official business letterhead
<input type="checkbox"/>	Table of Contents identifying each major section and initial-page numbers
<input type="checkbox"/>	Executive Summary of proposed approach
<input type="checkbox"/>	System Requirements and Technical Approach, including:
<input type="checkbox"/>	Complete and submit Attachment 5 - ATMS System Requirements traceability matrix with an indication of proposer's ability to meet system requirements
<input type="checkbox"/>	Technical approach and solution description narrative and associated drawings or diagrams as needed
<input type="checkbox"/>	Complete and submit Attachment 7 - Requirements Traceability Matrix – Consultant Responsibility with an indication of proposer's ability to meet Consultant Responsibilities in Section 3.5
<input type="checkbox"/>	DBE Management Plan
<input type="checkbox"/>	Complete and submit Attachment 3 Company Experience and References
<input type="checkbox"/>	Proposed Project Schedule in MS Project format
<input type="checkbox"/>	Complete and submit Attachment 4 Staffing Plan and Resumes

Technical Approach

The consultant shall describe its approach for performing the work and accomplishing the scope and objectives as identified in the RFP. Specifically, the response shall include the approach for performing the work and accomplishing project objectives as outlined in RFP Section 3.5 Consultant Responsibilities, including:

- 3.5.1 Project Initiation and Planning (Requirements C-1 to C-2)
- 3.5.2 System Configuration (Requirements C-3 to C-12)
- 3.5.3 System Construction (Requirements C-13 to C-19)
- 3.5.4 Data Migration (Requirement C-20)
- 3.5.5 System Acceptance (Requirements C-21 to C-23)
- 3.5.6 System Implementation (Requirements C-24 to C-27)
- 3.5.7 Training Requirements (Requirements C-28 to C-36)
- 3.5.8 Support Requirements(Requirements C-37 to C-45)
- 3.5.9 Consultant Performance Requirements (Requirements C-46 to C-52)

Additionally Consultants are expected to respond to these specific responsibilities by using **Attachment 7**, Response Requirement Traceability Matrix, to provide the page number(s) in their proposal where the approach to meeting the requirement is provided.

The response shall also include a technical solution description relating the architecture of the solution proposed and the approach to achieving it. The technical solution description shall incorporate the recommended local redundancy to support the proposed solution and needs of the TMCs. The description shall include the following:

1. System architecture (including system hardware, system software, supporting tools, network diagrams, and redundant infrastructure needed to support the proposed solution)
2. Information architecture (conceptual data model)
3. Security architecture (description of how security controls are positioned to maintain the system's confidentiality, integrity, and availability)
4. Narrative description of the proposed process to get from current to final state
5. Proposed approach for testing and promoting the system
6. Recommendations for all hardware and software needed to support its proposed design including the recommended local redundant infrastructure. These recommendations must comply with all requirements and specifications described in this RFP.
7. Recommendations and proposed solution for archiving system data.

4.2.5 Experience and References

The qualifications and prior experience of the consultant are of great importance to NYSDOT. Direct, prior and relevant experience in the provision of maintenance decision support systems is

highly desirable. Consultants must complete the relevant sections of the following documentation in the response to Section 3.6.1 Consultant Experience (Requirements C-53 and C-54).

NYSDOT requires substantial relevant experience and expertise, and consultants must demonstrate that experience through past and current project attestations and must provide reachable, verifiable references. Experience information should be provided for all proposed firm(s) assigned to this account per Company Experience and References - **Attachment 3**. The experience must be relevant and must be for services comparable, in scale and scope, to NYSDOT's operation, both regional and statewide (i.e. Government transportation agencies covering both densely populated urban areas and rural regions). NYSDOT understands that there may be a need for a consultant to rely on one or more subconsultants to satisfy certain specialty requirements. If subcontracting is required, it is critical that the consultant demonstrate experience with such an operation, again of comparable scale and scope, and the consultant must demonstrate a sound management plan to ensure subconsultant's compliance with all contract provisions. Present a DBE management plan, to ensure that the contract's 5% DBE goal is managed and met over the course of the contract service delivery. The consultant is expected to provide reachable references to verify all offered experience. NYSDOT reserves the right to request information from any source so named, and further reserves the right to contact additional references (including appropriate references not specifically named by consultants) to completely verify all offered experience as well as to request additional references. Failure to provide reachable and responsive references will lead to the downgrading of a consultant's experience score.

4.2.6 Project Schedule

A consultant's Part I Technical proposal shall include a proposed project schedule (in MS Project 2007 format) specific to this project.

4.2.7 Staffing Plan and Resumes

The consultant shall complete and submit **Attachment 4** Staffing Plan and Resumes for all key consultant staff assigned to this account in response to requirements in Section 3.6.2 Consultant Key Personnel (Requirements C-55 to C-58). Consultants must demonstrate key personnel experience through past and current project attestations and must provide reachable, verifiable references. These references may be the same references used for company experience if applicable.