Release Date: January 26, 2009

REQUEST FOR PROPOSALS
NEW YORK STATE DEPARTMENT OF TRANSPORTATION

ENGINEERING SUPPORTIVE SERVICES PROGRAM (ESSP)
SERVICES FOR NYSDOT
Contract # C030587

The New York State Department of Transportation (NYSDOT) anticipates the release of a Request for Proposals (RFP) which seeks to award a Non-Engineering/Non-Architectural contract to provide professional services from a consultant to provide Engineering Support Services Program Services to NYSDOT.

The Engineering Supportive Services Program (ESSP) is a program of structured On-the-Job Training (OJT) experience and classroom instruction targeted at minorities, females and economically disadvantaged persons in order to enable the target population to enter engineering technician career fields such as Computer Aided Drafting and Design (CADD), construction inspection, bridge inspection and other areas found in NYSDOT consultant engineering agreements.

ESSP will also prepare trainees who are, or will be, working on NYSDOT consultant engineering agreements, to pass the National Institute for Certification in Engineering Technologies (NICET) exam for construction inspection and CADD. In order to develop a cadre of certified technicians, ESSP will train students to pass NICET Level I and II Exams and facilitate their placement with engineering firms.

The Department of Transportation estimates that work for the successful consultant will commence on July 1, 2009 and continue for a period of 2 years, depending on performance. The Department has established a DBE participation goal of 8% percent for this solicitation.

Qualified consultants 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. A letter announcing the release of the RFP will be mailed to all parties submitting a LOI. When ready, the RFP will be posted to the NYSDOT website and will contain all the information necessary for firms to submit a complete proposal. It is expected that the RFP will be released on or after February 2, 2009. If the release of the RFP is delayed for any reason, the due date for proposals will be extended appropriately. To download the Request for Proposals (RFP), please visit the NYSDOT website at (look for Contract #C030587): https://www.nysdot.gov/portal/page/portal/doing-business/opportunities/consult-ads

Responses are encouraged from minority, women and disadvantaged business enterprises and other firms that have not previously performed work for NYSDOT. Subconsulting, teaming arrangements and joint ventures are acceptable. Prospective offerors are cautioned that all
contacts with NYSDOT regarding this solicitation may only be made with the NYSDOT Official identified below. Failure to adhere to this requirement may result in an offeror's disqualification from participating in this acquisition. If you need a hard copy of the RFP instead of an electronic copy, please provide a completely pre-addressed overnight mail service mailing label (e.g. a Federal Express Air Bill) with your account number for the RFP which you are interested in receiving via overnight mail. Please do not send US postage stamps or envelopes of any kind.

**Designated Contact Person:**

- **Mail:** NYSDOT Office of Contract Management 1st Fl 50 Wolf Rd, Albany, NY 12232
- **Name:** Mr. Peter Russell
- **E-mail:** prussell@dot.state.ny.us
- **Voice:** (518) 457-2600
- **Fax:** (518) 457-8475

**NYS Procurement Lobbying Law Compliance**

**Contract #C030587**

1. **Required Forms:** The consultant shall sign and e-mail/fax the following forms. These forms are part of and due with the consultant’s proposal.

   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”.

2. **NYSDOT Guidelines and Procedures**

   Under the requirements of the State Procurement Act all communications regarding advertised projects are to be channeled through the Office of 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.


3. **Summary of the policy and prohibitions regarding permissible contacts**

   a) **Contacts prior to designation:**

      Any communications involving an attempt to influence the procurement are only permitted with the following Designated Contact Persons:
      - The Office of Contract Management Designation Contract Analyst
      - The Office of Contract Management Designation Analyst Supervisor
      - The Contract Management Civil Rights Unit Supervisor
• The Office of Contract Management Assistant Directors
• The Office of Contract Management Director
These are some communications exempted from this restriction: Participation in a pre-proposal conference; and 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.

b) Contacts after designation

NYSDOT identifies its primary negotiation contacts. The designated contacts include:
• The Office of Contract Management Designation Contract Analyst
• The Office of Contract Management Designation Analyst Supervisor
• The Contract Management Civil Rights Unit Supervisor
• The Office of Contract Management Assistant Directors
• The Office of Contract Management Director
• The Consultant Management Bureau consultant job manager
• The Consultant Management Bureau consultant job manager’s immediate supervisor

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.

c) 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.

d) 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 consultant manager are considered designated contact persons. The Department may identify other contact persons for each of these processes.
4. Rules and regulations and more information on this law, please visit:

http://www.ogs.state.ny.us/aboutogs/regulations/advisoryCouncil/Faq.htm (Advisory Council FAQs)
http://www.nylobby.state.ny.us/
http://www.nylobby.state.ny.us/lobbying.html (New York State Lobbying Act)
http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html

For more information, go to NYSDOT’s World Wide Web Site at http://www.nysdot.gov or contact:

Peter Russell
NYSDOT Contract Management, Suite 1CM
50 Wolf Road
Albany, New York 12232
E-mail: prussell@dot.state.ny.us
Tele: (518) 457-2600