NEW YORK STATE DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS

Sign Inventory Data Collection Services For NYSDOT
Contract #C030797

The New York State Department of Transportation (“Department”) anticipates the release of a Request for Proposals (RFP) to seek a responsive, responsible and qualified Consultant to collect, process and deliver sign inventory data and digital imagery on the State highway network in NYSDOT Region 8. The selected consultant shall also provide condition/retroreflectivity ratings. The contract will be a pilot limited to Region 8. Should the pilot prove successful, the Department intends to issue another RFP for additional regions of New York State.

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 e-mail 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 the information necessary for firms to submit a complete proposal. It is anticipated that the RFP will be released in November 2012, with proposals tentatively due in January 2013.

CONTRACT TERM: The base term of this contract will be for eighteen (18) months commencing from the contract start date, with no contract extensions.

SINGLE CONTRACT AWARD: The objective is to retain one responsive and responsible prime consultant for this award. Teaming arrangements are allowed. Joint Ventures are not allowed.

COMBINED M/WBE GOAL: The combined M/WBE subconsultant/subcontractor participation contract goal is 20 percent of total contract value over the eighteen month term of the contract.
Only certified MBE and WBE subconsultants listed in Empire State Development’s MBE/WBE directory are eligible for participatory credit in this procurement.

It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including disadvantaged, minority and women-owned business enterprises. Information on the availability of New York State subcontractors and suppliers is available from Empire State Development, Division for Small Business (518) 292-5224 or 1-800-782-8369. The applicable website is: http://www.nylovessmallbiz.com/home.asp

For a full description of the project and requirements, please visit the NYSDOT website at: https://www.dot.ny.gov/business or https://www.dot.ny.gov/doing-business/opportunities/consult-ads. An e-mail shall be sent to all parties who register in advance that the RFP has been posted to NYSDOT’s website and is now ready for downloading.

DESIGNATED CONTACT PERSON: Ms. Barbara Sonenberg, NYSDOT Contract Management, e-mail: Barbara.sonenberg@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 consultant shall sign and e-mail/fax the following forms. These forms are part of and due with the consultants’ 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 Designation Contract Analyst
The Contract Management Designation Analyst Supervisor
The Contract Management Civil Rights Unit Supervisor
The Contract Management Assistant Directors
The Contract Management 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 Analyst
- 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 consultant 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.ogs.ny.gov/aboutOgs/regulations/defaultAdvisoryCouncil.html  (Advisory Council FAQs)
http://www.jcope.ny.gov/
http://www.jcope.ny.gov/law/lob/guidelines.html (New York State Lobbying Act)

or contact the designated NYSDOT Contact Person:
   Ms. Barbara Sonenberg, #C030797
   NYSDOT Contract Management
   50 Wolf Road, 6th Floor
   Albany, New York 12232-0203
   E-mail: Barbara.Sonenberg@dot.ny.gov