



STATE OF NEW YORK  
DEPARTMENT OF TRANSPORTATION  
ALBANY, N.Y. 12232  
[www.nysdot.gov](http://www.nysdot.gov)

JOAN McDONALD  
COMMISSIONER

ANDREW M. CUOMO  
GOVERNOR

**NYS Contract Reporter and  
NYSDOT Website Announcement  
Release Date: November 6, 2012**

**REQUEST FOR PROPOSALS  
NEW YORK STATE DEPARTMENT OF TRANSPORTATION**

**Operation of INFORM Traffic Management System Services for NYSDOT  
Contract #C030791**

Via the release of a Non Architectural/Engineering Best Value Request for Proposals, the New York State Department of Transportation (NYSDOT) will be issuing a Request for Proposals (RFP) to select a qualified consultant firm to provide personnel, in conjunction with Department staff, to operate the electronic traffic information and management systems at its Transportation Management Center known as INFORM (Information **FOR** Motorists), on Long Island which covers Nassau, Suffolk and Queens Counties. The purpose of the RFP is to maintain the existing 24/7/365 operations of INFORM.

INFORM is an electronic traffic information and management system covering over 250 centerline miles of roadways on Long Island, New York. The system has been in daily operation since late 1987.

The main INFORM Traffic Management Center (TMC) facility is in Hauppauge. Additionally, INFORM has satellite back-up at the Hauppauge State office Building and expects to relocate this facility to Republic Airport in Farmingdale, NY during the term of this agreement. A dedicated data communications network links the Control Center with the various field installations which include, but are not limited to; equipment mounted in roadside cabinets; arterial intersection traffic controllers and signals; ramp traffic controllers and signals; permanent and portable variable message signs; travel time signs; vehicle detectors; CCTV; and Highway Advisory Radios (HAR); etc. **More detailed information regarding INFORM is available in the RFP.**

This procurement **may result in one contract award. This project will be referred to as Contract No. C030791** and the title of the project is **"Operation of INFORM Traffic**

**Management System Services for NYSDOT.”** It is anticipated that the contract awarded as a result of this RFP will have a base term of two years with three one year optional extensions.

While not indicative of a proposer’s individual merit (technical excellence, proposer’s ability, experience, etc.), **NYSDOT encourages the participation of certified Minority Business Enterprises and Women-Owned Business Enterprises in this solicitation.** The level of participation by Minority Business Enterprises (MBE) and Women-Owned Business Enterprises (WBE) will be relevant to the process of selecting proposals which will best achieve the overall goals of the Department.

The New York State Department of Transportation has established a **combined MBE/WBE participation contract goal of 20 percent** for this solicitation. ***The goal relates to the overall value of the resulting contract.*** Meaningful participation by either a certified prime consultant or inclusion of subconsultant (s) **who is/are certified** will count toward the MBE/WBE participation contract goal. **Please refer to the RFP for specific information regarding the combined MBE/WBE participation contract goal.**

***Responsive and responsible consultants interested in submitting a proposal in response to the RFP should complete the RFP Response Form included in the RFP.***

**The RFP release date is November 6, 2012 – it may be found on NYSDOT’s website.**

*The RFP will be electronically sent (via email) to all parties on the NYSDOT source list. All parties submitting the RFP Response form, as mentioned above and as included in the RFP, will be added to the source list and will be sent electronic notices/modifications to this RFP as well as future RFPs related to the same services.*

The RFP will contain all the information necessary for firms to submit a complete proposal.

A full description of this project and its requirements is provided in the RFP. The link to visit is: <https://www.nysdot.gov/business> . Once the link has been accessed, click on the Business Center tab and then click on Consulting Services; then click on Opportunities; and then click on the project line that represents **C030791 “Operation of INFORM Traffic Management System Services for NYSDOT.”**

**Designated Contact Person:**

Under the requirements of the State Procurement Act, all communications regarding advertised projects are to be channeled through Contract Management (\*Designated NYSDOT Contact). 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. The designated NYSDOT contact person is:

Ms. Patricia Rowe  
NYSDOT Contract Management  
Contract Management Specialist 1  
50 Wolf Road, 6<sup>th</sup> Floor  
Albany, NY 12232  
E-mail [prowe@dot.ny.gov](mailto:prowe@dot.ny.gov)  
Voice (518) 457-2600  
Fax (518) 457-8475

**NYS Procurement Lobbying Law Information for Contract #C030791**

**Required Forms:**

The consultant shall sign and mail/e-mail/fax the following forms (as instructed in the RFP). **Submission of these forms is required either with the RFP Response form (found in the RFP) or if you do not submit an RFP Response form (submission of the RFP Response form is strongly encouraged), than the PLL forms must be submitted with the 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”.**

**NYSDOT Guidelines and Procedures:**

As written above, under the requirements of the State Procurement Act all communications regarding advertised projects are to be channeled through Contract Management (\*Designated NYSDOT 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.

Refer to “NYSDOT PROCUREMENT LOBBYING LAW GUIDELINES AND PROCEDURES” – see the following NYSDOT web site:

<https://www.nysdot.gov/portal/page/portal/main/business-center/consultants/non-architectural-engineering/active-solicitations>

**Contacts Prior To Designation:**

Any communications involving an attempt to influence the procurement are only permitted with the following Designated Contact Persons:

- Contract Management Specialist\*
- Contract Management Non-Architectural/Engineering Unit Supervisor
- Contract Management Civil Rights Unit Supervisor
- Contract Management Assistant Directors
- 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 has identified its primary negotiation contacts. The designated contacts include:

- Contract Management Specialist\*
- Contract Management Non-Architectural/Engineering Unit Supervisor
- Contract Management Civil Rights Unit Supervisor
- Contract Management Assistant Directors
- Contract Management Director
- Consultant Management Bureau consultant job manager
- 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 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 For 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>