

2015 CI Term Agreement for Multiple Projects in Essex and Warren Counties in Region 1

▪ Title:	2015 CI Term Agreement for Multiple Projects in Essex and Warren Counties in Region 1
▪ Agency:	Transportation, NYS Dept. of Contract Management Bureau
▪ Contract Number:	D031343
▪ CR Number:	2012933
▪ Date of Issue:	04/16/2015
▪ Due Date/Time:	05/07/2015 12:00 PM
▪ County(ies):	Essex, Warren
▪ Location:	Region 1
▪ Classification(s):	Architectural, Engineering & Surveying - <i>Consulting & Other Services</i>
▪ Opportunity Type:	General
• Description	
• Contact Info	
• Documents	
• Updates	
• Bid Results	

Notice is hereby given that the New York State Department of Transportation is seeking to retain an engineering firm to provide Construction Inspection Services for projects located in Essex and Warren Counties under key PIN: S000.01.

D031343 provides for Construction Inspection Services under a Term Agreement for Region One Construction.

This project will follow the Department's new electronic selection process. Interested firms should not submit any paper or electronic response at this time. Details regarding this project, including selection factors and weights, will be posted on the NYSDOT website (<http://www.dot.ny.gov>) as soon as they are available. Go to the Business Center page, and then click the link to Detailed Ads found under Engineering Services.

The due date for the Electronic Expression of Interest (EOI) for this project has not yet been established. It will be in the advertisement details that will be posted at NYSDOT's website.

Information regarding the electronic selection process is also available from the Business Center at the DOT website. Consultants who have not yet submitted an electronic inventory to be used in the new selection process must first register in the CSSWeb application. Registered Consultant firms may then proceed to complete the electronic inventory. In order to submit an Electronic EOI for this project, consultants must have an active electronic inventory in place. It is recommended that consultants prepare and submit their electronic inventory as soon as possible, but at least one week prior to the due date for an EOI.

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 contract is approved by the State Comptroller contact with any other NYSDOT employee concerning this project should not be made unless otherwise directed by the Office of Contract Management. Communications made contrary to this policy and deemed an attempt to influence the outcome, may result in disqualification.

Compliance Procurement Lobbying Law

Required Forms: The consultant shall sign and attach the following forms as part of and due with the consultants EOI.

1) Offerer's Affirmation of Understanding of and Agreement pursuant to State Finance Law 139-j (3) and 139-j (6) (b)

2) 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 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.

Refer to NYSDOT Procurement Lobbying Law Guidelines and Procedures see the NYSDOT web site: <https://www.dot.ny.gov/portal/page/portal/main/business-center/consultants/general-info> (General Info)

Summary of the policy and prohibitions regarding permissible contacts

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 Analyst
- The Contract Management designation Analyst Supervisor
- The Contract Management Assistant Directors
- The Contract Management Director
- The Contract Management Civil Rights Unit Supervisor
- The Contract Management Administrative Staff

These are some communications exempted from this restriction:

- Participation in a pre-proposal conference
- 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 Analyst
- The Contract Management Negotiation Analyst Supervisor
- The Contract Management Assistant Directors
- The Contract Management Director
- The Consultant Job Manager
- The Contract Management Civil Rights Unit Supervisor
- The Contract Management Administrative Staff
- The 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.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html>

<http://www.nyintegrity.org/>

Minority Owned Sub-Contracting Goal: 20%

Due date: 05/07/2015 12:00 PM

Contract term: 34 Months

County(ies): Essex, Warren

Location: Region 1