1. **Question:** Can the DBE requirement be fulfilled by tasks other than Tasks 5 and 8?

**Answer:** Yes, the DBE requirement may be fulfilled by tasks other than Tasks 5 and 8. As stated on page 9 of the RFP “...Task 5 and Task 8 may provide opportunities for compliance with the DBE requirement included in this RFP.” Additionally, as stated in the RFP on page 9, DBE participation shall be included in the Proposing firm’s “Approach and Scope of Services” section (reference Section IV of the RFP.)

2. **Question:** Can you clarify which positions must be on-site and which have the flexibility of being off-site?

**Answer:** As stated on page 8 of the RFP, all full-time positions shall be based out of the HVTMC as well as the less than full-time Administrative Assistant position as provided on page 9. As also stated on page 8, the less than full-time positions of: Project Director, Operations Manager, System Analyst, Systems Administrator and Assistant Operations Manager shall be based out of the firm’s office(s).

**NOTE:** Page 9 offers the option of proposing a different approach as to the full-time and part-time status of positions as published in the RFP.

3. **Question:** Does existing staff need to meet both the education and experience requirements for their position, or is experience sufficient?

**Answer:** Please reference Modification #1 which amends the qualification language included in Attachment 8 of the RFP.

4. **Question:** Can years of experience be substituted for a Bachelor’s or an Associate’s degree? If yes, how many years for each?

**Answer:** Please reference Modification #1 which amends the qualification language included in Attachment 8 of the RFP.
5. **Question:** Page 9, Item #4: When could we assume the future Region 8 ITS Maintenance Contractor (Contract #C005149) will receive NTP from NYSDOT?

**Answer:** NYSDOT expects to provide a notice to proceed in early 2014.

6. **Question:** Page 10, Item 9: Cellular devices are required for this project. Will NYSDOT change the no cost requirement and allow for such devices to be invoiced as a direct expense for the project?

**Answer:** As stated in the RFP on page 10, the cost of the Verizon cellular device shall be included in the firm’s overhead rate.

7. **Question:** Page 16, Sub-task 1-3 states the PMP shall be presented to NYSDOT static at periodic meetings. This is in conflict with Sub-task 1-15 which states reports shall be provided on an interval basis as shown in Table 1 (where Table 1 says the PMP is to be updated weekly). What is the requirement for updating the PMP and what is the requirement for resenting the PMP?

**Answer:** The requirement is to update the plan weekly at a minimum and present to NYSDOT staff at periodic meetings.

8. **Question:** Page 17, Sub-task 1-12 states the Consultant shall establish a Performance Measurement Team. What are the parameters for costing this sub-task in terms of duration, HVTMC Contract titles, and software requirements?

**Answer:** The Project Director is responsible for directing this task as part of Task 1 using data available from existing systems. Analysis of the data may be performed using standard MS Excel, or NYSDOT licensed “QlikView” software. No additional budget is available for this task.

9. **Question:** Page 17, Sub-task 1-13 states the Peer Review process will be done at no cost to the state. As NYSDOT is requesting work to be undertaken, will NYSDOT change the “no cost to the state” requirement to allow consultants to invoice labor and travel for this work provided the work is invoicing in accordance with an agreed upon labor and travel budget prior to undertaking the work?

**Answer:** This task may be included in a firm’s overhead. It shall not be a direct cost to the contract.
10. **Question:** Page 18, Sub-task 1-15 calls for reports to be provided on an interval basis. Will NYSDOT change the weekly requirements of the following management tools to either quarterly or monthly as noted below?

   b. System Work Plan – updated monthly and not weekly.
   c. Staffing Schedule – updated monthly and not weekly.

**Answer:** Reports shall be delivered as indicated in Table 1, page 18 of the RFP. Reporting requirements may be updated/changed by NYSDOT at a later time.

11. **Question:** Page 22, Subtask 3-5: Will NYSDOT provide the following to the HVTMC Consultant?

   a. Calibrated Synchro / Sim Traffic models
   b. Complete data for using the models

**Answer:** Yes.

12. **Question:** Page 23, Sub-task 4-2: Are miscellaneous software licenses and hardware required to complete all of Sub-ask 4-2 required to be included in the consultants cost estimated, or will they be approved by NYSSDOT at the time of need and invoiced to NYSSPDT at cost with no mark-up?

**Answer:** NYSDOT shall procure the necessary software or hardware or authorize the Consultant to procure same at no markup, as a direct non-salary expense.

13. **Question:** Page 24, Sub-task 4-5, Items f and g: The procurement of the requested fiber and network management software systems require approval from NYSDOT per the RFP. As such, can the consultant exclude these costs from or cost proposal?

**Answer:** The Consultant shall be required to participate in the evaluation of the required software packages. NYSDOT shall procure the necessary software or authorize the Consultant to procure the same at no mark-up. The cost shall be billed to the contract as a direct non-salary expense.
14. **Question:** Page 24, Sub-task 4-6, item b: What criteria is the consultant to use to price the procurement of software and tools to conduct operation tests? NYSDOT has not provided information on what the potentially new equipment is. Can the consultant exclude the cost of such equipment for our cost estimate, and invoice NYSDOT at cost at the time of procurement and known need?

**Answer:** As stated on pages 24 and 25 of the RFP, the Consultant shall conduct the research and bench testing (evaluation) of the required software packages and tools. NYSDOT shall procure the necessary software/tools or authorize the Consultant to procure the same at no mark-up. The cost shall be billed to the contract as a direct non-salary expense.

15. **Question:** Page 25, Sub-task 4-8: Will NYSDOT remove this task from the desired scope of work and the 511NY website is where NYSDOT directs travelers for information?

**Answer:** As stated on page 3 of the RFP, “The HVTMC has been in operation for more than 11 years and its functions have expanded to include support to New York’s 511 system. The HVTMC is the regional entry point into New York’s 511 traffic, travel and transit information system, and the Regional dissemination point for NY-Alert messages -- the New York State All-Hazards Alert and Notification web-based portal.” Although, the HVTMC includes support to New York’s 511 system, it is a separate system. Page 25, subtask 4-8 shall remain as is. This website shall remain for the foreseeable future and shall be maintained by the Consultant.

16. **Question:** Page 25, Sub-task 4-10, item a: What is the purpose for extracting TRANSMIT and other detection data?

**Answer:** This data is used when other data in the ATMS to measure and manage traffic flows.

17. **Question:** Page 26, Sub-task 4-10, item d: Can NYSPOT provide clarification on the intent of this work? The language as written is vague.

**Answer:** The contractor is required to evaluate the lifecycle of systems equipment and make recommendations for maintenance, repair or replacement.

18. **Question:** Page 26, Sub-task 4-10, Item g.: Will NYSDOT remove this work from Contract #C031179? Completion of such work is better off done under the recently awarded NYSDOT Contract #C013118, 511NY Services.

**Answer:** As provided above, the HVTMC website is separate from 511NY. The Contractor is required to develop and coordinate sharing of data with the 511NY service Consultant.
19. **Question:** Page 26, Sub-task 4-13: As NYSDOT is requesting work to be undertaken, will NYSDOT change the “no additional cost to the state” requirement and allow the amber warning lights to be invoiced at cost?

**Answer:** Yes, these items may be billed as direct non-salary costs after review and approval by NYSDOT.

20. **Question:** Page 28, Sub-task 5-2, Item d.: Can required company internal training be sufficient to complete the state training requirements?

**Answer:** Company internal training is NOT sufficient to complete the training requirements included as item d under Sub-task 5-2. Consultant personnel are required to receive the same training as the State employee staff at the HVTMC. The Safety in the Workplace and Sexual Harassment training materials are available from NYSDOT. At this time, the ICS-100 and 700 training are available online at no cost.

21. **Question:** Page 29 and 30, Sub-task 6-1, 6-4 and 6-10 as set forth in the NYSDOT RFP is subject to the prevailing wage per [http://labor.ny.gov/stats/lswage2.asp](http://labor.ny.gov/stats/lswage2.asp). Does NYSDOT concur? If not, please provide NYSDOT’s justification as documentation for our records should this be questioned in the future. Would NYSDOT consider amending the pricing sheets breaking apart these sub-tasks from other Task 6 sub-tasks in order to ensure common pricing by all consultants in their cost proposals using the applicable prevailing wage rates? The applicable titles include:

49-9052 Telecommunications Line Installers and Repairers
Install and repair telecommunications cable, including fiber optics.

49-1011 First-Line Supervisors of Mechanics, Installers, and Repairers
Directly supervise and coordinate the activities of mechanics, installers, and repairers. Excludes team or work leaders.

**Answer:** Contract C031179 is not a public works contract and the prevailing wage regulations do not come in to play. The cost exhibits remain as is.

22. **Question:** Page 29, Sub-task 6-1, Item c: NYSDOTS’s RFP states “installing replacement equipment as needed”. Would this:
   a. Include the replacement of full-size overhead VMS, CCTV cameras, portable VMS, radar detectors and other field devices per se?
   b. Would the HVTMC operations consultant still be required to perform this task when the future Region 8 ITS maintenance contractor is under contract?
   c. Can NYSDOT clarify the type of work related to “installing replacement equipment as needed”
Answer:  

a. The Consultant won’t be required to replace large field equipment that requires specialized equipment to maneuver, but shall be expected to make repairs or replacement of smaller sub units of a sign, or replace a camera that can be lowered for example. They may be required to coordinate with a third party vendor that performs major repairs.

b. No, the Consultant shall coordinate, monitor and verify the work was completed.

c. The Consultant won’t be required to replace large field equipment that requires specialized equipment to maneuver, but shall be expected to make repairs or replacement of smaller sub units of a sign, or replace a camera that can be lowered, for example. They may be required to coordinate with a third party vendor that performs major repairs.

23.  **Question:** Page 29, Task 5-2, Item e: Will NYSDOT remove the requirement for consultant personnel who drive their own personal vehicles for state business to complete an approved driver improvement/defense driver training course on an annual basis? Do select consultant staff need to take an annual course for the purpose of driving on state business to a project meeting? If not waived, will NYSDOT pay for the course?

**Answer:** The RFP is hereby updated to reflect that the driver improvement/defensive driver training is required every three years for staff driving personal vehicles for State business. NYSDOT will not amend the RFP otherwise regarding this requirement. NYSDOT will not pay for the course and NYSDOT will not accept this expense as a direct cost to the contract.

24.  **Question:** Page 29, Sub-task 6-10: For such work:

   a. Will the HVTMC consultant be responsible for supervising all new installations and performance testing of field equipment, (i.e., detectors, VMS, CCTV cameras, fiber or wireless and communications, etc.) for new ITS field devices that are installed under other NYSDOT ITS construction projects?

   b. What is the demarcation point of responsibility of the HVTMC consultant, contractor, NYSDOT Resident Engineer, and other pertinent entities related to Sub-task 6-10?

**Answer:**  

a: The goal of this task is to familiarize the Consultant field staff with new field equipment, participate in the milestone testing and provide quality assurance of the installation for NYSDOT.

b: The specific responsibilities of the Consultant, NYSDOT and other entities shall be determined for each project.
25. **Question**: Page 30, Sub-task 6-5: Region 8 is a large area. Which specific arterials is the consultant to make an inventory of traffic control signal appearance and pavement marking conditions?

**Answer**: The patrols shall include highways that are managed with ITS equipment. During the course of travel to and from work sites, if issues are found the Consultant shall report all such observed issues on state roads including those roads without ITS equipment. Until the ITS Maintenance contract is awarded, the Consultant shall patrol the ITS corridors weekly at a minimum. Physical condition and functionality shall be checked.

26. **Question**: Page 31, Sub-task 6-7: Will the future Region 8 ITS maintenance contractor be responsible for maintaining portable VMS?

**Answer**: In general, construction contractors maintain their own signs. NYSDOT and Consultant staff manage the position and messages on the contractor-owned signs. State-owned PVMS shall be maintained by the maintenance contractor when that contract is signed. NYSDOT staff and Consultant field staff (Contract C031179) shall continue to have the responsibility to work with the maintenance contractor to coordinate the repair and confirm that the repair has been made.

27. **Question**: Page 31, Sub-task 6-10: As written in the NYSDOT RFP, is the consultant to:

   a. Supervise all new installations and performance testing of new ITS devices to be deployed under other NYSDOT construction contracts?
   
   b. Support the ITS component of partner agency construction projects if nothing will be integrated into the HVTMC

**Answer**: 

   a. The consultant is required to monitor the work of the NYSDOT contractors and participate in the installation/modification/repair contract and milestone testing.
   
   b. The consultant is required to support partner agencies on projects proposing systems to be integrated into the HVTMC.

28. **Question**: Page 31, Sub-task 6-12: Does NYSDOT believe two vehicles is sufficient to complete the required field work in task 6 of the RFP?

**Answer**: In NYSDOT’s experience, two vehicles are sufficient to serve the needs.

29. **Question**: Page 32, Sub-task 6-13, Item c and f: As written, the consultant field technicians and other users of the state-owned vehicles will not be permitted to take the vehicles home. There will be times when a field technician is requested to respond to an ITS field device issue during off-hours and the field devices is located closer to the field technicians residence than the HVMTC. Will NYSDOT change these requirements to
allow the field technicians to take the state-owned vehicles home?

**Answer:** The vehicles shall be used exclusively for HVTMC work and shall not be used for commuting. This policy may be re-examined in the future. It should also be noted that NYSDOT intends that the Consultant lease the vehicles.

30. **Question:** Page 33, Sub-task 7-3: Will NYSDOT remove this task from the desired scope of work and the 511NY website is where NYSDOT directs travelers for information?

**Answer:** The task as written shall remain as is for the foreseeable future. Again, 511NY is a separate system.

31. **Question:** Page 43, Guidelines for Direct Salaries: Please clarify how the RFP requirement of only paying straight time overtime to the Administrative Assistant position is not in opposition to New York State law which requires hourly employees at that level to receive time and a half for overtime. Will NYSDOT permit invoicing of overtime paid at 1.5x the hourly salary?

**Answer:** The Administrative Assistant title should be designated as in the “C” category for overtime and therefore eligible for overtime pay. Please note the staffing table does not include overtime for this position.

32. **Question:** Page 94: Will NYSDOT certified MBE or WBE firms be eligible to meet the desired NYSDOT 10% DBE goal?

**Answer:** Contracts utilizing Federal funds are required to include a DBE goal. Contract C031179 does utilize Federal funds and therefore, a DBE goal was established. The DBE program is different and separate from the State M/WBE program. As stated in the RFP, only firms listed in the New York State Unified Certification Program (NYSUCP) DBE Directory are eligible for participatory credit in this RFP. To view the directory visit: [http://biznet.nysucp.net/](http://biznet.nysucp.net/)

33. **Question:** Page 102: Is a Bachelor’s degree in engineering or IT and a minimum of 10-years of experience in operating and managing complex IT systems a firm requirement for the System Analyst position?

**Answer:** Please reference Modification #1 which amends the qualification language included in Attachment 8 of the RFP.

34. **Question:** Page 104, Field Technician: Does the prevailing wage apply to the 1st two bullets listed under General Functions? Please confirm for cost estimating purposes.

**Answer:** Contract C031179 is not a public works contract and the prevailing wage regulations do not come in to play. The cost exhibits remain as is.
35. **Question:** Page 104, Field Technician: As referenced in the 3rd bullet:

   a. Can the Consultant include the testing equipment and special tools needed to perform the work in our cost estimate?
   b. Can the Consultant exclude the cost of electronic parts and equipment from our cost estimate and simply be reimbursed when such equipment is procured with the approval of the NYSDOT HVTMC Project Manager?

   **Answer:** Do not include the cost of tools and equipment in the cost estimate. NYSDOT will procure the necessary equipment or tools or authorize the Contractor to procure same at no markup. Cost will be billed under the Contract as a direct non-salary expense.

36. **Question:** Page 105: Is an Associate’s Degree in IT or technology related field, with at least 5-years of experience in installing, maintaining and troubleshooting traffic field equipment a firm requirement for the Field Technicians?

   **Answer:** Please reference Modification #1 which amends the qualification language included in Attachment 8 of the RFP.

37. **Question:** Page 106: Is a Bachelor’s Degree in a relevant field with a minimum of 7-years of experience in developing and implementing operations policies and procedures a firm requirement for the Assistant Operations Manager?

   **Answer:** Please reference Modification #1 which amends the qualification language included in Attachment 8 of the RFP.

38. **Question:** Page 107: Is an Associate’s Degree in a relevant field with a minimum of 4-years of experience in developing and implementing operations policy and procedures a firm requirement for the Shift Supervisor position?

   **Answer:** Please reference Modification #1 which amends the qualification language included in Attachment 8 of the RFP.

39. **Question:** Page 109, Roadwork Coordinator: What are the Organization Relationship requirements for this position?

   **Answer:** The Roadwork Coordinator reports to the Assistant Surface Transportation Controller. Both the Roadwork coordinator and Assistant Surface Transportation Controller are assigned to NYSDOT Surface Transportation Controller.
40. **Question:** Page 112, Staff Coverage Table: The Roadwork Coordinator positions call for weekday coverage of 16-hours a day which equates to 8,320 man-hours (16 hrs / day x 5 days / week x 52 weeks / year x 2 years), excluding overtime. Page 5, Section E. Level of Effort has an approximate level of effort of 7,813 man-hours which includes an estimate of overtime. Which level-of-effort is to be used in developing a cost estimate?

**Answer:** Section I. E. on page 5 of the RFP provides a summary of the annual hours estimated to be performed per task – more than one title may be contributing to the work under each task. Attachment 8 on page 112 of the RFP provides a table by title with anticipated coverage needs. Attachment 10, Exhibit C under the Prime, provides the hours by task and by title for one year of the work effort. The level of effort needed to develop a cost estimate is provided in this information and within the rest of the RFP.

41. **Question:** Regarding RFP Response Form (page iv) and Contract Proposal Section, d. Procurement Lobbying Law Forms (page 46). The RFP Response Form states that it must be submitted “along with the two required Procurement Lobbying Law Forms (see Attachment 3) before questions or other communications with NYSDOT regarding this solicitation can be initiated.” The Lobbying Law forms are also required as part of the proposal. Would NYSDOT please confirm if submittal of the forms is required twice or clarify when the forms should be submitted?

**Answer:** PLL forms need only be submitted once. If a firm wishes to submit questions (question submittal deadline was October 24th) then the PLL forms are required with the RFP response form prior to initiating questions which is prior to the submission of a proposal. If a firm does not wish to submit questions, the PLL forms must accompany the proposal.

42. **Question:** Regarding Consultant Checklist for Proposal Evaluation, Part II-Cost and Contract Submittal (page v). The RFP states that the electronic copy of cost narrative is to be submitted in Word format. Would PDF format be acceptable for the narrative?

**Answer:** PDF format is acceptable for the narrative associated with the Cost proposal. If Word format is preferred after receipt of proposal, NYSDOT reserves the right to request the narrative in Word.

**Question 43 and 44. Statement:** Regarding II. B. General Conditions and Objectives, #14 (page 11) and Attachment 8, Contract job title Descriptions & Qualifications (pages 99-112). The General Conditions and Objectives state that, “Firms have the option of proposing to retain existing staff or proposing replacements.” However, many of the contract job qualifications require years of experience in excess of the years the HVTMC has been in operations. Therefore, many existing staff whose TMC operational experience has been gained with this project may be in danger of not meeting the minimum staffing qualifications. In addition, some of the positions include college degree requirements that existing staff do not hold.
43. **Question:** Will the staffing requirements be changed to address this discrepancy?

Answer: Please reference Modification #1 which amends the qualification language included in Attachment 8 of the RFP.

44. **Question:** For those without college degrees, will NYSDOT accept additional experience in lieu of education?

Answer: Please reference Modification #1 which amends the qualification language included in Attachment 8 of the RFP.

45. **Question:** Regarding II. B. General Conditions and Objectives, #14 (page 11). The RFP states that: “In developing an approach, firms have the option of proposing to retain existing staff or proposing replacements (reference Section IV).” Given NYSDOT Region 8’s desire for the winning consultant to retain existing staff, would you please furnish the staff’s current salaries or salary ranges by task/Operator level (i.e., Op I, II, III, IV)?

Answer: It is not NYSDOT’s desire to retain existing staff. Retaining existing staff is an approach a proposing firm may wish to take. Again, it is not NYSDOT’s desire to retain such staff. Section IV (page 39 of the RFP) covers how to propose staff who are not current employees of the offering firm should that be the approach a firm wishes to take.

*In an effort to clarify Section II. B. 14. of the RFP, NYSDOT offers the following new language:*

> “14.a. In developing an approach, firms have the option of proposing to retain existing staff or proposing replacements (reference Section IV).”

> “14.b. Change of Key project personnel proposed by the designated Consultant for Contract C031179, after Contract designation or while under contract, shall be subject to the prior written approval of the State.”

46. **Question:** Regarding Section III. Scope of Services, Section 6. Sub-Task Descriptions for Task 6; Task 6 Field Support Technical Services Summary (page 29). Would NYSDOT please define extent of maintenance anticipated in the statement: “The technical services include maintenance of field equipment...”?

Answer: The Consultant under Contract C031179 shall not be required to replace large field equipment that requires specialized equipment to maneuver, but will be expected to make repairs or replacement of smaller sub units of a sign, replace a camera that can be lowered or swap out cabinet components, for example. The Consultant may be required to coordinate with a third party vendor that performs major repairs. Construction contractors maintain their own portable signs. State owned PVMS will be maintained by the maintenance contractor when that contract is signed. NYSDOT staff and the field staff of Consultant under Contract C031179 shall have the
responsibility to work with the maintenance contractor to coordinate the repair and confirm that the repair has been made.

47. **Question:** Regarding Section III. Scope of Services, Task 6: Field Support Technical Services, 6-1 (page 29). Paragraph 6-1 states: “the Consultant shall repair field equipment and record repair actions.” In paragraph 6-2, it states the Consultant will monitor the repair activities of the maintenance contractor. Would NYSDOT please clarify the maintenance and repair responsibilities of field equipment by Consultant’s staff?

**Answer:** The Consultant under Contract C031179 shall not be required to replace large field equipment that requires specialized equipment to maneuver, but will be expected to make repairs or replacement of smaller sub units of a sign, replace a camera that can be lowered or swap out cabinet components, for example. The Consultant may be required to coordinate with a third party vendor that performs major repairs. Construction contractors maintain their own portable signs. State owned PVMS will be maintained by the maintenance contractor when that contract is signed. NYSDOT staff and the field staff of Consultant under Contract C031179 shall have the responsibility to work with the maintenance contractor to coordinate the repair and confirm that the repair has been made.

48. **Question:** Regarding Section III. Scope of Services, Section 6. Sub-Task Descriptions for Task 6; Sub-task 6-1 (page 29). Please define the extent of repair anticipated in the statement: “Under this task, the Consultant shall repair field equipment...”?

**Answer:** The Consultant under Contract C031179 shall not be required to replace large field equipment that requires specialized equipment to maneuver, but will be expected to make repairs or replacement of smaller sub units of a sign, replace a camera that can be lowered or swap out cabinet components, for example. The Consultant may be required to coordinate with a third party vendor that performs major repairs. Construction contractors maintain their own portable signs. State owned PVMS will be maintained by the maintenance contractor when that contract is signed. NYSDOT staff and the field staff of Consultant under Contract C031179 shall have the responsibility to work with the maintenance contractor to coordinate the repair and confirm that the repair has been made.

**Question 49, 50, and 51 Statement:** Regarding Section III. Scope of Services, Section 6. Sub-Task Descriptions for Task 6; Section 6-7 (page 31).

49. **Question:** Please define “deployment, management and maintenance” in the statement: “The Consultant shall assist the state PVMS Coordinator with the deployment, management and maintenance of eighty (80) or more State-owned PVMS to various sites where signs are needed for traffic management.
Answer: Deployment forms are used to communicate the existing and proposed locations of PVMS and the required message content for non-remotely controllable signs. A deployment checklist is attached to the deployment request so the responsible party inspects the equipment prior to deployment and after the move. Any planned event requiring PVMS messaging (roadwork, campaigns, special events, etc.) will require a PVMS Plan. Depending on the cause for sign deployment, the plan will include the sign location(s) and message(s). At times, the remotely controllable signs incur communication or other errors that require troubleshooting and/or physical reset at the sign. Some errors or malfunctions may require the assistance of a third party. The consultant may be required to perform some or all of these tasks.

50. **Question:** Does this mean physically deploying (moving/trailering) PVMS?

Answer: No, NYSDOT Maintenance staff currently handles all trailering requests. Once the ITS Maintenance contract is awarded, that contractor will be tasked with trailering the signs.

51. **Question:** What level of maintenance of the PVMS is required?

Answer: Until a maintenance contact is awarded, the Contractor will assist NYSDOT staff with troubleshooting communication issues, resetting and configuring modems, tracking issues in Bugzero, checking battery water levels, evaluating fleet for lifecycle maintenance, repair and replacement.

52. **Question:** Regarding Section III. Scope of Services, Section 6. Sub-Task Descriptions for Task 6; Section 6-11, Dig Safely New York support (“Call Before You Dig”) (page 31). Please define the extent of the updating of location data, particularly of the field mark outs.

Answer: The Consultant will be responsible for updating the information about NYSDOT HVTMC equipment that is collected in the inventory task 6-9 into the DigSafely system, and be responsible for field markouts as needed. Once the ITS Maintenance contract is awarded, the Consultant (from Contract C031179) will assist, support and coordinate with the ITS Maintenance contract Consultant on this task.

53. **Question:** Regarding III. Scope of Services, Section 6. Sub-Task Descriptions for Task 6; Section 6-13 (page 32). Will the contract field vehicle be allowed to be taken by the on-call field maintenance staff (Section 6-3) or will that staff first need to return to the HVTMC to retrieve the field vehicle before heading to an over-time call-out?

Answer: No, the vehicles will be used exclusively for HVTMC and NYSDOT work, and will not be used for commuting. This policy may be reexamined at a later date.
54. **Question:** Keeping in mind the question and answer from 53 above, will this extra time count against possible performance measures regarding length of time it takes to address an overtime call-out?

**Answer:** There are no service level requirements for overtime call-outs at this time.

55. **Question:** Regarding Attachment 8 - Project Director (page 99). Will the three times that the Project Director is directed to travel to the Hudson Valley Region be in addition to the six (6) meetings annually of the Steering Committee?

**Answer:** At this time, NYSDOT expects the Consultant Project Director to travel to the HVTMC six times per year.

56. **Question:** Will HVTMC uniforms with logos be required?

**Answer:** The consultant will be required to procure uniforms and bill as a direct non-salary cost to the contract.

57. **Question:** Can you provide a link to the Region 8 Regional Architecture Report (Task 8)?

**Answer:** The information may be found at the following link:

http://www.hudsonvalleytraveler.com/pdf/NYSDOT%20R8%20ITS%20Architecture%205-03.pdf

58. **Question:** Reference Article 12 Paragraph 3 Pg 65 - Will NYSDOT amend this requirement to accept an Accord Certificate of Insurance signed by our registered broker in lieu of a physical copy?

**Answer:** NYSDOT will not accept the Accord form. As published in the RFP, the C218 insurance form is required.

59. **Question:** Reference Article 12 Paragraph 8 Pg. 66 - If the contractor demonstrates a sufficiently strong financial rating, will NYSDOT waive the deductible cap and the standby letter of credit requirement?

**Answer:** The State of New York demands responsibility from its contractors and consultants. Insurance is a form of financial responsibility that is a condition of the contract. Minimum insurance requirements are specified in the contract. Article 12, paragraph 8 of the draft contract does not preclude the eligibility of a well-capitalized self-insured firm that has a professional risk manager. The problem with self-insurance programs, in general, is that they afford no protection to the State of New York and it is the State of New York that is frequently the target in litigation that allegedly arises out of consultant activities. The State
therefore needs to see assurance that the self-insured (uninsured) consultant is prepared to stand behind the State of New York and meet obligations to indemnify the State in the event of a claim arising out of the consultant’s work under the agreement. Self-insured consultants seeking consideration of their proposal are required to provide an explanation describing their risk management program and how they intend to meet contractual obligations that would normally be covered by insurance. Self-insured consultants should demonstrate their financial capacity to meet contractual obligations that would normally be covered by insurance.

60. **Question:** Article 12 Paragraph 8 Pg. 66 - Since the letter of credit requirement is an additional cost to the Contractor, where in the pricing model should Contractor provide this pricing information?

**Answer:** Although this is a business decision, such cost may be included in the Consultant’s overhead but not as a separate charge to NYSDOT.

61. **Question:** Will NYSDOT consider adding a clause to limit liability at 1.5 times the annual contract revenue?

**Answer:** The State of New York has no ability to limit legal liability and does not afford such an ability to its citizens or businesses. Under New York State law, liability is not limited. NYSDOT would have no inclination to limit liability even if there was a legal basis for doing so.

62. **Question:** Article 12, A, 6 Pg. 66 - Is NYSDOT willing to restrict the Waiver of Subrogation requirement to the extent that the loss was not caused by the negligence of NYSDOT?

**Answer:** The waiver of subrogation requirement relates to potential property losses that the consultant might sustain. Such property risks are normally covered by property insurance. The State of New York has no property or liability insurance. The consultant is required to either have the customary property insurance to cover its own property against the normal risks. The State of New York will assume no responsibility for consultant’s property loss, even if it might be alleged to stem from State negligence. The waiver of subrogation is a binding requirement.

63. **Question:** Article 12, A, 7 Pg. 66 - Is NYSDOT willing to agree to the wording that Contractor will provide no less favorable “commercially available” coverage so we are not in breach over reductions in available coverage due to changes in the insurance market over which we have no control?

**Answer:** Assuming that the consultant buys insurance after all, yes, we would agree that the insurance needs to be commercially available.
64. **Question:** Page 31 of the RFP (para 6-7 and para 6-12); 6-1 on page 29 (para 4-3 on page 24) - Will the contractor be permitted to apply material burdens to items purchased at NY state direction after contract award such as vehicles and portable signs called out on 31 of the RFP (para 6-7 and para 6-12)? See also the external service providers in paragraph 6-1 on page 29 and the possibility that IT purchases are included (para 4-3 on page 24)

**Answer:** No. The Consultant will not be permitted to apply material burdens to items purchased. Such procurements shall be considered direct non-salary expenses with no mark-up of any kind. Additionally, sub-task 6-12 refers to the field technical services vehicles. It is NYSDOT’s intent that these vehicles be leased by the Consultant and billed without mark-up as a direct non-salary expense.

65. **Question:** Attachment 10, cost summaries tab, Item IIA under prime consultant - Will the contractor be permitted to apply material handling burdens to Item IIA Direct non salary cost?

**Answer:** No. The Consultant will not be permitted to apply material burdens.

66. **Question:** Attachment 10, cost summaries tab, Item IIB under prime consultant - Will the contractor be permitted to apply material handling burdens to Item IIB Direct non salary cost subcontractor cost?

**Answer:** No. The Consultant will not be permitted to apply material burdens.

67. **Question:** Attachment 10, cost summaries tab, sub consultants - Will the contractor be permitted to apply material handling burdens to sub consultant cost?

**Answer:** No. The Consultant will not be permitted to apply material burdens.

68. **Question:** RFP Page 9 #5 - On pg. 9 it states that the State Police will be in charge of background checks.
- Are fingerprints required? AND security forms?
- Do the security clearances expire?
- Will incumbents security need to be rechecked?
- Will the Consultant be paying the cost of the fingerprinting/background for subconsultants?

**Answer:** The New York State Police (NYSP) have advised that fingerprints and security forms are not required as part of the background check. Security clearances do not expire. Incumbents will be rechecked but it will be transparent to the employee. There are no fees for the background checks performed by the NYSP.
69. **Question:** RFP Page 23, Task 4 - What configuration management software tool is currently in use, if any? If this is a custom design, can you provide an overview of how it is utilized?

**Answer:** No configuration management software is currently in use.

70. **Question:** RFP Page 23, Task 4 - What facilities and equipment are available for researching and testing potential new equipment?

**Answer:** The HVTMC facility has internet access for researching equipment. Historically, demo software or equipment is purchased, borrowed or downloaded for evaluation, comparison and testing.

71. **Question:** RFP Page 23, Task 4 - What performance and quality control/quality assurance reports are currently in place and what do they measure?

**Answer:** All field devices are tested on each shift and the results documented. Measurements include video quality, pan/tilt/zoom control on cameras, pixel tests, voltage checks on VMS and PVMS and sensor and travel time data verification. NYSDOT plans to procure a Network Management System (NMS) to assist in the testing, notification and documentation of equipment status.

72. **Question:** RFP Page 23, Task 4 - What asset management system is in place to maintain equipment inventory for field devices and spare parts? Who is maintaining it?

**Answer:** Microsoft Access is used to track ITS inventory and feed the GIS system. The data is currently maintained by the consultant with the assistance of the NYSDOT Regional GIS Coordinator.

73. **Question:** RFP Page 23, Task 4 - What ITS field maintenance management system is currently in place? And who is maintaining it?

**Answer:** No ITS field maintenance management system is currently in place.

74. **Question:** RFP Page 29, Task 6 - What are the current inventory levels and types of field devices to monitor and maintain?

**Answer:** Current Inventory will be included as referenced in Modification #2 and may be found on NYSDOT’s website. The HVTMC maintains approximately 46 cameras, 189 sensors, 1 portable HAR, 1 CB Wizard, 1 Radar Speed Sign, 7 OHVDs, 22 VMS, 113 PVMS.

75. **Question:** RFP Page 29, Task 6 - Will the current spare parts inventory be transferred to the consultant? What levels of spare parts inventory is on hand and at what facilities?
Answer: Current Inventory will be included as referenced in Modification #2 and may be found on NYSDOT’s website.

76. Question: RFP Page 29, Task 6 - What maintenance issue tracker is currently used? Is the consultant responsible for providing/transitioning to a new issue tracking system?

Answer: Section 2-9 on page 27 refers to the “HVTMC issue tracking system (currently Bugzero).” If Bugzero fails to meet the HVTMC needs, the consultant will be required to evaluate the lifecycle of the application and related systems equipment, and make recommendations for maintenance, repair or replacement.

77. Question: RFP Page 29, Task 6 - What is the frequency of the scheduled highway patrols to make inventory and condition checks? To what detail are these checks, i.e. drive by to verify no physical damage and LEDs look clean and clear?

Answer: The patrols will include highways that are managed with ITS equipment. During the course of travel to and from work sites, if issues are found the contractor will report all such observed issues on state roads including those roads without ITS equipment. Until the ITS Maintenance contract is awarded, the consultant will patrol the ITS corridors weekly at a minimum. Physical condition and functionality will be checked.

78. Question: RFP Page 29, Task 6 - What is the frequency the PVMS’ are currently being moved at? What is the quantity and frequency the PVMS’ are required to have the message manually changed?

Answer: Approximately half of the PVMS fleet are stationed at quasi-permanent locations and are only moved if there is a major malfunction requiring the sign to be repaired offsite. The remaining PVMS in the fleet are deployed as needed for roadwork operations, special events including campaigns, races and other events with major traffic impact. NYSDOT Maintenance forces currently trailer the PVMS to the necessary locations. Once the ITS Maintenance contract is awarded, the trailering will be performed by that contractor staff. There are currently about 2-5 deployments per week. Approximately half of the PVMS fleet does not have modems and the messages must be programmed locally. Typically, this programming is performed by the staff transporting the trailer to the required location. Approximately one sign per week needs to be programmed locally by HVTMC staff.

79. Question: RFP Page 29, Task 6 What percent of the current field inventory is mapped in the HV Traveler GIS database? How many devices and highway miles are not currently GIS mapped? Does NYSDOT require new construction project plans to have potential device locations GIS mapped on the plan sets?

Answer: Approximately 60% of the inventory is mapped with GIS. The major items remaining to be mapped are power and communication nodes and pull boxes. New
construction projects require as-built plans with verified location information that is in the proper format to be easily imported into the inventory.

80. **Question**: RFP Page 29, Task 6 - Is the consultant solely responsible for new installation inspection prior, during and post construction including thirty day monitoring and final acceptance of the project?

Answer: The consultant will be tasked with supporting the construction contractor during the installation and the consultant will be heavily involved with the monitoring and testing of the new equipment. NYSDOT construction contracts have inspection staff but the consultant will work with that field office staff to ensure the supplied equipment is acceptable to the State according to the project specifications and that the installation and functionality is acceptable.

81. **Question**: RFP Page 29, Task 6 - How does the consultant assist in facilities locating? Does the consultant provide locate services via certified technician?

Answer: Section 6-9. The Consultant shall be responsible for locating all equipment using Consultant-provided GPS equipment with sub-meter accuracy so that the locations of the field equipment can be stored in the HV Traveler GIS-based software database. Link to New York State standards: [http://gis.ny.gov/coodinationprogram/workgroups/wg_1/related/standards/index.html](http://gis.ny.gov/coodinationprogram/workgroups/wg_1/related/standards/index.html)

82. **Question**: RFP Page 29, Task 6 - In regards to how a field technician must perform “maintenance and minor repair” of all field networking and devices: a) what types of and how many devices does this include? b) where are the consumables stored/retrieved/stocked to perform this maintenance? c) what is considered minor?

Answer: a. Current Inventory will be included as referenced in Modification #2 and may be found on NYSDOT’s website. The HVTMC maintains approximately 46 cameras, 189 sensors, 1 portable HAR, 1 CB Wizard, 1 Radar Speed Sign, 7 OHVDs, 22 VMS, 113 PVMS.

b. There are currently five warehouse locations at the HVTMC and nearby NYSDOT facilities.

c. The Contractor won’t be required to replace large field equipment that requires specialized equipment to maneuver, but will be expected to make repairs or replacement of smaller sub units of a sign, or replace a camera that can be lowered for example. They may be required to coordinate a third party vendor that performs major repairs. Until a maintenance contact is awarded, the Contractor will assist NYSDOT staff with troubleshooting communication issues, resetting and configuring modems, tracking issues in Bugzero, checking battery water levels, evaluating fleet for lifecycle maintenance, repair and replacement.

83. **Question**: RFP Page 29, Task 6 - What is the current state of the ITS infrastructure on the network? What is the current reliability of each device?
Answer: Current Inventory will be included as referenced in Modification #2 and may be found on NYSDOT’s website. Reliability is not currently measured and cannot be easily reported.

84. **Question:** RFP Page 33, Task 8 - When was the existing ITS Architecture last updated?

Answer: 2003

85. **Question:** RFP Page 33, Task 8 - Was the existing architecture developed with Turbo? If so, will the source Turbo data be available to the contractor?

Answer: The Region 8 ITS Architecture was developed with Turbo. The Region 8 ITS Architecture Master Plan may be found on the HVTMC website at: [http://www.hudsonvalleytraveler.com/pdf/NYSDOT%20R8%20ITS%20Architecture%20Master%20Plan.pdf](http://www.hudsonvalleytraveler.com/pdf/NYSDOT%20R8%20ITS%20Architecture%20Master%20Plan.pdf)

86. **Question:** RFP Page 10, #7 What is the level of effort in providing assistance in traffic data collection? Can details of the automated traffic data acquisition features be provided?

Answer: Until all sensor devices are integrated into the ATMS, some data collection requires the native software to remotely retrieve the data. Some sensors require data to be retrieved locally at the site. The automated traffic data acquisition is not in use yet so details cannot be provided.

87. **Question:** RFP Page 19, Task 2-4 Are “quiet areas” available/provided for staff who may work long shifts/be on call during emergencies?

Answer: Yes.

88. **Question:** RFP Page 20, Task 2-12 – states CartêGraph is the current traffic signal issue tracking system, is there an implied meaning that this will change and if so is there any thought to what it may change to?

Answer: NYSDOT was not making any implication regarding CartêGraph.

89. **Question:** The RFP has key position requirements of both college degrees (bachelors, associates) and experience. Will NYSDOT consider experience in lieu of the college degrees?

Answer: Please reference Modification #1 which amends the qualification language included in Attachment 8 of the RFP.
90. **Question:** Is there a page limit for the Technical and Management proposal, beyond the 3-pages per key personnel resume?

**Answer:** There is no page limit for the Technical and Management proposal. Resumes are to follow the guidelines provided in the RFP.

91. **Question:** The RFP mentions providing support for any future central software system. What, if any, is the schedule for that to happen?

**Answer:** The ATMS is expected to be upgraded in the first half of 2014. Once the contract is awarded, the Consultant (C031179) will be required to coordinate with that Consultant and support that contract.

92. **Question:** What is the timeframe for the Region 8 ITS maintenance contract (Contract C005149)?

**Answer:** NYSDOT expects to provide a notice to proceed for C005149 in early 2014.

93. **Question:** Is there any guidance on the timeline for the replacement of the current software system?

**Answer:** The ATMS is expected to be upgraded in 2014. The Consultant under Contract C031179 shall be required to coordinate with the ATMS contractor as needed throughout the implementation in Region 8.

94. **Question:** Please confirm that the Years Experience required for the Operations Manager and Assistant Operations Manager are correct on pages 101 and 106 of the RFP.

**Answer:** Please reference Modification #1 which amends the qualification language included in Attachment 8 of the RFP.