Q1: Is there a max budget number for this project annually?
Ans: NYSDOT’s policy is not to release any cost information on competitive Best Value proposals.

Q2: Do we print our proposal on both sides of the paper?
Ans: Yes.

Q3: Instead of a CD, can we submit a thumb drive?
Ans: Yes.

Q4: What is the minimum and maximum font size?
Ans: Standard text size should be 12. On charts, spreadsheets, etc. the text size can be smaller but must be legible. Maximum text size 16 can be used for titles, etc.

Q5: Do you have page margin specifications?
Ans: No page margins specifications, however, remember the pages need to be 3-hole punched.

Q6: In section 5, second paragraph states: “Web links, photographs, and illustrations (except for org chart) are not to be included unless specifically required in this section.” Can you clarify this statement? Are web links, photos, graphics (besides org chart) are not to be included for the entire proposal? Or just in the Cost/Admin section?
Ans: Web links, photos, graphics (besides org chart) shouldn’t be used in the Cost/Admin section only. They can be included in the rest of the proposal.

Q7: Adding on from the last question, can we add images to our Cover/Title Page (like our company logo)?
Ans: Company logo can be used, however, if must be substitutable between the RFP and the final contract if you are awarded it.
Q8: For attachments 15 (Resume) and 24 (LOE), can we get Word or Excel versions of these tables? Mainly to keep formatting consistent to NYSDOT’s needs.
Ans: Yes. I will have them posted to the website.

Q9: In section 5.1.4, fifth paragraph states: “The Proposer shall include an example of each accident investigation, hazard investigation, and corrective actions derived from each form of investigation or compliance review…” Can you clarify the “include an example” part? We understand that we need to provide separate responses for each scenario. However, what kind of “example” do you need for this?
Ans: The response should include an example of similar work performed (accident or hazard investigation resulting in corrective actions) that was completed by the proposer. If no example is provided the proposer should state that the have not performed such work.

Q10: Executive Summary – There is no designated, descriptive section for the Executive Summary in the RFP. Can you provide a description? OR, is this part of the Narrative Description?
Ans: The narrative description and the executive summary are one in the same.

Q11: Sub-contractors/consultant – Are subs exclusive to only one prime consultant?
Ans: No. Any Sub-consultant (sub-contractor) can propose with any Prime consultant (contractor).

Q12: References – For attachment 23, how many (or what is the limit) past/current projects can we list? Plus, add reference contact info?
Ans: Please list all past/current projects for the past 5 years. There is no limit. If you do list a project older than 5 years, please list the relevance. Yes. Please add contact information for reference checks.

Q13: For the DBE – Do we provide the DBE’s certificate?
Ans: No. Do not provide your DBE certificate. BIZNET will show NYSDOT that certifications are up to date.

Q14: Is it permissible to provide clarifying language within the cost proposal? This would not be qualifying language, however, it would provide additional description to explain the cost elements.
Ans: Yes. Assumptions are welcome.

Q15: Does each of the signatures on the copies of the proposal need to be an original signature, or is it permissible to provide 1 complete original proposal with original signatures and 4 complete copies of the original proposal?
Ans: Please provide one complete original proposal with original signatures and 4 copies for the Technical & Management Submittal portion of your proposal.
Q16: Do the forms in Attachment 4 - Procurement Lobbying Law Compliance Forms need to be re-submitted with the final proposal response?
Ans: Yes.

Q17: Is it permissible to update required forms to accommodate additional subcontractors if more will be utilized than there is space provided to list? (Attachments 7 and 12)
Ans: Yes. The charts in the attachments would need to be updated so please provide how many subs you would be using in your proposal.

Q18: Does NYSDOT have any prohibited cost categories for direct non-salary costs?
Ans: Yes, NYSDOT does have prohibited cost categories for direct non-salary costs. Cell phone usage is part of overhead costs. Per the RFP on page 18, Section 5.2.1.2, reasonable reimbursement are allowed for travel and associated travel costs per the prevailing maximum GSA rates found at the following Web site: http://www.gsa.gov/.