Q1: What is the cost of the project?
Ans: NYSDOT’s policy is to not release any cost information on competitive Best Value proposals.

Q2: Regarding the submittal of proposals, would you accept electronic versions on USB stick drives instead of CD/DVDs?
Ans: Yes.

Q3: Also regarding the submittal of proposals, should Attachment 4 be submitted with the proposal or in advance?
Ans: With the proposal.

Q4: Regarding key personnel, would it be possible to propose additional key staff/job titles?
Ans: Yes. I can add space for additional key staff/job titles. How many do you need?

Q5: Regarding references, is the contact information included under prior experience sufficient or should references be spelled out separately elsewhere in the proposal?
Ans: They should be spelled out in Attachment 9, Key Personnel Resume & References (Past Experience Contact Info)

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: Regarding Attachment 9, is the three pages total or three pages maximum per individual?
Ans: 3 pages maximum for each key personnel individual.
Q8: Regarding GIS data of existing transportation services/routes, will the data be provided or will it need to be created as part of the study?
Ans: The City has this data and it can be provided.

Q9: Regarding the zoning analysis of potential corridors, what is the level of detail/effort anticipated for this subtask?
Ans: The intent of the zoning analysis task is a high level look at zoning to confirm potential transit corridors serving the major residential/commercial areas. It is not intended to be a very detailed analysis, simple on more factors to look at when developing potential corridors.

Q10: Regarding traffic data, it is anticipated that most if not all of the data is readily available and will not require going into the field to collect traffic counts, etc.?
Ans: Most of this data can be provided.

Q11: Is the focus of this study only the feasibility of expanding service beyond the existing service area, or should the consulting team also make recommendations on improving service within the existing service area?
Ans: The consultant will be providing both recommendations to improve the current services as well as the feasibility of expanding new service beyond the existing service area.

Q12: The RFP talks about an inventory of existing services, but I’m trying to understand if this is envisioned as a high-level inventory or, at least in the case of Watertown CitiBus, a comprehensive operational analysis?
Ans: Each consultant must provide a list of existing providers. A high level inventory isn’t required.

Q13: A comprehensive analysis of CitiBus service would require stop-level and trip-level ridership data. Does CitiBus currently collect ridership data by trip and by stop? If not, is the consulting team expected to collect ridership data at this level of detail?
Ans: The consultant is not expected to collect this data. Citibus has a lot of this information already. Upon designation, the consultant can sit down and talk with the City’s Transit Supervisor and get the information on stops, trips, ridership, etc.

Q14: Can you please post a version of the RFP document without the comments pane so that the forms will print larger without the comment field?
Ans: The RFP version that was posted doesn’t have a comments pane. Are you opening it in track changes possibly? Try turning track changes off.
Q15: Can you specify which forms subcontractors are required to complete? For example:

1) Is Attachment 2 for the prime only?
2) In Attachment 4, should subcontractors also complete Form A and/or Form B?
3) Is Attachment 7 for prime only?
4) Is Attachment 10 for the prime only?

Ans: 1) Attachment 2 is for the Prime only.

2) Attachment 4 Form A is for the Prime only.

3) Attachment 7 is for the Prime only.

4) Attachment 10 is for the Prime AND Sub-consultants.

Q16: Will an insurance policy that includes the following amounts be sufficient for this contract, given that it is a smaller planning project: Commercial General - $2 million per occurrence and $4 million general aggregate, plus an umbrella of an additional $2 million.

Ans: Yes. Per the RFP, Article 12, Section B, Commercial General Insurance should be $1,000,000 minimum per Occurrence and $2,000,000 per Aggregate. Umbrella/excess Insurance should be $5,000,000 minimum Occurrence/Aggregate.

Q17) The RFP mentions that consultants must "prepare a preliminary visual representation of recommended transit services for each corridor." Can you expand on whether the expectation is to prepare a map with key transit corridors and treatments highlighted, or something more detailed like a rendering?

Ans: The consultant must provide a map with the key transit corridors and treatments highlighted. A rendering is not requested.

Q18) Has NYSDOT or the MPO ever supplemented traditional meetings and public hearings with virtual tools that don't require all participants to physically attend a meeting? Is there interest in using these tools under this engagement? If so, should we add this to the Direct Non Salary Costs or shall we propose it as an option in the proposal that is not included in the cost, but can be an item for discussion during negotiations if our team is selected?

Ans: NYSDOT and the MPO have no interest in virtual tools for public meetings. The consultant designated as well as the public must be at the hearings and meetings in person.

Q19) Can you confirm which forms, if any, that any sub-consultants must complete and submit as part of the proposal?

Ans: Sub-consultants must fill out the Vendor Responsibility Forms AND Attachment #10: Vendor Assurance of No Conflict of Interest or Detrimental Effect.
Q20) For other titles involved in the project, is it acceptable to use a blended rate if more than one staff person will fulfill that role?

Ans: Blended rates are not acceptable. The consultant proposing must list the two (or more) titles that the staff member will be fulfilling and list the two (or more) rates separately.
*MANDATORY*

ACKNOWLEDGEMENT OF RECEIPT
QUESTIONS & ANSWERS
MODIFICATION NO. 2

NEW YORK STATE DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS

WATERTOWN JEFFERSON TRANSPORTATION COUNTY
AREA COUNCIL TRANSIT STUDY FOR NYSDOT
Contract #C037622

An authorized representative of your firm or organization must acknowledge receipt and acceptance of this Modification No. 2 by signing and returning one copy of this Modification to the undersigned via inclusion in the Contract Section of your firm’s Part II Cost and Contract Proposal to NYS DOT.

ACKNOWLEDGED AND ACCEPTED:

BY: ____________________________
NAME: __________________________
TITLE: __________________________
FIRM: __________________________

NYS DEPARTMENT OF TRANSPORTATION:

BY: original signed by: Shalina Mallory, for WILLIAM A. HOWE
Director, NYSDOT Contract Management Bureau