ATTACHMENT 16 – QUESTIONS RECEIVED AND NYSDOT’S RESPONSES

1. It is my understanding proposers to New York agencies are not required to provide proof of insurance until after contract award (I believe this is state law); however, the presentation stated ACORD forms would be required with the submission. Can you please provide clarity?
   RESPONSE: The presentation stated that the ACORD forms would be required with contract submission. Insurance forms are not required with a proposal submission. The firm that is awarded the contract will be required to submit all applicable insurance certifications.

2. Will the list of webinar attendees be made available?
   RESPONSE: No the list of webinar attendees will not be made available since attendance at this webinar was optional.

3. Where will the quarterly in person meetings be held?
   RESPONSE: Quarterly meetings will be held at 50 Wolf Road, Albany, NY 12232.

4. Are the orientation sessions held at NYSDOT offices or are we responsible for finding and renting a place?
   RESPONSE: Orientation sessions have typically been held at NYSDOT offices or at a subrecipient’s location, e.g. airports, meeting rooms, etc.

5. Clarification of DBE goal
   Page 3, under 2.1, the document states that “Meaningful participation by either a prime consultant who is certified as a NYSUCP DBE and/or inclusion of subconsultant(s) who is/are certified NYSUCP DBE count toward the DBE participation goal.”. This is further reiterated under 6.2 Pre-screening of Proposals on page 21. From these statements, I understand that, if certified as DBE, the Prime Consultant’s meaningful participation is counted toward the DBE participation goal. Please confirm.
   RESPONSE: That is correct. Once a DBE prime consultant has met a contract goal through the work it performs with its own forces, the DBE prime consultant is not required to obtain additional DBE participation through the use of DBE subcontractors or to document Good Faith Efforts, however, NYSDOT encourages DBE prime consultants that have met its obligations to continue to make outreach efforts to additional DBE firms.

6. Meetings
   a. Please define the duration (length) of the each of the following – kickoff meeting and initial meetings, and progress meetings.
      RESPONSE: This should not be a prescribed time, but should be dependent upon the agenda and topics that need to be discussed.
   b. Do the initial meetings (on page 8) refer to the weekly conference calls (on page 13)?
      RESPONSE: The initial meetings and weekly conference calls are separate.
   c. Please define the duration of each of the 11 Group orientation sessions.
RESPONSE: This should not be a prescribed time, but should be dependent upon guest speakers, topics covered, etc. Typical sessions are 3-4 hours in duration.

7. On page 15 - #5 Proposal Format and Contents, it indicates “Web links, photographs, and illustrations (except for the organizational chart) are not to be included unless specifically required in this section”. Does this include project experience and schedule as well?
RESPONSE: A Gantt chart with the schedule is acceptable, however no web links, photographs or illustrations should be included with a proposal.

**No other provision of the solicitation is otherwise changed or modified.**

**Bidders must acknowledge receipt of RFP Modification #1 using Attachment 3, Form AOR.**