November 21, 2018

REQUEST FOR PROPOSALS
OPERATION OF ATMS/ITS AT THE JOINT TRANSPORTATION MANAGEMENT CENTER IN NYC FOR NYSDOT
Contract #C037835

Questions 1-14

Q1. On page 3 of the PDF (Submission Checklist), under Part II – Cost and Administrative Submittal, 4th row, the RFP requests a completed Vendor Responsibility Questionnaire be submitted online or hard copy. Based on previous submittals, would you confirm if this form needs to be completed ONLY, or if we are to include a hard copy in our submission.

ANS: The proposer and any subconsultant valued at greater than $100,000 of services MUST include either a printout of the online certification of a completed questionnaire, or a hard copy of a completed questionnaire.

Q2. Please clarify as to what types no non-text/graphical objects on a proposal page will be considered illustrations by NYSDOT? Eg., will inclusion of the following graphics (that are not actual illustrations be compliant with the requirement: call-out boxes, icons to draw attention to certain paragraphs, colored section title headers?

ANS: As stated in the RFP, weblinks, photographs and illustrations, except for the organization chart) are not to be included. Call-out boxes and icons to draw attention to certain paragraphs are not to be included. Colored section title headers are allowed.

Q3. Will NYSDOT consider binder covers with illustrations, inserted on top of the Part I and Part II binders, as compliant, considering that they will not be within the proposal itself?

ANS: Illustration and/or pictures on the binder covers are allowed.

Q4. Under 6.3, the RFP states, “Proposers shall begin this section by reiterating that the firm accepts the scope of services as advertised in the RFP.” What specific section should this statement be made at the beginning of? The Cover Letter, Approach, Experience Section, or other section?

ANS: This should be included in the Cover Letter.
Q5. Section 4.2.a.vii lists the total annual work effort anticipated by tasks. Can the respondent propose fewer hours for some tasks or should the exact number of hours in the chart be used?

**ANS:** The hours listed in the RFP are estimated based on historical information. Proposers may include more or less hours in their proposal.

Q6. Section 5.15, Experience, Contract Job Titles and Number of Staff for Each. Are all 41 positions presently staffed?

**ANS:** Yes, currently there are 41 positions (both full and part-time) employed at the JTMC. Contract Job Titles have been modified for this contract to provide a more uniform title structure across the different TMC’s in NYS. The job duties listed under the Contract Job Titles are generally consistent with the duties currently being performed in the JTMC.

Q7. Consultant Liability, Last sentence states: “It is understood by the State and the Consultant that the Consultant’s Professional Liability/Errors and Omissions policy required in the Article of this Contract entitle “Insurance” shall be utilized for claims involving the Consultant’s professional negligence.” Since no Professional Liability/Errors and Omissions is required in Article 12, can we assume that the Consultant awarded Contract #C037835 does not have to maintain Professional Liability Coverage?

**ANS:** Professional Liability/Errors and Omissions insurance coverage is waived for this contract.

Q8. Attachment 14: Key Personnel Resume and References, Page 116 states that Attachment 14 shall not exceed three (3) pages in length for each Key Personnel Title. Page 30 states not to exceed two (2) pages double-sided pages. Please clarify.

**ANS:** Attachment 14: Key Personnel Resume and References form is limited to two (2) double-sided pages. This has been corrected in Modification #1.

Q9. Transportation Analyst I minimum qualifications, first bullet states Bachelors degree in related field or 6 y. Please clarify.

**ANS:** Modification #1 corrects the first bullet to say: “Bachelor’s degree in related field or 6 years of full-time employment meeting the qualifying experience”

Q10. There are discrepancies in the number of Contract Job Titles. Please clarify the number and titles. Systems Operator I was omitted from the list on page 33, is it an approved job title?

**ANS:** There are 12 Contract Job Titles:
- Project Manager
- Operations Manager
- System Engineer II
- System Engineer I
- Transportation Analyst II
- Transportation Analyst I
- Shift Supervisor/System Operator IV
- System Operator III
- System Operator II
- System Operator I
- System Operator Trainee
- Field Technician

Modification #1 has corrected discrepancies on Pages # 31, Section 5.1.5; Page # 33, Section 5.2.2.

Q11. Will NYSDOT please provide a list of all respondents who provided a Letter of Interest?

ANS: The source list has been posted on the project site.

Q12. In order to comply with the page limitation for the “Organization and Staffing” section (1 double-sided page), may bidders provide the Proposed Management Plan as an attachment to Part 1 and therefore excluded from the page limitation requirements?

ANS: The page limitation as set forth in the RFP will not be modified.

Q13. Section 4.4 indicates that NYSDOT desires to have 21 System Operator II (12 full-time and 9 part-time). Is NYSDOT wanting all current employees to maintain their current job classification or do they wish for the employees to be reset to System Operator I?

ANS: All Key Personnel must meet the minimum qualifications for the Contract Job Title at the time of proposal submission. All Non-Key Personnel must meet the minimum job qualifications as listed in the RFP for their proposed contract job title. The Designated Consultant shall be required to submit a full Staff Roster including Key and Non-Key Personnel for NYSDOT’s review and approval. Resumes for all Non-Key Personnel shall be submitted with the Staff Roster.

Q14. Will an appendix count towards the page limit?

ANS: No additional information beyond the sections, within the page limits, requested in the RFP should be included in the Proposal. Any additional information (such as an appendix or brochure) not requested in the RFP will be removed from the Proposal prior to evaluation.