Please send an email with the names of attendees from your firm to:

Shalina.Mallory@dot.ny.gov
Materials Inspection, Sampling and Testing Consultant Services for NYSDOT

Contract # Co37839
Pre-Proposal Webinar
May 7, 2019 10:00am
New York State
Dept. of Transportation
Housekeeping/Agenda

Thank you for your interest in this project!

In Attendance from NYSDOT:
• Shalina Mallory, Main Office, Contract Management Specialist for this Project
• Al Hasenkopf, Patty Kappeller, Maria Tamarkin, Matt Bromirski, Main Office, Contract Management Bureau
• Sondra Little, Barbara Mosher and Wanda Anderson from the Office of Civil Rights
• Naim Orayfig (Project Manager), Ben Tennyson and Mike Stelzer from Program Area

Webinar is being recorded:
• Mute phones

Agenda:
• RFP Overview
• RFP MWBE/SDVOB Goals
• RFP Attachment Overview
• RFP Questions
Designated Contact

Potential responders are advised that under New York State Finance Law Section 139-j, communication on procurements can be made only to the following designated contact person:

Shalina Mallory  
New York State Department of Transportation  
Contract Management Bureau  
50 Wolf Road, 6th Floor  
Albany, NY 12232, USA  
Ph. 518-457-9101  
E-mail: Shalina.Mallory@dot.ny.gov

***Restricted Period in Effect  
***Submit RFP Response Form, PLL Forms
Email all questions to: Shalina.Mallory@dot.ny.gov

Deadline for question submission is Wednesday, May 15, 2019 at 12pm
Introduction/Background

The use of inspection and testing consultants to provide technical support services to the Department is the continuation of a program initiated more than 50 years ago. The current agreements are scheduled to expire in December 2019 and the nature of the services sought remains essential in the future.

The Department presently has agreements with inspection and testing consultants to supply materials sampling, testing, and inspection services under five different categories of service:

• Nationwide Technical Support Services
• Prestressed Precast Concrete Technical Support Services
• Precast Audit Services
• Regional Technical Support Services
• Technical Support Services for NYSDOT Structures Division - Local
Nationwide Technical Support Services

- Selected inspection and testing consultants will provide sampling, testing, and inspection services on an as-needed task assignment basis in accordance with the Department's procedures.
- Services will be required at facilities located throughout the United States and possibly Canada.

Precast Audit Technical Support Services

- Precast QA audits at concrete precast facilities on an as-needed task assignment basis in accordance with the Department's procedures. Services will be required at precast facilities located primarily in NY, PA and NJ but may also include facilities in neighboring states.
The selected inspection and testing consultants will perform sampling, inspection, and testing services at fabrication sites where precast/prestressed concrete structural units are being fabricated for use in Department construction projects. The concrete materials involved include: prestressed concrete beams, reinforced concrete three-sided structures, and other precast/prestressed bridge components.
Regional Technical Support Services

- Selected inspection and testing consultants will provide regional sampling, testing, and inspection services on an as-needed task assignment basis in accordance with the Department's procedures.

- The services sought are Portland Cement Concrete (PCC) and Hot Mix Asphalt (HMA) Plant Inspection in ten selected Department Regions (Region 1 - Albany, Region 3 - Syracuse, Region 4 - Rochester, Region 5 - Buffalo, Region 6 - Hornell, Region 7 - Watertown, Region 8 - Poughkeepsie, Region 9 - Binghamton, Region 10 - Long Island, and Region 11 - New York City).
Technical Support Services for NYSDOT Structures Division - Local

• The selected consultant will perform sampling, inspection, and testing services at steel fabrication sites as materials are being manufactured, supplied or fabricated for use in Department construction projects, and at bridge sites.
Scope of Services

Detailed **Scope of Services** for each category can be found on pages 9 through 48 of the RFP.
Things to Keep in Mind

- **New overtime guidance.** The RFP provides DOT guidance on the new overtime policy.

- **Floating Holidays:** DOT has floating holidays. The RFP provides DOT guidance on the overtime policy on floating holidays.

- **New tests were included** in the Regional testing items **and** the Nationwide testing items (Exhibit 1).

- **Conflict of Interest** during the performance of the contract: Consultants need to contact the manager when they are asked to perform QA/QC work or testing on DOT contracts by contractors to ensure there is no conflict of interest between the work they do for NYSDOT and the work for the contractor.
Things to Keep in Mind (Cont’d)

- **Flexibility**: Consultants need to know that DOT may ask them to perform work in other regions or add new tests or add new manufacturer locations during the life of the contract.

- **Restriction removed** of 4 maximum upstate regions per firm: This was done to hopefully get coverage for all regions. Consultants need to be ready to provide adequate inspectors should they choose to propose and if they receive awards for multiple regions.
M/WBE Participation Goals

The Office of Civil Rights has established the following M/WBE goals for this project:

- 16% - MBE Goal
- 8% - WBE Goal

Good Faith Effort:

https://ny.newnycontracts.com/
The Office of Civil Rights has established the following SDVOB goal for this project:

- 6% - SDVOB Goal

https://online.ogs.ny.gov/SDVOB/search

***Attached to the posted Pre-Proposal Webinar (PPW) will be detailed Good Faith Effort (GFE) instructions.
Contract Term

• The Department estimates that the work for the successful consultant will commence on January 1, 2020.

• The base-term or duration for the contract is five-years with one optional one-year extension upon written agreement of both parties and approval by the office of the Attorney General and the office of the State Comptroller.
Proposal Submission

Proposers shall submit seven (7) printed hard copies plus one (1) electronic copy on CD/Thumb Drive of Part I: Technical and Management Submittal and three (3) printed hard copies plus one (1) electronic copy on CD/Thumb Drive of Part II: Cost Proposal and Administrative Section Submittal.

Your proposal must be received by NYSDOT by 12pm on June 6, 2019. The proposal must be addressed to:
Shalina Mallory
NYS Department of Transportation
50 Wolf Road, 6th floor
Albany, New York 12232
Attention: #C037839 Materials Inspection, Sampling and Testing Consultant Services for NYSDOT
Minimum Proposal Requirements
Technical & Management Proposal Submittal

Any Firm that does not provide all of the following by the RFP deadline will be determined to be non-responsive and will be removed from further consideration (prior to the technical evaluation of proposals):

• Part I of the Proposal – Technical and Management submission
• Part II of the Proposal – Cost and Contract submission
• Completion of all applicable attachments:
  • Exhibits 1 & 2 COST SUBMISSION
  • Vendor Responsibility Questionnaire
  • Attachment 2: Consultant Information and Certification Form
  • Attachment 3: Form AOR Acknowledgement of Receipt
  • Attachment 4: Procurement Lobbying Law Forms
  • Attachment 6: Non-Collusive Bidding Certification
Proposals Submission

Minimum Proposal Requirements (Cont’d)
• Attachment 7: Vendor Assurance of No Conflict of Interest or Detrimental Effect
• Attachment 11: M/WBE/SDVOB Participation Information Form
• Attachment 11a: M/WBE/SDVOB Subconsultant Participation Solicitation Log
• Attachment 13: New York Business Reporting
• Attachment 14: Diversity Practices Questionnaire
• Attachment 15: Key Personnel Resume and References
• Attachment 17: NAE255 Form
• Attachment 18: Downstate Preference Form
• Attachment 19: AASHTO Accreditation Verification Form
# Proposal Submission

## 1. Part I: Technical and Management Proposal Submittal

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Seven (7) Printed and bound hard copies of Part I plus one copy of Part I on Thumb-drive</td>
<td></td>
</tr>
<tr>
<td>Securely sealed and clearly labeled with the consultant’s name, address, and telephone number and the words “Materials Inspection, Sampling and Testing Consultant Services for NYSDOT RFP Part I — Technical and Management Proposal (C037839)”</td>
<td></td>
</tr>
<tr>
<td>Signed Cover Letter on official business letterhead</td>
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<tr>
<td>Table of Contents identifying each major section and page numbers</td>
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<tr>
<td>Executive Summary of proposed approach</td>
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<tr>
<td>Narrative Description</td>
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<tr>
<td>Approach, Scope of Services and Schedule</td>
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<tr>
<td>Organization and Staffing</td>
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<tr>
<td>Experience</td>
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<tr>
<td>Complete and submit Attachment #15: Key Personnel Resume and References</td>
<td></td>
</tr>
<tr>
<td>Complete and submit Attachment #16: NAE255 Instructions</td>
<td></td>
</tr>
<tr>
<td>Complete and submit Attachment #17: NAE255 Form</td>
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Proposal Submission

Technical and Management Submittal
• Cover letter and title page
• Table of contents

Nationwide Support Services
• Organizational Chart
• Key Staff Resumes
  • Project Manager(s)
  • Senior Inspectors (3)
  • Intermediate Inspector (3)
  • Inspector (3)
• Approach to Scope of Services
• Project Experience
Proposal Submission

Technical and Management Submittal

Prestressed and Precast Concrete Technical Support Services

• Organizational Chart
• Key Staff Resumes
  • Project Manager (1)
  • Senior Inspectors (8)
  • Intermediate Inspector (3)
  • Inspector (2)
• Approach to Scope of Services
• Project Experience
Proposal Submission

Technical and Management Submittal

Precast Audit Technical Support Services
• Organizational Chart
• Key Staff Resumes
  • Project Manager (1)
  • QAT-2 Auditors (5)
• Approach to Scope of Services
  • Jersey Precast, Hamilton, NJ.
  • Kistner Concrete Products, Lockport, NY
  • LHV Precast, Kingston, NY
  • Jefferson Concrete, Watertown, NY
  • Fort Miller Company, Schuylerville, NY
• Project Experience
Proposal Submission

Technical and Management Submittal

Regional Technical Support Services

***Firms shall submit a NYSDOT 255NAE Form for each regional contract proposed***

- Distance, in miles, from the Regional Office to either the closest inspector or closest consultant office
- Organizational Chart
- Key Staff Resumes
  - Project Manager (1)
  - PCC – Senior Inspectors (2)
  - HMA – Senior Inspectors (2)
  - PCC – Intermediate Inspector (1)
  - HMA – Intermediate Inspector (1)
  - PCC – Inspector (1)
  - HMA – Inspector (1)
- Approach to Scope of Services
- Project Experience
Proposal Submission

Technical and Management Submittal

Technical Support Services for Structures Services - Local
- Organizational Chart
- Key Staff Resumes
  - Project Manager (1)
  - Senior Inspectors (2)
  - Intermediate Inspector (1)
  - Inspector (1)
- Approach to Scope of Services
- Project Experience
# Proposal Submission

**TABLE II - Cost and Administrative Proposal Submittal**

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Three (3) Printed and bound hard copies of Part II plus one copy of Part II on Thumb-drive</td>
<td>Securely sealed and clearly labeled with the words “Materials Inspection, Sampling and Testing Consultant Services for NYSDOT RFP, Part II — Cost and Contract Proposal (C037839)”</td>
</tr>
<tr>
<td>Required Cost information (complete and submit Exhibits 1 &amp; 2 for specific categories and/or regions)</td>
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</tr>
<tr>
<td>Certification of completed online or hard copy of Vendor Responsibility Questionnaire</td>
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</tr>
<tr>
<td>Complete and submit Attachment 2: Consultant Information and Certifications (sign both Sections II and III)</td>
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</tr>
<tr>
<td>Complete and submit the Attachment 3: Form AOR Acknowledgement of Receipt</td>
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</tbody>
</table>
Proposal Submission

Cost and Administrative Submission

Cost Proposal Instructions

Separate exhibit 2 spreadsheets for each category/region

Proposer must enter the base hourly rate, overhead rate, fee percentage and overtime multiplier.

Separate exhibit 1 spreadsheets for categories 1, 2, 4 and 5.
Proposal Submission (Cont’d)

Proposer must indicate capability to perform each test and proposed rate.

Costs in Exhibit 1 will not be factored into the cost scoring.

Note: Direct non-salary cost schedule is not part of the cost submission. Travel, meals and lodging reimbursements shall be limited to the prevailing maximum state and nationwide rates available at the following Web site: http://www.gsa.gov/.
Proposal Submission

Cost and Administrative Submission:

• Required Cost information (complete and submit Exhibits 1 & 2 for specific categories and/or regions)
• Certification of completed online or hard copy of Vendor Responsibility Questionnaire
• Attachment 2: Consultant Information and Certifications (sign both Sections II and III)
• Attachment 3: Form AOR Acknowledgement of Receipt
• Attachment 4: Procurement Lobbying Law Forms
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Proposal Submission

Cost and Administrative Submission (Cont’d)

- Attachment 7: Vendor Assurance of No Conflict of Interest or Detrimental Effect
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- Attachment 11a: M/WBE/SDVOB Subconsultant Participation Solicitation Log AND Goal Attainment Explanation Letter
- Attachment 13: New York Business Reporting
- Attachment 14: Diversity Practices Questionnaire
Proposal Evaluation Process

• Proposal Opening, Log-In and Certification
  • Minimum Proposal Requirements (Technical & Cost)
  • Met 16% MBE, 8% WBE, and 6% SDVOB or provided Goal Attainment Letter with Good Faith Efforts

• Technical Evaluation Committee (TEC) made up of NYSDOT and other NYS Agency Subject Matter Experts
  • Categories 1, 2 and 5
    • Scoring 70/30 split
  • Categories 3 and 4
    • Scoring 80/20 split
Order of Evaluation Process:

- Written Proposal Evaluations
- Reference Checks (Optional)
- Written Technical Proposal Proposal Clarifications
- Cost Proposal Evaluations
- Initial Best Value Determination
- Best & Final Offer (BAFO; Optional) & Proposal Withdrawal
- Final Best Value Evaluation
- Consultant Selection Recommendation & Tentative Contract Award
Contract Requirements

• Accept Terms & Conditions
• Insurance:
  • Workers’ Comp – C105.2
  • Disability – DB-120
  • ACCORD 25 – Certificate of Liability Insurance
• RFP Modifications & Acknowledgement
• 16% MBE, 8% WBE, and 6% SDVOB
• Form A
• PLL Forms
• Executive Order 177
Contract Approval Process

- Contract Finalization
- Consultant Review & Signature
- Contract Management Signature
- Funding
- Procurement package to Attorney General for approval
- Procurement package to Office of State Comptroller for final approval
Tentative Schedule of Key Events

NYSDOT will attempt to adhere to the following tentative schedule with regard to progressing this solicitation:

- **May 3, 2019**: RFP Release Date
- **May 7, 2019**: Pre-proposal webinar
- **May 15, 2019**: Deadline for questions about the RFP at 12:00 PM (EST)
- **June 6, 2019**: Deadline for the submission of proposals at 12:00 PM (EST)
- **June/July 2019**: Evaluations
- **Mid July 2019**: Approximate Recommendation & Tentative Designation
- **August 2019**: Contract Finalizing
- **November/December 2019**: OSC Contract Award
Questions Already Received

Q1: Are firms responsible for submitting a proposal that includes all 5 categories?
A1: The RFP includes the scope of work for all 5 categories. Firms may elect to submit separate proposals for any or all 5 of the categories. Responding to all 5 categories is not required. Separate award(s) will be made for each category under different contract numbers to be issued with the draft contract(s).

Q2: Are you able to share the list of firms who received the RFP?
A2: Yes. The source list will be published this week.

Q3: Where can we find the locations of the manufactures for region 10 & 11?
A3: See list of NYS testing plants and facilities at the following link: https://www.dot.ny.gov/divisions/engineering/technical-services/technical-services-repository/alme/ApprovedPlants.pdf
Contract # C037839
Materials Inspection, Sampling and Testing Consultant Services for NYSDOT

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Email all questions to:

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Deadline for question submission is

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