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 # C037840
Pre-Proposal Webinar
June 17, 2019 2:00pm
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
• Patty Kappeller, Main Office, Contract Management Bureau
• 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 Proposal Submission Format
• 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 Monday, June 24, 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:
1. Nationwide Technical Support Services
2. Prestressed Precast Concrete Technical Support Services
3. Precast Audit Services
4. Regional Technical Support Services
5. Technical Support Services for NYSDOT Structures Division - Local
C037840 - 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.

C037842 - 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.
C037844 - 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).
C037843 - 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 in Attachments 23-27 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.
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 awarded per firm: This was done to get proposals submitted for all upstate regions. Firms 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 NYSDOT Office of Civil Rights has established the following M/WBE goals for each contract (category 1, 2, 3 and 5) and/or each region (category 4):

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

***A certified firm selected toward your commitment to meet the goal(s) may be counted towards either a minority-owned business enterprise (MBE) goal or a women-owned business enterprise (WBE) goal, but such participation may not be counted towards both such goals.

Good Faith Effort:

https://ny.newnycontracts.com/
SDVOB Participation Goal

The NYSDOT Office of Civil Rights has established the following SDVOB goal for each contract (category 1, 2, 3 and 5) and/or each region (category 4):

- 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 contracts are 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 one (1) original plus six (6) printed hard copies and one (1) electronic copy on CD/Thumb Drive of Part I: Technical and Management Submittal and one (1) plus two (2) printed hard copies one (1) electronic copy on CD/Thumb Drive of Part II: Cost Proposal and Administrative Section Submittal for each contract (category 1, 2, 3 and 5) and/or each region (category 4).

Your proposal must be received by NYSDOT by 12pm on July 11, 2019 EST. The proposal must be addressed to:

    Shalina Mallory
    NYS Department of Transportation
    50 Wolf Road, 6th floor
    Albany, New York 12232
    Attention: #C0378  ** Materials Inspection, Sampling and Testing Consultant Services for NYSDOT

** Enter the last two digits of the appropriate contract number for the category proposed
Minimum Proposal Requirements

Technical & Management Proposal Submittal (For Each Contract/Category Proposed)

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 (Category 4 – Regions 8, 10 and 11 ONLY)
• Attachment 19: AASHTO Accreditation Verification Form (Region 11 ONLY)
• Attachment 22: Proposal Submission Form
Proposal Submission

1. Part I: Technical and Management Proposal Submittal

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<tr>
<td>□</td>
<td>One (1) original plus Six (6) hard copies in 3-ring binders bound separately of Part I plus one copy of Part I on Flash-drive – <strong>For EACH Region Proposed</strong></td>
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<tr>
<td>□</td>
<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 (C037844)”</td>
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<tr>
<td>□</td>
<td>Signed Cover Letter on official business letterhead</td>
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<td>Table of Contents identifying each major section and page numbers</td>
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<tr>
<td>□</td>
<td>Complete and submit Attachment #15: Key Personnel Resume and References</td>
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<td>Complete and submit Attachment #17: NAE255 Form</td>
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<tr>
<td>□</td>
<td>Complete and submit Attachment #18: Downstate Preference Form (<strong>Regions 8, 10 and 11 ONLY</strong>)</td>
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<tr>
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<td>Complete and submit Attachment #19: AASHTO Accreditation Verification Form (<strong>Region 11 Only</strong>)</td>
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<td>Complete and submit Attachment #22: Proposal Submission Form</td>
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Proposal Submission

Technical and Management Submittal
• Attachment 22: Proposal Submission Form
• Cover letter and title page
• Table of contents

Nationwide Support Services
• Organizational Chart
• NAE255 Form
  • 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
• NAE 255
  • 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
- NAE 255
  - 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
- NAE 255
  - 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
- NAE 255
  - 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>Requirement</th>
<th>Description</th>
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<tbody>
<tr>
<td>✔️</td>
<td>One (1) original plus Two (2) hard copies in 3-ring binders bound separately of Part II plus one copy of Part II on Flash-drive – <strong>For EACH Region Proposed</strong></td>
</tr>
<tr>
<td>✔️</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 (C037844)”</td>
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<tr>
<td>✔️</td>
<td>Required Cost information (complete and submit Exhibits 1 &amp; 2 for specific categories and/or regions)</td>
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<td>✔️</td>
<td>Certification of completed online or hard copy of Vendor Responsibility Questionnaire</td>
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<td>Complete and submit <strong>Attachment 2: Consultant Information and Certifications</strong> (sign both Sections II and III)</td>
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<td>Complete and submit the <strong>Attachment 3: Form AOR Acknowledgement of Receipt</strong></td>
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<td>Complete and submit <strong>Attachment 4: Procurement Lobbying Law Forms</strong></td>
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<td>Complete and Submit <strong>Attachment 6: Non-Collusive Bidding Certification</strong></td>
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<td>Complete and submit: <strong>Attachment 11: M/WBE/SDVOB Participation Information Form</strong></td>
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<td>✔️</td>
<td>Complete and submit (if applicable): <strong>Attachment 11a: M/WBE/SDVOB Subconsultant Participation Solicitation Log AND Goal Attainment Explanation Letter</strong></td>
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<tr>
<td>✔️</td>
<td>Complete and submit <strong>Attachment 13: New York Business Reporting</strong></td>
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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:

- Attachment 22: Proposal Submission Form
- 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
- Attachment 6: Non-Collusive Bidding Certification
Proposal Submission

Cost and Administrative Submission (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 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 (Goals are per Contract (Category 1, 2, 3 and 5) and Region (Category 4)

• 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:

- **June 13, 2019**: RFP Release Date
- **June 17, 2019**: Pre-proposal webinar
- **June 24, 2019**: Deadline for questions about the RFP at 12:00 PM (EST)
- **July 11, 2019**: Deadline for the submission of proposals at 12:00 PM (EST)
- **July/August 2019**: Evaluations
- **Mid-August 2019**: Approximate Recommendation & Tentative Designation
- **September/October 2019**: Contract Finalizing
- **December 2019**: OSC Contract Award
Questions Already Received

Q1: What were the reasons that the State cancelled the first RFP?
A1: It was in the State’s best interest to cancel the previous RFP and clarify the requirements with a revised, new RFP.

Q2: There are two sections in the RFP in which the AASHTO requirements differ. Are AASHTO Certifications required for Regions other than Region 11?
A2: The AASHTO Accreditation Verification Form is only required for Region 11 for proposal submission.
Questions Already Received (Cont’d)

Q3: The percentage requirements for M/WBE and SDVOB are too high and are unachievable in some of the Regions for Regional Technical Support Service contracts. For example: in Region 1 where it is projected that 1000 Inspector hours will be needed over a single season, there is insufficient opportunity for actively engaged (and compensated) inspectors to provide the requisite 10 days of continuous hands-on plant training to new inspectors proposed to be deployed by our subcontracted M/W/SDVOB firms. In fact there is insufficient labor demand for nearly continuous subcontractor deployment. Consequently, subcontractors do not desire this on-call-part-time work which can only be accomplished by highly skilled, properly credentialed and pre-approved (by NYSDOT) personnel. In a situation similar to this, when the requisite 10 continuous days of training is unachievable, how does the State expect the Primes to make good faith efforts to utilize subcontractors who cannot complete the contract demands due to lack of NYSDOT labor demand?

A3: The goals have been set by the NYSDOT Office of Civil Rights. If goals cannot be met, then Good Faith Efforts must be demonstrated and submitted with the Proposal(s).
Questions Already Received (Cont’d)

Q4: When submitting for Category 4: Regional Technical Support Services; the State is requiring Attachment 15 – Key Personnel Resumes and Attachment 17 – NAE255, each of which contains essentially duplicate personnel information for the Project Manager and eight classes of Inspectors. Why?
A4: Both forms are required.

Q5: Can the References required in Attachment 15 be provided in Attachment 17, so as to eliminate the necessity for Attachment 15?
A5: Both attachments are required.

Q6: Will the State publish a list of firms who proposed on the first Solicitation? Or does the Source List include all proposers?
A6: The source list will include the names of firms who have expressed interest in this RFP.
Questions Already Received (Cont’d)

Q7: The contract numbers on the Attachments and Forms differ from form to form. Will the Contract numbers be deleted from the forms so that the Prime Proposers can fill out the contract numbers which are appropriate to the Categories in which they are bidding?
A7: Category specific forms already have a place to enter the appropriate category Contract #. Generic forms that are not specific to the category have the C037840 contract number.

Q8: Is it the intention of the state to require separate regional technical service proposals for each region? In other words, if we propose in more than one region, then the number of regions that we propose in requires the same number of proposals? Can the cost proposals for multiple regional technical services be combined into one proposal along with all the certifications and other exhibits that are required or is it necessary to complete and send originals of all the certifications with each region proposed on?
A8: A separate proposal is required for each region. This includes one (1) original and six (6) administrative/technical proposals and one (1) original and two (2) copies of the cost and contract proposals for each.
Important Reminders

• Upstate Regional Contracts – no limit.
• AASHTO Accreditation Verification Form – Only required for Region 11.
• M/WBE/SDVOB Goals – Goals are per Contract (Category 1, 2, 3 and 5) and per Region (Category 4).
  • A firm can only be used to meet ONE of the utilization goals. Either MBE or WBE, not both.
Proposal Submission – Firms must submit separate Technical (Part I) and Cost (Part II) Proposals in 3-ring binders for each Category (1, 2, 3 and 5) or each Region (Category 4) proposed.

For example, if a firm is proposing all categories and all regions the following is needed:

- Seven (7) Technical and Three (3) Cost proposals for each Category (1, 2, 3 and 5)
- Seven (7) Technical and Three (3) Cost proposals for each Region (Category 4)
Please send an email with the names of attendees from your firm to:
Shalina.Mallory@dot.ny.gov
Email all questions to:
Shalina.Mallory@dot.ny.gov

Deadline for question submission is
Monday, June 24, 2019 at 12pm