Q1: What were the reasons that the State cancelled the first RFP?

Ans: 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?

Ans: The AASHTO Accreditation Verification Form is only required for Region 11 for proposal submission.

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?

Ans: 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).

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?

Ans: 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?

Ans: 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?

Ans: The source list will include the names of firms who have expressed interest in this RFP.

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?

Ans: 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?

Ans: 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 region proposed.

Q9: I know it was stated several times, but I feel we have a special case with one of our team members: Our project team has a subcontractor which has both the WBE and MBE certifications, the goals are 8% and 16% respectively; however, we wish to award the team member with up to 30% of the total contract value, which exceeds both the 8% and 16% (combined total 24%) of the contract value. Since we are exceeding the goals, would we be able to apply this subcontractor to both of the goals?

Ans: Minority/Women's Business Enterprise (M/WBE) requirements apply to contracts that do not have any Federal-Aid and have two separate goals, one for MBEs and one for WBEs. MBE and WBE goals cannot be combined.
Q10: For the Attachment 1 – Nationwide there are certain tests which there is not a single lab in the USA accredited to perform the test, according to the AASHTO website. Example: Fineness of Hydraulic Cement by Turbidimeter (AASHTO T 98). Will the proposer be listed as non-responsive if we cannot provide a price for every single item on the Attachment?

Ans: Firms won’t be deemed non-responsive for not providing a price for every single item on the Attachment. Firms are only required to give a price for the tests that they are able to perform.

Q11: How will the scoring for Part 2 – Cost proposal be calculated? For Example, will the lowest loaded rate receive the full 30 points and the highest rate receive 0? How will all other parties fair that fall in-between the high and low loaded rates?

Ans: As stated in Section 6.4 of the RFP: The proposal with the lowest Project Total 5-Year Budget will receive a perfected score of 30 points (except for Precast Audit and Regional (Categories 3 and 4) which will receive a perfected score of 20 points). Other technically acceptable offers with higher Project Submittal 5-Year Budget will receive proportionately lower cost scores.

Q12: Our firm uses a professional binding system that is not “3-ring.” Is 3-ring the only acceptable format for binding or is any binding system that ensures the submission is securely bound together acceptable? (e.g. GBC binding)

Ans: Proposal submissions for this project are required to be in a 3-ring binder.

Q13: If our firm’s Attachment 11 is submitted, complete, and meets the established goals is attachment 11a needed? It was listed within the required documents during the webinar but is noted as “if applicable” within the RFP.

Ans: Attachment 11a must be submitted with each proposal. If the goals are met in Attachment 11, Attachment 11a doesn’t have to be completed. If any of the goals aren’t met in Attachment 11, then Attachment 11a AND the goal attainment letter is required.

Q14: An organizational chart is required information in the NAE255 Form. Is a separate copy of the organizational chart needed in each technical proposal in addition to the one presented in the NAE255? During the webinar the Organizational Chart was a separate bullet, but the RFP doesn’t indicate the need for additional copies of the charts.

Ans: The Organizational Chart can be submitted as part of NAE255.
Q15: Your presentation in today's Pre-Proposal Webinar mentioned that hard copies must be submitted in 3-ring binders. Is it also acceptable to submit hard copies in velobound or spiral-bound books?

Ans: See the answer to question 12.

Q16: Can the NYSDOT confirm if the following inspector certifications are acceptable equivalents of those listed as required in the RFP:

1. For the Category 4 - Regional Contract, which requires certified PCC Inspectors, are inspectors with the ACI Aggregate certification permitted to perform Concrete Plant Inspections as substitutes for PCC certified inspectors?

   Ans: No. Inspectors with the ACI Aggregate certification are not permitted to perform Concrete Plant Inspections as substitutes for PCC certified inspectors.

2. For the Category 2 - Prestressed and Precast Concrete Technical Support Services, which requires certified PCI Inspectors, are inspectors with the ICC Prestressed Concrete Special Inspector certification permitted to perform Prestressed Inspections as substitutes for PCI certified inspectors?

   Ans: No. Inspectors with ICC Prestressed Concrete Special Inspector certification are not permitted to perform Prestressed Inspections as substitutes for PCI certified inspectors.

3. For the Category 3 - Precast Audit Services, are inspectors with the ICC Prestressed Concrete Special Inspector certification permitted to perform considered to be qualified by the NYSDOT to perform the requested auditing services?

   Ans: No. Inspectors with the ICC Prestressed Concrete Special Inspector certification are not permitted to perform the requested auditing. The RFP requirements for inspectors for this category of services are either NPCA or PCI certificates.

Q17: Are proposers permitted to include the electronic copies of Part I and Part 2 on the same flash drive?

Ans: Yes.

Q18: When the Prime is certified M/WBE or SVDOB, does their participation count towards the participation goals? If so, what percentage does the Prime’s participation count for?
Ans: If the Prime is a certified MBE, WBE or SDVOB, they would have fulfilled one of the required goal based on the applicable certification, however, they can only be credited toward **ONE** self-identified category.

Q19: In the webinar, it was stated that the submission needs to be in a 3-ring binder; would a bound copy by acceptable (e.x. spiral bound)?

Ans: See the answer to question 12.

Q20: In Part II - Exhibit 2 Cost Proposal, do we insert separate additional lines for subcontractor hourly rates, or are we supposed to average their rates in with ours? Or is it NYSDOT’s intent to evaluate Cost proposals based only on the Prime proposing firms’ rates? Some DBE subcontractors have rates that are much higher than our rates.

Ans: We need one cost from the prime for the entire team (prime and subs). The prime can average all costs (prime and subs’ cost) or do whatever other mathematical computations they need to do to submit one price for the team.

Just to clarify this project requires MBE, WBE and SDVOB contractors, not DBE.

Q21: Page 35 of the RFP states “all signatures on each copy must be an original”. Is it sufficient to have original signatures on the 1 original copy, and a scanned version of the form included in the 6 hard copies?

Ans: Yes.

Q22: Attachment 11a: on the top of this form it says (SELECT ONE) MBE – WBE – SVDOB. Do you want a separate sheet for each subconsultant that is covering the three participation goals or can we list them all on one page?

Ans: Yes, separate documents for subcontractor categories is preferred.

Q23: I do not see an Exhibit 1 for Category 3 in the ‘Attachment 16-27 and Exhibits 1-8’ folder on the website, but it is noted on the Checklist. Can you please provide that form?

Ans: Category 3 (Audit) doesn’t require Exhibit 1. A modification will be posted revising the checklist.

Q24: Is this new RFP in addition to the last Materials RFP or is it replacing?
Ans: This RFP (C037840-C037844) is replacing the previous RFP. The previous RFP (C037839) has been cancelled and all proposals were rejected by NYSDOT.

Q25: Do we have to submit Attachment 18 if we are not proposing on Regions 8, 10 or 11?

Ans: No. It is only required if you are proposing for Regions 8, 10 or 11.

Q26: When I have been using the ESD website to try to locate MBE firms that provide the services outlined in this RFP for or near certain Regions, I am not coming up with firms to contact. How do we document that we weren’t able to contact or subcontract with MBE firms if there isn’t any listed in the directory?

Ans: When utilizing the M/WBE Registry the Business Description and Work District/Region parameters are the most favorable selections to provide you with results. Narrowing your search to a specific word could ultimately provide you with negative results. Generic terms should be entered to start the search, then once you obtain your list you can download this search to review the firm’s capabilities in a more detailed format.

For example, if you select Engineering Services as the business description, then select Capital Region (which encompasses all 8 counties located within Region 1), you will obtain over 100 firms.

Q27: On Page 28 of 136 of the RFP, the RFP states “All of the proposals must have a cover letter, title page, table of contents and narrative description. Information on the Organization Chart, Key Staff Resumes, Approach to Scope of Services and Project Experience must be specified for each category that is being proposed.” Please confirm the “narrative description” is included in Attachment 17, Part 8I, and it is not a separate part of the proposal. If the narrative description is not part of Attachment 17, Section 8I, please indicate what type of narrative description you are requesting, all formatting requirements including number of pages allowed, and what content is required to be included.

Ans: Confirming that on page 18, not page 28, a separate narrative description is not required.

Q28: Attachment 17, Section 10 says the proposer is to provide “Project Experience – This section is a demonstration of the firm/team’s experience… This attachment may not exceed four pages”. When referencing Attachment 16 on how to correctly fill out Attachment 17, Section 10 of Attachment 16 is “Firm/Team’s Experience”. The section numbers and descriptions don’t match. Additionally, Section 11 of Attachment 16 is “Project Experience”. It appears that Section 10 & 11 of Attachment 16 are meant to be included in one section. Please clarify if these
were intended to be included in the same section or not and indicate that the information included in the combined sections shall be a maximum of 4 pages total.

**Ans:** Section of 11 of Attachment 16 (NAE255 Instructions) is a sub-set of Section 10 of Attachment 16. A modification will be released to revise the form.

**Q29:** Attachment 16, Item 11 states “Item 12 must be limited to four (4) pages. **Project reference shall not be a current NYSDOT employee.**” Should Item 12 be referenced in Item 11? Please clarify.

**Ans:** Yes. A modification will be released to revise the form.

**Q30:** On Page 31 of 136, specifically in Part II: Cost and Administrative Submittal/Proposal, first paragraph, the RFP states 55% (of inspection work) will be required for the inspection of structural steel fabrication, with the remaining 45% required for sampling, testing, and inspection of other construction materials. Please indicate why these approximate percentages changed so much. They were previously 80%/20%, respectively.

**Ans:** They should be 80%/20%. A modification will be released to revise this.

**Q31:** Page 45 of 136 of the RFP states “All signatures on each copy must be an original.” Are we allowed to have a Company Officer authorize a Company Manager to provide these signatures?

**Ans:** The original must be signed by a person authorized to bind the proposer to a contract.

**Q32:** On Page 22 of 136 of the RFP, specifically Section 5.1.2 Part I, Item #2 – Key Staff Resumes has a comment “The total number of resumes is limited to 14. Add additional pages as necessary.” Please confirm that this applies to Attachment 15 & Attachment 17. If the answer is yes, please confirm that proposers are limited to 3 pages per Key Personnel in Attachment 15 & a single page per Key Personnel in Attachment 17. If this assumption is incorrect, please clarify the statement above.

**Ans:** Yes, confirmed.

**Q33:** On Page 22 of 136, specifically Section 5.1.2 Part I, Item #2 – RFP states “For each Inspector, Intermediate Inspector, and Senior Inspector, indicate on the resume (section 8G) their appropriate certification and/or training that meets the requirements stipulated in Section 3.4.5 of the RFP.” Please clarify where Section 3.4.5 is located in the RFP.
Ans: Please refer to Attachment 24, Category 2 (Prestressed/Precast).

Q34: On Page 33 of 136 of the RFP, specifically Section 5.1.2, Part 1, Item #4 - RFP states “List all NYSDOT and any other state, county or local DOT’s projects/assignments, within the last five years that involved providing quality control or quality assurance related to the inspection of structural prestressed concrete component fabrication and other structural precast components.” It goes on to say “Point of contact shall not be a current NYSDOT employee. These points of contact may be asked to complete a reference check form used for evaluation of experience (see Section 5.3).” If proposer is to include all NYSDOT related experience and include a point of contact, how would one do that if they’re not allowed to provide a current NYSDOT employee?

Ans: Confirming on page 23, not 33, of the RFP that any other reference may be used EXCEPT if a project is OWNED by NYSDOT.

Q35: On Page 35 of 136, the RFP states “For each resume, indicate the appropriate certification (See Section 3.5.6).” Where can Section 3.5.6 be found in the RFP?

Ans: On page 25, not 35, please refer to Attachment 25, Category 3 (Precast Audit).

Q36: Does Attachment 15 Key Personnel Resumes need to include all of the Senior Inspectors, Intermediate Inspectors and Inspectors that we are proposing or should they just include those inspectors that are deemed to be Key? If a firm can provide additional staff beyond the quantity listed in any particular contract’s listed inspector total, can additional resumes be supplied or not?

Ans: Total resumes are limited to the number specified in the RFP.

Q37: Some of the contracts / service categories allow only a small group of personnel to be listed in the ‘Key Staff’ section, inclusive of resumes. Are sub-consultant personnel to be considered Key Personnel and included in this section, or should these personnel and inspectors be limited to the prime consultant? By including sub-consultant personnel in this section, some of the service categories would limit prime consultant staff to only 1 inspector, with the three required sub-consultants filling the other inspector positions, if required to show inspection personnel from each sub-consultant in this section.

Ans: Key personnel are not limited to the prime consultant.

Q38: Do Vendor Responsibility Questionnaires need to be submitted by all sub-consultants at the time of proposal submission?
Ans: As stated on page 35, Section 5.2 of the RFP, if the proposed sub-consultant is valued at or greater than $100,000. A Vendor Responsibility Questionnaire must be completed.

Q39: Can NYSDOT provide the commodity codes that would be relevant to these scopes of services to assist with locating suitable M/W/SVDOB sub-consultants?

Ans: As per Attachment 12 of the RFP, commodity codes are included in the certified sub-consultant directly. It is the prime consultant’s responsibility to search for codes that are relevant to this project.

Q40: For proposers that hold a current NYSDOT contract for materials testing and/or inspection services, it would be beneficial to be able to use that as prior relevant experience. With the understanding that points of contact cannot be a current NYSDOT employee (which would be the case for the term contracts), please detail how proposers can properly list that experience.

Ans: See the answer to question 34.

Q41: In the last paragraph on p. 37 of the RFP, it states to “Use Contract Number C037839 wherever requested in the forms.” Is that correct, or should the relevant section’s contract number be used?

Ans: These forms are not contract specific. A modification will be released to change this to “Use Contract Number C037840”.

Q42: Do sub-consultants need CIN numbers at the time of proposal submission, or only if selected to enter into a contract with NYSDOT?

Ans: Yes, the designated prime and sub-consultants will need a CIN # and EBO login.

Q43: Please confirm that Attachment 11a is not needed to be submitted if the M/W/SVDOB goals are proposed to be met as required.

Ans: Confirmed.

Q44: Please clarify how the direct rate should be calculated in Part II.

Ans: It is up to the prime consultant to propose the direct rate (base hourly rate).

Q45: Is the annual billable rate increase left up to the proposer, or is there a specific percentage allowable per year?
Ans: It is up to the prime consultant to propose the annual billable rate.

Q46: Is there a preference for the submittal to be double-sided vs single-sided?

Ans: No preference.

Q47: In Part 1 of Technical Submission, do you want the org chart provided two times? I ask because the NAE 255 requires an org chart (Question #7).

Nationwide Support Services (from the pre-proposal PowerPoint)
• 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

Ans: Only 1 Org Chart is required. It should be submitted with Attachment 17.

Q48: The NAE states…”THIS FORM SHALL NOT BE ALTERED AND IT SHALL BE SUBMITTED IN BLACK AND WHITE.” Our responses are in color. BUT we did not change the form. We feel it makes the review process easier. Will this be a problem?

Ans: As stated, the form shall be submitted in black and white.

Q49: Is it acceptable if we add color to Attachment #15?

Ans: Yes.