Right of Way & Real Estate IT System Services for NYSDOT

Contract # Co37856
Pre-Proposal Webinar
July 2, 2019 @ 9:30 AM (EST)
New York State
Dept. of Transportation
Housekeeping / Agenda

In Attendance from NYSDOT:
• Micheleen Gregware, Main Office, Contract Management Specialist for this Project
• Susan Beaudoin, Assistant Counsel & Director of Office of Right of Way
• Scott Roods, Real Estate Officer, Property Management Bureau
• John Fontana., PMO Consultant Project Manager/Transportation Portfolio

Webinar is being recorded:
Mute phones

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

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

Micheleen.Gregware@dot.ny.gov
Designated Contact

Potential Proposers are advised that any communication on regarding this procurement can only be made to the following designated contact in accordance with New York State Finance Law Section 139-j:

Micheleen Gregware
New York State Department of Transportation
Contract Management Bureau
50 Wolf Road, 6th Floor
Albany, NY 12232, USA
Phone: (518) 485-8620
E-Mail: Micheleen.Gregware@dot.ny.gov

*****Restricted Period is in Effect
*****Submit RFP Response Form and PLL Forms, if not done already
The NYSDOT Office of Right of Way acquires real estate in a timely manner for transportation purposes and managing or disposing of transportation property on terms beneficial to the people of the State of New York.

To support these responsibilities, the OROW currently uses the SESAME software application. This application is old and incapable of meeting data management, work production, or reporting needs for Main Office and Regional Office OROW staff across New York.

NYSDOT’s Office of Right of Way, in conjunction with the NYS Office of Information Technology Services, is seeking a comprehensive COTS solution to replace the legacy SESAME system for the appraisal, acquisition, and management of property acquired for public projects.
Future State OROW System Context Diagrams

Right of Way & Real Estate IT System Stakeholders
Required Integrations

Solution

NYS DOT Integrated Applications

- Summit (Numetric)
- ESRI Collector (Mobile App)
- FileNet
- ITS GIS Program Office
- Highway Work Permits (HWP)
- NYS DOT Web Site
- NYS DOT Spatial Data
- ROW Metrics Portal
- Program Support System (PSS)/Oracle Primavera Portfolio Management (OPPM) DWH
- Document Retrieval
- Map, Forms, Other Documents, Metadata
- Update Spatial/Applic Data
- NYS Spatial Data
- Financial Transaction Info
- Project Data
- Financial Transaction Info
- NYS DOT Spatial Data
The proposed Right of Way and Real Estate IT System solution must fit into the overall infrastructure and architecture requirements of NYS IT systems defined in this RFP (See Attachment 20 – OITS Technology Services and Standards Overview).

Detailed Scope of Services can be found in Section 4 of the RFP (pages 18 through 25)

Under the resulting contract, the selected Consultant must provide the following services/functions, as applicable:

1. Project Planning
2. Project Management, Execution and Control
3. MWBE & SDVOB Participation Management Plan
5. Detailed Requirements Definition
7. System Construction: Configuration / Programming / Development / Integration / Data Migration
8. System Testing and Acceptance Test Planning
9. Product Implementation and Deployment
10. Communications
11. Change Management
12. Training and Knowledge Transfer
13. Post Implementation Warranty, Maintenance and Support
The Office of Civil Rights has established the following M/WBE & SDVOB goals for this project:

- 6% - MBE Goal
- 13% - WBE Goal
- 6% - SDVOB Goal

Good Faith Effort:

https://ny.newnycontracts.com/
https://online.ogs.ny.gov/SDVOB/search
Contract Term

- The Department *estimates* that the work for the successful consultant will commence on *November 1, 2019*.

- The *base-term* or duration for the contract is *five-years* upon approval by the office of the Attorney General and the office of the State Comptroller.
Proposal Submission

Proposers shall submit one (1) originally signed copy and nine (9) printed and bound (3-ring binder) hard copies plus one (1) electronic copy on Thumb-drive in both in Adobe PDF format of Part I: Technical and Management Submittal and one (1) originally signed copy and three (3) printed and bound (3-ring binder) hard copies plus one (1) electronic copy on Thumb-drive, in Adobe PDF format and MS Excel 2016 compatible format, of Part II: Cost Proposal and Administrative Section Submittal

Your proposal must be received by NYSDOT by 12:00 PM (EST) on August 7, 2019.

Your proposal must be addressed to:

Micheleen Gregware
NYS Department of Transportation
50 Wolf Road, 6th floor
Albany, New York 12232
Attention: #C037856 Right of Way & Real Estate IT System 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 Administrative submission
• Completion of all applicable attachments:
  • Attachment #24: COST SUBMISSION
  • Vendor Responsibility Questionnaire (if not done on-line)
  • 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
Proposal 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 #16: Functional Requirements
• Attachment #17: Interface Requirements
• Attachment #18: Firm Experience
• Attachment #19: Project Plan & Staffing
• Attachment #20: OITS Technology Services Standards Overview
• Attachment #21: Data Conversion
• Attachment #22: System Testing & Acceptance
• Attachment #23: Support & Maintenance
Proposal Evaluation Process

- Proposal Opening, Log-In and Certification
  - Minimum Proposal Requirements (Technical & Cost)
  - Met 6% MBE, 13% WBE, and 6% SDVOB or provided Goal Attainment Letter with Good Faith Efforts
- Technical Evaluation Committee (TEC) - made up of NYSDOT Subject Matter Experts (SME’s) will evaluate proposals.
Order of Evaluation Process:

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

- Acceptance of Contract Terms & Conditions
- Insurance:
  - Workers’ Comp – C-105.2
  - Disability – DB-120
  - ACCORD 25 – Certificate of Liability Insurance
- RFP Modifications & Acknowledgement
- 6% MBE, 13% 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:

• RFP Release Date: June 24, 2019
• Pre-Proposal Webinar July 2, 2019, 9:30 AM – 11:30 PM (EST)
• Question Submittal Deadline: July 8, 2019, 12:00 PM (EST)
• Answers/RFP Announcement #1 Due: July 15, 2019
• Proposals Due: August 7, 2019, 12:00 PM (EST)
• Proposal Evaluation: August 2019
• Demonstrations/Interviews: September 2019
• Recommendation & Designation: September/October 2019
• Contract Finalization: September/October 2019
• Contract Award: January 2020
Questions Already Received

1. One quick question concerning the due date; is it the 7th of August as indicated under A. or August 2nd as indicated on page 38, Section 7.1?
   
   Response: Proposals are due on August 7, 2019 @ 12:00PM (EST).

2. Who is the provider of the SESAME software currently being used?
   
   Response: Lantica Sesame Version 2.6 is currently in production.

3. Has the OROW set a firm date when SESAME must be retired?
   
   Response: No date has been set for when Sesame must be retired, however, NYSDOT desires a Go-Live date of 12 months after contract award for a replacement system.

4. Are there any expiration dates for the licenses or subscriptions for the technology that runs SESAME?
   
   Response: The Lantica Sesame licenses have no expiration dates at this time.
Questions Already Received, cont’d

5. Please provide an expected user count break-down for the following general user types:
   a) Project/Delivery/Resource Managers (create and update Project, RoW, Real Estate and/or Contract data)
   b) Project Team Members (need access to system in some capacity – maybe read-only access or restricted access to certain portions of the solution)
   c) SysAdmin/Configuration/PMO Members (control system access, configure forms/workflows/reports, maintain solution library data)

Response: Web Users: **Assume 200 NYSDOT users** (although NYSDOT desires anyone in the Department to have access to parts of its application data) and **80 NYSDOT consultants entering data annually, up to 1,000 citizens accessing the system to submit and view application data annually, and up to 50 NYSDOT users with read only access.**

GIS Users: **To Be Determined; for RFP purposes assume 100.**

Mobile Users: **Assume 100 Right of Way Specialists entering data.**

**NOTE:** NYSDOT expects the OROW Specialists and read-only users will be able to use any of the Web, GIS and Mobile applications.
Questions Already Received, cont’d

6. Can the OROW please share a rough ball park budget figure for acquiring the new solution?
   
   Response: *It is NYSDOT’s practice not to release information regarding a project’s budget for Best Value procurements.*

7. Please provide a list of any Right of Way or Land Acquisition vendors the OROW has reviewed within the last 12 months.
   
   Response: *The Source list for this procurement will be posted to the NYSDOT website along with the PowerPoint presentation. This information can be found at:* [https://www.dot.ny.gov/doing-business/opportunities/consult-opportunities](https://www.dot.ny.gov/doing-business/opportunities/consult-opportunities).

8. Part I – Technical and Management Submittal – Cover Letter - Please clarify the RFP’s page limit for the cover letter. On Page 26, Section 5, Subsection 5.1 under Part 1: Technical and Management Submittal Chart (Line 3) it states, “Signed Cover Letter on official business letterhead (2-page limit). However, on page 27, under bullet 1 it states “Cover Letter, and Title page Indicating…. Not to exceed a single page”. Please provide clarification of this requirement.
   
   Response: *The cover letter should be provided on official business letterhead not to exceed a single page. The title page should not exceed a single page.*
Questions Already Received, cont’d

9. Part I – Technical and Management Submittal - Experience: “Provide a list of three (3) projects currently in progress and three (3) projects that have been completed within the last five (5) years which are similar to this effort.” As with the work requested in this RFP, a system like this, when deployed, transitions into maintenance and is ongoing rather than “completed”. Would the State find acceptable 3 projects currently in maintenance being cited for the “completed” items?

Response: Yes. The Department considers a system that is deployed and in the maintenance phase to be a completed project.

10. Part II – Cost and Administrative Submittal - “complete and submit online certification hard copy of Vendor Responsibility Questionnaire.” Will we need to submit proof of certification as part of the proposal? If yes, what would be an acceptable confirmation be – i.e., screen shot image from portal?

Response: Yes. Please provide a screen shot of the certification from the OSC Vendor Responsibility website, if completed online, with your proposal.
Questions Already Received, cont’d

11. Part II – Cost and Administrative Submittal - “Attachment 14 Diversity Practices Questionnaire” – Question 8 refers to an “attached Utilization Plan (Attachment 7)” that we should complete if we select ‘yes’, however, Attachment 7 is the “Vendor Assurance of No Conflict or Detrimental Effect” form. Please clarify.


12. Proposal Format and Contents:
   a. Proposal Format and Contents – The RFP does not specify any requirements for items listed below; does the State have requirements?
      i. page restrictions  No
      ii. font restrictions  No. However, it should be large enough to be easily read.
      iii. printing restrictions (single or double sided)  No
      iv. allowance of oversized pages (specifically 11 x 17)  No
Questions Already Received, cont’d

b. Can smaller font sizes (such as 8 or 9) be utilized in headers/footers, tables, and other graphics? Yes

c. Does the State have preferred margin specifications? No

d. Can tabbed dividers be utilized in the proposal? This is not required, however it is preferred.

13. Page 7, Section 2.2, MBE/WBE Participation - The RFP states: “New York State has established an MBE goal of 6% and WBE participation goal of 13% for this solicitation.” If a single company holds both MBE and WBE certifications, can that company meet both participation goals with 19% participation in the project?

Response: A single company that holds both MBE and WBE certifications cannot be used to meet both participation goals. Minority/Women Business Enterprise (M/WBE) requirements apply to contracts that do not receive Federal monies and, therefore, have two separate goals (one for MBE firms and one for WBE firms).
Questions Already Received, cont’d

14. Would state consider combining MBE and WBE requirements as a common target instead of splitting them into two separate categories of MBE and WBE? This flexibility will help vendors to provide best value and possibly lower risk solution.

Response: See the response to Question 13.

15. We noticed that overall MWBE goals have been reduced to 19%. It is our standing that general solicitation has 30% M/WBE requirements under which either category qualifies for meeting this requirement. We will welcome a higher MWBE target, should that serve agency’s overall diversity goals.

Response: An analysis has been done by the Office of Civil Rights and they established the participation goal rate as set in RFP.
Questions???

Email all questions to: Micheleen.Gregware@dot.ny.gov

Deadline for question submission is Monday, July 8, 2019 at 12:00 PM (EST)