July 26, 2019

REQUEST FOR PROPOSALS  
Operation of the Hudson Valley Transportation Management Center  
Contact No, C037694

Q&A #4-12

Q4. The second sentence of the RFP Response Form reads as follows: “The RFP Response Form must be submitted along with the two required Procurement Lobbying Law form (see Section 5.8 of the RFP) before questions or other communication with the Department regarding this solicitation can be initiated.” In reviewing the RFP we not that there is no Section 5.8 in the RFP and that Section 5.2.3.8 is the last numbered Section in Section 5. Section 5.2.3.5 of the RFP titled, “Procurement Lobbying Law” does make reference to the Proposer having to file two required Procurement Lobbying Law forms. Please advise whether the reference to Section 5.8 in the RFP Response Form is incorrect and whether the reference should be changed to Section 5.2.3.5.  
ANS: Yes, Section 5.2.3.5 is the correct reference. This will be corrected in Modification #2.

Q5. Section 5.1.1 of the RFP states the following, “Not to exceed a single page for the Cover Letter and a single page for the Title Page.” Yet Consultant Proposal Submission Checklist states “Signed Cover Letter on official business letterhead (1 page max).” Please advise whether these must be single-sided pages or can they be double-sided pages.  
ANS: The Cover Letter and Title page are limited to one single-sided page.

Q6. Part 1: Technical and Management Submittal/Proposal table does not list Transition, yet 5.1.7 indicates “Not to exceed one single-sided page.” This is not referenced in the consultant proposal submission checklist in the RFP. Please provide clarification.  
ANS: The Consultant Proposal Submission Checklist will be revised in Modification #2.

Q7. Part 1: Technical and Management Submittal/Proposal, under Organization and Staffing states “1 double-sided page maximum.” However, Section 5.1.6 of the RFP titled, “Organization and Staffing” states “Not to exceed 2 double-sided pages, excluding organization chart.” Please clarify how many pages can be submitted.  
ANS: The Consultant Proposal Submission Checklist will be revised in Modification #2 to allow 2 double-sided pages maximum for the Organization and Staffing.

Q8. Will customer provide a current organization chart?  
ANS: Yes, the organization chart has been posted to the project website.
Q9. Will the field service vehicles in use by the incumbent contractor be available for purchase/lease?
ANS: No, the current vehicles have been leased by the current consultant. New vehicles under warrantee shall be required in order to mitigate high repair and maintenance costs of the existing vehicles.

Q10. Is it acceptable to include attachments to reference in the technical volume that would not be included in the page count?
ANS: No attachments or additional information beyond what is required in the RFP shall be submitted.

Q11. Will the customer provide the number of current Full time and Part time staff by shift and their related position title?
ANS:
  A Shift (Weekdays) – 3 Operators (Requirement: One Operator III)
  B Shift (Weekdays) – 4 Operators (Requirement: One Operator III)
  C Shift (All Days) - 2 Operators (Requirement: At least One Operator III or Operator II)

A Shift (Weekends) – 2 Operators (Requirement: At least One Operator III or Operator II)
  B Shift (Weekends) – 2 Operators (Requirement: At least One Operator III or Operator II)

Part-time Operators: 5 (X Operator I)

Role Equivalent – Operator XX (Roadwork Coordinator) will use the Transportation Analyst I title
Role Equivalent - Operator XX (Assistant STC) will now use the Transportation Analyst II title

**Other Transportation Analyst task roles expand beyond tasks 2b and 3.**

Role Equivalent – Systems Administrator (Field) will use the System Engineer I Title. Currently there are 2 Full Time employees.
Role Equivalent – System Analysts (Field) will use the System Engineer II Title. Currently there is 1 Full Time employee.
Role Equivalent – System Administrator (Office) will use the System Engineer III Title. Currently there is 1 Part Time employee.
Q12. Will the customer provide the current documents in use for TMC operations such as the operations manual and training manual?

ANS: Current documents such as the operations manual and training manual will be provided to the designated consultant.