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August 7, 2019**REQUEST FOR PROPOSALS**  
**Operation of the Hudson Valley Transportation Management Center**  
**Contact No, C037694****Q&A #50-55**

- Q50. Does the Vendor Responsibility Questionnaire have to be submitted before negotiation if the contract commences as stated in Section 5.2.3.1 of the RFP so that it would not have to be submitted with the Proposal or must it be submitted with the Proposal by either hard copy or as an online certification?

***ANS: The Vendor Responsibility Questionnaire for the Prime Consultant and any Subconsultant with an estimated subcontract value of \$100,000 or more must submit the Vendor Responsibility Questionnaires with the Proposal. Modification #3 will revise Section 5.2.3.1.***

- Q51. Question #11 lists current staff and related title positions. In order to minimize loss of institutional knowledge, transition to a new provider would likely include hiring most if not all of current staff. The incumbent has a significant advantage related to the Cost Proposal as they have knowledge of current direct labor rates. Can you provide direct labor rates for all current positions?

***ANS: Please see the following table:***

Contract Job Title	Current Average Hourly Rate
Sr. Technician	\$32.03
Systems Operator II	\$21.91
Systems Operator III	\$25.45
Systems Operator I	\$18.00
Admin. Asst. II	\$21.64
Technical Specialist III	\$42.03
Senior Admin Manager	\$63.12
System Analyst	\$45.92
System Administrator	\$38.51

Q52. The answer for Question #11 states:

***Full Time Operators 15 (X IV – X Operator III – X Operator II – X Operator I)***

***Part-time Operators: 5 (X Operator I)***

***Role Equivalent – Operator XX (Roadwork Coordinator) will use Transportation Analyst I title***

***Role Equivalent – Operator XX (Assistant STC) will now use the Transportation Analyst II title***

Are the X and XX designation intended to be the number of staff in each role? Can you provide these numbers?

***ANS: There are two Operators (Operator II or III) performing the roles of Roadwork Coordinator. There are two Operators (Operator III) performing the roles of Assistant STC.***

Q53. Question #14 indicates that the Technical and Management Submittal/Proposal should be structured in the order represented in the Consultant Proposal Checklist (3<sup>rd</sup> page of the RFP document). The list indicates that the last item should be Attachment #14 (key personnel/PM resume references). However, Question #43 indicates that Attachment #14 should be included in the Experience Section. Can you please confirm where Attachment #14 should be placed?

***ANS: It is preferred that the Attachment #14 Key Personnel Resume and Reference Form be submitted with the Experience Section.***

Q54. Question #43 references PM's resume and Attachment 14: Key Personnel Resume and Reference Form are to be included in the Experience Section. This appears to indicate a PM resume is required in addition to Attachment #14. Can you please confirm?

***ANS: Yes, both the PM Resume and Attachment #14: Key Personnel Resume and Reference Form are required. Please see Page #27 of the RFP.***

Q55. Can you please provide and itemized list of the tools and equipment needed in the leased vehicles?

***ANS: Consultant shall provide up to standard / heavy duty "tools of the trade" that are appropriate for ITS Field Technicians. At minimum these tools should include and not be limited to the following:***

- Multipurpose Screwdriver***
- Standard Phillips (long shaft)***
- Large Flathead***
- Stubby Screwdrivers***
- Channel Locks***
- Linesman Pliers***
- Needle-nose Pliers***
- Diagonal Cutters***
- Small Crescent Wrench***
- Large Crescent Wrench***
- Open-End Ratcheting Wrench set SAE***

- *Allen Wrench Set - Nut Driver Set*
- *1/4" Long Shaft Nut Driver*
- *5/16" Long Shaft Nut Driver*
- *Punch Set*
- *Wire Crimps*
- *Wire Strippers*
- *Tape Measure*
- *Emery Cloth*
- *File*
- *Torex Set (Long)*
- *Volt Meter (Fluke)*
- *Portable Multi-Gas Meter*
- *LED Flashlight*
- *Tubing Cutter*
- *Scraper*
- *Scribe*
- *Small Wire Brush*
- *Small Plastic Brush*
- *Road Safety Kit*