Land Surveying Equipment & Services for NYSDOT, Office of Design Land Surveyors

New York State Department of Transportation
Contract # C037922
Pre-Proposal Conference
August 10, 2020 @ 11:00AM (EST)
Housekeeping/Agenda

In Attendance from NYSDOT:
- Micheleen Gregware, Main Office, Contract Management Specialist
- Stephen Roden, Project Manager, Main Office, Senior Land Surveyor
- Andrew Kosiba, Main Office, Land Surveyor
- Jeff Barth, Main Office, Director, Design Mapping and Automation Bureau

Webinar is being recorded: Please mute phones

Agenda:
- RFP Overview
- RFP Attachment Overview
- RFP Questions

Please send an e-mail with the names of the attendees from your firm to: Micheleen.Gregware@dot.ny.gov. Thank you.
Designated Contact

Potential Proposers are advised that under New York State Finance Law Section 139-j, any communications regarding this procurement can be made to the following designated contact persons only:

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

Patricia Kappeller
New York State Department of Transportation
Contract Management Bureau
50 Wolf Road, 6th Floor
Albany, NY 12232, USA
Ph. 518-457-2600
E-mail: Patricia.Kappeler@dot.ny.gov

Contact with any one else at NYSDOT to discuss this solicitation may be grounds to disqualify potential proposers from further participation in the procurement.

***Restricted Period in Effect***
RFP Response Form

All potential proposers will need to submit the RFP Response Form (Page 2 of the RFP) and the required Procurement Lobbying Law forms (links to forms are located in Section 5.2.2.(d) of the RFP before questions or other communications can be initiated.

Please use the Rich Text documents to access the links to the Procurement Lobbying Law Forms.
Introduction/Background

The current equipment contract provides department land surveyors with equipment for use on engineering, geodetic control, property boundary, and terrain data/topographic surveys; along with software to process, analyze, adjust, and transfer into the departments CADD software to produce mapping, terrain, and geometry for boundary surveys, property acquisition maps, and engineering design plans.

The New York State Department of Transportation (NYSDOT) has released this Non-A/E Best Value Request for Proposals (RFP) seeking proposals from responsive, qualified and responsible Consultants (or team of Consultants) to provide the New York State Department of Transportation (NYSDOT) Office of Design Land Surveyors with hardware, software, training, maintenance and support needed to produce field surveys of the Department’s capital projects.

The current contract expires on May 31, 2021 and NYSDOT is working toward a successor contract.
Project Objectives

NYSDOT's objective is to provide its land surveyors with all equipment, software, training, maintenance and support needed to:

- perform geodetic control surveys;
- perform property boundary surveys;
- collect terrain/topographic data for preliminary engineering surveys;
- download, edit, process and adjust data that can be transferred into the Department’s CADD software, Bentley Microstation/InRoads Survey (Select Series 10, and Open Roads Designer) as well as Autodesk Civil 3D, hereafter referred to as the Department’s CADD Software (subject to possible change); and
- to produce survey mapping, terrain models and geometry.

After engineering design, land surveyors will be able to use the mapping and geometry to determine property boundary’s and make survey maps for the acquisition of real property. Maintenance and follow up yearly training throughout the contract term will assure NYSDOT crews are knowledgeable of the available software updates and will continually have functioning equipment. Upon delivery of equipment and training, the department land surveyors will be able to perform surveys efficiently for the duration of the contract.
Contract Objectives

- To hire one responsive, responsible, experienced, knowledgeable and qualified consultant.
- For all offerors to accept the RFP’s Draft Contract Terms and Conditions (Attachment 1) as is.
- Contract Term: The term of the resultant agreement from this solicitation will be five (5) years beginning on March 1, 2021 and ending on February 28, 2026.
- Method of Payment: Twenty equal, all-inclusive quarterly payments. Consultant will be paid quarterly based on submitted, acceptable quarterly billings. Quarterly payments may alter depending on NYSDOT’s ability to procure additional items under the contract.
- Consulting Arrangements: Only one (1) responsive and responsible Prime Consultant (or team of consultants wherein the contract will be with the Prime Consultant) will be retained. Subconsulting and teaming arrangements are encouraged. Joint ventures are NOT allowed.
- Best Value Selection: To select the Best Value offered to NYSDOT from the responsive and responsible firms which respond to this RFP and compete for contract award.
- Fair and Equitable treatment of all firms participating in the competitive consultant selection process.
Contract Objectives, Cont’d

The contract will include:

- A base cost of initially delivered equipment, software, training, and support to be paid quarterly over a five-year term.
- A quarterly cost per each robotic total station, robotic scanning total station, digital level, GNSS base/rover, tilt GNSS rover, laser scanner, including accessories for each, if by supplemental agreement they are added during the contract term; and
- A quarterly cost for adding additional software licensing per each, survey processing software and laser scanner processing software, if by supplemental agreement they are added during the contract term. There is no guarantee additional equipment or software will be added.
Scope of Services

The intent of the contract is to provide NYSDOT Land Surveyors with all the equipment/software/services needed to perform geodetic control surveys, property boundary surveys, collect terrain data and topographic mapping features for preliminary engineering, download and process data that can be directly transferred into the Department’s standard engineering CADD software, currently Bentley Microstation/InRoads Select Series 10 and Open Roads Designer, to produce mapping, terrain models and geometry.

Maintenance and follow up yearly training through the contract term is required to ensure crews have continually functioning equipment and is up-to-date on how to utilize all equipment. All equipment shall be capable of meeting the required standards and procedures in the NYSDOT Land Surveying Standards and Procedures Manual.

Full details of the Scope of Services can be found in Attachment 14: Scope of Services/Detailed Task Descriptions
Proposal Submission

Any Proposer that does not provide **ALL** the following **by the Proposal Submission Deadline** will be
determined to be non-responsive and will be removed from further consideration (prior to the technical
evaluation of Proposals).

Part I: Technical and Management Proposal/Submittal
- Attachment 12: Key Personnel Reference Forms
- Attachment 17: Deliverables Requirement Table

Part II: Cost and Administrative Proposal/Submittal
- Attachment 15: Cost Proposal Workbook
- 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
- Attachment 7: Vendor Assurance of No Conflict of Interest or Detrimental Effect
- Attachment 10: New York Business Reporting
- Attachment 11: Diversity Practices Questionnaire
## Proposal Submission

### Part I – Technical and Management Proposal/Submittal

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<td>☐</td>
<td>Submit 1 (one) complete electronic copy of the Part I – Technical and Management Proposal/Submittal via email to the designated contact provided in RFP Section 1.4 Designated Contact.</td>
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<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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<td>☐</td>
<td>Narrative Description</td>
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<td>Approach, Scope of Services and Schedule</td>
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<td>Complete and Submit Attachment #17: Deliverables Requirement Table</td>
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# Proposal Submission

## Part II – Cost and Administrative Proposal/Submittal

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<td>Complete and submit online certification or hard copy of Vendor Responsibility Questionnaire</td>
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<td>Complete and submit <strong>Attachment #2: Consultant Information and Certification Form</strong></td>
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<td>Complete and submit <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 #10: New York Business Reporting</strong></td>
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<td>□</td>
<td>Complete and submit <strong>Attachment #11: Diversity Practices Questionnaire</strong></td>
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Proposal Evaluation Process

1) Pre-Screening of Proposals – NYSDOT reserves the right to seek clarifications before completion of the RFP’s proposal pre-screening step.
   - Proposal Opening, Log-In and Certification
   - Minimum Proposal Requirements (Technical & Cost)

2) Evaluation of Proposals
   - Technical Evaluation Criteria (up to 60%) – evaluated by the Technical Evaluation Committee (TEC)
   - Cost Proposal Evaluation (up to 40%) – evaluated by Contract Management
Order of Evaluation Process:

1) Written Proposal Evaluations / Cost Proposal Evaluations (done simultaneously)
2) Written Technical Proposal Clarifications
3) Reference Checks, if necessary
4) Best & Final Offer (BAFO; Optional) & Proposal Withdrawal
5) Final Best Value Evaluation
6) Consultant Selection Recommendation & Tentative Contract Award
Selection Criteria

A Consultant selection and designation memo shall be prepared and forwarded to the applicable Department’s Executive Manager(s) with an accompanying evaluation process results report. The memo shall recommend selection of the top-ranked Best Value Consultant for tentative Contract award. The Executive Manager(s) will be asked to concur with the final conclusion of the Proposal evaluation process and designate the Best Value Consultant based upon the results.

All Proposers shall be notified in writing regarding the results from the solicitation and will be offered an opportunity to hold a debriefing. Debriefing requests should be made to the Department’s Designated Representative within 15 calendar days from the date of the designation notice.
Contract Requirements

- Accept Terms & Conditions of draft contract
- Insurance:
  - Certificate of NYS Workers’ Compensation Insurance Coverage (Form C105.2)
  - Certificate of Insurance Coverage under the NYS Disability Benefits Law (Form DB-120.1)
- RFP Modifications & Acknowledgement
- Form A (Attachment 19 of RFP)
- Vendor Responsibility
- PLL Forms
- ST-220-CA & ST-220-TD
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 RFP Schedule / Contract Term

TENTATIVE RFP SCHEDULE

- RFP Release Date: July 30, 2020
- Pre-Proposal Webinar: August 10, 2020, 11:00AM (EST)
- Question Submittal Deadline: August 13, 2020
- Answers/RFP Announcement #1 Due: On or before August 24, 2020
- Proposals Due: September 14, 2020, 12:00PM (EST)
- Proposal Evaluation: September/October 2020
- Recommendation & Designation: Mid/Late October 2020
- Contract Finalization: Two (2) Weeks after designation
- Contract Award: Approx. 6-8 weeks after contract finalization

CONTRACT TERM

The base term of the contract is five (5) years commencing on March 1, 2021, upon final approval of the NYS Office of the State Comptroller (OSC).
Pre-proposal Webinar Questions rec’d by deadline

Task 1: Provide/Deliver Equipment:

The quantity of GNSS base/rovers is outlined as 19. Does that mean 19 base and rover kits for a total of 38 GNSS receivers or is it a total of 19 GNSS receivers?

**NYSDOT’s response:** NYSDOT is looking for a total of 19 GNSS receivers that can operate as a base or rover.

The quantity (2) of GIS handheld GIS receivers does not match the quantity outlined on page 99, which outlines (10) GIS handheld GNSS receivers, which quantity is correct?

**NYSDOT’s response:** NYSDOT is looking for a total of 10 GIS handheld GNSS receivers. A formal modification will be issued correcting this inconsistency.
Page 101

Total Station Requirements

Number 34 – It is stated the total station be controllable using the data collector at the prism pole to a distance of at least 800 meters, but on page 107 for the data collector it states the long range bluetooth or some method of connecting to a total station at a range of 300m is needed. Which is the minimum distance requirement for the data collector connection to the total station?

**NYSDOT’s Response:** 300 meters is required. A formal modification will be issued correcting this inconsistency.
GNSS Receiver Requirements

Number 59 and 125 - It is stated that the GNSS receivers shall also include a license free 900MHz spread spectrum radio modem to enable use of RTK on a project using a local base station. Does this have to be a 900MHz radio or is UHF (450-470MHz) also acceptable?

NYSDOT's Response: NYSDOT requires a license free option and it is our belief that UHF radios require an FCC license, therefore, UHF would not meet our requirements.

Also, it is stated that GNSS rovers shall include a GSM modem for connecting to the Verizon Wireless Network. Do both the GNSS receiver and the data collector need to have an LTE enabled modem to be activated by Verizon Wireless or is the data collector only acceptable to provide internet connectivity and RTK corrections to the rover?

NYSDOT's Response: The connection to Verizon wireless network could be provided through the data collector.
Pre-proposal Webinar Questions rec’d by deadline

Number 65 – It is stated the GNSS receiver must be able to operate as an RTK base, rover or repeater regardless of configurations and include integrated or modular RTK communication modems. The function of being a “repeater” would be related to an external radio modem, does the GNSS receiver specifically need to be able to utilized as a repeater with the internal radio modem of the GNSS receiver? Or does the GNSS receiver need to be compatible with a repeater radio?

NYSDOT’s Response:  This requirement will be deleted via formal modification.

Line 136 – Is it a requirement of the GNSS rover with tilt compensation capabilities to be enabled and providing tilt corrected measurements for both data collection and stakeout routines?

NYSDOT’s Response:  Tilt compensation capabilities are required for data collection only.
Pre-proposal Webinar Questions rec’d by deadline

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Data Collector

Number 147 – It is stated to include navigation grade GPS in controller. Instead of an internal navigation grade GPS embedded in the controller, is it acceptable to utilize the GNSS receiver/rover with SBAS corrected positioning for lesser accuracy applications and navigation?

NYSDOT’s Response: Yes.
GIS handheld GNSS Receiver/Collector

Is NYSDOT able to accept new technology beyond the Windows based handheld GIS/GNSS device? For example, an Android based GIS/GNSS handheld or an external GNSS receiver with a separate Android device that can be mounted into a handheld configuration?

NYSDOT’s Response: Yes.
Digital Level Requirements

Number 273 – It is stated that one (1) heavy duty fixed height tripod must be included. Is this to be utilized to mount the digital level for measurements? A heavy-duty wooden tripod would provide the stability required, provide an optimal mounting surface and recommended in place of a fixed height tripod. If a fixed height tripod is required, can you provide an example of the tripod of interest?

NYSDOT’s Response: Yes, it will be utilized to mount the digital level. A fixed height tripod specific for leveling. An adjustable tripod would not meet this requirement.
Pre-proposal Webinar Questions rec’d by deadline

Page 116

Laser Scanner

Number 374 – It is stated that the calibrated camera kit and camera is to be included. Is this portion of the kit a requirement or optional?

NYSDOT’s Response: A calibrated camera is required. If the integrated camera is not calibrated with the point cloud, an external calibrated camera kit is required.

Number 383 – In Task 2 on page 93, it highlights 25 licenses of the software for laser scanning processing, but on page 116 line 383, it states that 20 licenses are required, can you please clarify the quantity?

NYSDOT’s Response: NYSDOT requires 20 licenses; not 25 as stated. A formal modification will be issued correcting this inconsistency.
Paragraph 1 - Is there any issue for NYSDOT to add the newly purchased hardware to their current Verizon contract? What is the process to add the new devices that require internet connectivity to your existing Verizon account/contract?

NYSDOT's Response: No. The Vendor shall provide the EID numbers prior to delivery and NYSDOT's IT group will set up the Verizon accounts.
Pre-proposal Webinar Questions rec’d by deadline

General Question

Due to the pandemic, many of our employees are working from home, which causes logistical challenges to efficiently respond to a RFP of this magnitude. Is it possible to extend the deadline for the RFP submittal date by three weeks, to Monday, October 5th?

NYSDOT’s Response: NYSDOT will extend the RFP submission due date to September 21, 2020. This would be the latest without affecting our timeline. A formal modification will issued changing the RFP submission due date.
Questions???

E-mail all questions to: Micheleen.Gregware@dot.ny.gov

REMEMBER:
¬ Deadline for written question submission is Thursday, August 13, 2020

Thank you for attending!