NEW YORK STATE DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS
CONSULTANT PLANNING SERVICE AGREEMENT (PSA) for WJCTC
Contract #C037888

QUESTIONS AND ANSWERS

RFP SECTION 4 ‘Proposal Format & Contents’:

**Question #1**: Section 4.3 ‘Technical and Management Proposal Submission Requirements’
   Table 1 (Page 8): In the “Relevant Company and Product Literature” section (Page 10), are photographs and illustrations permitted?

**Answer**: Yes.

**Question #2**: Section 4.3 ‘Technical and Management Proposal Submission Requirements’
   Table 1 (Page 10): An “Organizational Chart showing the names of proposed Key Personnel (Consultant Project Manager)” is requested. We are unclear exactly how to interpret this requirement -- does NYSDOT want an org chart with only one name, or should we include more names beyond the Consultant PM, or should we include only Titles in this org chart beneath the PM’s name, or is there another requested format?

**Answer**: To clarify: please present an organizational chart which depicts all proposed consultant personnel, including all named consultant personnel and all titles proposed in Attachment 13 by firm. Please see the answer to question #4.

**Question #3**: Section 4.4 (page 11) and Attachment 13 (pages 93-94): For rates, it reads RFP states a year one rate plus allowing +2% in following years. Is that +2% every year for years 2-5? Or +2% just in the second year, then no increase?

**Answer**: The rule is to allow an up to ‘+2%’ rate increase for each year for contract years two through five.

RFP SECTION 5 ‘Proposal Evaluation Process’:

**Question #4**: Section 5.3 ‘Written Technical and Management Proposal Evaluation’, evaluation factor 1.b ‘Key Personnel Experience’ (Page 16): It appears, from the RFP and from the discussion at the pre-proposal webinar, that NYSDOT is requesting that the Consultant Project Manager is the only member of staff shown to address the “Key Personnel Experience” evaluation category. Is that the correct interpretation? We ask because we think it would make sense to communicate the experience of multiple of our key personnel proposed for this PSA Contract.

**Answer**: Attachments 12 ‘Key Personnel Qualifications, 13 ‘Cost Proposal’ and 16 ‘Hypothetical Scenario Response’ are being revised to allow Proposers to offer names and experience attestations for named key personnel. If a Proposer opts to add this additional information, then Table 1’s Organization Chart response should depict all proposed consultant personnel, including all named consultant personnel and all titles proposed in Attachment 13 by firm.
RFP ATTACHMENT 12 ‘Key Personnel Qualifications’:

**Question #5**: Page 90: Does NYSDOT want only one resume, for the Consultant PM, or do you want resumes for the multiple key personnel that we propose (such as our personnel that address the categories shown on pages 91-92)?

**Answer**: If you only offer one named key personnel – your proposed Project Manager, then the answer is yes. You are not required to offer experience attestations, resumes, etc., for the rest of your offered key personnel list – only job qualifications (which must be responsive to RFP Attachment 17). On the other hand, if a Proposer opts to name additional key personnel then offer names, titles, experience attestations, resumes, etc., for any named proposed key personnel. Attachment 12 is being revised to clarify this aspect.

**Question #6**: Pages 91-92: Is O*NET similar to CSS where firms have salary rosters?

**Answer**: No, since rates are derived via very different processes. NYSDOT’s Consultant Support System (CSS) and all associated salary rosters are only applicable to NYSDOT’s engineering agreements, which are governed by different section of state law and the resulting negotiated salary rosters with separately negotiated overheads. C037888 is a non-A/E (or non-engineering) agreement which has its own uniquely-defined requirements regarding offering a five-year schedule of not-to-exceed, fully-loaded rates for all proposed job titles for each firm making up a proposing team. CSS and all associated salary rosters are not applicable to NYSDOT’s non-engineering agreements. O*NET provides a useful source of occupational information via a database which contains hundreds of standardized and occupation-specific descriptors on almost 1,000 occupations covering the entire U.S. economy. Use of O*NET helps to ensure an ‘apples-to-apples’ comparison of job titles and corresponding rates commensurate with offered experience.

RFP ATTACHMENT 13 ‘Cost Proposal’:

**Question #7**: Page 94: During the pre-proposal webinar, NYSDOT instructed that Hourly Rates must be included for all categories shown in the Hourly Rate Schedule, and that failing to do this would lead NYSDOT to assign high hourly rates for scoring purposes (i.e. penalizing the Proposal). However, Note #1 beneath this table says that the Titles in the table are “suggested”. Can you please clarify whether Proposers should treat the Titles in this Table as fixed, and not deviate either way (by either adding or removing Titles)?

**Answer**: NYSDOT is withdrawing its mention of possibly adding a proposal evaluation rule which would have stated that ‘failure to offer a rate for any year for an offered job title will lead to NYSDOT imposing a penalty of substituting the blank rate with the highest rate presented in a firm’s Attachment 13’s response’. Please see the answer to question #8 below. Note #1 refers to the list of titles presented in the ‘Title’ column of Attachment 13, which are titles suggested based on past NYSDOT experience with other similar types of efforts. These titles are not required or fixed but adjustable. Each firm is to carefully offer its own list of job titles based on its considered examination and response to Attachment 17.

**Question #8**: Page 93: The RFP instructs that a separate Table is needed for each Subconsultant. However, Prime Consultants may wish to use Subconsultants to provide specialized
expertise. Will a Prime Consultant be penalized for showing a Subconsultant’s staff filling a Title(s) on the Hourly Rate Schedule rather than the Prime Consultant’s staff, and will a Proposal be penalized if Subconsultant(s) show Hourly Rates for some but not all Titles, reflecting that Subconsultant’s area of expertise?

Answer: No. The RFP allows proposer to offer a list of key personnel titles and qualifications based on its considered examination and response to Attachment 17. Logically, this may very well lead to a proposal which contain multiple completed Attachment 13’s one for the Prime Consultant’s offered key personnel and others for each proposed subconsultant’s offered key personnel. Each Attachment 13 submission can be customized to only include those job titles being offered with a five-year rates schedule. All rows with no offered job title information can be therefore removed with no penalty applied. This allows a Prime Consultant to present offered expertise via a number of different subconsultants.

RFP ATTACHMENT 16 ‘Hypothetical Scenario Response’:

Question #9: Pages 106-107: Do we include the “Proposed Project Budget” for the “Hypothetical Task Assignment Response” (the LRTP update) within our “Technical and Management Proposal” or in our “Cost and Administrative” proposal? If we include this in the Technical/Management Proposal, will this not reveal the information on Hourly Rates that is the core of the Cost Proposal which is a separate document?

Answer: The next to last row in Table 1 (page 10) directs Proposer s to present their completed Attachment 16 ‘Hypothetical Scenario Response’ in their Part 1 ‘Technical and Management’ proposal submission. It is necessary to correctly present rates when completing Attachment’s 16’s required budgets (part of the proposal evaluation). Should your proposal be selected for contract award, it is NYSDOT’s policy and practice not to reveal confidentially-offered rates when responding to freedom of information requests if the winning proposal is requested. Please do not submit your completed Attachment 16 response in your Part 2 ‘Cost and Administrative’ proposal.

RFP ATTACHMENT 17 ‘Compendium of Sample Scope of Services’:

Question #10: Does WJCTC want the consultant to administer the survey in the Survey Task?

Answer: The RFP potentially requires the selected Consultant to perform and deliver skilled survey activity under task assignment requests #6 ‘Performance of Transportation Studies’ and #10 ‘Travel Survey Support’. Please make sure that your proposal is fully capable of providing these required activities when requested. Please keep in mind that when and if WJCTC request any task assignment work, that a task assignment request may require more specific duties to be performed, consistent with the sample scope of services advertised in Attachment 17.