December 5, 2011

Request For Proposals

OPERATION OF THE CAPITAL REGION TRANSPORTATION MANAGEMENT CENTER (CRTMC) AND THE STATEWIDE TRANSPORTATION INFORMATION & COORDINATION CENTER (STICC) SERVICES FOR NYSDOT
Contract #C030960

MODIFICATION #1

Reference is made to the above solicitation wherein the following changes are hereby incorporated:

1. After Attachment 12, State Campus Map, Insert Attachment 13, Questions and Answers received at the CRTMC and STICC PPC/site visits and through 12/2/11.

No other provision of the solicitation is otherwise changed or modified.

Please direct questions to:

Ms. Kathy Fitzpatrick, NYSDOT Contract Management
E-mail: kfitzpatrick@dot.state.ny.us

Sincerely,

Kathy Fitzpatrick, for
WILLIAM A. HOWE
Director, Contract Management
Q1. The RFP, page 33, states, “Experience of Firm….Managing Transportation Management Center Operations Contracts.” These requirements raise a couple of questions:
   a. Would a subcontractor (to the prime) with Transportation Management Center experience meet this requirement?
   b. Would employees of the prime contractor possessing NYS Transportation Management Center experience meet this requirement?

A1a. We are evaluating the experience of the entire offered team including the prime consultant and any subconsultant concerning their experience in operating TMC’s. Sub-contractor experience should be included when responding to this RFP.

A1b. Employees will meet the employee experience requirements but not the firm experience requirements.

Q2. The RFP encourages respondents to make offers to existing staff to remain on the project in their current positions, but the RFP is silent on how to contact the existing staff. Can you provide some guidance? Can we obtain names and contact information? If not, have they been given contact information for companies who have expressed interest in the RFP and is it expected they will reach out to potential respondents?

A2. NYSDOT will not be providing a list of current staff to responding firms. The current staff is aware of the release of the RFP. It is between proposing firms and the individuals to make contact with each other. NYSDOT will not facilitate that interaction. Contact with the existing staff is not to take place on State property nor during billable hours.

Q3. The RFP is silent on which positions or which staff NYSDOT would like respondents to offer positions to. Is it NYSDOT’s desire that all existing staff, including some or all of the designated key staff positions be retained if possible? If not, which positions are included and which are exempt from this staff retainage process?

A3. It is NYSDOT’s desire that as many as possible existing staff be retained if possible. It is noted that the System Engineer position is currently vacant.

Q4. Page 2 of the RFP document indicated that the DBE participation goal for this procurement will be 3% over a 3 to 5 year contract period. Typically, ITS Operations contracts have a higher DBE goal participation (i.e., the previous NYS DOT ITS operations contract issues in 2007 had a DBE goal of 18%). Can NYSDOT reconsider and increase the DBE goal to allow more participation in this contract?

A4. The goal is DBE 3%, which is a minimum goal and can be exceeded. The DBE goal for this opportunity was established consistent with NYSDOT’s existing guidelines for Non-Architectural/Engineering consultant opportunities.
Q5. Is it correct to assume that "Attachment 11" the Specific Hourly Rate Schedule on Page 116 of the RFP contains actual fully loaded (Labor + OH + fee) rates for the current Agreement held by Dunn Engineering?

A5. Yes. However, be advised that the current contract is a SHR format where the new contract will be a CPNF format.

Q6. Due to the fact that different firms have differing overhead rates can you please provide current raw hourly labor rates for existing staff to aid in preparing pricing. Is it safe to assume that staff would continue at current or slightly higher raw labor rates to be fair to the staff?

A6. That information is not being publicly released with this RFP. The specific hourly rate information presented in the RFP is provided to inform potential offerors of the relative magnitude of compensation.

Q7. Are firms safe to assume that cutting existing hourly labor rates to say minimum wage is not appropriate nor will be accepted?

A7. Labor rates are negotiated between the individuals and the firms. NYSDOT reminds offerors that Section I.A. of the RFP states: “If proposing existing consultant personnel, the proposing firm must obtain a written confirmation from each staff person it is proposing that states if the proposing firm is selected for award, he/she will accept employment with that firm at the proposed rate. If the written confirmation(s) are not provided in the proposal, the staff person(s) will not be evaluated.”

Q8: Can subconsultants be used?

A8: Yes. When a prime offers subconsultants, the prime is responsible for their work and for managing them.

Q9: The RFP states that it ‘encourages’ the use of subconsultants. Please explain.

A9: The RFP states that it encourages the use of subconsultants with the intention of meeting the DBE goal.

Q10a: Are firms allowed to contact current Consultant Staff with questions?

A10a: All questions should go to Kathy Fitzpatrick, the designated contact for this RFP. The RFP contains the complete information required for this procurement, if it is felt more information is needed, it should be asked formally through Kathy Fitzpatrick.

Q10b: Are we disqualified if we contact them?

A10b: Please abide by NYSDOT’s guidance, and do not meet to discuss the contract. If contact is made with them for interviewing intentions, do not meet on State property or during billable hours. There is an incumbent for these services and they may be competing for award as well, we must be fair and equitable.

Q11: How is the cost score calculated?

A11: The cost score is calculated based on a formula where the lowest total estimated cost is given the maximum points (30) all others will receive a proportionately lower score.
Q12: Will the cost score be based on the cost of the Prime only?

A12: The cost score will be based on the complete cost of the prime, subconsultants and any contract costs. The total estimated cost as given in the prime’s summary sheet will be evaluated and scored.

Q13: Are there maintenance agreements in place for the platforms?

A13: Not at this time

Q14: What do you do when the Traffic Management Software crashes?

A14: After NYSDOT provides training to the new Systems Engineer, it will be his or her responsibility. If the issues are beyond his or her ability and/or scope of the Contract, NYSDOT staff will attend to the issue.

Q15: Is there flexibility about who is assigned to what task?

A15: These are guidelines right now of which staff person performs which task, but after the Contract is awarded we could discuss, depending on the skills and qualifications of who is proposed.

Q16: The RFP, page 29, refers to the perpetual license for software. Is it conceivable that the ATMS software will be acquired under this contract?

A16: The Department is currently working on a separate RFP for ATMS procurement.

Q17: Will you be providing a list of attendees of this conference?

A17: Yes, the list is posted on NYSDOT’s website.

Q18: In other TMCs there is room for consulting on the side or extra work. However, this RFP seems to ask for a straight operation of the TMC.

A18: Everything in the scope is what we are looking for. NYSDOT may be willing to talk about extra work after the contract award, but keep your proposal focused on the RFP requirements.

Q19: On Page 26, Task 4 of the RFP, regarding ”configuration changes”, What type of documentation and access to code will NYSDOT be able to share with the consultant?

A19: NYSDOT will provide all info necessary to complete the task.

Q20: What do you see as the greatest challenge under the current contract?

A20: For this contract, we are looking for the experience of the firm in managing the TMC’s; the evaluators will be looking at the experience of the firm.

Q21: How much detail should be in the firm’s proposal?

A21: Keep in mind that your reputation does not precede you. Firms should put all their information in the proposal and not assume that it is known; if the information is not in between the covers of the proposal, the evaluators will not be aware of it.
Q22: Is the Letter of Transmittal (cover letter) evaluated?

A22: Each cover Letter is read and examined for content and exceptions. It is not evaluated/scored but must be included. If you’re bringing something to our attention, this is where it should be.

Q23: Are there any page limits/color restrictions?

A23: There are no page limits or color restrictions.

Q24: Will questions be answered after the question deadline of 12/7/11?

A24: The Department is under no obligation to answer questions that arrive after the deadline. However, if you have a compelling question, please ask. If we feel that it is necessary to provide an answer, the source list will be notified of the Q&A.

Q25: Who is responsible for the video wall interface?

A25: NYSDOT is responsible for the video wall and interface with the CCTV system. The Systems Engineer will be responsible for technical issues associated with that interface.

Q26: Is there a data storage center? Is that part of the contract?

A26: There is a storage center and it is not part of this contract.

Q27: Who is responsible for video monitor maintenance?

A27: NYSDOT is responsible for the video monitor maintenance.

Q28: Will consultants who have already discussed potential employment with existing CRTMC / STICC consultant staff have to do so again if NYSDOT changes their RFP approach related to obtaining written confirmation for a staff person?

A28: NYSDOT is not changing its approach, but emphasizing that interviews for consultant staff should not take place on State property nor during billable hours. It is suggested that potential employers contact potential employees through conventional methods of hiring practices, i.e. classified ads, etc.

Q29: Would NYSDOT view the cafeteria/coffee shop in the New York State Police Building opposite the CRTMC and across the main entrance to the State Police Building, non-NYSDOT location, suitable to discuss potential employment with existing CRFTMC / STICC consultant staff?

A29: Refer to Q&A #2. Contact with the existing staff is not to take place on State property nor during payable hours.

Q30: Our understanding is the subject project will be awarded on a best value basis with fee being worth 30% of the rating criteria. That said we would expect that labor rates will not be dependent on an audited overhead rate. Does a firm’s audited overhead rate play a roll in determining the negotiated rates?
A30: Overhead rates do not have to be the audited overhead rates, they may be lower. The firm’s overhead rate will play a roll in determining rates.

Q31: Will future audited overhead rates include staff associated with this project? It could double the size of our “field” staff but would be a much lower overhead.

A31: The impact of the inclusion of staff associated with this project would be no different than for any other employee of your firm for any other project. Firms should continue to follow generally accepted accounting principles.

Q32: Given the successful firm is encouraged to utilize existing TMC consultant staff, will NYSDOT set the direct labor rates for those categories? With these rates be provided to us prior to the submission of the proposal? Or could the department take the rates as a consistent provided rate and compare best value on the overhead rate and the fixed fee (how much below 10%, if any).

A32: NYSDOT will not be providing the direct labor rates. The whole cost component will be evaluated on best value as submitted on Exhibit E, total estimated cost for prime.

Q33: Will a Certified Women Owned Enterprise be acceptable for the Disadvantaged Business Enterprise Participation goal of 3%?

A33: Please see the New York State Unified Certification Program (NYSUCP) DBE Directory for certified Disadvantaged Business Enterprises via: http://biznet.nysucp.net/. Only certified prime consultant and certified DBE subconsultants listed in the NYSUCP DBE Directory are eligible for credit in this procurement.
ACKNOWLEDGEMENT OF RECEIPT: MODIFICATION NO. 1
Request for Proposals for Contract #C030960

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An authorized representative of your firm or organization must acknowledge receipt and acceptance of this Modification No. 1 by signing and returning a copy of this Modification to the undersigned via inclusion in the Contract Section of your firm’s Part II Cost and Contract Proposal to NYSDOT.

ACKNOWLEDGED AND ACCEPTED: NYS DEPARTMENT OF TRANSPORTATION

BY: ______________________________
NAME: ______________________________
TITLE: ______________________________
FIRM: ______________________________

BY: original signed by: Kathy Fitzpatrick, for
WILLIAM HOWE
Director, Contract Management