

Attach to Contract Document

New York City Department of Transportation

Division of Planning and Sustainability

REQUEST FOR PROPOSAL

**ENGINEERING SERVICE AGREEMENT (ESA) for
TRANSPORTATION PLANNING, TRANSPORTATION ENGINEERING, URBAN DESIGN AND
RELATED SERVICES, CITYWIDE**

PIN NOS: 84107MBTR187 and 84107MBTR188

ADDENDUM NO. 1
October 16, 2007

Proposal Due Date has been extended from 10/24/07 to 10/29/07
(See attached Revised Section I of the RFP)

This Addendum Is Hereby Made Part Of The Contract Documents

NOTE:

Attached please find:

- 1. Revised Section I of the RFP (Page 2R)**
- 2. Response to Questions from Pre-Bid Conference.**
- 3. Sign In sheet from October 9, 2007 Pre-Bid Conference**

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Following are answers to the questions/comments raised at the October 9, 2007
Pre-Proposal Conference and/or send via mail/e-mail for the referenced contracts.

Q1: Will the sign in sheet be distributed?

A: An addendum will be issued to all pre-bid attendees and those that have requested the RFP documents. This will include the pre-proposal conference sign-in sheet and answers to questions.

Q2: May color graphics that demonstrate prior experience be included in the proposal?

A Yes. Given the fact that this is an on-call ESA project, the Department would be interested in previous experience and projects. This may include examples of previous work products such as screenshots of applications, maps, work products or other examples which would highlight the work product. In addition, examples of web-based resources may also be included in the proposal.

Q3: Can you describe your current use of simulation technologies? For example, are there standards or software that you currently use, if so can you describe them and how they are used at DOT?

A: Currently, the Department generally relies upon consultant work products for simulation, using a variety of software packages. Generally, the use of a particular program is project specific. The two most common applications in use are Paramics and Synchro. In addition, compatibility with NYMTC's BPM is integral.

In addition, the Department does not currently utilize any visualization tools for modeling, and would be open to standards proposed by the consultant.

Ultimately, the goal would be to establish a standard for the agency to be used on a continuous basis, as well as foster agency use and compatibility.

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Q4: The RFP discusses GIS technologies. What GIS system(s) do you currently use? While this is subjective, can you rate overall DOT staff level expertise in GIS (basic (e.g. making maps), intermediate (e.g. managing spatial data) advanced (e.g. advanced queries and analysis), expert (e.g. developing custom applications in GIS)

A: Agency wide, the Department uses ARCGIS for all desktop users (Most users on Ver. 9.1, some on 9.2). We are currently using ARCSDE and ARCIMS for the server-based applications, although the Department will be moving toward ARCGIS server.

As for the level of expertise, each unit within the Agency varies. Most of the users within the Division of Planning and Sustainability would be classified as intermediate and advanced. For other divisions, the majority of users would be basic to intermediate. There are few expert users within the entire agency, and the ability to create custom applications in GIS would be a desirable skill.

Q5: The RFP also discussed CAD technologies. What CAD software(s) do you currently use? While I know this is subjective, can you rate overall DOT staff level expertise in CAD (basic (e.g. developing plans/schematics), intermediate (e.g. 3D modeling) advanced (e.g. renderings), expert (e.g. developing custom applications in CAD))

A: The Department currently uses Autodesk's AutoCAD 2004 including AutoCAD Map 2004. Some newer versions (2005,2006+) may be in use, however most desktop users are using AutoCAD 2004. Generally, nearly all users in the agency are basic users, using them this platform to create schematic drawings. There are some intermediate users, however, there is limited capabilities to do 3D modeling or advanced renderings. Integration and compatibility with GIS is integral to the platform and use of the software by agency staff.

Q6: The RFP states that the consultant shall provide technical training to staff on software systems. Can you provide a rough estimate of the number of staff that would need to be trained? Do you have expectations or preferences on training methods (e.g. small group, classroom, lecture, distance/self-paced)?

A: The purpose of the technical training is to familiarize staff with the software package or application that is being used for the specific task, or to assist in the implementation of a software package. For example, if one of the work products was the creation of an interactive GIS mapping interface, then we would look for the developer to educate the Department's users on the use and capabilities of the program. Generally, the level of interface and training would be on a task by task basis.

Q7: Once the contract is awarded, who will be the agency project manager?

A: David Stein, Chief of Staff for the Division of Planning and Sustainability will be the DOT Project Manager for the ESA contracts.

Q8: Who comprises of the evaluation committee?

A: The Department will not divulge that information.

Q9: What is Dot's position on teaming arrangements with specific regard to joint ventures and the 51% stipulation in the RFP?

A We do not specify structure, but if the proposing consultant is a a joint venture, it will be treated as a single entity. Be advised that the selected proposer should not subcontract more than 49% of the work.

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Q10: What, if any, conflicts are there with the Congestion Pricing program and any requests for services for that project?

Would the consultants selected for these Engineering Service Agreements be precluded from the PMO and/or DBOM contracts for the City's Congestion Pricing Program?

A: Response to this question will be provided shortly through Addendum #2

Q11: When is the award expected?

A: NYCDOT anticipates the award of this contract in the spring (April) of 2008. Award of the two contracts shall be subject to timely completion of contract negotiations between the Agency & the selected proposers.

Q12: At the Pre-Proposal Conference, teaming was encouraged given the wide range of services requested. With regard to Joint-Venture (JV) teams, it was stated by NYCDOT that such JV should submit as a single entity and would be evaluated as such. It was also stated by NYCDOT that the JV should submit a Vendex for the JV entity and obtain an EIN number. With regard to this, clarification is requested as follows:

NYCDOT will consider a joint venture prime consultant as a single entity and will evaluate their proposal as such. In addition, should a joint venture firm be among the winning team, it would be required to secure a distinct EIN Number for the joint venture as well as submit a full Vendex Vendor Questionnaire disclosing any cautions, warrants issued for the joint venture entity. A Principal Questionnaire must be submitted by the Principals of the joint venture partnering firms. A complete Employment Report (ER) shall be submitted for the joint venture. For submission of Vendex & ER documentation, please refer to Section VII F of the RFP.

Q13: Does the JV need to submit a Vendex form prior to submission of the proposal, concurrent with submission of the proposal, or after selection prior to award of the contract?

A: The Joint Venture is required to submit the Vendex Questionnaires and Employment Report only after its notice of selection.

Q14: Should the T-forms be completed for the JV or for each of the JV firms separately?

A: Each member of the JV Firm highlighting the individual firm's experience, expertise, and capabilities shall complete the T-Forms.

Q15: Should the SF330 be completed for the JV only or for each individual firm separately? If only for the JV should we assume a maximum of 10 projects for the JV (i.e. not 10 projects for each of the JV firms)?

A: The SF 330 shall be completed for each individual Joint Venture partner.

Q16: Regarding Form 4T: This form is typically used for designating estimated hours for each position. As this is an on-call contract, with project assignments yet to be determined, how would the Department prefer us to fill out this form?

A: Nothing further needs to be entered on the 4T Form other than the two blank lines at the top of the Form (Prime Consultant & Consultant on this Form).

Pre - Proposal Conference for the ESA for Transportation Planning, Engineering, Urban Design and Related Services

Tuesday, October 9, 2007

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