



Addendum No. 1

September 30, 2021

Request for Proposal No. PSC-21-3047 – Project Management Office Consultant
Services for the New York Customer Service Center Contracts

Prospective Respondents: You are hereby notified of the following information regarding the referenced Solicitation:

Question 1 - We are reviewing the RFP and we are confused on the method of response delivery...the letter states hand delivery or hard copies but the RFP on page 3 under 7.Submission of Offers indicates email to VProcure@mtabt.org. Which is the correct method of submission?

Answer 2 – Submission Offers are to be emailed to VProcure@mtabt.org.

Question 2 -Given the comprehensive nature of the scope and skills required across the life of the program, can the proposal response assume subject matter experts/subconsultants to support the two consultant project managers (resulting in a total of two FTEs) in covering technical scope or is the team restricted to two consultant project managers?

Answer 2 – The scope of work requires two project managers.

Question 3 - Are the WBE/MBE/SDVOB subconsultants required to be included as a part of the two consultant project managers or can the WBE/MBE/SDVOB subconsultants be provided in addition to the two consultant project managers?"

Answer 3 – The WBE/MBE/SDVOB requirements are included as a part of the two project managers.

Question 4 – Will the Authority please extend the proposal due date to allow for more time to prepare a team and respond to this RFP?

Answer 4 – Proposal due date is extended until October 13, 2021 @ 3:30 P.M.

Question 5 - Please confirm that the purpose of this RFP is for the hiring of two (2) Consultant Project Managers with qualifications provided in the Scope of Services.

Answer 5 – Yes

Question 6 - Please further explain the General Position Descriptions (TS-5) and how this connects to the purpose of this RFP.

Answer 6 – General Position Descriptions (TS-5) are engineering orientated does not apply to this work.

Question 7 - Per Section I, paragraph 7.2, the Proposal requires a “proposed work schedule” and a “proposed manpower requirement table.” It was not clear what the goals of this effort are, other than what is written in TS-1, Section 1. , paragraph 1. Can you direct me to detailed goals and requirements of this effort?

Answer 7 - Answer to be provided in future Addendum.

Question 8- Can the Authority clarify what information firms should put in Record of performance? And can the Authority clarify the differences between this section (record of performance) and “Qualifications of the firm...” section?

Answer 8 – Answer to be provided in future Addendum.

Question 9 - RFP page 5 states that resumes should be submitted in the SF 330 format. Should our firm’s relevant work experience also be submitted in the SF 330 format?

Answer 9 - Firm’s experience can be submitted in SF 330 format.

Question 10 – On PDF page 8 of the RFP, it says “Submittals will be printed double-sided,” but the submittal instructions are to email proposals to VProcure@mtabt.org. Can the Authority confirm this is an electronic-only submission?

Answer 10– Submission Offers are to be emailed to VProcure@mtabt.org.

Question 13 - The Staffing Plan Form seems incomplete (the final column has the header partially blanked out). Can the Authority provide a complete form?

Answer 13 – Please see attached form.

Question 14 - We previously asked if the Authority would like proposers to submit a full SF 330. Our additional question is doing the Authority want each subconsultant to submit a full SF 330 as well?

Answer 14 – Yes for first tier subconsultants.

Question 15 -If a proposer’s affiliate has previous contracts with the Authority, should that be noted on the TS-6 form (Part 5, section K)?

Answer 14 – No

Please find attached a list of the attendees from the Pre-Proposal conference.

The Proposal Due Date for this solicitation has been changed from Wednesday, October 6, 2021 at 3:30 pm to October 13, 2021 at 3:30 pm.

All other terms, conditions and requirements of the original RFP dated September 13, 2021 remain unchanged unless modified by this addendum.

Please be governed accordingly in submitting your proposals for this contract.

Sincerely



Lynn Gore
Deputy Chief Procurement Officer

STAFFING PLAN

Project/RFP Title: _____ Location of Contract: _____ County _____ ZIP _____

Contractor/Firm Name _____ Address _____ City _____ State _____ ZIP _____

Check applicable categories: (1) Staff Estimates include: ☐ Contract/ Project Staff ☐ Total Work Force ☐ Subcontractors
 (2) Type of Contract : ☐ Construction Consultants ☐ Commodities ☐ Services/Consultants

Total Anticipated Work Force										Total Percent Minority Employees	Total Percent Female Employees	
Federal Occupational Category	Total Number of Employees		Black (Not of Hispanic Origin)		Hispanic		Asian or Pacific Islander		Native American/ Alaskan Native			
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Officials/Admin												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers												
Operatives												
Laborers												
Service Workers												
TOTALS												

Company Official's Name _____ Title _____

Company Official's Signature _____ Date _____

Telephone Number (____) _____

PSC-21-3047 – Project Management Office Consultant Services for the New York Customer Service Center Contracts

PRE-BID MEETING

September 21, 2021@10:30A.M.

Name	Organization	Email
Christopher Bennett	TBTA	Christopher.Bennett@mtacd.org
Dara Hill-Anderson	TBTA	DHill-Anderson@mtabt.org
Zulema Robinson	TBTA	ZRobinson@mtabt.org
William Hanks	TBTA	WHanks@mtabt.org
Lynn Gore	TBTA	LGore@mtabt.org
Paisley Fisher	TBTA	paisley.fisher@mtabt.org
Simone Richardson	PANYNJ	sirichardson@panynj.gov
Michael J. Perrotto	NY Thruway	Michael.Perrotto@thruway.ny.gov
Julio Sesti	PANYNJ	jsesti@panynj.gov
Kevin Sanders	Boston Consulting Group	Sanders.Kevin@bcg.com
Anne-Marie Bressler	TBTA	AMBressl@mtabt.org
Celia McGarry		cmcgarry@briljent.com
Carolina Doherty	Qed National	Cdoherty@qednational.com
Tom Delaney	Atkins	Tom.Delaney@atkinsglobal.com
Kelly White	Illume Projects, LLC	Kelly@illumeprojects.com
T. Conway	Tech Valley Talent	tconway@techvtal.com
Catherine Klein	Corporate Computer Solutions, Inc	cklein@corporatecomputersol.com
Luis Hevia	Atkins	Luis.Hevia@atkinsglobal.com
Sheila Squier	Illume Projects, LLC	sheila@illumeprojects.com
Dain Massey	Raj Technologies, Inc.	dainm@rajtechny.com
Cira Morgillo	Raj Technologies, Inc.	ciram@rajtechny.com
Allyson Quinn	Gannett Fleming, Inc.	aquinn@gfnet.com
Brandie Molina	CSA Group	bmolina@csagroup.com
JJ Suarez Jr.	CSA Group	jjsuarezjr@csagroup.com
Norman Hinsey	CSA Group	nhinsey@csagroup.com
Chris Hein	Tech Valley Talent	CHein@techvtal.com
Rebecca Cleere	HNTB	rcleere@HNTB.com
Renee Roth-O'Neil	Tech Valley Talent	tech@techvtal.com
Himanshu Bhagat	Rider Levett Bucknall	Himanshu.bhagat@us.rlb.com
Raim Izhar	SI Engineering P.C.	rizar@siengineering.com
Amy Gish	CAI	Amy.Gish@cai.io
Dustin Molter	Qed National	DMolter@qednational.com
	Qed National	alotten@qudnational.com
Davey, Rich	Boston Consulting Group	Davey.rich@bcg.com
David Stokes	CAI	David.Stokes@cai.io
Marcee Bernstein	CSA Group	mbernstein@csagroup.com
Kim Jee	GFNET	Jkim@gfnet.com
Sahel Daqamseh	Diligene	Sahel.daqamesh@diligene.com

Eric Perry	Eric Perry, LLC	eperry@ericjperry.net
Maher Abdelqader	AI Engineering	mabdel@aiengineers.com
Karim Palomino	KB Group of NY dba Prime AE Group of NY	kpalomino@primeeng.com
Jeffrey Weiss	GFNET	jweiss@GFNET.com