

Regulatory and Parking Sign Replacement RFP

Q&A

August 18, 2020

1. Section 1.3 states that proposals must include itemized pricing for materials. What needs to be priced?

A. Materials, labor costs.

2. Is there a drawing package of what exactly the signs are, with specifications?

A. The signs follow the Federal Manual on Traffic Control Devices and the New York State Supplemental to the Federal Manual on Traffic Control Devices (MUTCD). This is summarized in section 2.1.

3. Can a sample sign, a photographed example, be provided?

A. Yes.

4. Section 1.13 refers to project phases. What is included in each phase?

A. The Authority would phase the project out depending on the itemized pricing that is included in the submitted proposal.

5. Can a qualifier of minimums be included in the proposal and will that be sufficient?

A. Yes.

6. What is the schedule or timeline that the Authority is trying to accomplish with this project? Can a proposed schedule be included in the proposal?

A. A timeline was not specified but a proposed schedule can be included in the submitted proposal.

7. Under prevailing wage, there is not a category for signage director or signage installer.

A. Correct, there is not. And a laborer can be utilized for installation.

8. Is there a specific warranty period?

A. Vendor is to provide.

9. Are there location plans available?

A. Summary shows coordinates of signs (addresses, descriptions). Also, a map can be provided.

10. Does this include digging and excavation for putting poles into the ground, etc.?

A. Yes, the pricing for this needs to be included in the proposal. The property is public with no restrictions, to access for site visits. All signs are located within the highway right of way.

11. Is there a database with information regarding the signage needing to be replaced, with locations?

A. Yes. A hired engineering firm developed the database.

12. Under section 5.5c, it says the proposer is to provide a sample agreement to review. Does the proposer have to provide the contractual agreement?

A. A sample agreement that has been used previously is to be provided by proposer.

13. Is there a budget advertised for this project?

A. This information is undisclosed.

14. Is there any place for storage?

A. Yes.

15. Is the vendor to recycle or dispose of unwanted materials? Will old signs be returned to City?

A. Recycling/disposing of unwanted materials can be discussed once project is awarded. All old/removed signs must be returned to City.

16. We understand that there are no special COVID-19 requirements and we are to follow the Governor's direction from time to time. Please confirm.

A. No, you are required to follow the Governor's Executive Orders related to COVID 19 for the state of NY which include but not limited to the following: screening protocols, hygiene, physical distancing, and protective equipment. Also, please keep in mind travel advisories and restrictions for the state of NY. For more information please visit <https://forward.ny.gov/> and <https://coronavirus.health.ny.gov/home> and check these websites regularly for any new updates over the course of the scope of work.

17. Who is responsible for traffic control?

A. This is the vendor's responsibility and a traffic control plan, if necessary, must be submitted to Traffic Engineering for approval.

18. Are the signs located on private or public property?

A. All signs are located on public property. We are permitted to use utility poles, traffic signal posts and streetlights. Not all signs will go on independent posts.

19. Do you want a sign cost and pole cost in the proposal?

A. Yes. These need to be priced separately.

20. On Attachment A: Column labeled fixture site. If a specific site is listed for where the sign is being replaced, can vendor replace it to that same existing site?

A. Typically yes, unless a change needs to be made. Anything listed on a tree will be changed to a stand-alone post.

22. Are photographs of locations available for us to identify the specific condition of the sign if it is in dirt, brick or concrete paver? If not do we have to review all the 2300+ signs prior to the bid using google maps/streets to learn each of the site the condition, do we have any other efficient option to assess this? (See attached spread sheet -Parking sign Tabs we can identify the signs that needs post and type of posts etc. to tab for Parking Zones where majority of the signs are there we do not have the information on if a post is required or what type of post etc. unless we have to survey physically or through google maps (digitally) for about 2300+ locations.

A. A map can be provided.

23. We understand that you do not require any attic stock signs, faces and hardware, please confirm if you need any attic stock of hardware/poles required?

A. We do not require any stock.

24. In the attached spreadsheet there are two tabs-do they reference completely different signs or there is any overlap between them, Kindly elaborate

A. There is possible overlap.

25. Do you have specific preference of the number of signs and or groupings for each phase? Are we to suggest minimum quantity for each phase to make cost effective installation?

A. It is preferred to have 2 phases, with signs divided equally between both phases.

26. We understand that we have to follow the MUTCD standards for the signs, can you please provide the link to the site where we can download the DOT footing and attachment details for the signs in context

A. <https://mutcd.fhwa.dot.gov/> as well as a NYS Supplemental which can be found at <https://www.dot.ny.gov/mutcd>. In addition, the inks on the signs need to be translucent so they continue their reflectivity.

27. We assume that you will be needing monthly certified payroll along with our monthly progress pay applications, can you please confirm?

A. Correct.

28. Do you need any sign to be produced approved as a prototype that can be used in project when approved?

A. Yes.

29. Considering that there is a large quantity of signs that may be needing utility clearance can the City assist in utility clearance to make it cost efficient?

A. The City would not assist. If a new pole needs to be installed, vendor would need to call Dig Safe.

30. Section 1.2 asks for preventive maintenance and Repairs - This scope of Preventative maintenance and or Repairs must be defined clearly to price this-Scope-Quantity (these will be site specific and done typically by T&M method.

A. Not Applicable.

31. Section 1.2 requires itemized pricing-please provide a bid form so that all bidders can follow a uniform form to fill in the prices (can you provide us a Bid Form with Sign Type -Quantities -provision to fill in Unit Price and Totals)

A. No, Bidders are responsible for providing their own cost proposal form. Please also refer to Section 5 of the RFP which outlines the cost proposal format.

32. As per the RFP we are to submit our bid response 1 hard copy and OR one copy electronically-Can this be submitted by email to spalladino@parkalbany.com before 2pm 08-28-2020 or do you need a thumb drive or CD etc.? overnighted to reach you by the bid due date and time. Please confirm.

A. Yes, bid responses can be submitted electronically via email at spalladino@parkalbany.com or via thumb drive overnighted to reach the APA by bid due date and time. We do not encourage use of CDs.

33. We are assuming Color-Ad being a NY Certified -MWBE- we can use our own forces produce and install these signs on site-and count towards the required percentage, and need not have any MWBE sub contractors to meet this goal-please confirm.

A. Correct.