

**State of Florida  
Department of Transportation**



REQUEST FOR PROPOSAL  
**Regional Transportation Management Center (RTMC),  
Operations Contract**

**E4X48**

**CONTACT FOR QUESTIONS:**

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3400 West Commercial Boulevard  
Fort Lauderdale, FL 33309

# INTRODUCTION SECTION

## 1) INVITATION

The State of Florida Department of Transportation, hereinafter referred to as the “Department”, requests written proposals from qualified Proposers for operational support services TSM&O Program at the Florida Department of Transportation (FDOT or DEPARTMENT) District 4 Regional Transportation Management Center (RTMC) at 2300 West Commercial Blvd., Fort Lauderdale, Broward, Florida, and TSM&O associated facilities:

- The Palm Beach Vista Center Transportation Management Center (TMC), located at 2300 N. Jog Road, in Palm Beach County, Florida.
- The Traffic Incident Management Support Office (TIMSO), at 3601 Oleander Avenue, FDOT Treasure Coast Operations Center, Fort Pierce, Florida, which serves as a backup TMC for the Broward RTMC operations in case of a catastrophic event.
- Any other designated backup locations/TMC as designated by FDOT within District 4.

It is anticipated that the term of the contract will begin on 12/31/2024 and be effective through 12/30/2029.

The Department intends to award this contract to the responsive and responsible Proposer whose proposal is determined to be the most advantageous to the Department. After the award, said Proposer will be referred to as the “Vendor”. For the purpose of this document, the term "Proposer" means the prime Vendor acting on its own behalf and those individuals, partnerships, firms, or corporations comprising the Proposer team. The term "proposal" means the complete response of the Proposer to the Request for Proposals (RFP), including properly completed forms and supporting documentation.

## 2) TIMELINE

Provided below is a list of critical dates and actions. These dates are subject to change. Notices of changes (Addenda) will be posted on the Districts Contracts Administration website at: [www.fdot.gov/contracts/d4](http://www.fdot.gov/contracts/d4), click “[Request for Proposal](#)” and select contract number from the list. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting their bid. **All addenda will be acknowledged by signature and subsequent submission of addenda with the bid when so stated in the addenda.**

<b>ACTION / LOCATION</b>	<b>DATE</b>	<b>LOCAL TIME</b>
<b>MANDATORY PRE-PROPOSAL CONFERENCE AND SITE VISIT</b> 3400 West Commercial Boulevard Fort Lauderdale, FL 33309	<b>06/14/2024</b>	<b>02:00 PM</b>
<b>DEADLINE FOR TECHNICAL QUESTIONS</b> (There is no deadline for administrative questions)	<b>06/21/2024</b>	<b>5:00 PM</b>
<b>PROPOSALS DUE, ON OR BEFORE</b> (Technical and Price Proposal) <a href="mailto:D4.designbuild@dot.state.fl.us">D4.designbuild@dot.state.fl.us</a> OR 3400 West Commercial Boulevard Fort Lauderdale, FL 33309	<b>07/08/2024</b>	<b>10:30 AM</b>
<b>PROCUREMENT PROVIDE QUESTIONS TO PROPOSERS</b>	<b>08/01/2024</b>	<b>5:00 PM</b>

<b>PROPOSERS DEADLINE FOR SUBMITTAL WRITTEN RESPONSES TO PROCUREMENT</b>	<b>08/05/2024</b>	<b>5:00 PM</b>
<b>PUBLIC SELECTION MEETING</b> (Reading Technical Scores) 3400 West Commercial Boulevard Fort Lauderdale, FL 33309	<b>08/19/2024</b>	<b>09:30 AM</b>
<b>PUBLIC OPENING (Price Proposal)</b> 3400 West Commercial Boulevard Fort Lauderdale, FL 33309	<b>08/19/2024</b>	<b>10:30 AM</b>
<b>PUBLIC SELECTION MEETING (Intent to Award)</b> 3400 West Commercial Boulevard Fort Lauderdale, FL 33309	<b>08/26/2024</b>	<b>9:30 AM</b>
<b>POSTING OF INTENDED AWARD</b>	<b>08/26/2024</b>	<b>10:30 AM</b>

### **3) AGENDA FOR PUBLIC MEETINGS**

#### **Agenda – Mandatory Pre-Proposal Conference**

Agenda for Mandatory Pre-Proposal Conference for **E4X48**:

Starting Time: see “Timeline” in RFP solicitation.

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period.
- To allow a maximum of 15 minutes total for public input related to the RFP solicitation. At conclusion of public input or 15 minutes, whichever occurs first, highlights of the solicitation documents will be reviewed, and a questions and answers session.
- Adjourn meeting.

#### **Agenda – Public Opening (Technical Proposals)**

Agenda for Public Opening of Technical Proposals for **E4X48**

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, the Technical Proposals received timely will be opened, with proposer’s name read aloud and tabulated. Price proposals will be kept secured and unopened until the Price Proposal Opening.
- Adjourn meeting.
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#### **Agenda – Public Selection Meeting (Reading of Technical Scores)**

Agenda for Intended / Recommended Award meeting for **E4X48**:

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, the Technical evaluation Scores will be summarized.
- Selection Committee will express concurrence.
- Announce time and date of the Price Proposal Opening and Final Selection Meeting.
- Adjourn

## Agenda – Price Proposal Opening

Agenda for Price Proposal Opening and Intended Award meeting for **E4X48**:

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, the Technical evaluation scores will be summarized.
- Announce the firms that did not achieve the minimum technical score.
- Announce the firms that achieved the minimum technical score and their price(s) as price proposals are opened.
- Calculate price scores and add to technical scores to arrive at total scores.
- Announce Proposer with highest Total Score as Intended Award.
- Announce time and date the decision will be posted on the Districts Contracts Administration website at: [www.fdot.gov/contracts/d4](http://www.fdot.gov/contracts/d4), click “click [“Request for Proposal”](#) and select contract number from the list,
- Adjourn.

## Agenda – Public Selection Meeting to Intended Award

Agenda for Intended / Recommended Award meeting for **E4X48**:

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, the Total Scores (technical scores plus price scores) will be summarized.
- Announce Intended Award decision.
- Announce time and date decision will be posted on the Districts Contracts Administration website at: [www.fdot.gov/contracts/d4](http://www.fdot.gov/contracts/d4), click “click [“Request for Proposal”](#) and select contract number from the list.
- Adjourn

## 4) SPECIAL ACCOMMODATIONS

Any person with a qualified disability requiring special accommodations at a pre-proposal conference, public meeting, oral presentation and/or opening shall contact the contact person at the phone number, e-mail address on the title page at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

## SPECIAL CONDITIONS

### 1) MyFloridaMarketPlace

PROPOSERS MUST BE REGISTERED IN THE STATE OF FLORIDA’S MYFLORIDAMARKETPLACE SYSTEM BY THE TIME AND DATE OF THE TECHNICAL PROPOSAL OPENING OR THEY MAY BE CONSIDERED NON-RESPONSIVE (see Special Condition 21). All prospective proposers that are not registered should go to <https://vendor.myfloridamarketplace.com/> to complete on-line registration or call 1-866-352-3776 for assisted registration.

All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the MFMP Transaction Fee in accordance with the referenced Form PUR 1000 General Contract Condition #14. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

## **2) Florida Department of Financial Services (DFS) W-9 REQUIREMENT**

The Florida Department of Financial Services (DFS) requires all vendors that do business with the state to submit an electronic Substitute Form W-9. Vendors must submit their W-9 forms electronically at <https://flvendor.myfloridacfo.com> to receive payments from the state. Contact the DFS Customer Service Desk at (850) 413-5519 or [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com) with any questions.

## **3) QUESTIONS & ANSWERS**

In accordance with section 337.11, Florida Statutes, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any technical questions arising from this Request for Proposal must be forwarded, in writing, to the procurement agent identified below. Questions must be received no later than the time and date reflected on the Timeline. The Department's written response to written inquiries submitted timely by proposers will be posted on the Districts Contracts Administration website at: [www.fdot.gov/contracts/d4](http://www.fdot.gov/contracts/d4), click "[Request for Proposal](#)" and select contract number from the list. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting their proposal.

**WRITTEN TECHNICAL QUESTIONS** should be submitted to:

**Maria Velarde** at [D4.designbuild@dot.state.fl.us](mailto:D4.designbuild@dot.state.fl.us)

Questions regarding administrative aspects of the proposal process should be directed to the Procurement Agent in writing at the address above or by phone **954-777-4084**

## **4) ORAL INSTRUCTIONS / CHANGES TO THE REQUEST FOR PROPOSAL (ADDENDA)**

No negotiations, decisions, or actions will be initiated or executed by a proposer as a result of any oral discussions with a State employee. Only those communications which are in writing from the Department will be considered as a duly authorized expression on behalf of the Department.

Notices of changes (Addenda) will be posted on the Districts Contracts Administration website at: [www.fdot.gov/contracts/d4](http://www.fdot.gov/contracts/d4), click "[Request for Proposal](#)" and select contract number from the list. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal. All Addenda will be acknowledged by signature and subsequent submission of Addenda with proposal when so stated in the Addenda.

## **5) DIVERSITY ACHIEVEMENT**

### **DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION**

The Department, in accordance with *Title VI of the Civil Rights Act of 1964, 42 USC 2000d- 2000d-4, Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21*, Nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that the Department will affirmatively ensure that in any contract/agreement entered into pursuant to this advertisement, minority and disadvantaged business enterprises will be afforded the full opportunity to submit bids in response to this invitation and will not be discriminated on the basis of race, color, national origin, or sex in consideration for an award.

The Department encourages DBE firms to compete for Department contractual services projects, and also encourages non-DBE and other minority contractors to use DBE firms as sub-contractors. The Department, its

contractors, suppliers, and consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform contract work for the Department in a nondiscriminatory environment. The Department shall require its contractors, suppliers, and consultants to not discriminate on the basis of race, color, national origin, religion, gender, age, or disability in the award and performance of its contracts.

Federal law requires states to maintain a database of all firms that are participating or attempting to participate in DOT-assisted contracts. To assist the Department in this endeavor, proposers are requested to submit the **Bidder's Opportunity List** with their Price Proposal Sheet. The list should include yourself as well as any prospective sub-contractor that you contacted or who has contacted you regarding the project.

Proposers are requested to indicate their intention regarding DBE participation on the **Anticipated DBE Participation Statement** and to submit that Statement with their Price Proposal Sheet. After award of the contract resulting from this RFP, the awarded Vendor will need to complete the "Anticipated DBE Participation Statement" online through the Equal Opportunity Compliance (EOC) system within 3 business days after award of the contract. The link to access the EOC system is: <https://www3.dot.state.fl.us/EqualOpportunityCompliance>. This will assist the Department in tracking and reporting planned or estimated DBE utilization.

During the contract period, the Vendor will be required to report actual payments to DBE and MBE subcontractors through the web-based EOC system. All DBE payments must be reported whether or not you initially planned to utilize the company. In order for our race neutral DBE Program to be successful, your cooperation is imperative. If you have any questions, please contact [EOOHelp@dot.state.fl.us](mailto:EOOHelp@dot.state.fl.us).

Additional information about the EOC system can be found on the Equal Opportunity Office (EOO) website at <http://www.dot.state.fl.us/equalopportunityoffice/eoc.shtm>. A help manual on how to use the system will be available within the EOC application. If you have any questions or technical issues, please contact the EOO help desk at [EOOHelp@dot.state.fl.us](mailto:EOOHelp@dot.state.fl.us).

To request certification or to locate DBEs, call the Department of Transportation's Equal Opportunity Office at (850) 414-4747, or access an application or listing of DBEs on the Internet at [www.dot.state.fl.us/equalopportunityoffice/](http://www.dot.state.fl.us/equalopportunityoffice/).

## 6) **SCOPE OF SERVICES**

Details of the services, information, and items to be furnished by the Vendor are described in Exhibit "A", Scope of Services, attached hereto and made a part hereof.

## 7) **INTENDED AWARD**

The Department intends to award a contract to the responsive and responsible vendor with the highest cumulative total points for the evaluation criteria specified herein (See Section 30, Proposal Evaluation). The Intended Award decision will be announced at the **Public Selection Meeting** specified in the Timeline (See Introduction Section 2) Timeline.

## 8) **MANDATORY PRE-PROPOSAL CONFERENCE**

A MANDATORY pre-proposal conference will be held at the date, time and location in the Timeline. The purpose of this meeting is to provide an open forum for the Department to review the Scope of Services and respond to questions from potential proposers regarding the scope of services, RFP requirements, contractual requirements, method of compensation, and other conditions or requirements that may, in any manner, effect the work to be performed. Any changes and/or resulting Addenda to the RFP will be the sole prerogative of the Department.

**Attendance at this pre-proposal conference is MANDATORY.** Failure by a proposer to attend or be represented at this pre-proposal conference will constitute a non-responsive determination of their proposal package. Proposals found to be non-responsive will not be considered.

## **9) QUALIFICATIONS**

### **9.1 General**

The Department will determine whether the Proposer is qualified to perform the services being contracted based upon their proposal demonstrating satisfactory experience and capability in the work area. The Proposer shall identify necessary experienced personnel and facilities to support the activities associated with this proposal.

### **9.2 Qualifications of Key Personnel**

Those individuals who will be directly involved in the project should have demonstrated experience in the areas delineated in the scope of work. Individuals whose qualifications are presented will be committed to the project for its duration unless otherwise excepted by the Department's Project Manager. Where State of Florida registration or certification is deemed appropriate, a copy of the registration or certificate should be included in the proposal package.

### **9.3 Authorized To Do Business in the State of Florida**

In accordance with sections 607.1501, 605.0211(2)(b), and 620.9102, Florida Statutes, out-of-state corporations, out-of-state limited liability companies, and out-of-state limited partnerships must be authorized to do business in the State of Florida. Such authorization should be obtained by the proposal due date and time, but in any case, must be obtained prior to the award of the contract. For authorization, contact:

Florida Department of State  
Tallahassee, Florida 32399  
(850) 245-6051

### **9.4 Licensed to Conduct Business in the State of Florida**

If the business being provided requires that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the proposal due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For licensing, contact:

Florida Department of Business and Professional Regulation  
Tallahassee, Florida 32399-0797  
(850) 487-1395

## **10) WARRANTY/SUBSTITUTIONS**

When performance of the services requires the supply of commodities, a warranty is required on all items provided against defective materials, workmanship, and failure to perform in accordance with required industry performance criteria, for a period of not less than ninety (90) days from the date of acceptance by the purchaser. Any deviation from this criteria must be documented in the proposal response or the above statement shall prevail. Delivery of substitute commodities requires prior written approval from the ordering location.

Replacement of all materials found defective within the warranty period shall be made without cost to the purchaser, including transportation if applicable. All fees associated with restocking cancelled orders shall be the responsibility of the vendor.

All items provided during the performance of the contract found to be poorly manufactured will not be accepted, but returned to the vendor, at their expense, for replacement. Replacement of all items found defective shall be made without cost to the Department, including transportation, if applicable. As it may be impossible for each facility to inspect all items upon arrival, a reasonable opportunity must be given to these facilities for inspection of the items, and returning those that are defective.

## 11) LIABILITY INSURANCE

The Vendor shall not commence any work until they have obtained the following types of insurance, and certificates of such insurance have been received by the Department. Nor shall the Vendor allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been so obtained. The Vendor shall submit the required Certificates of Insurance to the **Florida Department of Transportation, Procurement Office, Maria Velarde at [D4.designbuild@dot.state.fl.us](mailto:D4.designbuild@dot.state.fl.us)** within ten (10) days after the ending date of the period for posting the intended award decision.

The Vendor must carry and keep in force during the period of this contract a general liability insurance policy or policies with a company authorized to do business in the state of Florida, affording public liability insurance with combined bodily injury limits of at least \$ 1,000,000.00 per person and \$ 5,000,000.00 each occurrence, and property damage insurance of at least \$ 1,000,000.00 each occurrence, for the services to be rendered in accordance with this contract.

With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. **The Vendor shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Contract.** The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.

The Department shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Vendor or subcontractor providing such insurance. Policies that include Self Insured Retention (SIR) will not be accepted.

## 12) PERFORMANCE BOND

A Performance Bond is not required for this contract.

## 13) METHOD OF COMPENSATION

See attached Exhibit B, Method of Compensation.

## 14) CONTRACT DOCUMENT

The Department's "Standard Written Agreement" is attached hereto and made a part hereof. The terms and conditions contained therein will become an integral part of the contract resulting from this solicitation. In submitting a proposal, the proposer agrees to be legally bound by these terms and conditions.

## 15) REVIEW OF PROPOSER'S FACILITIES & QUALIFICATIONS

After the proposal due date and prior to contract execution, the Department reserves the right to perform or have performed an on-site review of the Proposer's facilities and qualifications. This review will serve to verify data and representations submitted by the Proposer and may be used to determine whether the Proposer has an adequate, qualified, and experienced staff, and can provide overall management facilities. The review may also serve to verify whether the Proposer has financial capability adequate to meet the contract requirements.

Should the Department determine that the proposal has material misrepresentations or that the size or nature of the Proposer's facilities or the number of experienced personnel (including technical staff) are not adequate to ensure satisfactory contract performance, the Department has the right to reject the proposal.



## **16) PROTEST OF REQUEST FOR PROPOSAL SPECIFICATIONS**

Any person who is adversely affected by the contents of this Request for Proposal must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after the posting of the solicitation, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed.

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

## **17) UNAUTHORIZED ALIENS**

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

## **18) SCRUTINIZED COMPANIES LISTS**

ALL Responses, regardless of dollar value, must include a completed [Vendor Certification Regarding Scrutinized Companies Lists](#) to certify the respondent is not on either of those lists. The Form should be submitted with the Price Proposal.

A Vendor is ineligible to enter into a contract with the Department for goods or services of any amount if, at the time of entering into such contract, the Vendor is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

Section 287.135, Florida Statutes, also prohibits companies from entering into a contract for goods or services of \$1 million or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to s. 215.473, Florida Statutes.

If the Department determines the Vendor submitted a false certification under Section 287.135 of the Florida Statutes, the Department shall either terminate the Contract after it has given the Vendor notice and an opportunity to demonstrate the Department's determination of false certification was in error pursuant to Section 287.135 of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135 of the Florida Statutes are met.

## **19) RESERVATIONS**

The Department reserves the right to accept or reject any or all proposals received and reserves the right to make an award without further discussion of the proposals submitted. Therefore, the proposals should be submitted initially in the most favorable manner. It is understood that the proposal will become a part of the Department's official file, without obligation to the Department.

## **20) ADDITIONAL TERMS & CONDITIONS**

No conditions may be applied to any aspect of the RFP by the proposer. Any conditions placed on any aspect of

the proposal documents by the proposer may result in the proposal being rejected as a conditional proposal (see "RESPONSIVENESS OF PROPOSALS"). **DO NOT WRITE IN CHANGES ON ANY RFP SHEET.** The only recognized changes to the RFP prior to proposal opening will be a written Addenda issued by the Department.

## **21) RESPONSIVENESS OF PROPOSALS**

### 21.1 Responsiveness of Proposals

Proposals will not be considered if not received by the Department **on or before** the date and time specified as the due date for submission. All proposals must be typed or printed in ink. A responsive proposal is an offer to perform the scope of services called for in this Request for Proposal in accordance with all requirements of this Request for Proposal and receiving seventy (70) points or more on the Technical Proposal. Proposals found to be non-responsive shall not be considered. Proposals may be rejected if found to be irregular or not in conformance with the requirements and instructions herein contained. A proposal may be found to be irregular or non-responsive by reasons that include, but are not limited to, failure to utilize or complete prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, and improper and/or undated signatures. ALL determinations of responsiveness will be the responsibility of the FDOT Procurement Office.

### 21.2 Multiple Proposals

Proposals may be rejected if more than one proposal is received from a Proposer. Such duplicate interest may cause the rejection of all proposals in which such Proposer has participated. Subcontractors may appear in more than one proposal.

### 21.3 Other Conditions

Other conditions which may cause rejection of proposals include, but are not limited to, evidence of collusion among Proposers, obvious lack of experience or expertise to perform the required work, failure to perform or meet financial obligations on previous contracts, or in the event an individual, firm, partnership, or corporation is on the General Services Administration Excluded Parties List. Proposers whose proposals, past performance, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the Contract may be rejected as non-responsible. The Department reserves the right to determine which proposals meet the requirements of this solicitation, and which Proposers are responsive and responsible.

## **22) PROPOSAL FORMAT INSTRUCTIONS**

### 22.1 General Information

This section contains instructions that describe the required format for the proposal. All proposals submitted shall contain two parts and be marked as follows:

PART I TECHNICAL PROPOSAL NUMBER E4X48  
(One Separately Sealed Package for Technical)

PART II PRICE PROPOSAL NUMBER E4X48  
(One Separately Sealed Document for Prices)

PLEASE EMAIL PART I (TECHNICAL Proposal) and Part II (PRICE PROPOSAL) TO  
[D4.designbuild@dot.state.fl.us](mailto:D4.designbuild@dot.state.fl.us)

THE SEPARATE DOCUMENTS MAY BE E-MAILED TOGETHER OR SEPARATELY

### 22.2 Technical Proposal (Part I)

(Do not include price information in Part I)

The Proposer must submit one (1) original technical proposal which is to be divided into the sections described

below. Since the Department will expect all technical proposals to be in this format, failure of the Proposer to follow this outline may result in the rejection of the proposal. The technical proposal must be submitted in one separate document marked "TECHNICAL PROPOSAL NUMBER E4X48".

## 1. PROPOSER'S MANAGEMENT PLAN

The Proposer shall provide a management plan which describes approach to contract administration and management, staffing plan – highlighting key personnel, as well as any relevant experience. The Proposer shall provide a Management Plan that explains in detail their qualifications as they relate to the successful performance of the requested services as well as the approach, capabilities, and means to be used to administer and manage the work.

Explain the proposed Quality Management System (QMS) for record keeping and documentation to support the overall operations of the Regional Transportation Management Center (RTMC) and its backup/secondary locations.

### a. Administration, Management, and Transition

Include a description of the Proposer's management style established for this contract, the methodology to be used to control costs, ensure services reliability, meet deadlines for contract deliverables, as well as the means of coordination and communication between the Proposer's team and the Department. Include the Proposer's Transition Plan.

### b. Staffing Plan

Provide a list key personnel on the Proposer's team that will be assigned to this contract, including any Sub-Consultant(s). The Proposer shall explain the roles and responsibilities of all key proposed personnel. Identify the Proposer's Project Manager who will remain involved throughout the Contract term.

Provide an organizational structure and schedule to support all services identified in the RFP. The staff noted in the loaded billing rate table shall be the same staff listed by the Proposer in the Technical Proposal.

The Proposer shall indicate each employee's affiliation – either as an employee of the Proposer firm or as an employee of the Sub-Consultant(s) firm and indicate their physical work location. Include the approximate percentage of time of all key personnel to be devoted exclusively for this project and to the assigned services. Additionally, indicate the percentage of time all personnel, including Sub-Consultant(s) will be available to devote to the subject contract.

Please reference Exhibit "A" Scope of Services with regards to the required minimum roles and respective number of staff. The minimum staffing levels are considered key personnel for this contract.

### c. Relevant Experience

The Proposer shall demonstrate that the Proposer's Project Manager and the key personnel assigned to this contract possesses experience in the area of managing and operating transportation management centers, including managed lanes, ramp signaling and arterial operations; overseeing incident management services; providing information technology services; providing contract management services; and providing public information and customer service. Resumes shall include the proposed staff's relevant experience.

## 2. PROPOSER'S TECHNICAL PLAN

The Proposer shall provide a technical plan which explains their technical approach to providing services at the facilities listed in Exhibit "A" Scope of Services. The Proposer should explain the approach, capabilities, and means to be used in accomplishing the services outlined in the Exhibit "A" Scope of Services, and where significant development difficulties may be anticipated and resolved. Any specific techniques to be used should also be addressed.

a. Approach to Operations Services (Control Room, Freeways and Tunnel, Managed Lanes and Ramp Signaling, and Arterials)

The Proposer shall fully describe their overall approach and proposed staffing levels for the contract's Operations Services, which are:

- Freeways and Tunnel
- Managed Lanes and Ramp Signaling
- Arterials

Furthermore, the Proposer shall describe their approach to the Control Room's Operations. While the Proposer shall adhere to the minimum staffing requirements and required performance measures as listed in the RFP, innovative operational aspects of the Proposer's plan to effectively operate the RTMC and associated facilities in the most efficient and cost-effective manner while achieving the highest performance measures are encouraged and should be described in detail.

b. Approach to Intelligent Transportation System (ITS) Maintenance Support Services

The Proposer shall describe their overall strategy for satisfying the Intelligent Transportation System (ITS) Maintenance Support Services in Exhibit "A" Scope of Services.

c. Approach to Traffic Incident Management Support Services

The Proposer shall describe their strategy for satisfying all Incident Management Support Services requirements stated in the Exhibit "A" Scope of Services.

d. Approach to TMC Supporting Personnel Services

The Proposer shall describe their overall approach to meet the RFP's requirements with regards to TMC Supporting Personnel services as outlined in the Exhibit "A" Scope of Services.

e. Miscellaneous Operations Support Services

The Proposer shall describe strategy to meet the RFP's requirements for the subject services, which include: (1) District 4 TSM&O Standard Operating Procedures (SOPs) and (2) TMC Standard Employee Guidelines (SEG).

f. Approach to Operations Reporting Services and Performance Measures

The Proposer shall describe their overall strategy for developing performance measures and providing daily, monthly, quarterly, and annual reports as per the requirements outlined in Exhibit "A" Scope of Services.

The Proposer shall explain approach to meeting the contract's performance metrics. Furthermore, the Proposer shall discuss additional metrics related to operations that they plan to use and would bring value to the Transportation Systems Management and Operations (TSM&O) Program.

The Proposer shall explain their approach to addressing non-compliance of the contract's performance metrics, including deductions as specified in the RFP.

g. Approach to TSM&O Information Technology (IT) Services

The Proposer shall describe their strategy for ensuring that the hardware and software systems and components residing within the TMC are operational and available according to the minimum performance measures stated in the Exhibit "A" Scope of Services.

The Proposer shall describe their experience with the various software applications identified in the RFP.

h. Approach to Optional Services:

- Approach to Special Projects and Future Services  
The Proposer shall also provide their approach for Special Projects and Future Services, as outlined in Exhibit "A" Scope of Services.
- Traffic Operations and ITS Services  
The Proposer shall describe strategy to meet the RFP's requirements for the subject services as outlined in Exhibit "A" Scope of Services.

i. Approach to Emergency Operations

The Proposer shall describe their approach to emergency operations services. Furthermore, the Proposer shall describe their approach to satisfying the Emergency Operations requirements stated in the RFP.

### 3. INNOVATION AND TECHNOLOGY

The Proposer shall highlight innovative operational aspects of their plan to effectively manage the RTMC in the most efficient and cost-effective manner.

The Proposer shall explain their approach to providing real-time and historical performance measures. Also, the Proposer shall describe their strategy for providing reports and fulfilling other requirements in the RFP.

#### 22.3 Price Proposal (Part II)

The price proposal information is to be submitted in a separate sealed package marked "PRICE PROPOSAL NUMBER E4X48". The Price Proposal information shall be submitted on the forms provided in the Request for Proposal.

#### 22.3 Presenting the Proposal

The proposal shall be limited to a page size of eight and one-half by eleven inches (8½" x 11"). No Foldout pages may be used. Type size shall not be less than 10-point font. The proposals should be indexed, and all pages sequentially numbered.

The entire Technical Proposal is limited to a maximum of **fifty (50)** total pages, not counting bindings, covers, dividers, and resumes. Unnecessarily elaborate special brochures, artwork, expensive paper, and expensive visual and other presentation aids are neither necessary nor desired.

### 23) COPYRIGHTED MATERIAL

Copyrighted material will be accepted as part of a technical proposal only if accompanied by a waiver that will allow the Department to make paper and electronic copies necessary for the use of Department staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

### 24) ATTACHMENT TO RFP SUBMITTAL - CONFIDENTIAL MATERIAL

The Proposer must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Request for Proposals, Number E4X48 - Confidential Material". The Proposer must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Proposer asserts to be exempt from public disclosure and placed elsewhere in the proposal will be considered waived by the Proposer upon submission, effective after opening.

## 25) **COSTS INCURRED IN RESPONDING**

This Request for Proposal does not commit the Department or any other public agency to pay any costs incurred by an individual firm, partnership, or corporation in the submission of a proposal or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

## 26) **ELECTRONIC SUBMISSION OF PROPOSALS:**

### **Electronic Bid Submittals**

Please follow the below instructions for the submittal of electronic bids, failure to do so, may result in your bid being found non-responsive. Non-responsive replies will not be evaluated.

- a) Subject line must show: E4X48
- b) Email(s) shall contain file(s) marked in accordance with section 22.1 General Information.
- c) Documents shall be submitted in portable document format (PDF) and have a size limit of 25MB.
- d) The body of the email shall not contain any information
- e) Bids shall be submitted to: **Maria Velarde at [D4.designbuild@dot.state.fl.us](mailto:D4.designbuild@dot.state.fl.us) or 954-777-4084**

It is the bidder's responsibility to assure that the bid is delivered to the proper place **on or before** the Bid Due date and time (See Introduction Section 2 Timeline). Bids which for any reason are not so delivered, will not be considered.

## 27) **MODIFICATIONS, RESUBMITTAL AND WITHDRAWAL**

Proposers may modify submitted proposals at any time prior to the proposal due date. Requests for modification of a submitted proposal shall be in writing and must be signed by an authorized signatory of the proposer. Upon receipt and acceptance of such a request, the entire proposal will be returned to the proposer and not considered unless resubmitted by the due date and time. Proposers may also send a change in a sealed envelope to be opened at the same time as the proposal. The RFP number, due date and time should appear on the envelope of the modified proposal.

## 28) **PROPOSAL OPENING**

All proposal openings are open to the public. Technical Proposals will be opened by the Department at the date, time and location in the Timeline (See Introduction Section 2 Timeline). Price Proposals, which have a corresponding responsive Technical Proposal, will be opened by the Department at the date, time and location in the Timeline (See Introduction Section 2 Timeline).

## 29) **PROPOSAL EVALUATION**

### 29.1 **Evaluation Process:**

A Technical Review Committee (TRC) will be established to review and evaluate each proposal submitted in response to this Request for Proposal (RFP). The TRC will be composed of at least three (3) persons who collectively have experience and knowledge in the program areas and service requirements for which the commodities and/or contractual services are sought.

The Procurement Office will distribute to each member of the TRC a copy of each technical proposal. The TRC members will independently evaluate the proposals on the criteria and point system established in the section below entitled "Criteria for Evaluation" in order to assure that proposals are uniformly rated. Due to the complexity of certain procurements, the TRC members are authorized to consult with subject matter experts for the purpose of gathering information, if needed. The independent evaluations will be sent to the Procurement Office and averaged for each vendor. Proposing firms must attain an average score of seventy (70) points or higher on the Technical Proposal to be considered responsive. Should a Proposer receive fewer than seventy

(70) points for their average Technical Proposal score, the Price Proposal will not be opened.

During the process of evaluation, the Procurement Office will conduct examinations of proposals for responsiveness to requirements of the RFP. Those determined to be non-responsive will be automatically rejected.

**29.2 Price Proposal**

The Proposer shall complete the Price Proposal form and submit as part of the Price Proposal Package. Any proposal in which this form is not used or in which the form is improperly executed may be considered non-responsive and the proposal will be subject to rejection. The vendor's completed form shall become a part of the contract upon award of the contract.

The Procurement Office will open Price Proposals in accordance with Section 29, Proposal Openings. The Procurement Office and/or the Project Manager/TRC will review and evaluate the price proposals and prepare a summary of its price evaluation. The Procurement Office and/or the Project Manager/TRC will assign points based on price evaluation criteria identified herein.

**29.3 Criteria for Evaluation**

Proposals will be evaluated and graded in accordance with the criteria detailed below.

**a. Technical Proposal ( 100 Points)**

Technical evaluation is the process of reviewing the Proposer's response to evaluate the experience, qualifications, and capabilities of the proposers to provide the desired services and assure a quality product.

The following point system is established for scoring the technical proposals:

<b>Section</b>	<b>Max Points Attainable</b>
1. Management Plan	<b>25</b>
a. Administration, Management, and Transition	
b. Staffing Plan	
c. Relevant Experience	
2. Technical Plan	<b>70</b>
a. Approach to Operations Services	
b. Approach to Intelligent Transportation System (ITS) Maintenance Support Services	
c. Approach to Traffic Incident Management Support Services	
d. Approach to TMC Supporting Personnel Services	
e. Approach to Miscellaneous Operations Support Services	
f. Approach Operations Reporting Services and Performance Measures	
g. Approach to TSM&O Information Technology (IT) Services	
h. Approach to Optional Services	
i. Approach to Emergency Operations	
3. Innovation and Technology Ideas	<b>5</b>
	<b>100</b>

**b. Price Proposal (43 Points)**

Price evaluation is the process of examining a prospective price without evaluation of the separate cost elements and proposed profit of the potential provider. Price analysis is conducted through the comparison of price

quotations submitted.

**Total Proposal Score:** If all other criteria are met, the Contract will be awarded to the Proposer with the highest Total Proposal Score.

Price evaluation is the process of examining a prospective price without evaluation of the separate cost elements and proposed profit of the potential provider. Price analysis is conducted through the comparison of price quotations submitted.

The criteria for price evaluation shall be based upon the following formula:

$$\underline{(Low Price / Proposer's Price) \times Price Points = Proposer's Awarded Points}$$

### **30) POSTING OF INTENDED DECISION/AWARD**

30.1 The Department's decision will be posted on the Districts Contracts Administration website at: [www.fdot.gov/contracts/d4](http://www.fdot.gov/contracts/d4), click "[Request for Proposal](#)" and select contract number from the list, on the date in the Timeline, and will remain posted for a period of seventy-two (72) hours. Any proposer who is adversely affected by the Department's recommended award or intended decision must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after posting of the Intended Award, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest and protest bond in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed. At the time of filing the formal written protest, a bond (a cashier's check or money order may be accepted) payable to the Department must also be submitted in an amount equal to one percent (1%) of the estimated contract amount based on the contract price submitted by the protestor.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

#### 30.2 - Inability to Post:

If the Department is unable to post as defined above, the Department will notify all proposers by electronic notification via email (see special condition 30.1, above) and/or telephone. The Department will provide notification of any future posting in a timely manner.

#### 30.3 - Request to Withdraw Proposal:

Requests for withdrawal will be considered if received by the Department, in writing, within seventy-two (72) hours after the price proposal opening time and date. Requests received in accordance with this provision will be granted by the Department upon proof of the impossibility to perform based upon obvious error on the part of the proposer.

### **31) AWARD OF THE CONTRACT**

Services will be authorized to begin when the Vendor receives the following document(s), as appropriate, indicating the encumbrance of funds and award of the contract:

- a) Written Agreement executed by both parties.



**32) RENEWAL**

Upon mutual agreement, the Department and the Contract Vendor may renew the Contract for a period that may not exceed 3 years or the term of the original contract, whichever is longer. The renewal must be in writing and signed by both parties, and is subject to the same terms and conditions set forth in the initial contract and any written amendments signed by the parties. Any renewal shall specify the renewal price, as set forth in the solicitation response except that an agency may negotiate lower pricing. Renewal is contingent upon satisfactory performance evaluations and subject to the availability of funds.

**33) ATTACHED FORMS**

Price Proposal Form  
 DBE Participation Statement  
 Bid Opportunity List  
 Vendor Certification Regarding Scrutinized Companies Lists (Form 375-030-60) Performance Bond Form  
 375-040-27

**34) TERMS AND CONDITIONS****34.1 General Contract Conditions (PUR 1000)**

The State of Florida's General Contract Conditions are outlined in form PUR 1000, which is a downloadable document incorporated into this RFP by reference. Any terms and conditions set forth in this RFP document take precedence over the PUR 1000 form where applicable.

<http://www.dms.myflorida.com/content/download/2933/11777/1000.pdf>

The following paragraphs do not apply to this solicitation:

Paragraph 31, Dispute Resolution - PUR 1000  
 Paragraph 40, PRIDE – PUR 1000, when federal funds are utilized.

**34.2 General Instructions to Respondents (PUR 1001)**

The State of Florida's General Instructions to Respondents are outlined in form PUR 1001, which is a downloadable document incorporated into this RFP by reference. Any terms and conditions set forth in this RFP document take precedence over the PUR 1001 form where applicable.

<http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf>

The following paragraphs do not apply to this solicitation:

Paragraph 3, Electronic Submission – PUR 1001  
 Paragraph 4, Terms and Conditions – PUR 1001  
 Paragraph 5, Questions – PUR 1001

**35) ORDER OF PRECEDENCE**

All responses are subject to the terms and conditions of this solicitation, which, in case of conflict, shall have the following order of precedence listed:

Standard Written Agreement  
 Instructions to Respondents (PUR 1001)  
 General Conditions (PUR 1000)  
 Introduction Section

**36) BUDGETARY LIMITATION**

The Department has a total maximum budgetary amount of \$ 44,785,637.00 for the contract resulting from this solicitation.

Florida Statutes  
287.135

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**VENDOR CERTIFICATION REGARDING  
SCRUTINIZED COMPANIES LISTS**

375-030-60  
PROCUREMENT  
OGC – 06/18

Respondent Vendor Name: \_\_\_\_\_  
 Vendor FEIN: \_\_\_\_\_  
 Vendor's Authorized Representative Name and Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Section 287.135, Florida Statutes prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135, Florida Statutes, also prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to s. 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: \_\_\_\_\_  
 who is authorized to sign on behalf of the above referenced company.  
 Authorized Signature Print Name and Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

