Intelligent Transportation Systems Services

Request for Proposal

Iowa Department of Transportation

Introduction

The Iowa Department of Transportation’s Systems Operations Bureau is interested in contracting with Intelligent Transportation Systems (ITS) consultant professionals to provide on-call ITS research, planning, engineering and design work on a wide range of ITS-related projects in Iowa. If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work.

Project Background

The Iowa Department of Transportation requires outside assistance and expertise to maintain a proactive approach toward adapting and implementing ITS technologies to optimize traffic operations on Iowa’s highways. Desired consultants will have the expertise and resources to assist with a wide variety of ITS applications throughout the state.

Project Scope

The Iowa DOT intends to select up to three consultants to fulfill ITS service needs. Tasks will be assigned by the Iowa DOT on a case-by-case basis and may fall anywhere in the range from early planning to final design and implementation and from high-level research down to detailed technical analysis.

Although we cannot predict all of the tasks that may be conducted, a list of potential and typical projects is being provided.

Planned Tasks

**Over-height detection and warning system** – design, configure and oversee the implementation of a detection and warning system to prevent over-height vehicles from colliding with the under-side of bridges.

**Arterial dynamic message signs (DMS)** – investigate and make size and mounting recommendations for the use of dynamic message signs on selected urban arterial roadways and lower-speed rural applications.

**Flashing beacon brightness testing** – develop and implement a method for testing the brightness of an array of various flashing beacon systems.

Potential Tasks (Partial list of example tasks)

**Wrong-way vehicle detection** – assist the Iowa DOT with various tasks related to detecting and reporting wrong way vehicles on expressways, at ramp terminals and at interchanges.
Ramp metering feasibility analysis – investigate the safety impacts and operational feasibility of ramp metering on an urban interstate.

Truck parking availability – feasibility, planning and design of potential parking monitoring and availability information systems.

Inspection and project management of ITS deployment projects – inspection and construction management for ITS installations, including the use of Field Book software.

Structural engineering, design and review – design, modification, or analysis of DMS support structures. (Structural engineering tasks will only be assigned to firms with a structural professional engineer licensed in Iowa.)

Fiber optic design – plans, IP routing, and expertise in hardware such as cabinets, routers and switches.

Factory Acceptance Testing (FAT) – for various ITS hardware, software, devices and equipment.

Lightning and surge protection, design and analysis – analyze current surge and lightning protection and recommend improvements.

Preparation of specifications or requests for proposals – writing technical specifications for ITS products or equipment. Writing requests for proposals for larger-scale ITS projects.

Other Various ITS-related tasks

Desired ITS Skills (Not a complete list)

- Statistical analysis and data interpretation
- Technology transfer and training methods
- Database and report development guidance
- ITS data transfer/communication investigation and evaluation
- Network and server process troubleshooting for ITS collection devices
- Literature searches and synthesis reports
- Computer Networking (IP) issues/routing
- Integration
- Project architecture / Systems engineering related tasks
- Telecommunications
- Project management
- NTCIP and TMDD Standards
- Final preparation of ITS plans (this task would require an Licensed Iowa PE)
- Field installation of ITS
- Analyze, review and document existing systems
- Evaluations for Federal Highway Administration
- Functional requirements / Conceptual Design for small ITS projects
- Grant application writing
- Process and policy writing
- Review of testing plans, documents and submittals
- Security for communication systems using the Internet
- ITS Operations support/guidance
- Perform testing (NTCIP and other testing plans) of ITS devices
- Traffic incident management
- Other ITS specialties for firm maintains: please expand and tell us what other tasks your firm can do.

**Contract Information**

On-call professional services contracts will be established between the Iowa DOT and the selected consultants for the period of three (3) years. Work on specific projects will be dependent upon the needs of the Iowa DOT during the life of the contract. For planning purposes, the Iowa DOT is estimating $150,000 per year spread among the three consultants. The actual amount of this agreement may vary depending on the need for services. The Department will not guarantee the amount of work or contract value.

The base contract will define the general terms and actual work will be defined by work orders. In most cases, the payment method will be cost plus fixed fee, but may be lump sum or specific rate of compensation, depending on the task. As tasks are identified, they may be either assigned directly to a single consultant, or the Iowa DOT may request a project-specific proposal from more than one of the contracted consultants. In either case the consultant will need to prepare a proposed scope of work and, if selected, a budget for approval by the Iowa DOT.

**General Requirements**

The consultant and their subconsultants are required to be prequalified as defined in the Iowa DOT’s Policy and Procedure Manual, Policy No. 300.04, for the duration of the contract. Work under this contract will require prequalification in work category 238: Intelligent Transportation Systems. Failure to remain prequalified during the contract will result in cancellation of any remaining portion of the contract. Details regarding prequalification are available at the Consultant Utilization webpage, [http://www.prof-tech-consultant.dot.state.ia.us/](http://www.prof-tech-consultant.dot.state.ia.us/).

It is the policy of the Iowa DOT that Disadvantaged Business Enterprises (DBE’s) and Targeted Small Businesses (TSB’s) shall have the maximum practicable opportunity to participate in the performance of Iowa DOT contracts. Although a DBE / TSB goal is not established, the Department still encourages the spirit of the program to be incorporated in the proposed contract whenever possible. In the event DBE participation is required on a particular contract, the goal will be established as part of the negotiation. A list of certified DBE firms may be found at [http://www.dot.state.ia.us/contracts/contracts_eeoaa.htm](http://www.dot.state.ia.us/contracts/contracts_eeoaa.htm). A list of TSB firms may be found at [https://dia.iowa.gov/tsb/](https://dia.iowa.gov/tsb/).

**Selection Information**

Emphasis should be placed upon providing information concerning your proposed project approach, similar projects your firm has recently performed and the availability and
qualifications of your key staff. The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

The selection committee will review and evaluate the proposals submitted based on the following criteria and the weighted value assigned to each. Include a detailed statement for each evaluation criteria.

30% Key staff’s expertise related to the items outlined in RFP (other than Project Manager)
30% Specific qualifications of the Project Manager
20% Firm’s depth of experience and resources for items outlined in RFP
10% Proximity to and familiarity with local / regional issues
10% Current workload of the firm and Project Manager
100%

The selection committee does not anticipate the need for oral interviews.

Contacting any selection team member other than the RFP contact person is inappropriate.

**Proposal Requirements**

Please provide the following information in the order listed:

1. Include your firm’s history and approach to addressing the tasks similar to those listed above. Briefly discuss similar projects the members on your team have completed in the past five years. Include names and responsibilities.
2. Include the name, qualifications, experience, office address and availability of the contract manager as well as the manager in charge of each major work task. This information should include the identification of similar projects managed or participated in by this individual. The selection of a contract manager and work task managers by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by the Iowa DOT.
3. Include experience and qualifications for any sub-consultants to be used and work they will perform.
4. Include a detailed resume, summary of current workload and a time commitment for each professional or technical person to be assigned to the project. Identify the principal or manager who will serve as the project manager.
5. The location of the office where the majority of work will be performed.
6. A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.

The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

Cost information should not be submitted as part of the proposal.
The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5” x 11” pages. The proposal must be limited to 25 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, etc. The maximum size limit of a proposal is 7 megabytes.

On the cover page of the proposal, please include title of the RFP for which the proposal is submitted and the email address of the person who should receive the results of the selection. Inclusion of promotional literature of a general nature will not be considered in the selection process.

The electronic proposal must be submitted via email to Tim.Simodynes@dot.iowa.gov. An email will be sent confirming receipt of the proposal within 30 minutes or by 1:00 p.m. on the submittal deadline date, whichever is later.

For a firm to be considered, their proposal must be received by 3:00 pm on October 19, 2012.

Any technical questions or questions regarding this RFP shall be submitted via email to Tim.Simodynes@dot.iowa.gov. Any questions about this RFP must be received by noon on October 12, 2012. Questions and answers regarding this RFP will be posted with the RFP on the Consultant Utilization website, http://www.prof-tech-consultant.dot.state.ia.us.

Any proposal not complying with all requirements stated in the RFP may not be accepted.

**Public Records Law**

The Iowa DOT will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The Iowa DOT's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

**Statement of Non-Discrimination**

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran’s status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer at 800-262-0003. If you need accommodations because of a disability to access the Iowa Department of Transportation’s services, contact the agency's affirmative action officer at 800-262-0003.