

DECEMBER 2018

Imperial County Transportation Commission (ICTC)

Request for Proposals for the Automatic Vehicle Location Systems

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I. INTRODUCTION

The Imperial County Transportation Commission (ICTC) is soliciting proposals from qualified contractors to provide and implement Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) to its fixed route system vehicles.

Funding for the capital portion of this project is being provided by State funds from the California Transit Safety Grant Program (CTSGP). Phase 1 of this project has approximately \$235,000 in available funding. Phase 1 of this project pertains to the purchase, installation, implementation and operation of a CAD/AVL system. Phase 2 of this project pertains to any other infrastructure items to be procured at a later date. Phase 1 infrastructure must be compatible with proposed Phase 2 infrastructure.

This document outlines information necessary to understand the documentation required to submit proposals for this project and the Contractor selection process. As used herein, the term "ICTC" means the Imperial County Transportation Commission and "Contractor" means the Proposer chosen to complete the project.

This project is locally funded. No federal funds are anticipated to be used on this project, however, the contractor will be required to adhere to Federal, State and local operations, maintenance and administrative reporting requirements.

The selected contractor must have experience working with the transit industry and utilize best practices.

II. GENERAL BACKGROUND

ICTC is the regional transportation planning and programming agency (RTPA) for the Imperial Valley region. ICTC builds consensus, makes strategic plans, obtains and allocates resources, contracts for transit services and provides information on a broad range of topics pertinent to the Imperial Valley region's transportation services and infrastructure.

ICTC is an independent agency governed by a Commission composed of City council members and county supervisors from each of the region's eight (8) local governments and the Imperial Irrigation District (IID). Membership includes the cities of Brawley, Calipatria, Calexico, El Centro, Holtville, Imperial, Westmorland, the County of Imperial and the Imperial Irrigation District (IID).

The region of the Imperial Valley contains approximately 4,598 square miles. Agriculture through the use of irrigation is the second largest industry, behind employment in the government sector. Most of the area's geography is flat, at or below sea level. The climate is described as arid desert with summer temperatures reaching 115° Fahrenheit. It is critical that all infrastructure improvements be capable of sustaining high temperature levels.

ICTC administers contracts with third parties for the operation of the intercity regional and intra-city circulator public bus systems, the regional ADA paratransit system and local paratransit services. The paratransit systems typically do not utilize bus stops. ICTC's goal is to implement AVL infrastructure and utilize the information produced to provide passenger awareness, improve safety and improve the service.

The Executive Director of the ICTC will make the final recommendation for the award of contract. All responsive proposals will be considered and evaluated, however, the ICTC does not guarantee to accept any contractor's proposal, recommendations or pricing.

III. ANTICIPATED PROJECT SCHEDULE

ICTC anticipates the process for nominating and selecting a contractor and awarding the contract will be according to the following schedule:

A.	Issue Request For Proposal	December 24, 2018
B.	Non-mandatory Pre-Bid Conference	December 28, 2018
C.	Last Day to Submit Questions Regarding RFP	January 2, 2019
D.	Proposal Due Date	January 11, 2019
E.	Oral Interviews (if utilized)	January 18, 2019
F.	Selection and Notification Award	January 25, 2019
G.	Contract Execution	January 30, 2019
H.	Complete initial site work and order hardware	February 2019
I.	Installation of hardware/software	March 2019
J.	Training and other support services	April-June 2019

IV. PROJECT SUMMARY

A. Project Background/Project Description

The following is a list of objectives ICTC hopes to accomplish as part of the work for this project. It is meant to demonstrate the expectations of ICTC and is not to be considered an all-inclusive list of the work required for this project. The Proposer is encouraged to provide, in its narrative response, any information it believes ICTC should consider in reaching the project objectives.

The four main objectives include:

1. Improve the efficiency of our fixed route service.
2. Improve customer service by potentially providing real time bus location information to passengers.
3. Improve information provided to passengers through Automatic Voice Announcements (AVA) – Future Project. Not included in this procurement but CAD/AVL must be able to integrate such systems.
4. Increase efficiency of Automated Passenger Counters (APC) – Future Project. Not included in this procurement but CAD/AVL must be able to integrate such systems.

To achieve these objectives, the system should include, but not be limited to, the following:

Install smart bus or Intelligent Transportation technology on a fleet of 27 fixed route buses, install real-time automated vehicle location awareness and mobile data communication to ensure staff and rider safety, rider satisfaction and operational efficiencies with all areas of operations, including scheduling trips more efficiently, dispatching and reporting.

Improve staff and management ability to record, collect, organize, monitor and respond to information generated by system operations, such as trip performance, scheduling statistics and real-time vehicle locate, communication and data capture.

Streamline the collection and accuracy of information required for National Transit Database (NTD) reporting and other requirements for grant reporting.

Centralize and automate the collection and management of data and generation of reports.

Provide amenities for riders such as next bus technology via an app or through a link from the Imperial Valley Transit (IVT) website.

The system should be able to coordinate with other systems that ICTC may use currently or in the future. Ensure that the technology capabilities procured and implemented through this RFP are designed to facilitate in a cost effective manner the ability to add additional features or enhancements as technology progresses, needs are identified or funds become available.

Ensure a single interface for all modes of transportation.

The system is to be hosted, stored and retrievable through a web-based application. Implement technology in phases, if necessary. Technology must be transferable to new/replacement buses.

ICTC staff are not subject matter experts in this field. Therefore additional or reasonable recommendations for additions, alterations or changes in the scope of work made by a Contractor in a proposal shall be considered. However, ICTC is not required to accept any suggestions or recommendations for any proposed alterations or changes.

B. Fee Estimate Range

Phase 1 of this project has approximately \$235,000 in available funding. Phase 1 of this project pertains to the purchase, installation, implementation and operation of a CAD/AVL system. Phase 2 of this project pertains to any other infrastructure items to be procured at a later date. Phase 1 infrastructure must be compatible with proposed Phase 2 infrastructure. The project budget is established in the FY 2017-18 ICTC Overall Work Plan and Budget.

C. Payment

The selected contractor will be paid by the fixed fee method, with itemized monthly invoices based on deliverables or portions of work completed. ICTC will retain 10% from each invoice until the final completion of the project.

V. SCOPE OF REQUIRED SERVICES

Bus Fleet – Fixed Route

ICTC's fixed route service utilizes 27 buses to provide services to a number of areas in the Imperial Valley including the cities of El Centro, Imperial, Brawley, Calexico, Holtville, Calipatria, Niland, Westmorland, Seeley and unincorporated areas in the county. The vehicle makeup is as follows:

<u>Bus Number</u>	<u>Bus Type</u>	<u>Bus Make</u>	<u>Wifi Connection</u>
1100	Cutaway	2016 Starcraft	Yes
1101	Cutaway	2016 Starcraft	Yes
1102	Cutaway	2016 Starcraft	Yes
1103	Cutaway	2016 Starcraft	Yes

1104	Cutaway	2016 Starcraft	Yes
1105	Cutaway	2016 Starcraft	Yes
1201	40 Foot Large Bus	2012 Gillig	Yes
1202	40 Foot Large Bus	2012 Gillig	Yes
1203	40 Foot Large Bus	2012 Gillig	Yes
1204	40 Foot Large Bus	2012 Gillig	Yes
1205	40 Foot Large Bus	2012 Gillig	Yes
1206	40 Foot Large Bus	2012 Gillig	Yes
1207	40 Foot Large Bus	2012 Gillig	Yes
1208	40 Foot Large Bus	2012 Gillig	Yes
1209	40 Foot Large Bus	2012 Gillig	Yes
1210	40 Foot Large Bus	2012 Gillig	Yes
1211	40 Foot Large Bus	2015 Gillig	Yes
1212	40 Foot Large Bus	2015 Gillig	Yes
1213	40 Foot Large Bus	2015 Gillig	Yes
1214	40 Foot Large Bus	2015 Gillig	Yes
1215	40 Foot Large Bus	2015 Gillig	Yes
1216	40 Foot Large Bus	2015 Gillig	Yes
500	Cutaway	2017 Starcraft	No
501	Cutaway	2017 Starcraft	No
502	Cutaway	2017 Starcraft	No
503	Cutaway	2017 Starcraft	No
504	Cutaway	2017 Starcraft	No

Fixed Route Service

The local fixed route system is comprised of 18 different routes with 3 intracity circulators. Varying types of buses are utilized on these routes. Service areas span from the city of Calexico (furthest south city) to the Bombay Beach area (furthest north) and Holtville (furthest east) to Ocotillo (furthest west). There are bus stops throughout the Imperial Valley that are serviced by the fixed route system.

Existing Technology and Infrastructure

A portion of the bus system is equipped with WiFi routers with the service provider being Verizon. Overall ICTC Operations and Maintenance facility houses the technology equipment which includes data servers, video surveillance system equipment, routers, switches, radio and building security equipment. There are other existing systems on board the buses that ICTC would like to be integrated to the fullest extent possible.

The Imperial Valley experiences extreme high heat during the summer months. Any and all hardware infrastructure that is requested to be implemented must be capable to withstand high heat. Temperatures may reach up to 120 degrees Fahrenheit.

Camera Systems

The buses have 6 to 8 Apollo camera systems which include a DVR system. ICTC would like to integrate the camera systems if possible. Additional information pertaining to the specific makeup of the camera systems will be provided to the awarded contractor.

Radio Communication

A Motorola digital two way radio system is installed on all buses. The radio system currently provides the ability to communicate between drivers and dispatch in addition to allowing the drivers to communicate their location.

Fare Payment System

Each vehicle is equipped with diamond fareboxes. ICTC is currently evaluating possible changes to existing farebox system. ICTC would like for the CAD/AVL system to be compatible with the updated farebox system once integrated.

Destination Signs

Destination signs are installed on all fixed route buses in the fleet. The destination signs should be integrated with the CAD/AVL components to be able to relieve responsibility of the driver and automatically update as needed. An interior sign may also be linked to the destination sign system.

Unit Numbers	Destination Sign Manufacturer
1201-1210	Twinvision
1211-1216	Luminator
1100-1105	Twinvision
500-504	Twinvision

Desired Implementation

The above chart represents the full suite of services that ICTC would like to implement with “X” representing a required service while “O” represents optional services to be completed at a future date.

Many of the optional services may be implemented as part of a second phase of the project or may not be completed at all due to funding constraints. The mobile data terminal may not

Bus Quantity	CAD/AVL	Fare Payment System	Automatic Voice Annunciators	Automated Passenger Counters	Real Time Public Info.	Mobile Data Terminal
Fixed Route (27 Vehicles)	X	O	O	O	X	O

System Architecture/Data Management

- System must be a web-based application.
- System should use a robust database engine. Database platform must be the most current version. All data collected should be backed up so that no data is lost.
- System should support multiple browsers, and update to ensure compatibility with new browser versions.
- Operations and performance data will be stored in a historical database that will provide rapid access for common and recurring operational reports and a database reporting tool for developing ad-hoc reports.
- Fixed route data must be GTFS compliant and open source is preferred.
- Capacity to integrate third-party data.

Computer Aided Dispatch/Automated Vehicle Location (CAD/AVL) and Scheduling

- Live bus tracking from dispatch with a display/software that is capable of displaying real-time locations of entire fleet of vehicles or query for specific category of vehicles.
- Ability to show real-time information and historic playback.
- Real-time arrival predictions.
- Ability to accommodate deviations from fixed routes to accommodate demand response riders.
- Auto refresh rate that is sufficient to give accurate vehicle GPS locations.
- Allow messages between driver and dispatch.
- Software access is needed for three workstations in the dispatch office.

Mobile Data Terminal (MDT) (future optional item – must be compatible)

- Unique Driver log in.
- Route selection.
- Next stop arrival times.
- Maps or navigation system with turn by turn directions.
- Manual ridership counting.
- Integration with destination signs.
- Off the shelf MDTs are preferred.
- Ability to provide an audible tone to alert the driver of incoming messages.
- Device shall not be usable by the Driver when the vehicle exceeds 5 mph.

Automatic Voice Annunciators (AVA) (future optional item – must be compatible)

- Internal and external audio announcements with automated pre-set messages at designated locations.
- Ability to announce major advertised stops, key transfer points and public service announcements.
- Ability to program remotely and push to vehicles.
- Announcements can be controlled or overridden by driver, if desired, with bus microphone.
- Independent volume settings must be permitted for the interior and exterior announcements.
- In the event that a vehicle is operating off-route, the internal automated announcements/displays shall not be made. Once the route is reacquired, the system shall automatically determine and announce the next valid bus stop or other designated location. The response of the AVA to off-route and on-road detection shall be automatic and not require operator intervention or action.
- Provide for the potential of internal LED "Next Stop" scrolling signs.

Automatic Passenger Counters (APC) (future optional item – must be compatible)

- Tracking of boardings and alightings manually or with APCs installed at front and back doors.
- Passenger counting sensors used in the program shall have a proven accuracy level of at least 95% of actual boardings and alightings. Counting accuracy should have features to reduce or

eliminate counting inaccuracies caused by passengers carrying items such as packages, boxes or backpacks onto the vehicle.

- Must not interfere electronically with the operation of the transit vehicle or its onboard electronic equipment such as security equipment, engine control, etc. APC hardware must be durable to withstand the environment and elements associated with transit operations.
- Ability to collect and store GPS data.
- Reports including ridership by route and stop for specific periods (yearly, monthly, weekly, daily, etc.)

Reporting

Specific required reports include, but are not limited to, the following:

- Ridership by routes and stops in summary and detail for specific periods.
- Schedule adherence, on-time reporting, dwell time, missed stops.
- Vehicle hours and mileage in summary and detail for specific periods.
- Trip times for each route.
- NTD Report to include all categories required in the report including the NTD Sampling Manual.
- Ad-hoc report generator.
- Driver manifest.
- Operating Statistics.
- Route productivity.
- Trip summary for each route.

Mobile App/Online Viewer (optional – may be integrated into this bid)

- Live bus tracking by public users
- Ability to provide riders with arrival predictions based on vehicle location, schedules, custom alerts, etc.
- Ability to assist users with navigation from origin to destination
- Real-time data should be viewable on all devices: Windows, Android and iOS.
- Must be able to provide SMS responses and call in responses to vehicle arrival times.

Training, Customer Support and Warranties

- The Contractor will provide training for authorized personnel to ensure satisfactory competence in using the entire system. Adequate training will be provided on the use and maintenance of the system leading to a satisfactory level of competence by the appropriate ICTC administrative, operational, maintenance, technical and transit service operators.
- Additional training by the Contractor will be provided as necessary and within reason during the succeeding twelve (12) months.
- All software updates will be supplied at no cost throughout the life of the contract (minimum 5 years).

- Equipment and labor warranty for the duration of the contract (minimum 5 years) on all hardware installed with a full replacement or five day repair.
- For all returned hardware due to malfunction, ICTC and selected proposer agree to split the shipping costs with each party paying from their destination. Two day shipping required.

Please review Section IV for additional background and goal related information.

VI. VEHICLE LOCATION

All ICTC vehicles are located at the maintenance and operations yard. The address for the maintenance and operations yard is 792 E. Ross Road, El Centro, CA 92243. The contractor will be required to travel to the maintenance and operations yard to complete installation and setup activities. Training and other such items can be completed at the maintenance yard or ICTC office located at 1503 N. Imperial Avenue, Suite 104, El Centro, CA 92243.

VII. PROPOSAL REQUIREMENTS

A. GENERAL

1. The proposal should be concise, well organized and demonstrate the proposer's qualifications and experience applicable to the project. The proposal shall be limited to 50 pages, inclusive of resumes, graphics, forms, pictures, artwork, photographs, cover letter, etc., but not of letters of commitment from subcontractors. Type size and margins for text pages should be in keeping with accepted standard formats for desktop publishing and processing and should result in no more than five hundred (500) words per page.
2. The written proposal must include a discussion of the proposer's approach to the project, a breakdown and explanation of project tasks, a proposed project schedule, an estimate of costs and documentation of the firm and contractor's qualifications for the scope of work. The cost estimate should be submitted in a separate sealed envelope.
3. The proposer will be evaluated based upon the information submitted in accordance with the evaluation criteria in **Section XII**, and compliance with all requirements of this RFP.

B. CONTENTS

Proposals submitted in response to this RFP shall be in the following order and shall include:

1. *Executive Summary*

Include a 1-2 page overview of the entire proposal describing the most important elements of the proposal.

2. *Identification of the Proposer and Establishment of Proposer's Fiscal Responsibility*

Please provide the following information:

- a. Legal name and address of proposer's company.
- b. Number of year's proposer's company has been in business.
- c. Legal form of company (partnership, corporation, joint venture, etc.). If joint venture, identify the members of the joint venture and provide all information required within the section for each member. If a corporation, certify that the corporation is in good standing with the Secretary of State.
- d. If a company is wholly-owned subsidiary of a "parent company," provide the legal name and form of the parent company.
- e. Address(es) of primary office(s) that will work on this project.
- f. If DBE certified, identify certifying agency, as well as gender and ethnicity.
- g. Name, title, address, email address and telephone number of the person to contact concerning the proposal.
- h. State whether the proposer has filed bankruptcy in the last ten (10) years and provide any other relevant information concerning whether the proposer is financially capable of completing this project.
- i. Provide all applicable license numbers for licenses relevant to or required for this project, the names of the holders of those licenses, and the names of the agencies issuing those licenses.

3. *Experience and Technical Competence*

Describe the proposer's experience in completing similar consulting efforts. List three (3) successfully completed projects of a similar nature. For each completed project, provide the name of the company and project manager the proposer performed worked for, telephone numbers, type of work performed, and dollar value of the contracts. The proposer should highlight any accomplishments in the implementation of each contractual agreement. A project currently being performed may be submitted for consideration as one of these references.

4. *Proposed Method to Accomplish the Work*

Describe the proposer's technical and management approach to the project and how the proposer will plan for and accommodate each into the project effort. Provide a proposed project schedule. Discuss how and what lines of communication will be implemented to maintain the project schedule. Describe support, service, maintenance and warranty to be provided over life of the contract and beyond if relevant.

Proposer should include a detailed description of procedures to accomplish all services as noted in the Scope of Work. The proposer should include any value added strategies employed to enhance system quality.

5. *Knowledge and Understanding of Local Environment and Relevant Laws*

Describe the proposer's experience working in the local environment and proposed local presence for interfacing with ICTC's Project Coordinator. Proposer should note the hardware and software capabilities in the summer months. The environment includes, but is not limited to: cities, county and other local agencies' regulations and policies. Describe proposer's experience with and knowledge of relevant State and Federal laws.

6. *Project Organization and Key Personnel*

a. Describe proposed project organization, including identification and responsibilities of key personnel. Indicate role and responsibility of prime contractors and all subcontractors, including DBE subcontractors. If applicable, indicate how local firms are being utilized to ensure a strong understanding of State and local laws, ordinances, regulations, policies, requirements and permitting. Indicate the extent of the commitment of key personnel for the duration of the project and furnish resumes of key personnel. Provide an indication of the staffing level for the project.

ICTC's evaluation of the proposal will consider the proposer's entire team; therefore, no changes in the team composition will be allowed without prior written approval of ICTC. Subcontractor letters of commitment are required.

b. Describe the experience of the proposer's project team in detail, including the team's project manager, and other key staff members, on projects of similar size, capacity, and dollar value. For each similar project, include the client's name and telephone number. It is ICTC's policy to interview proposer's references.

7. *ICTC's Disadvantaged Business Enterprise (DBE) Program and Discrimination Policy*

a. Proposers are urged to obtain disadvantaged business enterprise (DBE) participation on this project, although there is no project goal for DBE participation. It is ICTC policy to provide disadvantaged, minority, small business and women-owned business enterprises, as defined in Part 26, Title 49 CFR, an equitable opportunity to participate in all contracting opportunities. ICTC's DBE Program, which includes minority and women-owned business enterprises, is designed so that contract administration, contractor selection, and all related procurement activities are conducted without regard to race, color, religion, disability, political beliefs, age, national origin, gender, or cultural background. Accordingly, no firm or individual shall be denied the opportunity to compete for ICTC contracts by reasons so stated or implied.

b. ICTC requires all potential ICTC contractors to comply with Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the California Fair Employment and Housing Act, as amended, and all other applicable discrimination laws. ICTC will not tolerate illegal discrimination or harassment by its contractors.

c. Describe the proposer's overall plan to make contracting opportunities available to all interested and qualified firms. This includes a strategy to identify the available subcontracting resources and a willingness to make subcontracting opportunities available to such firms.

d. Submit a subcontractor list, if applicable, which lists any subcontractors for this project, DBE status (if applicable), scope of work, and approximate percentage of the work performed by subcontractors (as a percentage of the total award to the prime contractor). In accordance with current federal regulations, DBEs and joint ventures involving DBEs must

be certified for eligibility by Caltrans, by other qualified Department of Transportation recipients or by other certifying public agencies. Documentation verifying DBE status must be submitted in the proposal for all firms (prime contractor or subcontractor) claiming such status.

8. *Previous Contracts with ICTC*

The proposer shall submit a list which indicates all prime contracts and/or amendments awarded to the proposer by ICTC for the last three (3) years. The list shall include a short description of the project, the project scope of work, award date, completion date, name of ICTC's assigned project manager, and contract value.

9. *Exceptions/Deviations to this Request for Proposal*

State any requested exceptions to or deviations from the requirements of this RFP, segregating "technical" exceptions from "contractual agreement" exceptions. Each exception must reference the particular section and page in the RFP, Scope of Work or a draft contractual agreement that refers to the ICTC's requirements for easy reference.

If no exceptions or deviations are requested in the proposal, then ICTC will interpret this to mean that the proposer is fully satisfied and no further exceptions or deviations will be allowed.

10. *Addenda to this Request for Proposals*

The proposer shall confirm in its proposal the receipt of any addenda issued to this RFP.

11. *Statement of Impartiality*

The nature of this project requires an impartial unbiased approach on the part of the contractor team. This proposal shall include a statement declaring that the contractors and subcontractors are not currently, and will not, during the performance of these services, participate in any other similar work involving a third party with interests currently in conflict or likely to be in conflict with ICTC's interests.

12. *Detailed Cost Estimate*

Provide an estimate of the total direct and indirect costs to complete all tasks identified in the scope of work. Proposers shall complete the Proposal Pricing Form (Attachment A). A more detailed breakdown of all costs is to be provided

and attached to Attachment A and provides the proposer with an opportunity to list assumptions, discuss services included in price and provide additional details as applicable.

Indicate, if applicable, any minimum or maximum amounts of supplies or equipment that must be ordered to receive pricing quoted.

All applicable taxes which the awarded firm is required to pay shall also be included in the proposed price for the work under this Contract. Applicable staff time inclusive of all benefits and similar items for installation and training shall also be included. No adjustments will be made in the amount to be paid by ICTC Transit under this Contract because of any misunderstanding by, or lack of knowledge of, the Proposer as to liability for, or the amount of, any taxes for which the Proposer is liable or responsible by laws as it pertains to this Contract.

All proposed prices shall remain firm for a minimum of ninety (90) days from the submittal date of the proposal. Prices quoted by the successful Proposer shall remain valid for the duration of the Contract term.

13. *Confidential or Proprietary Information*

All proposals submitted in response to this RFP become the property of ICTC and are public records and, as such, may be subject to public review.

Proposals and the documents constituting any contract entered into thereafter become the exclusive property of the ICTC and shall be subject to the California Public Records Act (Government Code Sections 6250 et seq.; “the Act”). The ICTC’s use and disclosure of its records are governed by the Act.

Those elements in each proposal which the Provider considers to be trade secrets, as that term is defined in Civil Code Section 3426.1(d), or otherwise exempt by law from disclosure, should be prominently marked as “CONFIDENTIAL” or “PROPRIETARY” by the Provider. The ICTC will use its best efforts to inform the Provider of any request for disclosure of any such document. The ICTC shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court.

In the event of litigation concerning disclosure of information the Provider considers exempt from disclosure, the ICTC will act as stakeholder only, holding the information until otherwise ordered by a court or other legal process. If the ICTC is required to defend an action arising out of a request pursuant to the Act for any of the contents of the Provider’s proposal marked “Confidential” or “Proprietary,” the Provider shall defend and indemnify the ICTC from all

liability, damages, costs and expense, including attorneys' fees, in any action or proceeding arising under the Act.

To ensure confidentiality, the Provider is instructed to enclose all "Confidential," "Proprietary, data in so marked sealed envelopes, which should then be included with the proposal. Because the proposal is available for review by any person after award of a contract resulting from an RFP, the ICTC shall not in any way be held responsible for disclosure of any "Confidential" or "Proprietary" documents that are not contained in envelopes and prominently marked.

VIII. SUBMITTAL REQUIREMENTS

- A. Proposals shall be submitted in two (2) sealed packages. Each package shall be clearly marked and indicating which services the responses pertain to. The proposal shall be held in confidence until the award of the contract. At that time it becomes a matter of public record. The individual price proposal sheet shall be retained as proprietary and confidential, if so marked as "confidential."
1. Provider shall submit package No. 1 with one (1) original, four (4) copies and one (1) PDF copy on a thumb drive, each marked "2018 Automatic Vehicle Location Systems" The package shall bear the Provider's name and address.
 2. Provider shall submit package No. 2 with one (1) original and four (4) copies in a sealed envelope marked "2018 Automatic Vehicle Location Systems" The envelope shall bear the Provider's name and address.
- B. The proposal transmittal letter and any required certifications shall be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer.
- C. The proposal must be addressed to and received no later than 3 P.M., local time, on **January 11, 2019** at the office of:
- Mark Baza, Executive Director
Imperial County Transportation Commission
1405 N. Imperial Suite 1
El Centro, CA. 92243
- Postmarks will not be accepted in lieu of this requirement.
- D. Proposals are to be submitted in sealed packages with the following information clearly marked on the outside of each package.

1. Name of proposer
 2. Project title
 3. Package Number (e.g., 1 of 2)
- E. Failure to comply with requirements of the RFP may result in disqualification. ICTC is not responsible for finding, correcting, or seeking clarification regarding ambiguities or errors in proposals. If a proposal is found to contain ambiguities or errors, it may receive a lower score during the evaluation process. ICTC reserves the right to disqualify a proposed detailed cost estimate with mathematical or clerical errors, inconsistencies or missing information which prevent ICTC from fully evaluating the proposal. ICTC may, but is not required to, seek clarification from a proposer regarding information in a proposal. Errors and ambiguities in proposals will be interpreted in favor of ICTC.
- F. Proposals and/or modifications received subsequent to the hour and date specified above will not be considered.

IX. PRE-SUBMITTAL ACTIVITIES

A. Questions Concerning Request for Proposals

A non mandatory pre-bid meeting is scheduled for 9:00AM on **December 28, 2018**. Attendance to the non mandatory pre-bid meeting will also be made available via phone conference by dialing the contact information below:

Conference Call Phone Number: 1-800-920-7487

Access Code: 5514367#

All questions relating to the RFP will be addressed as an addendum to the RFP, which will be posted on the www.imperialctc.org website. Questions must be received from prospective bidders in writing via mail, facsimile, E-mail or hand delivery no later than 3 P.M. local time, on **January 2, 2019** addressed to:

David Aguirre, Project Coordinator
Imperial County Transportation Commission
1405 N. Imperial Ave.
El Centro, CA 92243
760-592-4494
E-mail: davidaguirre@imperialctc.org

B. Revision/Addendum/Cancelation to the Request for Proposals

ICTC reserves the right to revise or cancel the RFP, or issue addendum prior to the date

that proposals are due. Revisions, cancelations or addendums to the RFP shall be posted on the ICTC website at www.imperialctc.org least one full business day prior to the deadline for proposals. It is the responsibility of the proposer to contact the ICTC project coordinator and check the Web site for any revisions related to this RFP.

X. RESPONSIBILITIES OF ICTC

- A. The ICTC will direct the development of the project, provide management oversight, coordinate communications and introductions, and conduct administrative arrangements.
- B. The ICTC will pay an agreed upon amount within 30 days after submittal of an invoice(s). The ICTC will retain 10% of each invoice annually.
- C. The ICTC will not be able to provide dedicated workspace facilities i.e. office space. However, arrangements can be made to utilize conference room space.

XI. CONTRACTOR EVALUATION AND SELECTION PROCESS

ICTC will establish an Evaluation Committee (“Committee”) for this project that will include representatives from ICTC and its member agencies with experience and expertise in the related discipline(s).

Based upon the proposals deemed “responsive”, the Committee may select a short-list of qualified firms for this project. The short listed firms will be invited for oral interviews. The contractor’s project lead or manager will then be expected to make a presentation to the Committee that summarizes the approach recommended for this project and responds to questions from the Committee.

ICTC reserves the right to make final contractor selection based solely upon evaluation of the written proposals, without short-listing firms or conducting oral interviews, should it find it to be in its best interest to do so.

The Committee will recommend the top-ranked proposer to ICTC’s Executive Director who will request Commission authority to award a contract. The Commission has final authority for selection. The proposer selected will be sent a Notice of Award/Notice to Proceed.

XII. EVALUATION CRITERIA

Proposers will be evaluated on the following criteria according to the weights assigned below. **If oral interviews are conducted, they will be worth 10 additional points.** ICTC reserves the right to add the proposers’ interview scores into the evaluation criteria or to select proposers based solely upon their written proposal. Total points available are 100 points.

- A. **Technical Qualifications, Experience, References and Record of Past Performance (40 points)**
- Experience in performing work similar in nature and/or related to the work described in Requirements.
 - Experience working with similar sized transit agencies.
 - Strength, stability and capabilities of products offered.
 - Logic of project organization and implementation including options to phase project.
 - Proven track record of completed work and implementation with minimal impact to operations.
 - Satisfaction of key references. References in the proposals will be evaluated. ICTC's inability to obtain positive feedback on a proposer during reference checks or to confirm a proposer's history of financial responsibility may reduce that proposer's score in this category.
- B. **Concurrence with RFP (20 points)**
- Ability to deliver required elements in RFP.
 - Experience with regulatory agencies and in regulatory compliance on transit projects.
 - Ability to meet needs of ICTC in terms of performance and scheduling.
 - Ability to phase project if needed.
- C. **Price (20 points)**
- Competitive and reasonable.
 - Price will be evaluated on the basis of the lowest overall cost to ICTC, which is defined as the cost of ownership over a five (5) year period including the application purchase prices, additional cost of operating system hardware and software required, implementation services and continuing maintenance and support cost. The lowest total price proposal will receive the maximum number of points allocated to price.
- D. **Support, service, maintenance and warranty (20 points)**
- Includes support, service, maintenance and warranty for five years at a minimum.
- E. **Product demonstration (10 extra points) if requested by ICTC.**
Capability of products
- Ease of use
 - Ability to explain products and processes in an understandable manner.
- An evaluation committee of qualified ICTC staff or other persons selected by ICTC will conduct evaluations of proposals. The committee will evaluate all

responsive proposals based upon the information and references contained in the proposals as submitted. The committee shall review each proposal and rank each proposer's evaluation criteria as stated in this RFP. Proposers, limited to no more than the top three (3), falling into the competitive range will be invited to participate in an interview (should they be required) with the Evaluation Committee to discuss all aspects of the proposal and present a demonstration. ICTC staff may also meet with references or visit other agencies that utilize the firm's products. After the interviews or site visits, ICTC may ask for Best and Final Offers (BAFO). In this event, each proposer in the competitive range will be afforded the opportunity to amend their Proposal and submit their BAFO. These BAFO's will be evaluated by the Committee and the highest scoring proposal shall be recommended to the ICTC Board for award.

ICTC reserves the right, before awarding the contract, to require a Proposer to submit evidence of its qualifications, as ICTC deems necessary. In addition, ICTC may consider any evidence available of financial, technical and other qualifications and capabilities; including performance experience with past and present users.

ICTC reserves the right to request additional clarifying information and request an oral presentation from any and all Proposers prior to determination of award.

ICTC reserves the right to award the contract to that Proposer who will best serve the interest of ICTC. ICTC reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. ICTC also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process. ICTC uses a mathematical formula for determining allocation of evaluation criteria including cost points, to each responsive and responsible proposer. Each evaluation criteria stated in the RFP has an identified weighted factor. Each evaluation committee member will rank each criterion from each proposer.

XIII. SPECIAL CONDITIONS

A. *Reservations*

This RFP does not commit ICTC to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work. ICTC may reject bids without providing the reason(s) underlying the declination. A failure to award a contract to the lowest bidder will not result in a cause of action against ICTC.

B. *Public Records*

All proposals submitted in response to this RFP become the property of ICTC and public

records and, as such, may be subject to public review.

C. *Right to Cancel*

ICTC reserves the right to cancel or revise, for any reason, in part or in its entirety, this RFP. If ICTC cancels the RFP prior to the deadline for proposals or revises the RFP, notification will be placed on ICTC's Web site. www.imperialctc.org

D. *Additional Information*

ICTC reserves the right to request additional information and/or clarification from any or all proposers to this RFP, but is under no obligation to do so.

E. *Conflict of Interest*

ICTC has established a policy concerning potential conflict of interest in program management, design and construction. This policy applies to all proposers and their proposed contractors/subcontractors. See Standard Sample Agreement for Services in the Attachments for any additional information and any required certifications by contractors and their subcontractors.

F. *Public Information*

Contractors who wish to release information to the public regarding contractor selection, contract award or data provided by ICTC must receive prior written approval from ICTC before disclosing such information to the public.

G. *Data Collection*

Upon completion of this project, the accumulated documentation becomes the property of the ICTC. The selected contractor will turn over all data, documents, reports, graphs, maps, etc. to ICTC staff.

H. *Contract for Services*

The selected contractors will be required to sign a customized version of the attached "Standard Sample Agreement for Services" in the Attachments and to provide the insurance certificates and all other required documentation within fifteen (15) calendar days of issuance of the Notice of Intent to Award.

I. *Defective Materials or Services*

When and as often as ICTC determines that the products or services furnished under the Contract are not fully and completely in accordance with any requirement of the

Contract, ICTC may give written notice and description of such non-compliance to the Contractor. Within seven (7) calendar days of receiving such written notification, Contractor must supply ICTC with a written detailed plan of action that indicates the time and methods needed to bring the products or services within acceptable limits under the Contract. ICTC may reject or accept this plan at its discretion.

In the event this plan is rejected or the defect has not been remedied within thirty (30) days of Contractor's receipt of notice, the products or services will be deemed not accepted and returned to the Contractor at the Contractor's expense. ICTC, in its sole discretion, may purchase a replacement from another source and charge-back the cost for such warranty replacement to the Contractor. This procedure to remedy defects is not intended to limit or preclude any other remedies available to ICTC by law, including those available under the Uniform Commercial Code, Title 62A RCW.

XIV. PROTESTS

ICTC will consider all protests regarding the contracting process or the award of a contract submitted by 4:00 P.M. on the deadlines discussed below. ICTC will only review protests submitted by an actual or prospective proposer or someone else whose direct economic interest would be affected by the award of a contract or by failure to award a contract. A protest by any adversely affected person must be made in writing and must be mailed or hand delivered to ICTC. A protest which does not strictly comply with ICTC's protest procedures will be rejected.

Protests relating to the content of the RFP package must be filed within ten (10) business days after the date the RFP is made available to the public by ICTC. Protests relating to the intent to make an award solicited by an RFP must be filed within ten (10) business days of the decision to award. The date of filing shall be the date of receipt of protests by ICTC. Untimely protests will be rejected.

If deemed necessary, ICTC shall notify all proposers of record that a protest has been filed and that the award has been postponed until further notice. If necessary, proposers will be asked to extend the time for acceptance of their proposal in order to avoid the need for re-advertisement of the solicitation.

A. *Protest Contents*

A letter of protest must set forth detailed grounds for the protest and be fully supported with technical data, documentary evidence, names of witnesses and other pertinent information related to the subject being protested. The protest must also state the law, rule, regulation or practice on which the protest is based. The protestor must demonstrate or establish a clear violation of a specific law or regulation. If the protestor considers that the protest contains proprietary material which should be withheld, a statement advising of this fact must be affixed to the front page of the protest document, and alleged

proprietary information shall be so identified wherever it appears.

Protests shall be addressed to:

David Aguirre, Project Coordinator
Imperial County Transportation Commission
1503 N. Imperial Ave. Suite 104
El Centro, CA 92243

B. Reply to Protest

An ICTC Protest Committee appointed by the Executive Director will review all protests in a timely manner and reply to the protest, in writing, within ten (10) business days. All material submitted by the protestor will be considered. Such material will not be withheld from any interested party outside of ICTC or any agency which may be involved with the contract except to the extent that the withholding of information is permitted or required by law or regulation.

C. Request for Protest Reconsideration

Upon receipt of an adverse decision by the Executive Director of the ICTC, the protestor may file a request for protest reconsideration. A request for protest reconsideration must be directed to the Executive Director in writing and received within ten (10) full business days from the postmark date of the reply from ICTC.

The Executive Director will respond to the request for protest reconsideration within ten (10) full business days and schedule a review with the Commission. The decision of the Commission will be final. No further protests will be heard by ICTC.

D. State Appeal Process

Under certain limited circumstances, and after the protestor has exhausted all administrative protest remedies made available at the local level, an interested party may protest to the California Department of Transportation (Department).

Department review of any protest will be limited to:

1. Local agency's failure to have or follow its own protest procedures or its failure to review a complaint or protest.
2. Violations of the Federal or State law or regulations.

The protest filed with Department shall include:

1. The name and address of the protestor.

2. Clear identification of the local agency responsible for the RFP process.
3. A statement of the grounds for protest and any supporting documentation (the grounds for protest filed with Department must be fully supported to the extent feasible. Additional materials in support of an initial protest will only be considered if authorized by the FTA regulations).
4. A copy of the protest filed with the local agency, and a copy of local agency's decision, if any.
5. Indication of the desired ruling or relief from Department.

Such support should be sent to:

The California Department of Transportation
Division of Rail and Mass Transportation
P.O. Box 942874 - MS 39
Sacramento, CA 94274-0001

Attachments:

- A. Bid Proposal Form
- B. Proposal Evaluation Form
- B. Sample Contractor Agreement (to be attached via addendum)

Cost Proposal Form – Attachment A

	<u>Quantity</u>	<u>Price per Unit</u>	<u>Overall Cost</u>
Proposed Cost for Requirement System Architecture/Data Management			
Proposed Cost for Requirement CAD/AVL and Software			
Proposed Cost for Requirement Reporting			
Proposed Cost for Requirement Mobile App (Optional)			
Proposed Cost for Requirement Training, Customer Service, Support and Warranties			
*Proposed Cost for Travel for the Entire Project			
Any applicable Tax			
Final Total			

Proposer must include a more complete cost breakdown with a description of what is included in each cost estimation listed above.

IN COMPLIANCE WITH THIS SOLICITATION, THE UNDERSIGNED OFFEROR HAVING EXAMINED THE REQUEST FOR PROPOSAL AND BEING FAMILIAR WITH THE CONDITIONS TO BE MET, SUBMITS THE ATTACHED. AN INDIVIDUAL AUTHORIZED TO BIND THE COMPANY MUST SIGN BELOW. FAILURE TO EXECUTE THIS PORTION MAY RESULT IN PROPOSAL REJECTION.

Signature of Authorized Official: _____ Date: _____

Title: _____ Print Name: _____

PROPOSAL EVALUATION FORM

DATE: _____

EVALUATOR: _____

RESPONDENT: _____

PROJECT: _____

CRITERIA	MAXIMUM POINTS	SCORE
A. Technical Experience, References, Etc [40 Points]		
B. Concurrence with RFP	[20 Points]	
C. Price	[20 Points]	
D. Support, Service, Maintenance and Warranty	[20 Points]	
E. Product Demonstration - Extra	[10 Points]	
F. Interviews – Extra	[10 Points]	

TOTAL SCORE: _____

Comments: