




*Florida Department of Transportation*

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GOVERNOR

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SECRETARY

ADDENDUM NO. 3

Date: February 20, 2020  
To: All Proposers  
From: Steve Thames, Contractual Service Administrator   
Subject: FDOT District Three Transportation Management Center (Maintenance)  
DOT-RFP-20-3009-KW

Notice is hereby given of the following changes to the above referenced bid:

**Table of Contents:** Add 4.1.7 Monthly Contract Administration

**4.1.7 Monthly Contract Administration:** Replace with

Monthly Contract Administration is to cover Preventive Maintenance Services, Level 1 Mobilization (as defined below), and all routine staffing levels such as Project Manager, Secretary/Clerical, and field staffing. Vendor staffing levels and other anticipated costs to be considered should be included in the Proposer's Management Plan portion of the Technical Proposal.

If mobilization above and beyond Level 1 is required for Preventive Maintenance Services, the Vendor will be paid on a per work order basis.

**4.3.2 Mobilization:** Add the following paragraphs for Level 1 description and clarification:

Level 1: This level is for normal preventive maintenance and minor repair activities associated with all weekly field work performed under this CONTRACT. This level includes the use of any necessary vehicle, including a bucket truck, and other common equipment used to perform preventive maintenance and minor repairs.

Level 1 mobilization is incidental to preventive maintenance and minor repairs activities. The cost shall be inclusive of the vendor's device unit cost proposal in Exhibit C. If mobilization above and beyond Level 1 is required for Preventive Maintenance Services, the Vendor will be paid on a per work order basis.

**4.8.1.2 Position Descriptions:** Made the following changes:

Under ITS Project Manager position requirements, Bullet 2, replace with

- Minimum of ten (10) years of ITS/traffic-related and field experience (combined) such as ITS maintenance, construction, or CEI. A Bachelor's degree in a related field from an accredited four-year college or university may be substituted for five (5) years of experience.

Under ITS Maintenance Technician(s) paragraph 1, sentence 2, replace with

The ITS Maintenance Technician shall receive general supervision from the Vendor's ITS Project Manager and ITS Maintenance Foreman.

Under ITS Maintenance Technician(s) responsibilities and duties, delete bullet 10 which reads

- Coordinates maintenance and repairs with RTMC operations and network administrators;

Added ITS Maintenance Foreman position to read

#### ITS Maintenance Foreman

The ITS Foreman shall be responsible for oversight and field management of all activities performed by ITS Maintenance Technician(s); assisting in the ITS design review and the development of SOP; and performing a variety of technical tasks related to their assigned area of responsibility. The ITS Maintenance Foreman shall receive general supervision from the Vendor's ITS Project Manager and Department's Project Manager. The foreman shall oversee and assist with documenting work performed on all site conditions and daily activities. ITS Maintenance Foreman must have a Traffic Signal Technician Level I certification from the International Municipal Signal Association (IMSA).

The responsibilities and duties may include, but are not limited to, the following:

- All responsibilities of ITS Maintenance Technicians;
- Coordinates maintenance and repairs with RTMC operations and network administrators;
- Ensures accurate information is maintained in ITSFM;
- Performs other tasks as assigned by the Department.

This position requires:

- A minimum of ten (10) years of maintenance technician experience and technical oversight.
- Minimum of a high school diploma. An Associate degree in a related field from an accredited two or four-year college or university is preferred.
- IMSA Traffic Signal Technician Level I certification (within 6 months of start of work).
- ITSFM Maintainer certification (within 6 months of start of work).

The Vendor ITS Maintenance Technician must have the following knowledge, skills, and abilities:

- Knowledge of TSM&O and ITS Maintenance concepts;
- Knowledge and understanding of ITS protocols and device configuration;

- Skilled in clearly communicating technical information in understandable terms;
- Skilled in writing technical reports and correspondence;
- Skilled in the use of SunGuide® software;
- Skilled in troubleshooting field devices;
- Ability to work alternate work schedules and be on-call 24 hours/day;
- Ability to document field work and activities;
- Ability to install and connect new devices into the existing SYSTEM;
- Skilled in maintaining and troubleshooting the SYSTEM network and ITS elements;
- Ability to maintain SYSTEM availability;
- Skilled in the extraction, review, and assessment of SunGuide® reports and other operational monitoring systems;
- Proficient in providing support for ITS Network Managers upon request;
- Skilled in the use of Microsoft Windows operating systems and applications;
- Proficient in networking systems and protocols;
- Proficient in IP addressing and TCP/IP networking;
- Proficient in IP based video distribution;
- Ability to work with numerous network device manufacturers;
- Proficient in outside plant fiber optic cable systems;
- Ability to use hand and power tools;
- Analytical skills;
- Ability to read and understand SYSTEM plans including device installation details, splicing diagrams, and other information;
- Ability to follow directions and work in adverse outdoor environmental conditions.
- Ability to safely operate Vendor-provided vehicle and possesses active driver license; and
- Good interpersonal skills.

**4.9.3 Software:** Replace entirely with

The Vendor shall be responsible for all software needed to perform the work described in the CONTRACT, such as Microsoft Windows, Microsoft Office, and any specialty software from device manufacturers for local and remote configuration of ITS field devices. The Department will grant approved Vendor access to MIMS, ITSFM, SunGuide, or any other software/systems hosted by the Department for proper operation and maintenance of ITS assets.

**4.9.5.2 Control of Equipment:** Replace entirely with

The Vendor shall maintain, and store equipment associated with this CONTRACT. Storage locations shall be marked specifically for this CONTRACT and shall not be used for any other purposes. All storage facilities shall be secure and environmentally controlled. All spare parts or equipment not installed, and operating shall be stored at these locations.

The Department may elect for the Vendor to pick-up and deliver parts as needed to locations in the geographic coverage area of this CONTRACT. If pick-up and delivery services are requested by the Department, the Vendor will be paid on a per work order basis.

Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at [www.myflorida.com](http://www.myflorida.com) (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements") under this bid number. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid.

Acknowledge of receipt of Addendum No.1 shall be identified by signing below and enclosed with your bid.

Acknowledge of Receipt

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Signature)

Print/Type Name: \_\_\_\_\_ Title: \_\_\_\_\_

Firm: \_\_\_\_\_