

## **TECHNICAL QUESTIONS AND ANSWERS**

### **ITN-DOT-17/18-7008EG**

#### **TAMPA BAY SUNGUIDE REGIONAL TRASPORTATION MANAGEMENT CENTER OPERATIONS MANAGEMENT AND SUPPORT SERVICES**

Question 1: “Does the 12-point, Arial font requirement apply to the resumes (in addition to the questionnaire response?)”

Answer: Yes, the 12-point Arial font applies to resumes as it is easier to read. However, resumes are not restricted to the 1.5 pages limitation as do the qualification questionnaire responses.

Question 2: “Is there a limit to the number of resumes submitted?”

Answer: No.

Question 3: “Our local Florida team's preparations, in anticipating of severe weather conditions from Irma, have already hampered our ability to devote full resources to respond to this ITN. Would FDOT consider extending the proposal deadline?”

Answer: Please see Addenda #1.

Question 4: “Can the question being addressed be stated on a separate page from the response?”

Answer: If you want to gain real estate by not having to retype the question in your response, you may omit the question. However, number your responses (1 thru 14) so they correspond to the question so the reviewer can know which question you are responding to, i.e., 1 – My firm’s experience in operating a traffic management center is as follows: 6 – We plan to recruit and hire by..., etc.

Question 5: “Does the 12 point Arial font restriction apply to tables and graphics?”

Answer: No, text inside tables and graphics do not need to be Arial 12 point.”

Question 6: “Can a 1-page transmittal letter be included to introduce our team? If not, where can we introduce our team’s subconsultants and their capabilities?”

Answer: No, ancillary pages outside the Qualifications Questionnaire and Preliminary Price Proposal are not allowed. You may write about the team’s subconsultants in the response to Question 1.

Question 7: “ITN Section 25 indicates that “The responses shall be limited to no more than one and one half single-sided page per question (excluding resumes). Therefore, a maximum total of 21 pages would be allowable for the 14 questions. Would it be possible that we be allowed flexibility to assign the page count for each question, staying within the 21 page limit, so that we may proportion our responses to the point value for each question?”

Answer: The requirement is 1.5 pages per question, not total number of pages. You can type your responses back to back to get 21 pages but for easier reading, you may provide up to 28 physical pages, i.e., Pages 1 + 2 respond to question 1 but still is limited to 1.5 pages (page 2 is blank for half a page), Pages 3+4 answer Question 2, etc. No, you can't exceed 1.5 pages worth of text/graphics response per question by borrowing real estate from another question, i.e., write a short answer to question 14 to give more room to respond to question 1. You can, however, gain real estate by not retyping the question in your response, i.e., 1 – My firm's experience in operating a traffic management center is as follows: 6 – We plan to recruit and hire by ..., etc.

Question 8: "On Question 1, there is considerable amount of information in our response. Would it be possible to use Arial 10 point font for this question or use a fold out page to include the data?"

Answer: No, responses must be Arial 12 point limited to one-and-a-half 8.5 x 11 sheets of paper.

Question 9: "Question No. 1 states *"List all subcontractors, their related experience, and in what capacity they are/were used"*. Is this referring to the subcontractors working on the contracts that we are using to demonstrate our firm's experience or the subcontractors that we are proposing for the TBSG RTMC Management and Support Services contract?"

Answer: Subcontractors that you are proposing to service this contract.

Question 10: "Is the Price Proposal to be submitted in the same package as the Q&A documents or a separately sealed envelope?"

Answer: The Preliminary Price Proposal (Exhibit C) is submitted together with the Qualifications Questionnaire in one package but is not bound/stapled to the Questionnaire as only the Qualifications Questionnaire is evaluated for points at this stage.

Question 11: "Is there any limitation on the proposal format margins?"

Answer: Yes, 1" all around.

Question 12: "Can Arial Narrow 12 font be used?"

Answer: No, Arial 12 point only.

Question 13: "Total page count allowed for Qualifications Questionnaire? Does this include a cover sheet?"

Answer: See response to question #7. Ancillary pages (cover page, transmittal page) outside the Qualifications Questionnaire and Preliminary Price Proposal are not allowed.

Question 14: "How do we identify other key personnel for the contract in addition to requested identified personnel?"

Answer: If you foresee other personnel that would be needed in the successful operation of the RTMC, you can briefly identify them in your responses in question 2, 3, or 12 as an added value. Further expansion can occur during the negotiations stage.

Question 15: “1.5 pages per question – total of 21 pages. 1.5 pages per question only? Or, for example, may we use 2 pages for one question, and one page for another?”

Answer: The requirement is 1.5 pages per question, not total number of pages. You can’t exceed 1.5 pages worth of text/graphics response per question by borrowing real estate from another question, i.e., write a short answer to question 14 to give more room to respond to question 1. You can, however, gain real estate by not retyping the question in your response, i.e. 1 – My firm’s experience in operating a traffic management center is as follows: 6 – We plan to recruit and hire by..., etc.

Question 16: “Please define “half page”.”

Answer: Take an 8.5x11 sheet of paper, orientate it in portrait mode, fold it along the short mid-section such that the bottom edge folds up to touch the top edge to create a fold-line. If text/graphics goes beyond the fold line into the bottom half, then it is not considered “half page”.

Question 17: “Questions #2 and #3 – to be clear, the resumes requested are not included in the page count?”

Answer: Resumes are not restricted to the 1.5 pages limitation as do the qualification questionnaire responses. However, for easier reading, resumes need to be 12-point Arial font. There are no page limitations to resumes.

Question 18: “Question #4 – Describe your approach to “on-going” training. Does this question mean to include approach to initial training as well? Or only on-going training?”

Answer: While you can discuss your initial training programs, the focus is on on-going, periodic training as there would be one initial deployment of all operators (start of contract) while you would have replacement operators sporadically due to turnover.

Question 19: “14.19.1 Requires that the Project Manager have an engineering degree and be a registered professional engineer in accordance with chapter 471 of the Florida Statutes. Our questions are:

1. What engineering services are required?
2. Normally engineering services are professional services contracts, should this advertisement be executed as a professional services contract per F.S. 471 and not an ITN?

3. Other recent ITS operations contracts in Florida have not required the PM to have an engineering degree or license. Is there an intent of engineering services in this contract we are missing?
4. Is the current Consultant Project Manager a PE?"

Answer:

1. 14.19.1 and 14.19.7 have been revised. See Addendum No.2.
2. 14.19.1 and 14.19.7 have been revised. See Addendum No.2.
3. 14.19.1 and 14.19.7 have been revised. See Addendum No.2.
4. No.

Question 20: "What is the budget amount for each year of this contract?"

Answer: This contract does not have a budgetary ceiling. Please see Exhibit B, Method of Compensation.

Question 21: "Would a cover sheet and one page team bio be permissible?"

Answer: Ancillary pages (cover page, transmittal page) outside the Qualifications Questionnaire and Preliminary Price Proposal are not allowed.

Question 22: "The performance measures in section 30, can we get clarification on which SunGuide reports will be used to confirm each of the operator based performance measures?"

Answer: There will be a mixture of SunGuide and non-SunGuide sources to determine meeting the standards. The performance measures will be fine-tuned further during the negotiations stage.

Question 23: "For the SunGuide Software and Video wall performance measures, will routine maintenance and upgrades count against the system availability performance measure?"

Answer: The performance measures will be fine-tuned further during the negotiations stage.

Question 24: "Will the Department please provide the number of employees currently serving in the functions identified in Appendix A, Section 13.7?"

Answer:	13.7.1. Project Manager *	1
	13.7.2. RTMC Senior IT/ITS Technician*	1
	13.7.3. RTMC IT/ITS Technician III	1
	13.7.4. RTMC Manager *	1
	13.7.5. RTMC Assistant Manager	1
	13.7.6. RTMC IT Manager *	1
	13.7.7. RTMC IT Technician II	1
	13.7.8. RTMC IT Technician I	1
	13.7.9. RTMC Shift Supervisor	3
	13.7.10. RTMC Operator III	4
	13.7.11. RTMC Operator II	1
	13.7.12. RTMC Operator I	5

13.7.13. RTMC Technical Administrative Coordinator on different contract)	1	(currently
13.7.14. RTMC Administrative Assistant	1	
13.7.15. RTMC Receptionist/Clerical	1	
13.7.16. AMS Operator on different contract)	2	(currently