



Florida Department of  
**TRANSPORTATION**



# **DOT-RFP-21-8029-GB**

## **Mandatory Pre-Proposal Meeting**

May 18, 2021

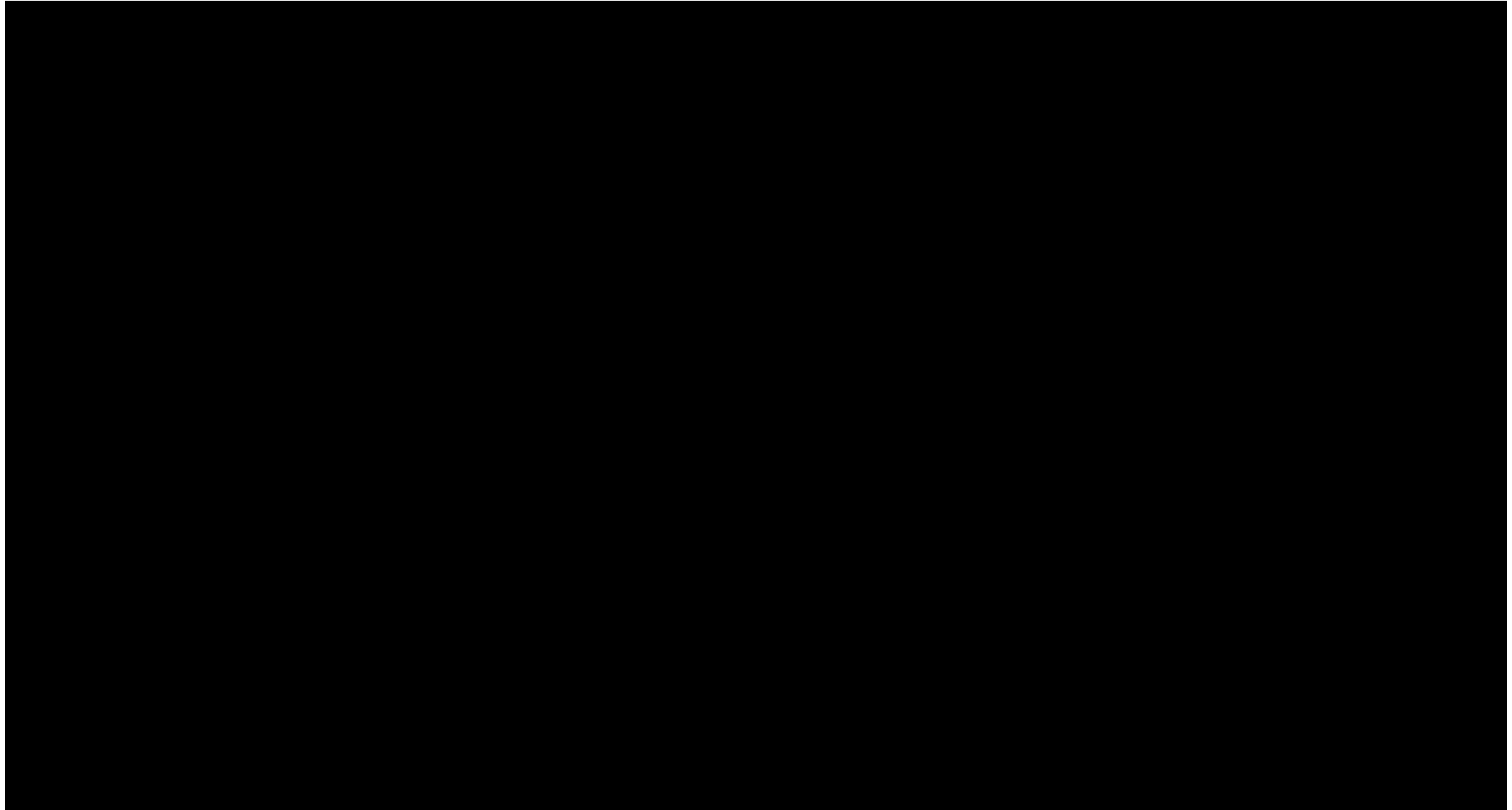
# Meeting Agenda

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- Roll Call .....*Gail Brown*
- Special Conditions .....*Gail Brown*
- Contract Overview.....*John Easterling*
- Questions.....*Gail Brown & John Easterling*
- Closing Remarks.....*Gail Brown*
- Meeting Adjourned

# Vendor Bid System

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# Cone of Silence

Cone of silence after formal advertisement. No discussion except in public meeting(s) after solicitation is posted.

Section 287.057(23), Florida Statutes:

Each solicitation for the procurement of commodities or contractual services shall include the following provision: “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.**”

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# Public comments

# Registration Form

State of Florida  
Department of Transportation  
Florida's Turnpike Enterprise

## REQUEST FOR PROPOSAL REGISTRATION FORM

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### PLEASE COMPLETE AND RETURN THIS FORM ASAP

via e-mail to [gail.brown@dot.state.fl.us](mailto:gail.brown@dot.state.fl.us)

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RFP Number: DOT-RFP-21-8029-GB

Title: Traffic Management Center Statewide Operations Services for Florida's Turnpike Enterprise

Proposal Due Date & Time: Tuesday, June 15, 2021 @ 2:30 P.M.

Potential proposers should notify our office by returning this Registration Form as soon as possible after downloading. Complete the information below and email [this sheet only](mailto:gail.brown@dot.state.fl.us) to Gail Brown at the Florida Department of Transportation Procurement Office at [gail.brown@dot.state.fl.us](mailto:gail.brown@dot.state.fl.us)

**THE REQUEST FOR PROPOSAL DOCUMENT YOU RECEIVED IS SUBJECT TO CHANGE.**  
Notice of changes (Addenda), will be posted on the Florida Vendor Bid System (VBS) at:

[http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu)

Under "Vendor Bid System" Click on "Search Advertisements"  
Click on the Drop menu for Agency and Select "Department of Transportation"  
Scroll down and Click on "Advertisement Search"  
Locate the "RFP" number.

**It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

For further information on this process, you may e-mail or telephone: (Gail Brown, [gail.brown@dot.state.fl.us](mailto:gail.brown@dot.state.fl.us) 407-264-3995)

# Special Conditions

State of Florida  
Department of Transportation



## REQUEST FOR PROPOSAL

**DOT-RFP-21-8029-GB**

**TRAFFIC MANAGEMENT CENTER  
STATEWIDE OPERATIONS SERVICES  
FOR**

**FLORIDA'S TURNPIKE ENTERPRISE**

**INDEFINITE QUANTITIES CONTRACT  
FPID: 190766-4-82-03**

### **PROCUREMENT CONTACT INFORMATION:**

**Gail Brown**

**Phone: (407) 264-3995**

**Fax: (407) 264-3058**

**Email: [gail.brown@dot.state.fl.us](mailto:gail.brown@dot.state.fl.us)**

### **E-MAIL ADMINISTRATIVE AND TECHNICAL QUESTIONS TO:**

**Gail Brown [gail.brown@dot.state.fl.us](mailto:gail.brown@dot.state.fl.us)**

### **PROPOSAL SUBMISSION:**

**[Proposals shall only be submitted via electronic submission to TP.Purch@dot.state.fl.us.](mailto:TP.Purch@dot.state.fl.us)**

### **Refer to Instructions for Electronic Submission of Proposals.**

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

# Timeline

<b>ACTION / LOCATION</b>	<b>DATE</b>	<b>LOCAL TIME</b>
<b>DEADLINE FOR TECHNICAL QUESTIONS</b> <i>Via email to <a href="mailto:gail.brown@dot.state.fl.us">gail.brown@dot.state.fl.us</a> Reference DOT-RFP-21-8029-GB in the subject box There is no deadline for administrative questions.</i>	<b>05/25/2021</b>	<b>05:00 PM</b>
<b>PROPOSALS DUE, ON OR BEFORE</b> <i>Via Electronic Submission Only – TP.Purch@dot.state.fl.us</i>	<b>06/15/2021</b>	<b>02:30 PM</b>
<b>TECHNICAL PROPOSAL OPENING</b> <i>Via Go To Meeting or In-Person Meeting</i>	<b>06/15/2021</b>	<b>03:30 PM</b>
<b>ORAL PRESENTATIONS</b> <i>In-Person Meeting Only (This is not a Public Meeting) Proposers will be notified of the specific date and time.</i>	<b>Week of July 26, 2021</b>	
<b>POSTING OF INTENDED AWARD</b> <i>on Florida Vendor Bid System</i>	<b>08/10/2021</b>	<b>05:00 PM</b>



# Qualifications

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- Authorized to do business in the State of Florida
- Licensed to conduct business in the State of Florida
- Must utilize Department of Homeland Security E-Verify system
- Registered in MyFloridaMarketPlace

# Proposal

- Part 1 – Technical Proposal – 60 points
  - Executive Summary
  - Administration and Management
  - Identification of Key Personnel
  - Technical Approach
  - Prior Relevant TMC Operations Experience (Qualification Questionnaire, Form 1)
  - Innovative Approaches
  - Staff Hiring, Benefits and Retention Plan
- Part 2 – Price Proposal (Exhibit C) – 25 points
  - MUST be completed in Excel
- Oral Presentations – 15 points

# Required Forms

- Form 1 - Qualifications Questionnaire Instructions
- Form 1A - Organization Prime - Proposer
- Form 1B - Organization - Subcontractor
- Form 1C - List of Completed Projects
- Form 1D - List of Current Projects Under Contract
- Form 1E - Required Background Information
- Form 1F - Staffing - Project Manager
- Form 1G - Staffing - Other Key Personnel
- Form 1H - Subcontractor Approval List
- Form 2 - Drug-Free Workplace Program Certification
- Form 3 - Contractor Notification
- Form 4 - Vendor Certification Regarding Scrutinized Companies Lists
- Form 5 - Corporate Resolution
- Form 6 - Addenda Acknowledgement Form
- Form 7 - Certification of Acceptable Driving Record
- Form 8 - Report of Relatives Working for The Department of Transportation
- Form 9 - Contractor Travel Form
- Form 10 - Exhibit "C," Price Proposal Signature Page

# Electronic Submission

- Failure to follow these instructions, may result in your Proposal being found non-responsive.
- Non-responsive Proposals will not be considered.
- Proposals shall be submitted to: [TP.Purch@dot.state.fl.us](mailto:TP.Purch@dot.state.fl.us)
- Subject line must show: *DOT-RFP-21-8029-GB – (Insert Proposer's Name)*
- All Proposals submitted electronically shall contain two (2) attachments and be marked as follows:

*PART I – TECHNICAL PROPOSAL – DOT-RFP-21-8029-GB (Insert Proposer's Name)*

(See the Special Conditions for all forms, page limits, format conditions and required documentation)

*PART II – PRICE PROPOSAL – DOT-RFP-21-8029 - GB (Insert Proposer's Name)*

# John Easterling, PM

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- Scope Review

# Scope of Services Review

- Turnpike's Traffic Management Center program initiated in 2001/2002
- Provide for TMC Operations, IT Helpdesk and Incident Management services
- Looking to:
  - Build upon the existing methods of operations and successes in Turnpike system monitoring
  - Improve upon incident coordination and clearance times through collaboration
  - Improve upon existing training levels to meet evolving technological advances and automations

# Scope of Services Review

- Provides Contract Objectives
- Required Qualifications
- Services (4.0 to 4.6)
- Performance of Services summary (5.0)
- Vendor Responsibilities (8.0)
- Staff Responsibilities/Minimum Qualifications (14.0)
  - 14.10 Control Room Operations Personnel
  - 14.11 Minimum Pay Rate for Operations positions
- Performance Measures (21.0)
- Work Authorization (25.0) and Transition (26.0)
- Liquidated Damages (27.0)
- Contract Term (35.0)

# Questions

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