

ADVERTISEMENT FOR NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)

City of Gallatin TN Sumner County

Pin # 123413

Date 7/2/2019

NOTICE IS HERBY GIVEN that sealed Statements of Qualifications (SOQ) from Advanced Traffic Management System (ATMS) vendors will be received by the City of Gallatin for its citywide traffic signal system project in the office of the City Manager, located at 132 W. Main Street, Suite 210, Gallatin, TN 37066 until **3:00 PM (CST), July 29, 2019**.

Vendors Submitting SOQ must contact Aaron Hickson of the City of Gallatin to receive the complete RFQ packet.

Aaron Hickson | Project Manager I
Engineering Department
633 Long Hollow Pike, Gallatin, TN 37066
aaron.hickson@gallatintn.gov

The envelope containing the SOQ must be sealed and contain the words "Statement of Qualifications for ATMS Vendor Services – City of Gallatin"

Each SOQ received must be in accordance with the format and information provided within the Request for Qualifications (RFQ) package. Any submittal that does not conform in all material respects to what is required in the RFQ will be considered non-responsive. Statements of Qualifications (SOQ) received immediately after the time set for submittal of qualifications, shall not be considered and will be returned unopened.

The City of Gallatin, Tennessee reserves the right to waive any irregularities in any submittal and to reject all submittals and re-advertise or cancel the project in its entirety, at its sole discretion. The City of Gallatin will not be responsible for any cost incurred by any vendor submitting a SOQ or responding to this notice.

The City of Gallatin is an equal opportunity, affirmative action employer, drug-free with policies of non-discrimination on the basis of race, sex, religion color, national or ethnic origin, age, disability, or military service.

The Vendor must follow TDOT local programs guidelines and be listed on TDOT's pre-approved list or complete pre-qualification by the deadline for the letter of interest / SOQ.

1. **INTENT:**

The City of Gallatin is seeking proposals to furnish, install and implement an Advanced Traffic Management System (ATMS) software for monitoring and control of the City's traffic signal system. The successful ATMS vendor shall be required to provide all labor, supervision, materials, tools, components and support necessary for the proper performance and completion of the project per the requirements stated in this RFQ. The ATMS software must meet or exceed these RFQ system requirements in order to satisfy the City in their continued optimization of their traffic signal system.

2. **PROPOSAL REQUIREMENTS:**

Each proposal shall at a minimum address and/or include the following information and documentation in sufficient detail for the City to evaluate the Proposer's qualifications:

- a. **Section I** (2 pages max): Title Page, Letter of Interest. The Title Page should identify the vendor(s) and ATMS software package(s) including the primary contact information consisting of address, telephone number and email address for correspondence. This letter shall also include any noted exceptions to the terms and conditions of this RFQ.

- b. **Section II** (25 pages max): Proposed Solution. This section will state adherence to the scope of services and functional requirements stated in Attachment 2. This section includes specific statements of the vendor compliance as well as descriptions of the ATMS software proposed. The description of the ATMS software and adherence to the scope should be neatly organized and referenced to the specific sections of the scope or functional requirements shown in this RFQ. This portion of the proposal should show the complete software system architecture, including hardware requirements, necessary network connectivity and other software (i.e. database) requirements along with full descriptions of the software package(s) being proposed. This section shall also describe all fully compatible traffic signal controllers that can be integrated with the ATMS software. Should the ATMS vendor also sell traffic signal controllers, the ATMS vendor shall describe vendor compatible traffic signal controllers along with all other fully compatible traffic signal controller manufacturers and firmware versions.
- c. **Section III** (Attachment 2 - System Requirements Matrix Form): This section shall state conformance of the ATMS to each system requirement per the System Requirements Matrix found in Attachment 2 of this RFQ.

'Functional Compliance' columns: The vendor shall state if the ATMS complies with each requirement in the following manner:

Compliant = Fully Compliant with Requirement

Partially Compliant = Requirement under development & testing or available through customization (describe)

Not Compliant = Not Compliant with Requirement

'Vendor Response' column: A brief response statement shall follow the Compliance to describe the ATMS compliance, non-compliance, or under current development or customization options including a date that the requirement will be fully tested and offered, if under development or in need of customizing the software.

Additional information about the proposed system can be found in the Systems Engineering documentation found in Attachment 1.

- d. **Section IV** (10 pages max): Project Work Plan. This section should provide a high-level project work plan that describes the proposed plan to implement the ATMS software solution including a high-level schedule and sequence for implementing the ATMS software package(s). The work plan shall show and describe milestones for implementation as well as vendor versus City responsibilities. The project deployment plan shall include any concurrent activities or engineering value to lessen the time of ATMS software deployment. The project deployment plan should outline any necessary database creation (i.e. signal timing, etc) for the software that is to be conducted by the vendor, as well as all personnel proposed to complete the work proposed in the work plan. Testing of the software package(s), including signal timing database and functional requirement testing, shall be clearly outlined in this work plan and in the schedule. Training and support shall also be addressed and shown in the schedule for this section.
- e. **Section V** (3 pages max): Relative Project Experience. Provide three (3) case histories or recently completed projects of the deployed ATMS software package(s), including direct client/government reference information.
- f. **Section VI** Proposed Software Maintenance and Support Agreement: This section shall include the standard language and services provided for the ATMS vendor's software maintenance and support agreement. The support agreement shall, at a minimum meet all criteria as stated in this RFQ. This section must include all maintenance and support agreements for the software being proposed by the ATMS vendor.

All documents or proposed phasing that will be submitted during the software implementation will require City approval and notice to proceed. Any documents required and submitted must conform to City contracting requirements contained in the RFQ.

4. **FEES AND EXPENSES:**

The pricing for each pay item as described herein shall be negotiated with the City of Gallatin after selection of the preferred ATMS vendor has been determined from technical evaluation. Pricing of these pay items shall not be required nor submitted with the proposal documents provided by the ATMS vendor, and is not a determinant in selection of the ATMS software system.

The ATMS vendor will be required to negotiate costs and break down of pay items with the City of Gallatin. An estimate of these pay items will be required after selection has been made in order to begin negotiations of these costs with the ATMS vendor. If the ATMS vendor's first cost proposal is rejected by the City, the negotiating parties shall hold a second conference to discuss the cost proposal which are considered unsatisfactory. The ATMS vendor shall submit a second cost proposal based upon this second conference. If the City rejects the ATMS vendor's second cost proposal, negotiations shall be formally terminated and the City shall commence with the second most qualified vendor. If like negotiations are unsuccessful with the second most qualified firm, the City will undertake negotiations with the third most qualified firm and any others on the selected list in sequential order or the City may re-advertise for these services.

ATMS software cost will be for full deployment and configuration of all central system software, modules and necessary companion hardware and software, which price shall be full compensation for integration, configuration, testing and training, and all other materials, equipment, labor, tools and incidentals necessary to complete the work in accordance with the contract documents. ATMS software will be paid for at the contract unit price bid per lump sum.

Payment will be made under:

XXX: ATMS Software - lump sum

The pay items are anticipated to be paid as follows, however, during pricing negotiations, the winning ATMS vendor may propose an alternative pay schedule and pay items for review and approval by the City:

ATMS Software:

- 20% of the contract unit price upon installation of the software and server(s), as required, in the City
- Additional 20% of the contract unit price upon successful configuration and integration of the project traffic signals into the ATMS software
- Additional 50% of the contract unit price upon testing and conditional acceptance of the ATMS software
- 5% of the contract unit price upon successful Burn-in and acceptance
- Final 5% of the contract unit price upon completion of the Warranty period

TIME LINE

Following is a listing of actions and anticipated dates; the City reserves the right to change the dates, if necessary.

Date	
07/01/19	Advertising & Publishing RFQ
07/12/19	Deadline for Questions/Clarifications
07/29/19	Proposals due in Purchasing by 3:00 p.m. Public bid opening to follow immediately

Phase 1

Listed below is the criteria that will be used by the City to evaluate and score Phase 1 responsive proposals. Proposers shall include sufficient information to allow the City to thoroughly evaluate and score their proposals. Each proposal submitted shall be evaluated and ranked by an evaluation committee, per the following evaluation criteria

- g. **Section I** Title Page, Letter of Interest: **0 Points**
- h. **Section II** Proposed Solution: **40 Points**
- i. **Section III** System Requirements Matrix Form: **20 Points**
- j. **Section IV** Project Work Plan: **20 Points**
- k. **Section V** Relative Project Experience: **10 Points**
- l. **Section VI** Proposed Software Maintenance and Support Agreement: **10 Points**

Total for Phase 1 Technical Proposal Evaluation = 100 Points

Phase 2

Listed below is the criteria that will be used by the City to evaluate and score Phase 2.

Demonstration of software, Interview and Presentation: **100 Points**

Total for Phase 1 and 2 Evaluation = 200 Points

ITEMS TO BE RETURNED WITH PROPOSAL:

Proposal Organization: Proposers are expected to organize their proposals in such a manner as to facilitate the evaluation process. Proposals should be keyed or indexed to correspond with this Request for Qualifications. Responses should be correlated to the specific submittal, criterion, section or paragraph number of the request for qualifications being addressed. Evaluators will make a reasonable effort to locate information in the proposals; however, failure to follow this suggested format may make location of critical submittal information difficult, possibly resulting in a loss of appropriate point credit.