



**SOUTHEASTERN PENNSYLVANIA
TRANSPORTATION AUTHORITY**

STEP ONE

Request for Qualifications Proposal

**INSTRUCTIONS, SPECIFICATIONS, AND CONTRACT
DOCUMENTS FOR A TWO (2) STEP PROCUREMENT
PROCESS FOR SEPTA's
COMPUTER AIDED RADIO DISPATCH SYSTEM**

May 17, 2021



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Instructions to Bidders

Contract

Exhibits 1 - 10.

- **Bidder’s RFQ Proposal shall be included in “Exhibit 8-Drawings & Specifications”, and thereby made part of the agreement.**



STEP 1 - REQUEST for QUALIFICATIONS - INSTRUCTIONS AND INFORMATION

Section 1 - Request For Qualifications

You (hereinafter referred to as “Proposer”) are requested to submit a formal Request for Qualification (RFQ) Proposal for the Computer Aided Radio Dispatch System Project and the required services detailed below in Step One, Prequalification in accordance with this Two-Step Procurement Process. Any information in addition to that required by Step One which Proposer feels will help in the evaluation of its RFQ Proposal is to be submitted with its RFQ Proposal. Any RFQ Proposal submitted must comply with the requirements of this Two-Step Procurement Process as herein stated including all applicable Federal, State and Local laws, and is to be signed by an officer legally authorized to bind Proposer and shall be submitted to SEPTA in writing, in the time and in the manner described herein.

Section 2 - Two-Step Procurement Process

This procurement is being conducted by SEPTA using a Two (2) Step process:

Step 1 – Prequalification The prequalification process will consist of: the request for, and the submission, evaluation, and (if deemed necessary by SEPTA) discussion of, an RFQ Proposal. The objective of Step 1 is to determine the Acceptable rating of the technical RFQ Proposal submitted by the Proposer. No pricing or bid documents are required or involved in Step 1. As used in this context, the word RFQ Proposal has a broad connotation and includes all requirements set forth in process Steps 1 and 2, and Attachments provided by the Proposer in Steps 1 and 2.

Any questions relating to the technical requirements must be addressed in Step 1 prior to the submittal of the RFQ Proposal by the proposer. RFQ Proposals submitted in Step 1 will be evaluated in accordance with the criteria identified in Section 4 – Selection Process of Step 1.

Step 2 – Bid Submission - The bid submission process involves the submission of sealed bids by those firms whose RFQ Proposals received an overall Acceptable rating, as solely determined by SEPTA in Step 1. The submission of said bid, will strictly conform to Bid Document requirements and Proposer’s Step 1 RFQ Proposal as accepted by SEPTA.

SEPTA reserves the right to cancel this procurement at any time, if deemed in SEPTA’s best interest.

Section 3 - Step 1 – Prequalification RFQ Proposal Process

Introduction and General Information

SEPTA is soliciting Requests for Qualifications Proposals for the SEPTA CARD System.



The SEPTA CARD System shall include a Computer-Aided Radio Dispatch (CARD) System consisting of a 700 MHz radio system, a Computer-Aided Dispatch/ Automatic Vehicle Location (CAD/AVL) System, transit vehicle equipment supporting the 700 MHz radio, CAD/AVL functionality, and related CARD System services and support. The CARD System shall support SEPTA's fixed-route revenue buses, trackless trolleys, trolleys (City and Suburban), and the Norristown High Speed Line at nine (9) depots and operating throughout SEPTA's entire greater Philadelphia metropolitan service area. The CAD/AVL system shall also support the Customized Community Transportation (CCT), which provides paratransit service known as CCT Connect to individuals with disabilities and senior citizens.

The 700 MHz radio system portion of the CARD System that shall utilize the recent acquisition of eighteen channels licensed by the FCC and will replace the current T-Band spectrum. The radio system shall be designed with both P25 Phase II Trunking having two slots per channel (two talk paths) and P25 Digital Conventional channels. The radio sites shall be interconnected via a licensed microwave system using the 6 and 11 GHz frequency bands and SEPTA owned Fiber SONET network (where available). The microwave system shall be redundant with either a hot standby or loop configuration. Dispatch radio consoles at the primary and ancillary centers shall be replaced to support the voice communication. Underground areas shall be serviced using the DCS BDA system with the SEPTA 700 MHz channels interfacing to the existing 15th Street and Fairmount head-end locations.

Please refer to the Summary of Work for additional general information.

The Contractor shall be responsible to obtain all necessary permits regardless if the SEPTA proposed design is accepted or if the Contractor's alternative is the preferred option. SEPTA shall not be responsible for any delays incurred for obtaining permits.

The Technical RFQ Proposal must be complete in all regards in the sense that it is not piecemeal or contain major omissions, and it specifically addresses all areas listed below. The Technical RFQ Proposal shall be reviewed by SEPTA during which a clarification meeting with the proposer may be required to discuss the Technical RFQ Proposal, but only written data will be accepted for evaluation. At the end of this review period, SEPTA shall send each Proposer a written notice informing them of their overall Pass/Fail Rating.

SEPTA will review all prequalification submittals and notify all firms which in our sole opinion are qualified to submit a bid. The proposer will be notified by mail at the address shown on their letter of transmittal as to whether SEPTA has prequalified your firm or not.

A separate request for bids package will then be sent to the prequalified firms. After receiving and reviewing the request for bids documents, SEPTA requires that prequalified recipients of the Request For Bid notify us in writing of their intent to submit a bid.

FORM of PREQUALIFICATION (Step 1) RFQ PROPOSALS

Each RFQ Proposal shall include a single-sided cover letter that includes the name and address of the organization submitting the RFQ Proposal and whether the organization is an individual, partnership, corporation, limited liability company or joint venture, including the jurisdiction of organization. The cover letter shall include the name, address, telephone number and e-mail address of the contact person who will be authorized to represent and bind the Proposer.



SEPTA strongly recommends that the proposer utilize Standard Form 330 to prepare and present their Step 1 RFQ Proposal. Following the instruction of this interactive form will ensure that the proposer provides the information required in a uniform and easily reviewed format. The experience matrix and personnel cross-references built into the form are especially effective at presenting the individual qualifications and experience of the proposed project personnel and subcontractors.

The RFQ Proposal must be organized and labeled in loose-leaf ring binders in a manner formatted and referenced in similar order to the Evaluation Criteria listed in Section 4. The RFQ Proposal must be submitted in a sealed container that is identified on the face with the name of the Proposer, the Project name, and the contents of the container.

The RFQ Proposal shall be submitted on 8.5 by 11-inch paper in no less than 11-point font size. Eleven (11) by 17-inch fold-out drawings are permitted, but should be limited, with the exception of any drawings that are specifically requested in the Technical Submittal. All parts, pages, figures, and tables shall be numbered and clearly labeled.

After the pre- RFQ Proposal meeting and site visits, Proposers shall conduct a preliminary assessment of the equipment, installation work, and test verification required at each of the Project Sites. This will form the basis of the RFQ Proposals submitted by Proposers in response to this RFQ.

General. Proposers must submit their RFQ Proposals addressing the elements of the Evaluation Criteria as stated herein and in accordance with all Attachments included herein. Proposers should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the RFQ Proposal.

SEPTA reserves the right to request additional information which, in SEPTA's opinion, is necessary to assure that Proposer's technical competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFQ.

SEPTA may make investigations as deemed necessary to determine the ability of Proposer to perform the Project, and Proposer shall furnish to SEPTA all requested information and data. SEPTA reserves the right to reject any RFQ Proposal if the evidence submitted by, or investigation of, Proposer fails to satisfy SEPTA that such Proposer is properly qualified to carry out the obligations of the RFQ and to complete the Project as specified.

One original, nine (9) copies, and one digital copy in text searchable PDF on a Flash Drive shall be required for each submission.

SUBMISSIONS, MODIFICATIONS, and WITHDRAWALS of RFQ PROPOSALS

Any Step 1 Prequalification RFQ Proposal received at the SEPTA office designated in the Two Step Procurement Process after the exact time specified for receipt, will not be considered by SEPTA unless:

1. it can be documented to SEPTA's satisfaction that the RFQ Proposal was received by SEPTA at the location designated in the RFQ for Step 1 or,
2. was delayed due to some Force Majeure event and, except for delay due to mishandling or error on the part of SEPTA, would have been received on time at the office designated in the invitation for Step 1.



KEY PERSONNEL

SEPTA will not permit, without expressed written permission, a change in the Manager of the Project or key personnel after contract award, if any, of any successfully qualified firm.

Section 4 – Selection Process

RFO Proposal Evaluation Criteria

Each RFQ Proposal shall be evaluated on the following evaluation criteria.

1. Team Qualifications and Project Management

- Provide names and titles of key members of the Project team with a brief description of the qualifications and experience of the proposed Project Manager and other Key Personnel assigned to the Project. Include a clear assignment of responsibility for various project tasks to specific individuals. Include resumes identifying the qualifications and experience of the Project Manager and all other Key Personnel. SEPTA reserves the right to reject or accept proposed Project personnel. See Attachment – Acknowledgement.
- Provide a Project Team Organizational Chart identifying Proposer’s manager of the Project and all other Key Personnel.
- Submit a completed Form 330 (see Attachment or download at <http://www.gsa.gov/portal/forms/download/116486>) showing all key firms in the Proposer’s team, including designated DBE firms.
- If a partnership and/or joint venture is proposed, clearly explain which parties in the partnership or joint venture will interface with SEPTA on design and technical issues, which parties will interface with SEPTA on financial or contractual matters, and which member or partner will be responsible or resolve disputes between the Proposer and SEPTA.
- Identify potential subcontractors with demonstrated proof of the technical capabilities necessary to perform their proposed scope of work and or services.
- Identify potential suppliers for the major components of the Project, who the Proposer has successfully contracted with and completed projects of similar size and scope. Please include total contracted amount for each supplier engaged.
- Submit evidence that the Proposer is duly and properly organized and is qualified to conduct business in the state in which the work will be performed or will be prior to contract award.

2. Experience

- Provide a summary of all major projects currently under contract – expected project cost and current percentage of completion.
- Provide a summary of similar projects in terms of complexity, size, scope, and project costs that either are ongoing or have been completed within the past ten (10) years.
- If a partnership and/or joint venture is proposed, provide a summary of any projects (past or present) undertaken by such partnership and/or joint venture.
- For the project summaries required above, identify no more than five (5) projects and provide



the following information:

- The client;
- Description of work;
- Total dollar value of the base contract, and total value of change orders;
- Contract duration;
- Customer contact person including office phone number and email address for reference;
- Statement of notation of whether the Proposer is/was the prime contractor or subcontractor; and
- The completed result and/or current status of the project.
- Include documentation that demonstrates the quality and standing of the Proposers safety record and program.

3. Project Approach

Workplan

- a. Preliminary work plan and methodology to be used to accomplish the project.
- b. Preliminary schedule of project activities, per the Technical Specification. All project payment milestones as defined herein shall be shown on the schedule.
- c. Preliminary description of any major development activities required for the CARD System. The status of each development activity and its planned completion date shall be included.

System Description

- a. Preliminary system configuration drawings.
- b. Preliminary narrative describing Vendor's understanding of the Services required to be provided.
- c. Preliminary description of the Vendor's approach to performing the required services and how the proposed system will meet all functional requirements of the Technical Specification. This description shall use the same organization, numbering format and section naming as the Technical Specification.
- d. Preliminary documentation that shows compliance with the Radio System Performance Requirements in Section 13704 and the defined SEPTA service area identified in subsection 1.4.
- e. Preliminary documentation that identifies the Vendor's approach and plan to meeting the Network Backhaul requirements in Section 13703 and 13706.
- f. Preliminary anticipated weights, shipping dimensions, power, and environmental conditioning requirements for all major pieces of equipment proposed.
- g. Preliminary space requirements for all supplied equipment.

Deliverables List

- a. Preliminary list of deliverables that includes hardware that matches the configuration drawings, software that meets all specified functional and system support requirements, documentation for the complete system, licenses, and a recommended spare parts list shall be included. This list of deliverables shall not relieve the Vendor from supplying all deliverables necessary to meet the requirements.

Product Brochures

- a. A product brochure or specification sheet for each major system element, describing



technical specifications, expansion capabilities, and optional features.

Documentation

- a. Preliminary copy of the Vendor's software design and documentation standards, procedures used to record changes to software designs as they are modified throughout the project period, and samples of software functional requirement documents, software design documents, and software reference manuals that reflect these standards.
- b. Preliminary hardware documentation, including that used for maintenance purposes, such as standard logic diagrams and wiring lists.
- c. Sample operator's manual from a previous project, including sample application program control displays.
- d. Preliminary vehicle installation drawing set.
- e. Preliminary test plan and a test procedure similar to those proposed.
- f. Any Software License Agreement that would be Exhibit X of the contract.

4. Financial & Project Surety

- Ability to secure bonding
- Financial surety and capacity
- Three years most recent annual financial report.
- Banking references and such other references as will enable SEPTA to accurately evaluate its financial capability

5. DBE Goal Acknowledgement

- Submit a completed DBE Goal Acknowledgement Form – (Two Step Process) with your Request for Qualifications Proposal.

RFQ Proposal Rating

SEPTA shall create a Selection Committee, composed of several SEPTA staff members which shall independently evaluate each RFQ Proposal on the evaluation criteria based upon the application of adjectival ratings. For each of the RFQ Proposal Evaluation Criteria listed above, the proposer will be evaluated as "Acceptable" or "Not Acceptable".

- If a proposer is determined to be "Acceptable" for all the criteria listed they will be prequalified to receive the bid package and may submit a Step '2' sealed bid when requested by SEPTA. For those RFQ Proposals receiving at least one "Unacceptable" rating the Selection Committee may request additional information, if in their opinion, this additional information would make the prequalification's RFQ Proposal acceptable to the Committee.
- After making an evaluation of the RFQ Proposals on the basis of the evaluation criteria, SEPTA may conduct interviews and request and receive additional information as it deems necessary from any Proposer deemed to be responsive to the project. If interviews are conducted, Proposers who are deemed to be "Not Acceptable" and have no reasonable chance of being selected will not be interviewed.

The Selection Committee will inform all proposers of the list of Acceptable proposers. Only those proposers deemed to be acceptable will be asked to submit bids under Step 2 of the bidding process.



Section 5 – Responsibilities Of Proposer

SEPTA will only qualify Proposers for Step 2 and potentially award a contract to a Proposer which it has determined to be responsible. The Proposer shall furnish adequate documentation to permit SEPTA to determine the responsibility of Proposer within five (5) calendar days of SEPTA’s written request. A responsible Proposer is one that meets the following standards:

1. Integrity and Ethics - Has a satisfactory record of integrity and business ethics, in compliance with 49 U.S.C. Section 5325(j) (2) (A);
2. Debarment and Suspension – Is neither debarred nor suspended from Federal programs under DOT regulations, “Nonprocurement Suspension and Debarment,” 2CFR Parts 180 and 1200, or under FAR at 48CFR, Chapter 1 Part 9.4 or any Commonwealth of Pennsylvania funded programs. This contract will also be governed by the Contractor’s responsibilities under 49 CFR, Part 29, regarding debarment, suspension, and other responsibility matters of any lower tier covered transactions, as applicable.
3. Affirmative Action and DBE – Is in compliance with the Common Grant Rules’ affirmative action and DOT’s Disadvantaged Business Enterprise requirements, 49 CFR, Part 26;
4. Public Policy – Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. Section 5325 (j) (2) (B) and Commonwealth of Pennsylvania public policies;
5. Administrative and Technical Capacity – has the necessary organization, experience, accounting, and operational controls and technical skills, or the ability to obtain them in compliance with 79 U.S.C Section 5325 (j) (2) (D);
6. Licensing and Taxes – Is in compliance with applicable licensing and tax laws and regulations;
7. Financial Resources – has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U.S.C. Section 5325 (j) (2) (D);
8. Production Capability – Has, or can obtain, the necessary production, and technical equipment and facilities;
9. Timeliness – Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
10. Performance Record – Is able to provide a satisfactory current and past performance record.

Section 6 - STEP 2 – INSTRUCTIONS TO BIDDERS & CONTRACT

Information contained in this section is provided for informational purposes only. Please review Step 2, Schedule A in its entirety for a full understanding of the Bid submission. SEPTA will issue final Instructions to Bidders and the complete Bid package for Step 2 of this procurement process only to those firms that have been qualified and deemed Acceptable under Step 1.

Section 7 – General Requirements



A. SUBMISSION OF RFQ PROPOSALS

One (1) original and nine (9) copies of the Qualifications RFQ Proposal, plus 1 Flash Drive in “PDF” format **in envelopes (clearly marked)** and shall be submitted to SEPTA’s Contract Administrator:

**Thomas Moiani, Contract Administrator
Procurement, Supply Chain & DBE
Southeastern Pennsylvania Transportation Authority
1234 Market Street, 11th Floor
Philadelphia, PA 19107-3780**

Technical RFQ Proposals shall not include any pricing information.

B. RIGHTS RESERVED BY SEPTA

In submitting the RFQ Proposal the Proposer understands that the right is reserved by SEPTA to reject any and all RFQ Proposals to serve its best interest. SEPTA is not liable for any expenses incurred by Proposers in the development of its RFQ Proposal or any subsequent activity related to the RFQ Proposal.

C. ADDENDA

The contents of all Addenda to Proposers are to be incorporated in their RFQ Proposals and will become part of the RFQ and/or Contract Documents.