

# **Request for Proposal Number RFP-2016-0301**

**for**

## **Spokane Regional Transportation Management Center (SRTMC) Advanced Transportation Management System (ATMS) Replacement**

**by the**

**Washington State**

**Department of Transportation**

**Release Date: March 1, 2016**

### **Due Date and Time**

**April 15, 2016 at 12:00 (Noon) PT**

The RFP Coordinator is the **SOLE POINT OF CONTACT** at WSDOT for this procurement.  
All communication between the bidding Proposers and WSDOT shall be with the RFP  
Coordinator.

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## **SECTION 1: DEFINITIONS; ELECTRONIC AVAILABILITY**

### **1.1 Definitions**

All capitalized terms used in this RFP, but not expressly defined herein, have the respective meanings set forth in Appendix A.

### **1.2 Electronic Availability**

The contents of this RFP and any amendments/addenda and written answers to questions will be available on the WSDOT web site at: the Washington Electronic Business Solution (WEBS) website at <https://fortress.wa.gov/ga/webscust/>.

## **SECTION 2: INTRODUCTION**

### **2.1 Acquisition Authority**

Chapter 39.26 of the Revised Code of Washington (RCW) as amended. Washington State Department of Transportation (WSDOT) issues this Request for Proposal (RFP) acting under the delegated authority of the Department of Enterprise Services and pursuant to the terms and conditions of the Congestion Mitigation & Air Quality federal grant for the Spokane Regional Transportation Management Center (SRTMC) Advanced Traffic Management System (ATMS) Upgrade.

### **2.2 Purpose**

WSDOT, on behalf of the Spokane Regional Transportation Management Center (SRTMC) partner agencies, is initiating this solicitation to acquire replacement software for the SRTMC Advanced Transportation Management System (ATMS) that supports traffic operations throughout Spokane County and the WSDOT Eastern Region. The SRTMC is a partnership of six regional agencies: City of Spokane; City of Spokane Valley; Spokane County; Spokane Regional Transportation Council (SRTC); Spokane Transit Authority; and WSDOT, Eastern Region. Each agency operates the ATMS software from their office or other remote locations, with the core software being installed at the WSDOT SRTMC location. The replacement ATMS will be the primary software used by the SRTMC. The objectives of this procurement are to (1) Replace a dated and no longer vendor supported system; (2) Provide a better level of functionality over the current ATMS system (both actual and intended functionality); and (3) As appropriate, consider and include additional functionality proposed by Vendors in the Responses submitted in response to this RFP.

### **2.3 SRTMC ATMS Background**

The six SRMTC partner agencies identified in Section 2.2 above are the core stakeholders and provide direction as well as funding for SRTMC and the ATMS. WSDOT East Region manages the SRTMC. WSDOT, the City of Spokane, the City of Spokane Valley, and Spokane County have ITS field devices and/or communications networks that interface with the SRTMC. The SRTC utilizes transportation data as part of

its regional transportation planning responsibilities. The Spokane Transit Authority operates both fixed route and paratransit service throughout the region and can use roadway condition information to improve service, especially when there are detours, special events, incidents, or inclement weather.

Additional entities with ties to the ATMS include the fire and police departments in City of Spokane and the City of Spokane Valley, the Washington State Patrol, and the Idaho Transportation Department. There are a number of additional entities that might have potential future ties to the ATMS, including: Liberty Lake, Airway Heights, and the Spokane International Airport. The requirements for the replacement ATMS may include additional functionality as appropriate.

The SRTMC currently operates a regional traffic management system server that is used by local jurisdictions to monitor traffic signals and ITS devices. The current ATMS includes:

- Closed Circuit Television (CCTV) Cameras on I90 and select regional highways and arterials.
- Dynamic Message Signs (DMS) on I-90, the Maple-Ash corridor, the Division corridor, Sprague Avenue, and the 3<sup>rd</sup> Avenue corridor.
- Highway Advisory Radio (HAR) (one microwave location at the junction of US2 and I-90, and two dial-up locations on I-90 in Spokane Valley and Liberty Lake).
- Traffic Data Sensors on I-90 and select arterials within the City of Spokane and City of Spokane Valley.
- Road Weather Information System (RWIS) Stations on I90 and US 395.
- Center to Center (C2C) fiber optic network, with only minor gaps that agencies are working together to complete.
- Center to Field (C2F) network consisting of a mixture of fiber optic cable, twisted pair copper interconnect, wireless communications and leased line services. The C2F network is robust with some gaps that agencies are working to address. The City of Spokane C2F network stands at 98 percent of planned.

See Section 6 for additional SRTMC ATMS information.

## **2.4 Funding**

Funding for the ATMS replacement project is through a federal 2014-2017 Congestion Mitigation & Air Quality (CMAQ) grant. Any Contract awarded as a result of this procurement is contingent upon the availability of funding from the 2014-2017 CMAQ Grant for the Spokane Regional Transportation Management Center (SRTMC) Advanced Traffic Management System (ATMS) Upgrade.

## **2.5 Contract Term**

The term of the resulting Contract will be in three phases. The first phase of the Contract shall commence upon execution of the Contract by both parties and terminate with WSDOT's System Acceptance of the replacement ATMS. The second phase of the Contract shall be the warranty of the ATMS Software, automatically commencing upon

WSDOT's System Acceptance. The third phase of the Contract shall be a one (1) year maintenance period, automatically commencing upon the expiration of the warranty period. At WSDOT's sole option, WSDOT may extend the maintenance phase by up to five (5) additional one (1) year terms.

## **2.6 Appendices**

The following appendices attached to this RFP are by this reference incorporated herein:

Appendix A-Definitions  
Appendix B-System Requirements Conformity Matrix  
Appendix C-Contract  
Appendix D-Financial Proposal  
Appendix E-Certifications and Assurances  
Appendix F-Sample Performance Bond  
Appendix G-Acknowledgement of Receipt of Amendments  
Appendix H-Concept of Operations  
Appendix I-System Verification Plan  
Appendix J-Complaint and Protest Procedures  
Appendix K- Not Used  
Appendix L-Client Reference Form  
Appendix M-Form FHWA 1273 Terms and Conditions  
Appendix N-Certification and Restrictions on Lobbying  
Appendix O-Government-Wide Debarment and Suspension

## **2.7 Award**

Only one (1) Apparently Successful Vendor (ASV) will be identified via this procurement. WSDOT intends to award only one (1) Contract.

# **SECTION 3: AMENDMENTS; CANCELLATION; NO OBLIGATION**

## **3.1 Amendments/Addendum**

WSDOT reserves the right to change the Schedule or other portions of this RFP at any time. WSDOT may correct errors in the solicitation document identified by WSDOT or a Vendor. Any changes or corrections will be by one or more written amendment(s), dated, and attached to or incorporated in and made a part of this solicitation document. All changes must be authorized and issued in writing by the RFP Coordinator. If there is any conflict between amendments, or between an amendment and the RFP, whichever document was issued last in time shall be controlling. Only Vendors who have attended the Mandatory Pre-Response Conference (Section 7) will receive direct notification of amendments/addenda and other correspondence pertinent to the procurement. In the event that it is necessary to revise or correct any portion of the RFP, a notice will be posted in WEBS website at <https://fortress.wa.gov/ga/webscust/>.

### **3.2 Right to Cancel**

With respect to all or part of this RFP, WSDOT reserves the right to cancel or reissue at any time without obligation or liability.

### **3.3 No Obligation to Contract/Buy**

WSDOT reserves the right to refrain from contracting with any and all Vendors. Neither the release of this solicitation document nor the execution of a resulting Contract obligates WSDOT to make any purchases.

## **SECTION 4: CONTACT INFORMATION**

### **4.1 RFP Coordinator**

The WSDOT RFP Coordinator listed below is the **sole point of contact** in WSDOT for this RFP. The WSDOT RFP Coordinator as follows:

Jolena Missildine, RFP Coordinator  
Washington State Department of Transportation  
Administrative Services Contracts Office  
310 Maple Park Avenue SE 2B1  
P.O. Box 47408  
Olympia, WA 98504-7408  
Phone: 360-705-7548  
Email: [missildj@wsdot.wa.gov](mailto:missildj@wsdot.wa.gov)

### **4.2 Communications**

Upon issuance of this RFP and until WSDOT has executed the Contract with the successful Vendor, all communication between the Vendors and WSDOT shall be with the RFP Coordinator listed in Section 4.1. Unauthorized contact regarding this solicitation with other state employees or consultants involved with this solicitation may result in disqualification of the Vendor, all at the sole discretion of WSDOT. Communication regarding this RFP with any other WSDOT or State employee or consultant will be considered unofficial and non-binding to WSDOT. In addition, all oral communications will be considered unofficial and non-binding on WSDOT. Vendors should rely only on written statements issued by the RFP Coordinator.

## SECTION 5: PROCUREMENT PROCESS

### 5.1 General

The procurement process to select a Vendor to deliver the project will include an administrative review, a Phase I evaluation, and a Phase II Evaluation. The administrative review will determine on a pass/fail basis compliance with administrative requirements of this RFP. Evaluation teams will only evaluate Responses meeting all administrative requirements. The Phase I Evaluation will evaluate the substance of each Vendor Response. WSDOT may utilize the Phase I Evaluation to select a group of semi-finalist for the Phase II Evaluation, which will involve an interview and Product and Services demonstrations.

### 5.2 Schedule

This RFP is being issued under Table 1- Schedule. The Response deadlines are mandatory and non-negotiable. Failure to meet any of the required deadlines will result in disqualification from participation. All times are local time, Olympia, Washington.

**Table 1: Schedule**

DATE & TIME	EVENT
March 1, 2016	RFP Issued
March 8, 2016	First-Round Vendor Questions and Comments due
March 15, 2016	WSDOT's Written Answers to First-Round Vendor Questions issued
March 24, 2016 12:00 PM (noon)	Vendor Notification to WSDOT of Intent to Attend the Mandatory Pre-Response Conference due
March 25, 2016 9:00AM	Mandatory Vendor Pre-Response Conference
March 30, 2016	Second-Round Vendor Questions and Comments due
April 6, 2016	WSDOT's Written Answers to Second-Round Vendor Questions issued
April 15, 2016 12:00 PM (noon)	Responses due
April 19, 2016	Evaluation Period begins
April 28, 2016	Announcement of Vendor Semi-Finalists <i>(Evaluation Phase II begins)</i>
May 5 & 6, 2016 Time TBD	Conduct Semi-Finalists Demonstrations
May 10, 2016	Announcement of ASV

On or before May 13, 2016	Vendor Request for Optional Debriefing due
May 31, 2016	Anticipated Contract Effective Date

**WSDOT reserves the right to revise the above schedule.**

**5.3 Waiver Minor Administrative Irregularities**

WSDOT reserves the right to waive minor administrative irregularities contained in any Response. Additionally, WSDOT reserves the right, at its sole option, to make corrections to Vendors’ Responses when an obvious arithmetical error has been made in the price quotation. Vendors will not be allowed to make changes to their quoted price after the Response submission deadline.

**5.4 Errors in Response**

**5.4.1** Vendors are liable for all errors or omissions contained in their Responses. Vendors will not be allowed to alter Response documents after the deadline for Response submission. WSDOT is not liable for any errors in Responses. WSDOT reserves the right to contact Vendor for clarification of Response contents.

**5.4.2** In those cases where it is unclear to what extent a requirement or price has been addressed, the evaluation team(s) may, at their discretion and acting through the RFP Coordinator, contact a Vendor to clarify specific points in the submitted Response. However, under no circumstances will the responding Vendor be allowed to make changes to the proposed items after the deadline stated for receipt of Responses.

**5.5 Vendor Assumption and Dependencies**

WSDOT will rely upon representations made in the Response. If the Vendor chooses to identify assumption or dependencies on which it has based its Response, WSDOT retains the right to determine if the Vendor’s assumptions/dependencies render the Response non-responsive.

**5.6 Administrative Clarifications**

WSDOT reserves the right to contact Vendor for clarification of Response contents.

**5.7 Best and Final Offer**

WSDOT reserves the right to make an award without further discussion of the Response submitted. Therefore, the Response should be submitted on the most favorable terms that Vendor intends to offer.

**5.8 Withdrawal of Response**

Vendors may withdraw a Response that has been submitted at any time up to the Response due date and time (identified on the Schedule, Section 5.2). To accomplish Response withdrawal, a written request signed by an authorized representative of Vendor must be submitted to the RFP Coordinator. After withdrawing a previously submitted

Response, Vendor may submit another Response at any time up to the Response submission deadline.

## **SECTION 6: QUESTIONS AND CLARIFICATIONS**

### **6.1 Vendor Comments Invited**

**6.1.1** It is incumbent upon each Vendor to carefully examine the RFP requirements, terms, and conditions. Should any Vendor find discrepancies, omissions, or ambiguities in this RFP, the Vendor shall at once request, in writing, an interpretation from the WSDOT RFP Coordinator no later than the deadline for Second-Round Vendor Questions and Comments in the Schedule (Section 5.2. Vendors are encouraged to also submit any comments and recommendations to the RFP Coordinator no later than the deadline for Second-Round Vendor Questions and Comments in the Schedule (Section 5.2.

**6.1.2** Where mandatory requirements appear to prohibit or restrict your firm's participation, an explanation of the issue with suggested alternative language should be submitted in writing to the RFP Coordinator no later than the deadline for Second-Round Vendor Questions and Comments in the Schedule (Section 5.2).

### **6.2 Vendor Questions and WSDOT Responses**

Two rounds of Vendor questions regarding this RFP will be allowed consistent with the respective dates and times specified in the Schedule (Section 5.2). All Vendor questions must be submitted in writing (e-mail is preferred) to the RFP Coordinator. Official written WSDOT responses will be posted on WEBS <https://fortress.wa.gov/ga/webscust/> and the WSDOT's web site at: <http://www.wsdot.wa.gov/Business/Contracts/default.htm>. The Vendor that submitted the question(s) will not be identified. Only written responses posted to the WSDOT web site will be considered official and binding.

## **SECTION 7: MANDATORY PRE-RESPONSE CONFERENCE**

**7.1** Vendors who wish to submit a Response to this RFP must participate in the Mandatory Pre-Response Conference on the date and time identified in the Schedule (Section 5.2). The Mandatory Pre-Response Conference will include a walkthrough of the SRTMC. Vendors who do not attend the conference in person may, be disqualified from participating in this RFP. The Mandatory Pre-Response Conference will be held at the following location: Spokane Regional TMC located at 221 West First, Suite 310, Spokane, WA.

**7.2** Vendors planning to have a representative present at the Mandatory Pre-Response Conference must e-mail their intent to participate to the RFP Coordinator no later than 12:00 PM (noon) local Olympia time on the day before the Mandatory Pre-Response Conference.

**7.3** Vendors may ask questions at the Mandatory Pre-Response Conference, however, verbal answers are unofficial and not binding on WSDOT. In the event a Vendor desires an official WSDOT answer to a question asked at the conference, the Vendor must submit the question in writing to the RFP Coordinator in accordance with the requirements for the Second-Round questions as set forth in Section 5.2 (Schedule).

## **SECTION 8: RESPONSE SUBMITTAL INSTRUCTIONS AND FORMAT**

### **8.1 (M) Delivery of Response**

**8.1.1** The Response, in its entirety, must be received by the RFP Coordinator in accordance with the Schedule. It is mandatory that Vendors submit all copies of their Responses by the date and time in the Schedule (Section 5.2), to the RFP Coordinator at the address specified in RFP Coordinator (Section 4.1).

**8.1.2** Responses must be received at WSDOT by the date and time specified. Responses arriving after the deadline will be returned unopened to their senders. A postmark by that time is not acceptable. Vendors assume all responsibility for the method of delivery and for any delay in the delivery of their Response.

**8.1.3** Responses are to be mailed unless other arrangements are agreed upon in advance and in writing by the RFP Coordinator.

### **8.2 (M) Vendor Acknowledgement**

By submitting a Response in response to this RFP, each Vendor unequivocally acknowledges that the Vendor has read and fully understands this RFP, and that the Vendor has asked questions and received satisfactory answers from WSDOT regarding any provisions of this RFP with regard to the Vendor's desired clarification.

### **8.3 (M) Cost of Response Preparation**

WSDOT will not reimburse Vendors for any costs associated with preparing or presenting a Response to this RFP.

### **8.4 (M) Response Property of WSDOT**

All materials submitted in response to this solicitation become the property of WSDOT, unless received after the deadline in which case the Response will be returned to the sender. WSDOT has the right to use any of the ideas presented in any material offered. Selection or rejection of a Response does not affect this right.

### **8.5 (M) Proprietary or Confidential Information**

**8.5.1** Any information contained in the Response that is proprietary or confidential must be clearly designated. Marking of the entire Response or entire sections of the Response as proprietary or confidential will not be accepted nor honored. WSDOT will not accept Responses where pricing is marked proprietary or confidential, and the Response will be rejected.

**8.5.2** To the extent consistent with chapter 42.56 RCW, the Public Disclosure Act, WSDOT shall maintain the confidentiality of Vendor's information marked confidential or proprietary. If a request is made to view Vendor's proprietary information, WSDOT will notify Vendor of the request and of the date that the records will be released to the requester unless Vendor obtains a court order enjoining that disclosure. If Vendor fails to

obtain the court order enjoining disclosure, WSDOT will release the requested information on the date specified.

**8.5.3** WSDOT’s sole responsibility shall be limited to maintaining the Vendor identified proprietary or confidential information in a secure area and to notify Vendor of any request(s) for disclosure for so long as WSDOT retains Vendor’s information in WSDOT records. Failure to so label such materials or failure to timely respond after notice of request for public disclosure has been given shall be deemed a waiver by Vendor of any claim that such materials are exempt from disclosure.

**8.6 (M) Response Organization**

**8.6.1** This section contains and describes the specific information that is to be provided in a Response in order to be considered by WSDOT. The Response shall contain all required information and address all requirements specified within this RFP. Failure to respond or provide required information may result in a determination by WSDOT, in its sole discretion, that a Response is non-responsive and may be disqualified from further consideration.

**8.6.2** The Response must be saved on a CDROM into two (2) folders with the content listed below. This separation of documentation protects the integrity of WSDOT’s evaluation process. No mention of the financial response may be made in Folder 1.

**8.6.3** Responses shall be organized into the sections set forth in **Table 2: Response**. Provide all information requested in the exact order specified in **Table 2**. The section numbers and titles must be restated in Vendor’s Response. The required information for each section and subsection are further detailed in Sections 8.8-8.18 of this RFP.

**Table 2: Response**

FORMAT	RESPONSE SECTION	SECTION TITLE	PAGE LIMIT
<b>CDROM FOLDER 1</b>			
	<b>1</b>	<b>Table of Contents</b>	
	<b>2</b>	<b>Executive Summary</b>	2
	<b>3</b>	<b>Administrative Statement</b>	
	3A	Letter of Submittal	2
	3B	Contract Statement	
		Statewide Vendor Status Statement	
		Vendor Licensed to do Business in Washington	
		Subcontractors	
		Prior Contract Performance	
		Insurance	
		Workers Compensation Coverage	
		Performance Bond	
	<b>4</b>	<b>Team Organization and Project Management Approach</b>	
	4A	Team Organization and Experience	
		<ul style="list-style-type: none"> <li>• Company Experience and Qualifications</li> </ul>	2 per team member

		<ul style="list-style-type: none"> <li>• Project Organization Chart</li> </ul>	1
		<ul style="list-style-type: none"> <li>• Staff Responsibilities and Qualifications</li> </ul>	2
		<ul style="list-style-type: none"> <li>• Staff Experience</li> </ul>	3
		<ul style="list-style-type: none"> <li>• Project Manager Experience</li> </ul>	1
	4B	Project Management Approach	
		<ul style="list-style-type: none"> <li>• Quality Management</li> </ul>	
		<ul style="list-style-type: none"> <li>• Communication and Coordination</li> </ul>	
		<ul style="list-style-type: none"> <li>• Schedule</li> </ul>	
		<ul style="list-style-type: none"> <li>• Change Management</li> </ul>	
		<ul style="list-style-type: none"> <li>• Issue Resolution</li> </ul>	
		<ul style="list-style-type: none"> <li>• Risk Identification and Management</li> </ul>	
	<b>5</b>	<b>Technical Project Approach</b>	
	5A	System Design and Development	
	5B	System Installation	
	5C	Acceptance Testing	
	5D	Training	
	5E	Documentation	
	<b>6</b>	<b>Warranty</b>	
	<b>7</b>	<b>Maintenance</b>	
	<b>8</b>	<b>System Description</b>	
	<b>9</b>	<b>Completed System Requirements Conformity Matrix – in the form of Appendix B</b>	
	<b>10</b>	<b>Equipment</b>	
	<b>11</b>	<b>Completed Client Reference Forms – in the form of Appendix L</b>	
<b>CDROM FOLDER 2</b>			
	<b>12</b>	<b>Financial Proposal – in the form of Appendix D</b>	
<b>ORIGINAL HARDCOPY</b>		<b>Signed Required Appendices – Vendor signed</b>	
		<b>Acknowledgement of Receipt of Amendments – in the form of Appendix G</b>	
		<b>State Certifications and Assurances – in the form of Appendix E</b>	
		<b>Certification Regarding Debarment and Suspension – in the form of Appendix N</b>	
		<b>Certification and Restrictions on Lobbying – in the form of Appendix O</b>	
<b>OTHER MATERIAL</b>		<b>Manuals, brochures, or other printed materials, and any demonstration video, demo web site, etc.</b>	1 copy

## **8.7 (M) Response Format**

**8.7.1** The Response must be in Word, Excel, Visio, or PDF. Other file formats may be accepted with prior written approval of the RFP Coordinator.

**8.7.2** Pages must be numbered consecutively within each section of the Response showing Response section number and page number.

**8.7.3** Figures and tables must be numbered and referenced in the text of the Response by that number.

**8.7.4** The Response, as well as any reference materials presented by Vendor, must be written in English and Vendor must provide all rates in United States dollars.

## **8.8 Mandatory (M) and Mandatory Scored (MS) Requirements**

Each of the RFP requirements are numbered and titled. In each requirement title is a designation indicating how the Response will be evaluated:

**8.8.1** For Mandatory requirements (M), the Response must always indicate explicitly whether or not the Vendor's proposed Product and Services meets the requirement. A statement, "(Vendor Name) has read, understands, and fully complies with this requirement" is acceptable, along with any additional information requested.

**8.8.2** For Mandatory Scored (MS), the Response must explicitly state whether or not the Vendor's proposed Product and Services meet the requirement, and describe how the proposed Vendor's Product and Services will accomplish each requirement or are desirable as it relates to the service(s) proposed.

## **8.9 (M) Table of Contents**

The Table of Contents shall include section and subsection titles and corresponding page numbers for all sections following the Table of Contents.

## **8.10 (M) Executive Summary**

The Executive Summary shall provide a simple and concise summary of the Response.

## **8.11 (M) Letter of Submittal**

The Letter of Submittal shall be on the Vendor's official business letterhead and must be signed and dated by a person authorized to legally bind the Vendor to a contractual relationship. The Letter of Submittal must include the following specific items in the order indicated below:

**8.11.1** Vendor must provide the legal business name, legal status (e.g., corporation, sole proprietor, etc.) and the year the entity was organized to do business as the entity now substantially exists, Washington State Uniform Business Identification (UBI) number, the home office address, and telephone numbers, web site URL (if any) and the names and titles of Vendor's principal officers. If the Vendor does not have a UBI number when it files its Response, Vendor must affirmatively state it will file for the business license within five (5) Business Days of being identified as the ASV and receive the license within 25 Days of being identified as the ASV. To be licensed to conduct business in Washington, includes registering

with the Washington State Department of Revenue. For more information related to becoming licensed to conduct business in Washington, visit the following website:

<http://dor.wa.gov/content/doingbusiness/registermybusiness/default.aspx>. WSDOT will verify the licensing status of ASVs prior to executing any Contract.

**8.11.2** Vendor must provide its Washington Statewide Vendor (SWV) number. If the Vendor does not a SWV when it files its Response, it must affirmatively state that it will, within five (5) Business Days of being identified as the ASV, register with the Washington State Department of Enterprise Services as a Statewide Vendor (SWV). For more information related to obtaining an SWV number, visit the following website:

<http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>.

**8.11.3** A statement that the Vendor's Response meets all the requirements set forth in the RFP and, if applicable, any amendments or revisions thereto; and

**8.11.4** A statement that acknowledges and agrees to all of the rights of WSDOT including the RFP rules and procedures, terms and conditions, and all other rights and terms specified in the RFP and, if applicable, any amendments or revisions thereto; and

**8.11.5** If applicable, a declaration that the Vendor has experienced no Terminations for Default in the past five years, reference Subsection 8.14 Prior Contract Performance; and

**8.11.6** An itemization of all documents and other attachments being provided with the vendor's Response; and

**8.11.7** Vendor must state specifically whether or not its Response contains any proprietary or confidential information and identify where the proprietary or confidential information is in Vendor's Response; and

**8.11.8** Vendor must state they will comply with the terms and conditions set forth in appendices E, M, N, and O; and

**8.11.9** Vendor's authorized representative for this RFP, who will be available as the primary contact throughout the RFP process, with contact information as follows:

Name and title of authorized representative

Address

Telephone number

FAX number

E-mail address

## **8.12 (M) Contract Statement**

**8.12.1** To be responsive, Vendors must affirmatively state it will enter into a Contract in substantially the same as the Contract in Appendix C.

**8.12.2** Under no circumstances is a Vendor to submit its own standard contract terms and conditions as a response to this solicitation.

### **8.13 (M) Use of Subcontractors**

**8.13.1** WSDOT will accept Responses that include third party involvement only if the Vendor submitting the Response agrees to take complete responsibility for all actions of such Subcontractors. Vendors must state whether Subcontractors are/are not being used, and if they are being used, Vendor must list them in response to this subsection. WSDOT reserves the right to approve or reject any and all Subcontractors that Vendor proposes. Any Subcontractors engaged after award of the Contract must be pre-approved, in writing, by WSDOT.

**8.13.2** Any Subcontractor is required to pay prevailing wages to all workers based upon classification of labor performed. All workers shall receive the prevailing wage rate in effect at the time under the Contract.

**8.13.3** Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 RCW. Vendors should familiarize themselves with the requirements prior to submitting a Response.

### **8.14 (M) Prior Contract Performance**

**8.14.1** Vendor must submit full details of all Terminations for Default for performance similar to the software, hardware and integration services requested by this RFP experienced by the Vendor in the past five (5) years, including the other party's name, address and telephone number.

**8.14.2** "Termination for Default" is defined as notice to Vendor to stop performance due to the Vendor's non-performance or poor performance and the issue was either: (a) not litigated; or (b) litigated and such litigation determined the Vendor to be in default.

**8.14.3** Vendor must describe the deficiencies in performance, and describe whether and how the deficiencies were remedied. Vendor must present any other information pertinent to its position on the matter.

**8.14.4** WSDOT will evaluate the information and may, at its sole discretion, reject the Response if the information indicates that completion of a Contract resulting from this RFP may be jeopardized by selection of the Vendor.

**8.14.5** If the Vendor has experienced no such Terminations for Default in the past five years, so declare.

### **8.15 (M) Insurance**

The ASV is required to obtain insurance to protect WSDOT and the SRTMC agencies identified in this RFP should there be any claims, suits, actions, costs, or damages or expenses arising from any negligent or intentional act or omission of the Vendor or its Subcontractor(s), or their agents, while performing work under the terms of any Contract resulting from this solicitation. Vendors will find a complete description of the specific insurance requirements in the contract terms in Appendix C, *Contract*.

## **8.16 (M) Workers Compensation Coverage**

The Vendor must, at all times, comply with all applicable workers' compensation, occupational disease and occupational health and safety laws, statutes and regulations to the full extent applicable. Neither the State of Washington nor WSDOT will be held responsible in any way, for claims filed by the Vendor or their employees for service(s) performed under the terms of this contract awarded from this RFP

## **8.17 (M) Performance Bond**

The ASV must submit a performance bond or cashier's check, Appendix F, Sample Performance Bond. The amount of the performance bond must be equal to thirty percent (30%) and must remain in place through the term of the Contract. However, the face amount of the bond may be reduced by the payments made during the Contract's term. The performance bond or cashier's check should be made payable to the State of Washington WSDOT.

The cost of this bond, or cashier's check, is to be included in the total prices proposed and will not be recoverable as a separate cost item. The ASV shall deliver the performance bond or cashier's check to WSDOT within five (5) Business Days after being notified of the proposed Contract award.

## **8.18 (M) Client References**

**8.18.1** Vendor must submit a minimum of three (3) Client Reference forms with contact information (form in Appendix L) for its commercial and/or government clients as part of the RFP response by the deadline set forth in the Schedule (Section 5.2). References will not be scored, but will be checked as part of team qualifications.

**8.18.2** The ATMS purchased by these referenced clients must be similar to those requested by this RFP. Each client must currently use the ATMS which was provided by the Vendor. References must not be for a person, company or organization with any special interest, financial or otherwise, in the Vendor. Vendor must select clients who will respond in a timely manner to the RFP Coordinator's telephone query with objective information concerning the ATMS they have purchased. WSDOT will make two (2) attempts to contact the client and obtain a reference. If a contact cannot be made, the reference will be disallowed. WSDOT reserves the right to respond as a client based on WSDOT's prior experience with the Vendor. If the Vendor includes WSDOT as a Vendor's reference, the Vendor will list that reference on a Client Reference form (Appendix L).

**8.18.3** WSDOT may, at its discretion, contact other Vendor clients for references.

## **SECTION 9: TEAM ORGANIZATION AND PROJECT MANAGEMENT APPROACH**

### **9.1 (MS) Proposing Vendor's Company Experience and Qualifications**

Vendor must provide a description of company experience and qualifications that make their company suitable to undertake this project.

### **9.2 (MS) Proposing Vendor's Project Organization Chart**

Vendor must provide a project organizational chart in the Response indicating lines of authority for personnel, who will be involved in the performance of this potential Contract, and indicate other work responsibilities beyond the Contract, that would be required of the assigned staff. This chart must also show lines of authority to the next senior level of management.

### **9.3 (MS) Proposing Vendor's Staff and Responsibilities and Qualifications**

Vendor must identify responsibilities and roles of the staff in the Response that will be assigned to this project and the amount of time each will be assigned to the project. Include any required involvement of WSDOT staff.

### **9.4 (MS) Proposing Vendor's Staff Experience**

Vendor must provide a description of key staff experience. Vendor shall determine who their key staff is.

### **9.5 (MS) Proposing Vendor's Project Manager Experience**

Vendor must provide a description of the proposed project manager's experience with managing similar projects and any other experience the proposing Vendor thinks is applicable.

### **9.6 (MS) Project Management Approach**

Vendor must submit a project management plan approach in their Response. (The successful Vendor will be required to submit a Project Management Plan as a first deliverable.) The project management plan approach must outline, at a general level, the Vendor's proposed strategy for managing the project through the duration of the project, including schedule management and budget management.

### **9.7 (MS) Proposing Vendor's Quality Management Plan**

Vendor must provide a description of their quality process and what will go into their quality management plan. (The successful Vendor will be required to submit a Quality Management Plan as an early deliverable in the project.)

### **9.8 (MS) Communication and Coordination**

The Vendor is required to maintain close communication with WSDOT throughout the project. It is anticipated that this close communication will expedite project reviews; facilitate the incorporation of innovative project solutions; and facilitate final acceptance of the project. Vendor shall describe its communication and coordination approach. This includes project meetings, project status reports, and any other communication or coordination mechanism.

### **9.9 (MS) Scheduling / Milestones**

Vendor shall include a proposed schedule to accomplish all of the work necessary to carry out the work required in this RFP.

### **9.10 (MS) Change Management**

Vendor shall outline their proposed Change Management methodology in order to control and mitigate any changes in project scope, requirements, schedule, or budget. (The successful Vendor will be required to submit a Change Management Plan as an early deliverable.)

### **9.11 (MS) Issue Resolution**

The Vendor and WSDOT will jointly establish an issue resolution and communication process. As a part of their Response, Vendor must describe its proposed process, considering the entire solution implementation. The Vendor's descriptions must describe how they intend to track, prioritize, escalate, and resolve issues in a timely manner.

### **9.12 (MS) Risk Identification and Management**

As part of managing the project, the successful Vendor shall be responsible for planning and implementing a methodology for risk management. Vendor must describe its risk management approach and methodology considering the entire solution implementation. In the description, Vendor must identify potential risks and steps that might be taken to mitigate those risks. (The successful Vendor shall develop a Risk Management Plan as part of the project.)

### **9.13 Disadvantaged Business Enterprise Participation**

**9.13.1** Disadvantaged Business Enterprises (DBEs) include any business that is majority owned by a minority, women, veteran, or disabled persons. Under the voluntary provisions, Vendors are encouraged to:

**9.13.1.1** Advertise opportunities for Subcontractors or suppliers in a manner reasonably designed to provide DBEs and other small businesses capable of performing the work with timely notice of such opportunities. All advertising should include a provision encouraging participation by DBE firms.

Advertising may be done through general advertisement (e.g., newspapers, journals, etc.) or by soliciting bid/proposals directly from DBEs and other small businesses.

**9.13.1.2** Provide DBEs and other small businesses that express interest with adequate and timely information about plans, specifications, and requirements of the contract. Break down total requirements into smaller tasks or quantities, where economically feasible, in order to permit maximum opportunity for participation by DBEs and other small businesses.

**9.13.1.3** Utilize the services of available minority community organizations, minority contractor groups, local minority assistance offices and organizations that provide assistance in the recruitment and placement of DBEs and other small businesses. WSDOT's DBE Supportive Services consultant, located at the Office of Minority and Women's Business Enterprises (OMWBE) may provide supportive services for the DBEs. Contact (360) 664-9750.

**9.13.1.4** Establish delivery schedules, where requirements of the Contract permit, that encourage participation by DBE's and other small businesses.

**9.13.1.5** The actions described in this section should supplement efforts to provide information to all qualified firms and nothing in this section is intended to prevent or discourage Vendors from inviting proposals for participation from non-DBE firms as well as DBE firms.

## **SECTION 10: TECHNICAL APPROACH**

### **10.1 Concept of Operations**

The SRTMC ATMS Concept of Operations is provided in Appendix H. Vendors shall read that document and prepare their Responses accordingly. The concept for the replacement SRTMC ATMS builds upon the experience over 15 years of operating the existing system. The concept is to update and improve the existing ATMS, not to develop a wholly new concept.

The replacement SRTMC ATMS is envisioned as a single integrated platform for traffic management, incident management, and maintenance and construction operations to support information dissemination to travelers and among SRTMC partner agencies. The goal is to procure an up-to-date and fully functional ATMS to meet the region's transportation needs. The objectives are to:

- Replace a dated and no longer Vendor supported system;
- Provide a better level of functionality over the current ATMS system (both actual and intended functionality); and
- Consider and include additional functionality available as appropriate.

### **10.2 Existing SRTMC Physical Description**

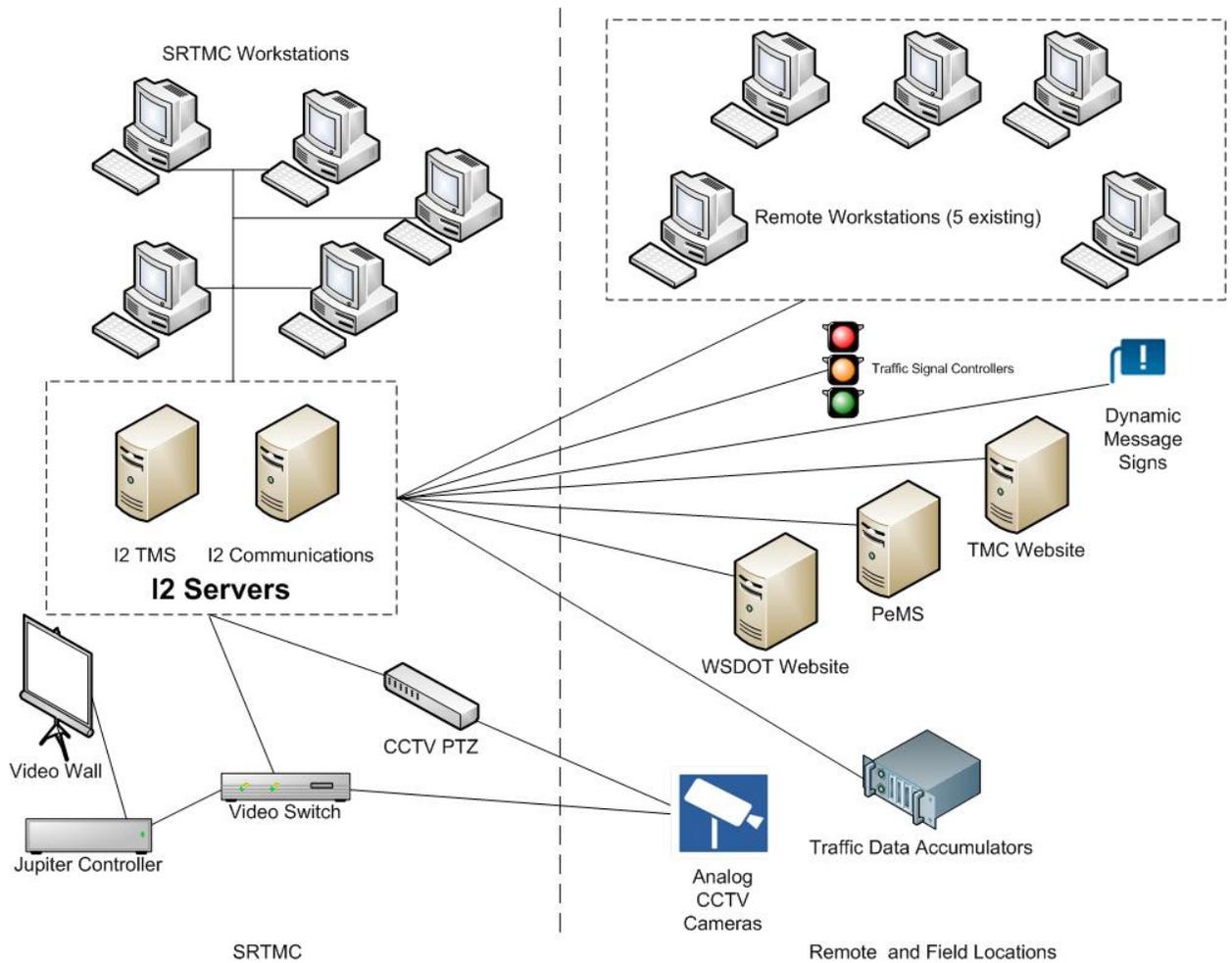
The SRTMC is the heart of traffic management for the Spokane region, a collaboration of agencies and modes to serve transportation throughout the region. The SRTMC is managed through an interlocal agreement between WSDOT Eastern Region, City of Spokane, City of Spokane Valley, Spokane County, Spokane Transit Authority (STA) and the Spokane Regional Transportation Council (SRTC), the region's metropolitan planning organization. The original Interlocal Agreement was signed in 1998 and led to the SRTMC opening in 2002. SRTMC operations are overseen by an Operations Board, consisting of staff-level representatives from each agency that is party to the agreement.

The 1626 square foot SRTMC is co-located with the region's Amtrak and Greyhound Intercity Bus station at the Spokane Intermodal Center. It includes three operator workstations, a video wall, and a communications room. WSDOT houses some ITS infrastructure and statewide systems servers separately at its Eastern Region Office in Spokane. The City of Spokane and the City of Spokane Valley also have servers for their traffic signals. Both the City of Spokane and the City of Spokane Valley have workstations for the existing ATMS

The SRTMC is staffed 24/7. During the AM and PM peaks, there are two operators and one supervisor. At other times, there is one operator and one supervisor. There is also a TMC manager. At this time, it is not expected that replacing the ATMS will require additional staff. However, as more field devices and functions are added, there may be a need for additional staff. Once the ATMS system is selected, a staffing plan will be developed.

### **10.2.1 Existing Server Architecture**

The existing SRTMC architecture is made up of two servers that make up the i2 system. One includes the traffic management software and the other is the communications server. These servers connect with 10 workstations, 5 located in the SRTMC and 5 at remote locations. (There is one spare workstation.) The servers also provide connectivity to the field devices listed below, the SRTMC website, the WSDOT website, and a PeMS server. The current ATMS only interfaces with analog CCTV cameras through a Vicon video matrix switch (Pilot 1599 128X64 matrix). The Vicon matrix has an open architecture that utilizes Vicon's RS-232 command codes to control the Video outputs to the TMC video wall. (The current ATMS does not interface with the video wall Jupiter controller directly, but controls the output of the Vicon switch to provide video inputs to the Jupiter controller.) The new ATMS shall interface with the Jupiter controller (Fusion 964) to control the video wall, either directly or through the video switch. As part of this project, the new ATMS shall interface to both analog and digital, IP-based cameras. The diagram below is a representation of this architecture. Vendors will have the opportunity to walk through the SRTMC during the Pre-Response Conference to gather more information about the existing architecture and to validate their understanding of it. Figure illustrates the existing server architecture.



**Figure 1: Existing Server Architecture**

### 10.2.2 Existing Telecommunications Network

The SRTMC telecommunication system consists of a number of communication paths, serving as a link to three main destinations:

- Field devices
- Other networks
- Internet

The telecommunication system predominately deploys a Star topology with a Cisco 4507R core switch at the center of the Star, which connects multiple data networks. The primary medium by which data is transmitted is by fiber optics however, wireless radios and Unshielded Twisted Pair (UTP) cabling is also used.

Communication to field devices is served by Layer 2, managed field switches. Unmanaged network devices such as media convertors are also deployed to facilitate communication to field devices however, these ultimately connect to manage field switches. The following field devices are connected to the SRTMC via field switches:

- Traffic Signals
- CCTV Cameras
- Dynamic Message Signs
- Traffic Data Sensors
- Highway Advisory Radio Transmitter and Sign

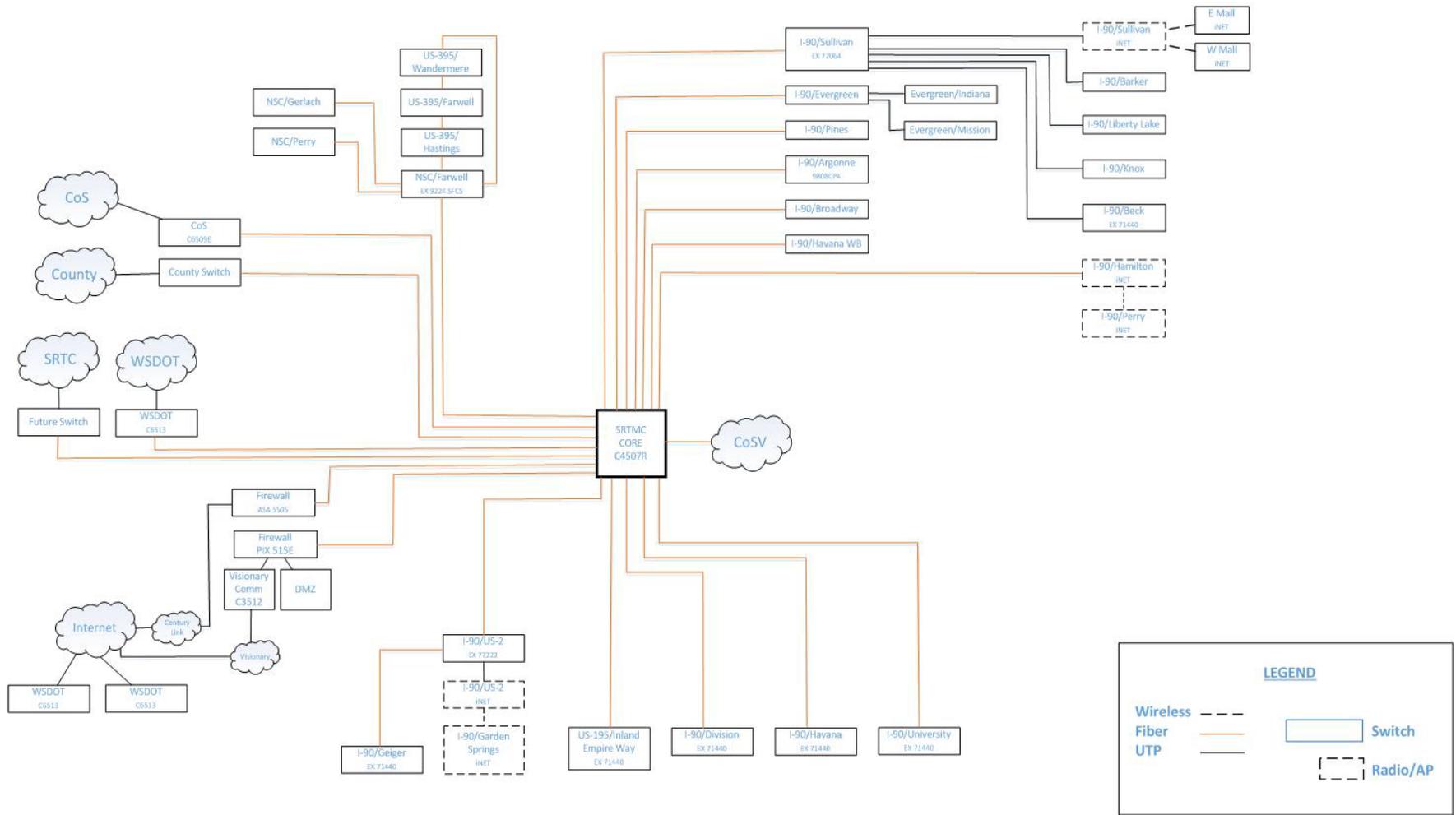
A mixture of IP CCTV and analog cameras are currently deployed, although the existing ATMS only interfaces with the analog cameras. All new cameras will be IP based and existing analog cameras will be migrated to IP cameras in the future.

The telecommunication system transmits multiple protocols across the network for communication to field devices and other networks.

The telecommunication system also connects to other networks including the following:

- City of Spokane
- City of Spokane Valley
- Spokane County
- SRTC
- WSDOT

Additionally, Internet connection is provided by CenturyLink and Visionary Communications, and protected by Cisco firewalls, and a DMZ.



**Figure 1: SRTMC ITS Network Diagram**

### 10.2.3 Existing Field Equipment

The table below identifies existing field equipment.

**Table 3: Existing Field Equipment**

Device	Description	Capacity	Comment
CCTV	<ul style="list-style-type: none"> <li>Controlled by I2, are analog NTSC and have serial PTZ control.</li> </ul>	256	<ul style="list-style-type: none"> <li>All cameras utilize Pelco D protocol.</li> </ul>
Traffic Data Accumulators	<ul style="list-style-type: none"> <li>Combination of Wavetronis HD and RTMS X3 units</li> </ul>	256	<ul style="list-style-type: none"> <li>Both Serial and IP configurations are utilized</li> <li>Communicate with the RTMS X3 Protocol.</li> </ul>
Variable Message Signs	<ul style="list-style-type: none"> <li>Daktronics signs</li> <li>Communicate with the latest NTCIP protocol.</li> </ul>	256	<ul style="list-style-type: none"> <li>Utilize the VFC-3000 controller.</li> <li>Compliant tested to NTSC 1203,2101,2103,2202,2301 and NTCIP 1201.</li> </ul>
Vicon Switch	<ul style="list-style-type: none"> <li>Vicon Video Matrix - Pilot 1599 128X64 Matrix.</li> </ul>		<ul style="list-style-type: none"> <li>Vicon has an open architecture that utilizes Vicon's RS-232 command codes to control the Video outputs to the TMC video wall.</li> <li>Only 1 interface needed.</li> </ul>
Signal Controllers	Signal controllers for WSDOT/SRTMC are 2070's running Nextphase version 1.7.5c or SEPAC version 3.5.7.		<ul style="list-style-type: none"> <li>The Signal controllers use NTCIP standards.</li> </ul>
Signal Systems	TACTICS versions are 3.0.0 for City of Spokane, 3.0.2 for City of Spokane Valley and 3.0.3 and 3.1.0 for WSDOT/SRTMC.  CENTRACS version for City of Spokane is		

**10.3 (MS) Technical Project Approach**

Vendor shall develop and submit a technical project approach as part of its Response. The technical project approach shall detail how the Vendor will design, develop, install, and test the ATMS. In addition, the technical project approach shall provide details regarding training, system documentation, warranty, and system maintenance. Each of these items should be described in sufficient detail to give Response evaluators a clear picture of how Vendor will implement the ATMS.

**10.4 (MS) System Design and Development**

Vendor shall detail its approach to designing and developing the ATMS. In addition to the Vendor's activities during the design and development process, the technical project approach shall document how the Vendor will involve WSDOT personnel in technical decisions. Vendor shall also describe what items they propose to have reviewed by WSDOT and those items they propose to have reviewed and approved. (The successful Vendor will be required, as part of the Contract, to develop and submit for approval a design document that details how their system will interact with environment, equipment, network, and operators to meet the requirements of this RFP.)

**10.5 (MS) System Installation**

Vendor shall detail its intended approach to system installation. The technical project approach shall include a discussion of their installation and phasing plan. Vendor should review the Verification Plan in Appendix I for requirements on system installation and system cut-over. The successful Vendor will be required to follow the installation requirement set forth in the Verification Plan.

**10.6 (MS) Acceptance Testing**

Acceptance testing will be completed by the Vendor and witnessed by WSDOT representatives as described below and in the Verification Plan (Appendix I). As a part of its Response, Vendor must detail its testing methodology during acceptance testing and detail what criteria it has generally used in the past to signify acceptance at other installations similar to the proposed solution in its Response. Vendor's testing methodology shall meet the requirements set forth in the Verification Plan (Appendix I).

The following tests shall be completed as part of the acceptance testing:

- *Factory Acceptance Test (FAT)* is performed on the Contractor's premises using the approved test procedures submitted by the Contractor. FAT verifies each requirement in the RTM. External system data inputs/outputs and interfaces are simulated.
- *Site Acceptance Test (SAT)* is performed at the TMC with the same test procedures used for FAT. SAT verifies the same requirements in the same manner but is performed and witnessed on-site on the complete ATMS.
- *System Integration Test (SIT)* is performed at the TMC with the new ATMS interfaced to the actual external system with live data inputs/outputs.

- *Operational Acceptance Test (OAT)* is an endurance test where the new ATMS system is made fully available for actual operation by the TMC operators. Anomalies are noted during OAT, categorized by severity and corrected.

The following testing documentation is required and must meet the requirements set forth in the Verification Plan in Appendix I:

- *Master Test Plan:* The Master Test Plan (MTP) provides the overall test planning and test management document for all testing.
- *Level Test Plans:* A Level Test Plan (LTP) defines the scope, approach, resources, and schedule of the testing activities for a group of test procedures.
- *Level Test Procedure:* The Level Test Procedure (LTPr) specifies the steps for executing a set of test cases.
- *Level Test Log:* The purpose of the Level Test Log (LTL) is to provide a chronological record of relevant details about the execution of tests.
- *Level Test Report:* The purpose of the Level Test Report (LTR) is to summarize the results of the designated testing activities and to provide evaluations and recommendations based on these results.
- *Anomaly Report:* An Anomaly Report (AR) documents any event that occurs during the testing process that requires investigation.
- *Master Test Report:* The purpose of the Master Test Report (MTR) is to summarize the results of all testing activities and to provide a summary evaluation based on the results.

## **10.7 (MS) Training**

Vendor shall detail its proposed training program to train the following types of staff:

- SRTMC Operators
- Remote users
- System Administrators
- Maintenance personnel

## **10.8 (MS) Documentation**

Vendor shall detail its proposed documentation for system design, system operations and system maintenance. Any other documentation that Vendor believes is important for the system should be included.

## **10.9 (MS) Warranty**

Vendor shall detail its proposed Warranty which shall, at a minimum, include:

**10.9.1 Software and Integration Services Warranty:** The warranty period shall be for a minimum period of one year for Software and integration Services. For any third party Software provided by Vendor, Vendor shall provide WSDOT with the manufacture's standard end-user software license.

**10.9.2 Equipment and Hardware Warranty:** For any third party Hardware provided by Vendor shall provide WSDOT with the manufacture’s standard warranty effective as of the date of WSDOT’s acceptance of delivery.

**10.10 (MS) Maintenance**

Vendor’s Response shall detail its proposed maintenance contract. The costs for the maintenance contract will be published in 12-month intervals and shall start at the conclusion of the one (1) year warranty period. Vendor’s Response must include the terms and price for each 12-month extension.

**10.11 (MS) System Description**

Vendor shall provide a description of its proposed system in its Response. This section of the RFP provides a high level description of the SRTMC operational needs and a high level description of the features that should be included in the Vendor’s Responses. More detailed description of new ATMS is provided in the Concept of Operations, provided in Appendix H. The system description shall describe both mandatory and desirable features, as set forth in Appendix B, System Requirements Conformity Matrix. The system description shall clearly distinguish between mandatory and desirable features. Only desirable features that the Vendor is proposing as part of this project shall be included in the system description.

Vendor shall describe how SRTMC operational needs will be met by its proposed ATMS. The needs are primarily based on existing traffic management functions within the region, as well as those likely to develop in the near-term. The operational needs for the new ATMS are presented in Table.

**Table 4: SRTMC Operational Needs**

<b>Reference Number</b>	<b>Operational Need</b>
<b>1.</b>	<b>Monitoring and control of field devices (permanent and portable),</b> including CCTV cameras, DMS, HAR, traffic data sensors, ramp meters, variable speed displays ,and traffic signals.
<b>2.</b>	<b>Monitoring of other systems,</b> including weather stations, AVL, , CAD, and parking management.
<b>3.</b>	<b>Integration with legacy systems,</b> including TACTICS, CENTRACS, radio log, PeMS, and regional traveler information system.
<b>4.</b>	Capabilities to <b>add developing traffic management functions</b> such as crowd sourcing and perhaps eventually Connected Vehicles.
<b>5.</b>	<b>Automated incident detection and alerts</b> based on pre-established thresholds.
<b>6.</b>	<b>Adjustable thresholds for automated functions</b> by time of day, day of week, and time of year.
<b>7.</b>	<b>Recommended action plans</b> based on common types of incidents.

<b>8. Incident logging</b> to record incidents, operator actions and device status.
<b>9. Capabilities to support backup center operations</b> for SRTMC.
<b>10. Multiple levels of permission</b> to support the varieties of user access required among SRTMC partner agencies.
<b>11. View users</b> logged into system and their activities.
<b>12. Instant messaging</b> capability among users while logged into system.
<b>13. Capabilities to support standardization of operational procedures</b> throughout the region.
<b>14. Digital maps of traffic flow, active incidents, field device locations and status, and detour routes</b> for user interface.
<b>15. Tailored user interface</b> upon login based on established user preferences.
<b>16. Tailored alert filters</b> based on established user preferences.
<b>17. Access to real-time and historical data</b> (e.g. volume, speed, occupancy, incident records) for regional planning.
<b>18. Basic data analytics</b> for performance management.
<b>19. System diagnostics</b> to confirm communication and operations with field devices and other systems.

Vendor shall also describe how its system will provide the following concepts or features required for the ATMS. Those concepts or features are more fully described in the Concept of Operations and the System Requirements Conformity Matrix (Appendix B). Note that some features and requirements are mandatory and some are desirable.

- **Traffic management.** The ATMS will have interfaces to traffic signal systems in the Spokane region. It will be compatible with and be able to log transit signal priority calls and actions. New desirable traffic management capabilities include ramp metering, variable speed displays, and lane use control (including the potential for dynamic HOV sign control). Key descriptors of this capability are:
  - Allow traffic signal coordination/control (interface with TACTICS and CENTRACS, interface with adaptive control),
  - Be compatible with transit signal priority,
  - Support ramp metering operations (desirable),
  - Support variable speed displays/control (ATM) (desirable), and
  - Support lane use control (desirable).
- **Dynamic message signs (DMS).** Ability to identify the location of DMS (including portable DMS), remotely display the messages shown on the signs through the ATMS, and remotely control the messages and signs. The CCTV system can visually verify the state of the DMS where cameras are located with a view of the DMS. Key descriptors of this capability are:
  - Enable DMS viewing by multiple jurisdictions,
  - Provide travel time messages (maybe even bus status information), and

- Incorporate portable VMS for control and to display location on maps.
- **CCTV and camera control.** Access to images from and ability to control both analog and digital/IP-based cameras from a single interface. Control will depend on permissions assigned by user. Camera pre-sets will be assigned by time of day and by user. Key descriptors of this capability are:
  - Support CCTV viewing and control by multiple jurisdictions,
  - Enable CCTV video recording for training and after action debriefings,
  - Provide camera pre-sets (by time of day) and fine control of pan, tilt, and zoom,
  - Support viewing and control of digital and analog cameras, and
  - Provide ability to block selected cameras from selected viewers (public and media).
- **Traffic incident management.** The new ATMS will include the ability to help develop and then store action plans for a variety of incident and event types. This will improve the reaction time to such events and provide a mechanism to easily review and improve action plans. Actions and incidents will be logged in the system as well. Key descriptors of this capability are:
  - Support action or incident management plans,
  - Provide for improved operator traffic incident management capabilities,
  - Allow for HAR control,
  - Support response and detour planning,
  - Integrate with enforcement computer aided dispatch, and
  - Aid in incident detection.
- **Traveler information.** Act as a single point of dissemination for traveler information. This includes interfaces to the website, social media, the State's 511 system, and third party traveler information dissemination systems. Key descriptors of this capability are:
  - Function as a one-stop shop for receiving/distributing traveler information across jurisdictions,
  - Provide a link between the ATMS and the SRTMC Traveler Information website,
  - Distribute timely/accurate incident information,
  - Be a centralized repository for construction information,
  - Deliver Arterial traffic flow map and enhanced freeway flow map. Ability to integrate the two in a single map,
  - Accommodate tailored information needs for freight operations, and
  - Provide parking information
- **Integration with other systems.** Center to center features will be built into the new ATMS to allow data exchange with other systems, including signal control systems and WSDOT systems, and Idaho Transportation Department systems. Key descriptors of this capability are:
  - Support center-to-center capabilities

- Support freeway/arterial integration, and
- **Operator/user features.** Several improvements for the operation of the regional traffic management system will be incorporated in the new ATMS. Maps will be GIS based to allow smoother and continuous scrolling and zooming. Alerts and notifications will be built into the system. Thresholds will be able to be set by time of day. System diagnostics will be built into the system. Operator windows will be tailored to the operator and will be set by operator log-in. The system will be capable of allowing individual user permissions. Key descriptors of this capability are:
  - Provide a map of resource (e.g. CCTV, DMS, etc.) locations that show status of devices,
  - Present digital maps,
  - Deliver alert features,
  - Support permissions and settings by user, time of day,
  - Include multiple camera images displayed on each desktop,
  - Improved integration with and control of video wall,
  - Set thresholds by time of day,
  - Tailored operator windows by operator login,
  - Support action logging,
  - Allow for Integrated workstations,
  - Provide ability to efficiently handle multiple events simultaneously, and
  - Support system diagnostics
- **Data collection and data archiving.** The concept is to incorporate data from freeways, arterials, and the transit system into a single data warehouse. An analytics package, accessible through the ATMS with remote access, would provide users with access to the data and the ability to analyze it for a variety of purposes, including planning and performance management. Key descriptors of this capability are:
  - Collect and archive real-time data,
  - Archive historical data (e.g. volume, occupancy, etc.) for state system and high priority arterials,
  - Supported by a powerful/flexible data base with analytics package,
  - Ability to support planning and performance management,
  - Collect and archive data to support air quality analysis,
  - Ability to support multiple/remote users,
  - Parameter storage, and
  - Collect and archive lane by lane data

The regional traffic control vision is for SRTMC partner agencies to manage and respond to dynamic transportation network conditions through cross-jurisdictional coordination using integrated and automated systems. Goals that support this vision are:

- Primarily manage traffic signal control at the local agency level and manage most other ITS traffic control from the SRTMC.

- Use common standards-based traffic control hardware and systems to support regional traffic control and network surveillance.
- Integrate freeway and surface street systems so that traffic management is coordinated between the two systems where they interface.
- Actively manage and respond to transportation system conditions to maintain travel time reliability, reduce recurrent congestion, reduce fuel consumption and associated environmental impacts, preserve or improve existing system capacity, and improve safety.
- Support reduction of incident response times.
- Improve public transportation operational efficiency along key travel corridors.
- Use ITS applications to improve rural and urban transportation safety.
- Gather wide-ranging multi-modal information (including comprehensive surveillance on principal arterial roadways) from multiple public and private sources to support network monitoring, data collection, event response, and dissemination of traveler information.

**10.12 (MS) System Requirements**

The SRTMC ATMS System Requirements are provided in Appendix B, System Requirements Conformity Matrix. The requirements are organized by ATMS features. Each feature is designated as Mandatory (M) or Desirable (D). Each requirement also has a similar designation. In the System Description portion of the Response, Vendor shall describe both the mandatory features and the desirable features that it is proposing to provide. Vendor shall also include a filled in conformity matrix, Appendix B. Vendor shall indicate for each requirement:

- Whether it is met by the Vendor’s current system (existing capability column)
- Whether the Vendor will add the capability to meet the requirement (will add capability column)
- For desirable features and requirements, the cost of adding the capability (enter 0 if included in the base cost of the system). (The cost of all mandatory features and requirements shall be part of the base price of the system)
- Whether the Vendor will not provide the capability (will not add capability)

**10.13 (MS) Hardware**

Vendor shall include in its system description the equipment that they will provide to make the ATMS operational. Table 4 provides the minimum server requirements for the replacement SRTMC ATMS. If the listed component is unavailable, use an equivalent Product and Services.

**Table 4: SRTMC Server Minimum Requirements**

Servers	Description	Requirement
	Make/Model	Dell PowerEdge R430 HP Proliant DL160
	Form Factor	1U

	Supported O/S	Windows Server 2008R2 Ubuntu Server 14.03
	CPU	Xeon E5-2660 v3
	RAM	8GB
	L2 Cache	1MB
	L3 Cache	8MB
	CPU Speed	2.60GHz
	Optical Drive	DVD-R
	<u>RAID Controller</u>	PERC H730
	RAID Level	5
	Disc Quantity	4
	Storage Capacity	200GB
	Spindle Speed	10K
	Disk Cache	8MB
	Controller Interface	SATA
	Power Supply Qty	2
	NIC	4 x 1GbE
	<u>RS232 Qty</u>	1
	<u>USB Type-A Qty</u>	4

Vendor shall also include their proposed workstation configurations. Table 5 provides the minimum workstation requirements for the replacement SRTMC ATMS. If the listed component is unavailable, use equivalent Product and Services.

**Table 5: SRTMC Workstation Minimum Requirements**

<b>Workstations</b>	<b>Description</b>	<b>Requirement</b>
	Make/Model	Dell Optiplex
	Form Factor	SFF
	Supported O/S	Windows 7 Pro
	CPU	Intel i5
	RAM	4GB
	L2 Cache	1MB
	L3 Cache	8MB
	CPU Speed	3.40GHz
	Optical Drive	DVD-RW
	Disk Quantity	1
	Storage Capacity	200GB
	Spindle Speed	7200
	Disk Cache	8MB
	Controller Interface	SATA
	NIC	1GbE
	Video Card	Nvidia Quadro FX 5600 Intel HD 4600
	Video Card Interface	DVI, VGA, HDMI

	RS232 Qty	1
	USB Type-A Qty	4

Eleven workstations shall be replaced, 5 at the SRTMC, 1 spare, and 5 at partner agency sites:

- 2 at WSDOT Eastern Region
- 1 at Spokane County Signal Shop
- 1 at the City of Spokane
- 1 at the City of Spokane Valley

Additional workstations may be purchased under the Contract and Vendor shall include the price of additional workstations in its Financial Proposals.

Vendor may submit alternative hardware options for WSDOT East Region consideration. WSDOT reserves approval rights for alternative hardware options.

## **SECTION 11: FINANCIAL PROPOSAL**

### **11.1 Overview**

WSDOT seeks to acquire a replacement ATMS for SRTMC that best meet the SRTMC partner agencies' needs at the lowest cost and best value.

Contract prices must include all cost components needed for the provisioning of the Software, Hardware and integration Services as described in Section 10, *Technical Approach*. All costs associated with the Software, Hardware and integration Services must be incorporated into the price of the Response to the RFP. Any Software, Hardware and integration Services offered by the Vendor or its Subcontractor(s) that does not have a corresponding separate price will have no separate additional cost to WSDOT when acquired by WSDOT.

### **11.2 (M) Financial Grounds for Disqualification**

Failure to identify all costs in a manner consistent with the instructions in this RFP is sufficient grounds for disqualification.

### **11.3 (M) Taxes**

Vendor must collect and report all applicable State taxes as required by State law. Vendor must not include taxes on the *Appendix D, Financial Proposal* form.

### **11.4 (M) Presentation of All Cost Components**

All elements of recurring and non-recurring costs must be identified and included in the *Appendix D Financial Proposal*. This must include, but is not limited to, all administrative fees, maintenance, license, manuals, documentation, shipping charges, labor, travel, training, consultation services, wiring and supplies needed for the installation, warranty work and maintenance of the replacement SRTMC ATMS.

### **11.5 (M) Shipping and Handling Charges**

All items are to be quoted FOB destination, Spokane Regional TMC located at 221 West First, Suite 310, Spokane, Washington. All anticipated shipping costs necessary to meet the delivery schedule must be included in the line item price quote of each item. No additional charges for shipping or handling will be allowed.

### **11.6 (M) Training**

Classroom training costs must be all inclusive (all labor, travel, per diem, documentation and materials). WSDOT will provide the facility.

### **11.7 (M) Software License**

Vendor must issue to WSDOT a non-revocable, fully paid, and perpetual license for use by WSDOT and the joint venture SRTMC for use in the Spokane Region.

### **11.8 (M) Price Protection**

For the entire term(s) of the Contract, the Vendor must guarantee to provide the Software, Hardware and integration Services as described in Section 10 at the price set forth in the Financial Proposal (Appendix D). These rates cannot increase during any term of the Contract.

### **11.9 (M) Price Decrease Guarantee**

The ASV, at its discretion, may elect to provide Software, Hardware and integration Services specified in this RFP at a lower price than originally quoted at any time during the term of the Contract. If the Manufacturer's suggested retail price decreases at any time during the term of the Contract, Vendor must pass on the decrease for all subsequent purchases. The decrease must be proportionate to the percentage decrease of the Manufacturer's suggested retail price.

### **11.10 (M) Costs Not Specified**

Where there is no charge or rate for Software, Hardware and integration Services enter N/C (no charge) or zero (0) on the *Appendix D, Financial Proposal*, as applicable. If the Vendor fails to provide a price, WSDOT will assume the item is free. If the Vendor states "no charge" for an item in the model, WSDOT will receive that item free for the period represented in the model.

### **11.11 (M) Financial Proposal**

The *Financial Proposal* form contained in Appendix D must be completed,. Vendor must include in the *Financial Proposal* all cost components needed for the provisioning of the software, hardware and integration services as described in Section 10 Technical Approach.

### **11.12 (MS) Completion of Financial Proposal**

The Vendor must follow the instructions set forth in this RFP to complete the *Financial Proposal*, which will be the basis for evaluating the Financial Response as specified in Section 12.4.1.2, *Financial Proposal Evaluation*. Use the forms in Appendix D,

*Financial Proposal*, to itemize the costs associated with the proposed Software, Hardware and integration Services.

## SECTION 12: EVALUATION PROCESS

### 12.1 Overview

The Vendor who meets all of the RFP requirements and receives the highest number of total points as described below in Section 12.7, *Vendor Total Score*, will be declared the ASV and enter into contract negotiations with WSDOT.

### 12.2 Administrative Screening

Responses will be reviewed initially by the RFP Coordinator to determine on a pass/fail basis compliance with administrative requirements as specified in Section 8 Response Submittal Instructions and Format. Evaluation teams will only evaluate Responses meeting all mandatory and administrative requirements.

### 12.3 Mandatory Requirements

**12.3.1** Responses meeting all of the administrative requirements will then be reviewed on a pass/fail basis to determine if the Response meets the Mandatory requirements. Only Responses meeting all Mandatory requirements will be further evaluated.

**12.3.2** WSDOT reserves the right to determine at its sole discretion whether Vendor's Response to a Mandatory requirement is sufficient to pass. If, however, all responding Vendors fail to meet any single Mandatory item, WSDOT reserves the following options: (1) cancel the procurement, or (2) revise or delete the Mandatory item.

### 12.4 Qualitative Review and Scoring

#### 12.4.1 Phase I Evaluation

##### 12.4.1.1 Vendor and Technical Evaluations

Evaluation Formula for Section 9& 10

$$\frac{(\text{Sum of Individual Evaluators Section Scores})}{\text{Number of Evaluators}} = \text{Vendor's Weighted}$$

##### 12.4.1.2 Financial Proposal Evaluation

The RFP Coordinator will calculate the scores for each *Financial Proposal* Appendix D. Using the following Evaluation Formula.

$$\frac{\text{Lowest Fixed Cost}}{\text{Vendor's Fixed Cost}} \times 500 \text{ points} = \text{Financial Proposal Score}$$

#### 12.4.2 Phase II Evaluation

At its sole discretion, WSDOT may select the tops three Vendors to do an Interview and Product and Services Demonstration. The RFP Coordinator will notify finalists of the date, time and location of the Interview and Product and Services Demonstration on the date identified in the Schedule (Section 5.2).

## 12.5 Allocation of Points

The scores for Response will be assigned a relative importance for each scored section. The relative importance for each section is as follows:

<b>PHASE I EVALUATION</b>	
Team Organization and Project Management Approach	200 points
Technical Approach and Appendix B	
• Technical Project Approach	300 points
• Mandatory Features in System Description and Mandatory Requirements	400 points
• Desirable Features in System Description and Desirable Requirements	100 points
Financial Proposal	500 points
<b>Phase I Subtotal</b>	<b>1500 points</b>
<b>PHASE II EVALUATION (Semi-Finalists Only)</b>	
Client References	50 points
Interview and Product and Services Demonstration	450 points
Phase II Subtotal	500points

## 12.6 Interview and Product and Services Demonstration (Phase II)

Interview and Product and Services Demonstration will take place at the SRTMC, 221 W 1st, Suite 310 Spokane, Washington 99201 on the date identified in the Schedule (Section 5.2).

## 12.7 Vendor Total Score

Vendors will be ranked using the Vendor's Total Score for its Response, with the highest score ranked first and the next highest score ranked second, and so forth. Vendor's Total Score will be calculated as follows:

$\text{Total Score} = (\text{Section 9}) + (\text{Section 10}) + (\text{Section 11}) +$ <p style="text-align: center;"><i>(If Applicable)+References + Interview and Product and Services Demonstration</i></p>
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## 12.8 Selection of Apparently Successful Vendor

The Vendor with the highest Vendor total score will be declared the ASV. WSDOT will enter into the Contract with the ASV. Should the ASV not execute the Contract within 10 Business Days of notification, WSDOT may immediately declare the Vendor with the second highest score as the new ASV and enter into the Contract with that Vendor. This process will continue until the Contract is signed or no qualified Vendors remain.

#### **12.9 No Costs or Charges**

No costs or charges under the proposed Contract may be incurred by Vendor before the Contract is fully executed.

### **SECTION 13: VENDOR DEBRIEFING; COMPLAINT AND PROTEST PROCEDURES**

#### **13.1 Optional Debriefing**

**13.1.1** After the announcement of the ASV, Vendors who submit a Response but where not selected as the ASV may request an optional debriefing conference to discuss the evaluation of their Response. The request for a debriefing conference must occur on or before the date specified in the Schedule (Section 5.2). The request must be in writing (e-mail acceptable) addressed to the RFP Coordinator.

**13.1.2** The optional debriefing will be a maximum of thirty (30) minutes in duration and will not include any comparison between Vendor's Response and any other Responses submitted. However, WSDOT will discuss the factors considered in the evaluation of the requestor's Response and address questions and concerns about Vendor's performance with regard to the solicitation requirements.

#### **13.2 Protest Procedures**

Vendors who have submitted a Response to this solicitation and have had a debriefing conference may file a protest. Upon completion of the debriefing conference, a Vendor is allowed five (5) Business Days to file a formal protest of the solicitation with the RFP Coordinator. Further information regarding the grounds for, filing, and resolution of a protest is contained in Appendix J, *Complaint and Protest Procedures*.

## **APPENDIX A- DEFINITIONS**

Posted separately in WEBS and on the WSDOT Web site

**APPENDIX B - REQUIREMENTS CONFORMITY MATRIX**

Posted separately in WEBS and on the WSDOT Web site

## **APPENDIX C-PROPOSED CONTRACT**

Will be posted separately in WEBS and on the WSDOT Web site

## **APPENDIX D- FINANCIAL PROPOSAL**

Posted separately in WEBS and on the WSDOT Web site

**APPENDIX E - CERTIFICATIONS AND ASSURANCES**

Posted separately in WEBS and on the WSDOT Web site

**APPENDIX F – SAMPLE PERFORMANCE BOND**

Posted separately in WEBS and on the WSDOT Web site

**APPENDIX G-ACKNOWLEDGMENT OF RECEIPT OF AMENDMENTS**

Posted separately in WEBS and on the WSDOT Web site

## **APPENDIX H -CONCEPT OF OPERATIONS**

Posted separately in WEBS and on the WSDOT Web site

**APPENDIX I-SYSTEM VERIFICATION PLAN**

Posted separately in WEBS and on the WSDOT Web site

## **APPENDIX J- COMPLAINT AND PROTEST PROCEDURES**

Posted separately in WEBS and on the WSDOT Web site

**APPENDIX K- NOT USED**

**APPENDIX L-CLIENT REFERENCE FORM**

Posted separately in WEBS and on the WSDOT Web site

**APPENDIX M-FORM FHWA 1273 TERMS AND CONDITIONS**

Posted separately in WEBS and on the WSDOT Web site

**APPENDIX N – CERTIFICATION AND RESTRICTIONS ON LOBBYING**

Posted separately in WEBS and on the WSDOT Web site

**APPENDIX O - GOVERNMENT-WIDE DEBARMENT AND SUSPENSION**

Posted separately in WEBS and on the WSDOT Web site

