



REQUEST FOR PROPOSALS (RFP) O-01121

FOR

ACCESS CONTROL SYSTEM (ACS) IN SUPPORT OF THE REVERSIBLE EXPRESS LANES

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EXHIBIT A – Public Entity Crimes Form

EXHIBIT B – Drug-Free Workplace Form

EXHIBIT C – Price Proposal Form

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ATTACHMENT A: Access Control Operations Manual: Includes ACCS operations and manual operations

ATTACHMENT B: Fiber Ring Diagram Current Network Topology

ATTACHMENT C: Control Room Diagram

ATTACHMENT D: Ops Network Structure-Switches Equipment

ATTACHMENT E: Video Wall Connectivity

ATTACHMENT F: ICF Document for existing ACCS

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I. SCOPE OF SERVICES

The Tampa-Hillsborough County Expressway Authority (the "Authority" or "THEA") is soliciting proposals from qualified firms to develop and deploy a new Access Control System (ACS) in support of its Selmon Expressway Reversible Express Lanes (REL). The REL system is a reversible lane tolled system that is designed to carry one-way traffic in the predominant commuting direction for AM/PM peak travel times.

II. INTRODUCTION

1. REL SYSTEM

The REL system is a reversible lane tolled system designed to carry one-way traffic in the predominant commuting direction for both AM/PM peak travel times. The general operations call for the REL traffic to flow east to west in the AM and west to east in the PM. In addition, there are distinctive operations for weekends, special events and emergency situations.

The attachments included in this scope of services detail the operational overview and step by step procedures that are currently utilized by City of Tampa (COT) Operators, in coordination with THEA for the daily operation of the Leroy Selmon Expressway Reversible Lanes in Tampa, Florida. THEA and the COT staff are co-located at the THEA Transportation Management Center (TMC) located at Tampa Hillsborough County Expressway Authority, 1104 East Twiggs Street, Tampa, FL 33602. The general processes of the ACS include the operation of two specific types of movable gates (warning and resistance), electronic Dynamic Message Signs (DMS) to support roadway state and operations, access point for traffic signal phasing and control, Closed Circuit Television Camera (CCTV) manipulation and a physical presence on the REL ensuring the condition and safety of the roadway prior to opening. The attachments assume the reader has a general knowledge and understanding of the subject matter, equipment and signage in the field including the layout of the REL (access points, ramps, etc.). Contained within the attachments are graphical depictions of the REL including all access points to and from the REL.

To provide a safe and clearly understandable system for the motorists, a very precise series of steps must be used by the operators at THEA to open, close, and reverse the system. These steps are actuated, controlled, and monitored by the COT TMC staff using the ACS central software, referred to as the Access Control System (ACS). The original ACS was installed in 2005/2006 by Transdyn (now Kapsch) and was upgraded in 2017 by the same company. Attachment A is furnished to the prospective firm to define THEA's minimum operational requirements for the new software. Additional required software modifications to provide specific functionality shall be presented and discussed during the **mandatory pre-proposal meeting** and site visit. Above all, this software shall be written in such a manner that every operational step shall be completed in a precise order with a series of interlocks and conflict monitoring to ensure that the safety of motorists is always maintained.

2. GENERAL CONCEPT OF OPERATIONS

This project shall utilize the framework of the National ITS Architecture (where appropriate) and the Systems Engineering process. A Concept of Operations (“ConOps”) is the first step in the Systems Engineering process and is developed after project feasibility has been established to document the collective project vision, goals, and needs and to provide the operational framework upon which the project requirements and design are developed. As applied to this project, the ConOps summarizes the project scope and objectives. It offers insight into high-level system functions, agency, and integrator roles and responsibilities, personnel and training needs, implementation issues, and the operations and management of the THEA ACS. The ConOps is a living document requiring periodic review and updating during subsequent phases of the interactive Systems Engineering process.

The THEA ACS currently consists of a Center to Field (C2F) communications network for road clearance operations; CCTV camera system for general surveillance for incident management; Warning Gates and Resistance Barrier Gates operations for restricting and allowing access to the Expressway itself; DMS signage for both critical (Open/Closed) and non-critical (directional and information) and traffic signal interface for traffic preemption. The field elements of the ACS are controlled by the ACS. Furthermore, the ACS interfaces with the lane controllers at the tolling point in order to switch directional operations. The toll revenue system (back office) is not a portion of the ACS and will not be discussed in this document.

The THEA ConOps and its prescribed processes has been influenced by two occurrences; the first is the base requirements of the REL design as of 2016 as defined and reviewed by THEA management. The second is the ACS itself and the characteristics and processes of the software to meet the initial and functional requirements, along with those updates and adjustments that have been made over the years. The ACCS’s primary objective is motorist safety using the operation of CCTV, Warning Gates, Resistance Barrier Gates, DMS signage and interfaces with entrance/exit location traffic signals for traffic preemption to accomplish this objective. As with most ACCS packages, it is designed to enable automatic operations of the roadway system, hybrid operations (automatic/ manual) and manual operations as required due to subsystem failure or at the operator’s selection.

A new draft and final ConOps shall be a deliverable of this project as indicated in section 12, Milestones.

Currently, there are 5 workstations connected to this system located thru-out the City of Tampa. There is a workstation at the following locations: 911 center, Judicial Operations Center (JOC) and Emergency Operations Center (EOC), Raymond James Stadium and City Signal Shop. The 911 Center is not automated or otherwise controlled by the ACS. The Raymond James Stadium workstation is for use by COT traffic staff during events.

ACCS Communications high level overview: The ACCS communicates with the field elements as follows:

- Communication with the gates is from ACS to PLC at the ACN to Gate

- Communication with DMS is two fold: from ACS to Sign Controller via relay and actuated control and feedback system from the Sign Controller to PLC at the ACN for safety interlock.
- Communication with the traffic signal system is from ACS to PLC at the ACN to Traffic Signal Controller. Signal Controller to actuate a predefined signal plan.
- Communication and control of CCTV's are directly from the ACS via Optical Ethernet communications.

The selected firm (the "firm") is required to provide an ACS that will interface with the open road tolling gantry located on the REL. The ACS shall communicate via serial over Ethernet to the tolling lane controller servers. There are two lane controller servers – one per direction. The ACS is responsible for sending commands to the lane controller to switch which direction is active for toll collection. The specifics of the interface between the lane controller server and the ACS are described in the Toll Interface Software Design Document (Attachment F).

The existing ACS does not include an incident management system. THEA is working with Florida Department of Transportation District 7 (FDOT D7) on an incident management solution. Firms may include an incident management system as a value added option.

3. PAST SYSTEM UPGRADE INFORMATION

The communications network for TMC to field ACN locations is an existing single-mode fiber optic cable network that shows no degradation of signal strength.

Communications from the ACN to gates, signs and CCTV is via copper loop communication wire. The CCTV network is IP based and was upgraded in May of 2014. The CCTV upgrade project included upgrades to the TMC, video wall, and a new universal IP video switch and decoder. All ACN managed field Ethernet switches (MFES), Layer 3 ACN ring switches and the core Layer 3 switch at the TMC are scheduled to be upgraded in 2021. The last upgrade of these devices was June 2014. The current network topology is included in this Request for Proposal (RFP) package as Attachment B.

4. HIGH LEVEL REQUIREMENTS

The following high-level key requirements are in addition to, and part of the ACCS high-level requirements noted in the General Concept of Operations section within this document and the Attachments:

- A. The REL shall remain open and uninterrupted during development, the final installation, and every aspect of testing of the new ACS. The firm's failure to maintain toll operations shall result in monetary penalties that shall be noted in the contract documents.
- B. The firm is required to provide a description of the platform to include operating systems, database software, and any other software or firmware proposed in response to this solicitation.

- C. The Application Program Interface (API) shall be open architecture allowing economical, smooth and seamless addition of software features by the firm or third party and the integration of new ITS Hardware should THEA decide to add at a later date.
- D. THEA requires the use of the most current, modern programming languages to be employed for the development of the ACCS.
- E. The ACCS shall include the furnishing, installation, configuration and testing of all system servers. These servers include but are not limited to onsite hosted servers and virtual servers.
- F. All servers shall be state of the art, not refurbished, at the time of purchase and be submitted to THEA and the General Engineering Consultant (“GEC”) for approval prior to procurement and shall include applicable onsite support and warranties.
- G. All servers shall have the highest amount of resources available for the servers, (RAM, processors, hard drive(s) etc), and shall be sized for future REL system expansion.
- H. All existing primary workstations shall remain. The replacement cycle of the existing workstations is on a separate schedule and is outside the scope of this project. Upon receipt by THEA of the new workstations, whether before, during or after ACS implementation, The firm shall install and configure the new ACS on the new workstations with the assistance of THEA IT Manager or other THEA designated staff.
- I. The firm is required to reconfigure all existing primary workstations and new workstations as described above.
- J. The ACCS shall log system performance and errors. The network administrator and THEA management shall have access to the logs through the ACS interface and provide a 3rd party reporting software for overall system monitoring.
- K. The ACS user interface shall consist of a comprehensive dashboard with a menu bar for the most commonly used features. The new ACS shall have an intuitive, user-friendly graphical user interface (GUI) that provides a graphical representation of the opening /closing processes as the operators step through them. Screenshots from the existing ACS are provided in an attachment for the firm’s use. These screenshots are included as examples only and exact duplication is not a requirement of the new ACCS. However, the graphical representation is required and should clearly identify the ACN site being controlled.
- L. The firm is required to develop, in coordination with THEA, an Agile Management Plan (AMP). The AMP shall contain the product vision, a development roadmap, release planning, and sprint planning. It is the responsibility of the firm to identify in the schedules of the plan what daily scrums or other activities require THEA resources.
- M. The firm is also required to provide 25% and 50% development reviews and meetings (bi-weekly or monthly) to discuss progress, changes, questions and issues that have arisen during development.
- N. The firm shall be required to hold a 90% development review and to meet to discuss all project progress, changes, questions and issues, and a final Q&A.
- O. The firm is required to construct and operate a hybrid system mock-up of the ACS at the TMC building.

- i. A hybrid mockup is defined as a combination of 1 ACN location represented by hardware and connections (physical) combined with the virtual simulator of remaining ACN's. All wiring diagrams for mock-up will be provided to THEA at the time of construction.
- ii. Physical ACN shall contain 1 PLC, 1 IP HD CCTV, Dome (same as deployed on REL) lighted I/O board to demonstrate gate actuation. Also included must be the latest Daktronics VLC sign controller (with recommended firmware) and simulation of a DMS sign display. THEA will provide the above equipment. Virtual simulator shall include all remaining PLC's and full simulated functionality of the ACS. The firm is required to provide the simulator.
- iii. The mockup shall operate for a minimum of 45 days.
- iv. The firm shall coordinate with THEA regarding commencing the mockup. All wiring shall be in a neat and orderly fashion with all wires properly labeled on each end for easy identification.
- v. THEA and GEC staff and any other THEA approved staff shall have the authority to exercise the mockup.
- vi. The mockup shall be installed in the THEA building. The ACS firm will be provided FLOOR SPACE (TBD) for one enclosed four post server 19" rack as stipulated in the RFP. THEA is not providing the server rack itself. The firm's responsibilities end at the head-end Layer 2 switch that connects the back office network to the field network either by fiber optic or copper media at gigabit speed. The firm is responsible for all hardware and software provided under this contract. The firm is also responsible for any network equipment they interface with (settings or configurations of new or existing equipment) until final project acceptance.
- vii. The mock system test shall be witnessed by THEA, THEA approved staff and /or its GEC. A corrective test plan and procedure must be provided for approval by THEA. The test plan shall be submitted and approved by THEA 14 days prior to scheduling operational test.
- viii. The mockup shall remain the property of THEA and provide a warranty for all installed components.
- ix. Failures during mock-up:
The following classes of failures and a 45-day Operational Test of the mock up device:

Minor failure is defined as a failure due to simple configuration changes (i.e. – wrong IP address or config file change). Minor failures are simple and can be easily identified and resolved within 4 hours of identification of failure. The 45-day clock will be paused. The firm is required to fully document the failure and corrective actions. Manuals and other documentation shall be updated as necessary. A corrective test plan and procedure must be provided for approval by THEA. Upon successful completion and demonstration of the corrective test, the 45-day clock will restart.

Moderate failure is defined as a failure due to a combination of minor failures or a moderately complex failure (ie – compatibility/interoperability issues). Moderate failures typically require 1-2 days to be resolved. The 45-day clock will be paused. The firm is required to fully document the failure and corrective actions. Manuals and other documentation shall be updated as necessary. A corrective test plan and procedure must be provided for approval by THEA. Upon successful completion and demonstration of the corrective test, the 45-day clock will restart.

Severe failure is defined as a failure due to a combination of complex failures or a single highly complex failure (i.e. – fatal system error). Severe failures typically require 1-2 weeks to be resolved. The 45-day clock will be restarted. The firm is required to fully document the failure and corrective actions. Manuals and other documentation shall be updated as necessary. A corrective test plan and procedure must be provided for approval by THEA. Upon successful completion and demonstration of the corrective test, the 45-day clock will restart at zero.

- P. An ACCS Acceptance Test Plan (ATP) shall be submitted for approval to THEA demonstrating its adherence to THEA’s Change Management Retrofit Plan (CMRP). The firm shall provide their approach to developing a comprehensive ATP that employs a graduated/ incremental validation and testing process. The ATP must include the mock-up above.
- Q. The required training and final acceptance shall be scheduled in coordination with THEA, COT and other approved THEA staff.
- R. THEA and the selected firm shall adhere to the THEA Change Management Process during the development, configuration, installation, maintenance and support of the ACS. The THEA CMRP document is attached as an Exhibit to this document.
- S. CCTV system shall be interoperable with City of Tampa and FDOT D7 Sunguide systems for command control and viewing. THEA and the City of Tampa use a variety of cameras and encoders. The firm must verify all CCTV systems are integrated into the ACS without additional cost to THEA.
- T. Project Schedule: THEA has left the determination of the project schedule to the firms who may have different solutions and approaches. However, the firm’s proposed schedule will be part of the evaluation process. THEA reserves the right to review and ask questions directly related to anomalies and/or inconsistencies directly related to the submitted project schedule. See Evaluation Criterion section.

5. MINIMUM FUNCTIONAL REQUIREMENTS

Functional requirements are a formal statement that specifies what a system must do to meet the defined needs of the owner (THEA). The following functional requirements of the THEA ACCS shall be facilitated by the use of an “open” API architecture design.

- A. Network monitoring of connections between Center-to-Center (C2C) and Center-to-Field (C2F) layers of the network communications. This monitoring shall include verification and notification of the communications between the TMC server and the ACN layer 3 switches; communications between the ACNs and the CCTV cabinets

MFES Ethernet switches. This monitoring of the field network devices shall enable TMC to identify and rectify IT infrastructure problems before they negatively impact REL operations. THEA currently monitors these devices and will use this existing system to validate system uptime during development and testing periods.

- B. Network Administration Notification System: The ACCS is required to send automated messages delivered by email and/or SMS text format for system alarm conditions such as power outages, network issues, or other technical issues. The ACCS shall also archive the alarm within an error log. THEA shall provide server space or links to email/SNMP/SMS applications as needed.
- C. CCTV Control and Video Display: The ACCS shall provide CCTV and video display control for THEA CCTV's. The ACCS shall have the capability to view, pan, tilt, and zoom CCTV along the Expressway, at all entrances and all exits from the Expressway TMC. The ACCS shall provide camera selection and viewing capability of CCTV owned and operated by the City of Tampa. Likewise, the City of Tampa shall have the ability to select and view THEA CCTV's. The ACS shall provide the ability for viewing by FDOT D7 SunGuide Center and display on their video wall utilizing their SunGuide software.
- D. Visual verification of roadway clearance and condition: Visual verification of roadway clearance and condition is a primary function during reversal or opening of Expressway. To meet this requirement THEA has CCTV strategically located along the Expressway and at all entrances and exits to the Expressway. The ACCS shall enable control and surveillance of the Expressway allowing for the TMC operators to visually confirm that the Expressway is clear and in a safe state allowing the opening or reversing of the Expressway. In addition, the ACCS shall require operator inputs/selections based on both the CCTV surveillance tour of the Expressway and physical drive of the roadway and report of a clear roadway. These selections will present the TMC operator with a final selection affirming that the roadway is clear. Once the operator affirmatively selects that the roadway is clear, the ACCS shall start the automatic and/or manual processes.
- E. Critical sign operation and notification of successful message display: These critical signs are located at the entrances and exits to the REL and are required to display the correct open/closed message prior to opening or closing the Expressway. This operation shall be accomplished from the TMC via the ACCS interface (Normal) or manually, if required via a local override when the ACCS System or ACS C2C/C2F experiences a failure (Override); however, as stated before, in either case the signs must display the correct Expressway state. The system will also properly present the current state of the signs (either open or closed). Further the ACCS must electronically notify the TMC of each sign's displayed message known as "What You See Is What You Get" (WYSIWYG) for the purposes of verifying the sign message. Upon entering an override state, the ACCS shall log the last displayed message. Upon return from override to normal operations, the ACCS shall display the last displayed message for operator validation or updating. Manual override currently is done at the PLC by using a key and this functionality will be maintained.

- F. Traffic signal interface at entrances to guard against traffic conflicts and preempt motorist movement: During the opening and closing of the REL, the ACCS shall communicate to the ACN and preempt entrance and exit traffic signals based on the Expressway's state. Failure of the signal interface shall stop the automatic opening or closing processes of the Expressway; manual operations and verification of traffic signal preemption shall be required. Multiple stakeholder agencies may be involved in the operation and maintenance of these signals. The firm shall coordinate and participate with stakeholder agencies, THEA, and THEA approved staff to facilitate the seamless survey, design, mockup, acceptance testing, and uninterrupted operations of these signals as well as creation and/or modification of maintenance SOP's, Emergency SOP's and service level agreements.
- G. Resistance Barrier operation and verification: The resistance barrier completely restricts access to the REL; therefore, the Expressway cannot be opened, closed or reversed without the error-free operation of this resistance barrier. This operation shall be accomplished from the TMC via the ACCS interface (Normal) or manually via a local override when the ACCS System or ACS C2C/C2F experiences a failure (Override). In both cases, Normal or Override, the operator shall receive visual indication of the successful opening and closing at the TMC.
- H. Warning Gate operation and verification: Generally, the final stage in the operation cycle of the opening of the REL; these warning gates play an important part in motorist safety as they ensure proper traffic movement depending on the Expressway state. As with the resistance barriers, the successful opening or failed opening of the warning gates shall be visually indicated at the TMC.
- I. Non-Critical sign operation and notification: The success or failure of non-critical sign operations does not override the changing of the Expressway state; they do provide traveler information about the Expressway. This traveler information may range from which direction the Expressway is operating and where is the closest entrance, general directions, and special event information.
- J. The open API design of the ACCS shall allow for future advancements in information dissemination, Traffic Incident Management (TIM), Connected Vehicle (CV) and other advancements in TMC operations, smart phone applications, including advancements yet unknown.
- K. Utilization of all applicable NTCIP standards for all ITS devices.
- L. Utilization of FDOT Qualified Products List (QPL) and Approved Products List (APL) for approved products that are part of the THEA ITS system: All components to be added or updated shall be submitted for THEA review approval on a form to be provided and shall include the APL/QPL Certification #Number and expiration date.
- M. The primary objective of the ACCS is the safe opening, closing, reversing and daily operations of the REL. The ACS shall function as an integrated system of subsystems with the overarching purpose of motorist safety.

- N. Maintain uninterrupted operations through pre-planned maintenance procedures and automated software snooping to verify and diagnose system communications connectivity.
- O. The traffic management software provided should integrate with the network Active Directory (AD) configuration for the user rights management system for delineating varying degrees of permission, control, and access for network servers and workstations. The software should integrate with Active Directory to allow a user to utilize a single sign-on. This will allow the user to open the software and automatically be signed into their account without the need to log into the software separately from their workstation login (after first sign on). The field equipment (cameras, encoders, field switches (RX1500 and RS900G) and the Router Authentication would be managed by RADIUS. Remote Authentication Dial-In User Service (RADIUS) is an open standard for authentication, access, authorization and accounting.
 - 1. User accounts for the ACCS shall be group-based, compliant with Lightweight Directory Access Protocol (LDAP), and integrated with THEA's OPS Active Directory. THEA will provide the domain controller.
 - 2. Authentication shall be Single-Sign-On.
 - 3. Group policies within Active Directory shall control user rights within the ACCS.
 - 4. The user rights management shall:
 - a. Allow for the creation of groups for which permissions can be specified, with all users receiving those permissions upon joining the group.
 - b. User permissions shall also be individually configurable with individual configuration overriding their containing group permissions.
 - 5. All user names shall use the following taxonomy:
 - a. [first initial][last name] ie: jsmith
 - b. If there are multiple users with the same first initial and last name, the user account shall use the following taxonomy:
 - i. [first initial][middle initial][last name] ie: jdsmith
 - 6. All passwords shall be compliant with Active Directory and allow the use of special characters (ie. @!~...).
 - 7. All passwords shall have a minimum requirement of eight (8) characters and be required to change annually.
 - 8. Users shall be allowed to change their passwords.
 - 9. ACCS shall have granular control to manage user access by creating groups as directed by THEA. The following default access groups shall be included in the ACCS:
 - a. View-Only Group
 - i. View-only access.
 - b. REL Change Group
 - i. The capability to change REL Change access.
 - c. Administrator Group
 - i. Full administrative rights
 - d. Custom Administrator Groups
 - i. Select administrative rights

10. User activity logging:
 - a. To maintain accountability and tracking, all actions performed at all levels should be logged.
 - b. Logging entries will contain a description of what action was taken, the previous state before the change, the state after the change, the date & time of the change, and who performed the change.
 - c. The log should not be editable by any user including those with Administrator rights.
 - d. Software shall allow the client to enable or disable logging through configuration, both per device type and per user type basis.

6. MINIMUM TECHNICAL REQUIREMENTS

- A. The successful firm shall develop, deploy, and test a new ACS that will meet or exceed all functionality noted in preceding functional requirements and in addition shall provide all communications, network infrastructure, and hardware required to provide a complete, turnkey ACCS system. The firm shall not be required to upgrade or replace any field equipment minus field networking equipment. This will be covered in a separate scope of services if applicable. The above reference to network infrastructure refers to comm ports, cabling and configuration of firm's equipment to enable their connection to the existing head-end switch in the same rack.
- B. The ACCS shall provide hot standby redundancy for all servers proposed. Host Servers shall have the ability to operate in a virtual clustered environment. Each server shall have dual/redundant gigabit network interface cards for redundant connection to the network. The firm is also required to propose a solution and architecture for recurring on-site back-ups and off-site back-ups. In addition, each server shall provide hard drive redundancy utilizing RAID 6. Each server shall contain the maximum amount of resources per server. (RAM, processor, etc) Spare equipment shall be provided as listed: One (1) replacement processor, one-half (1/2) of the installed RAM, and two (2) hard drives for each server shall be provided for the purposes of replacement stock. Firms should propose a virtual and/or cloud solution as a value-add option. However, the firm must provide the base price as per the RFP with price adjustment shown for any value-add option on the Price Proposal Form. Value added options are encouraged to add communication and field equipment improvements.
- C. All software, firmware, drivers and other utilities or appurtenances to the ACCS shall be provided to THEA in digital media format.
- D. The network requested should be based on a mixed environmental including physical, virtual and cloud systems. It is the firm's obligation to propose any additional items needed for the % mixture they recommend. The Price Proposal Form should be used for any additional value-added options proposed.
- E. Some field work may be required during the design/development, integration, and acceptance phases. The firm will be required to provide Maintenance of Traffic (MOT) services for all field visits.

List of THEA Approved Maintenance of Traffic (MOT) Contractors:

Acme Barricades
2611 S 82nd St, Tampa, FL 33619
(813) 623-2263

Bob's Barricades
5018 24th Avenue South, Tampa, FL 33619
(813) 886-0518

Ferrovial Services
210 S. Brevard
Tampa, FL 33606
(813) 980-0586

7. FUTURE FUNCTIONALITY

In addition to those functions addressed by the current ACCS, the following are short descriptions of functionality that will be required in future versions of the ACCS. The firm is required to demonstrate how the proposed system will be able to accomplish the functionality described below.

- A. Interface with Tampa Bay SunGuide for shared regional Traffic Incident Management (TIM),
- B. Support for connected vehicle technology, general communications interface for delivery of automated roadway information,
- C. Support for autonomous vehicle operations,
- D. For users of the REL: Roadway, traveler information and toll rate advisories via smart phone applications.

8. IMPLEMENTATION

The firm shall submit, as a part of the proposal, a comprehensive implementation plan including project schedule, projected installation of the new system, projected software upgrades and updates and shall be based on an 8-to-10-year life cycle of the ACS.

The migration to the new ACS shall be performed with no down time of the Expressway during peak operation hours. This shall be a complete upgrade of the ACS; however, no field infrastructure of the ACS will be added, upgraded or replaced as part of this project. The firm's implementation staff must remain on site during the entire implementation and testing phase. At a minimum this shall include the Project Manager; Lead Integrator; System Administrator/Engineer; and Field Technicians. THEA understands that firms may have different staff for different phases of the project such as one PM for the development and another for the Implementation Phase. The firm should indicate which personnel will be present for implementation per this section.

The central software shall meet or exceed all the functionality described in this document and Attachments. These functions shall be tested and witnessed by representatives of THEA

and the GEC prior to integration. This testing shall begin once the system mock-up has been accepted by THEA. Upon successful completion of the mock-up, the firm shall coordinate with THEA to begin system implementation. This upgrade shall be performed during off peak operation times of the Expressway. The firm is required to propose how the system will be upgraded without system downtime during peak operating hours. The Implementation Plan shall include phasing and scheduling details with forecasted down times and which systems will be affected.

The firm shall provide a Requirements Traceability and Verification Matrix (RTVM) document as part of the Implementation plan. The RTVM document will be table-based and will list all functional requirements of the system, the reference to the requirement in the RFP, Specification, or Standard and the method of verification of compliance for each requirement. A template with sample data will be provided by THEA/GEC. The Test Plans and Procedures will be evaluated against this RTVM to ensure that testing or documentation of prior testing by FDOT Traffic Engineering Research Lab (TERL) verifies all system functionality.

The firm shall also prepare a graduated or incremental test plan and test procedures. This document shall include testing scenarios for each component, subsystem, and system level test performed. Each shall include what is being tested; the test setup; test parameters; expected results; pass/fail/reconfigure & retest; and how the test correlates with the system requirements and other tests as indicated in the RTVM. The firm shall employ the systems engineering process for test development and documentation.

9. OPERATIONS PLAN

The Operations Plan shall be produced and submitted to the THEA and GEC for approval. The Operation Plan shall address all stated required functions in order to operate the ACCS. The operations plan shall include operational scenarios for regular operations, special events, and emergency operations (such as hurricane evacuations). The final plan will not be accepted until after the final acceptance of the entire system. Upon successful final acceptance testing, the firm is required to make any final changes to as-builts, the Operations Plan, and any other affected document as a result of final acceptance testing.

10. MAINTENANCE PLAN

The Maintenance Plan shall be produced and submitted to the THEA and GEC for approval. The plan shall stipulate recurring maintenance activities for all ACCS hardware and software. The Maintenance Plan shall be written with the assumption that maintenance shall be performed by the firm for the first 5 years as part of this project. The firm will have the opportunity to negotiate and enter into 1- year maintenance agreements for up to an additional 5 years. The plan shall also include run cycles of the active servers and the hot-standby servers. Extended manufacturer warranties must be purchased, provided, and maintained during the five year maintenance period. The maintenance plan shall include a firm recommended schedule of activities for yearly, quarterly, and monthly tasks. The final plan will not be accepted until after the final acceptance of the entire system. Upon successful final acceptance testing, the firm is required to make any final changes to the Maintenance Plan as a result of final acceptance testing.

11. SYSTEM UPGRADE FORECAST

The firm shall submit, as a part of the proposal, a comprehensive upgrade forecast. The forecast shall include schedules and costs for any projected software upgrades, patches, and other 3rd party updates. The firm is required to provide forecasted information for a minimum of 5-years. The firm shall use the firm proposed system acceptance/project end date as the start date of the system upgrade forecast.

The forecast is specifically related to the software and related appurtenances (OS, Utilities, Drivers, etc.) that the firm provides as part of, and over the duration of this project. As an example, similar to software assurance of commercially available Microsoft® products, the firm is required to provide a schedule of version upgrades to the ACCS, from the date of acceptance to the end of the included **5-year maintenance** duration. These costs shall be included as part of the price proposal of this project.

12. MILESTONES

The following are defined milestones for billing:

- Mobilization: 5%
- Concept of Operations document: 20%
- Final Requirements document: 20%
- Delivery of ACCS: 20%
- Mock-Up, Testing and Final Acceptance: 25%
- Five (5) year maintenance period: 10% (paid in equal annual payments commencing on day 1 of maintenance period and each anniversary thereafter).

Example: Total bid price \$100,000.

- Mobilization \$5,000.
- ConOps \$20,000.
- Final requirements Document \$20,000.
- Delivery of ACS 20,000.
- Mockup, testing and final acceptance \$25,000.
- Maintenance
 - Year 1 payment concurrent with final acceptance payment \$2,000.
 - Year 2 payment on 1 year anniversary \$2,000.
 - Year 3 payment on 2 year anniversary \$2,000.
 - Year 4 payment on 2 year anniversary \$2,000.
 - Year 5 payment on 4 year anniversary (final payment) \$2,000.
 - Additional 1 year extensions up to 5 more years upon mutual agreement of both parties.

[END OF SCOPE OF SERVICES]

13. DEFINITIONS:

ACS: Access Control System: Includes ACCS, Field Systems, ACN, Gate Controls and General Surveillance
ACCS: Access Control Central Software: Gate Access Control and ITS System Software
ACN: Access Control Node (Nodes, PLC controllers, gates, signs, CCTVs and signal timing controls)
AMP: Agile Management Plan
API: Applications Programming Interface
APL: FDOT Approved Product List
ATP: Acceptance Test Plan
AVI: Automatic Vehicle Identification
C2C: Center to Center communications
C2F: Center to Field communications
CCTV: Closed Circuit Television
CMRP: Change Management Retrofit Plan
ConOps: Concept of Operations
COT: City of Tampa
DMS: Dynamic Message Sign
FAT: Final Acceptance Test
FDOT: Florida Department of Transportation
GEC: General Engineering Consultant
GUI: Graphical User Interface (Displayed on console or video wall)
IP: Internet Protocol
ITS: Intelligent Transportation Systems
Log Entry: Ongoing electronic record of ACCS directions and confirmations
MFES: Managed Field Ethernet Switch
NTCIP: National Transportation Communications for Intelligent Transportation System Protocol
ORT: Open-Road-Tolling
PLC: Programmable Logic Control
QPL: Qualified Product List
REL: Reversible Express Lanes
RTVM: Requirements Traceability and Verification Matrix
Resistance Barrier Gate: Primary gate that prohibits access to the Expressway
TCP: Traffic Control Plan
THEA: Tampa Hillsborough Expressway Authority
TIM: Traffic Incident Management
TMC: Traffic Management Center
Toll Point: Location of ORT Gantry
TERL: Transportation Engineering Research Lab. FDOT department which evaluates and approves materials and products for inclusion on the APL.
UPS: Uninterrupted Power System
Warning Gate: Warning gates prior to the resistance barrier gate

III. INSTRUCTIONS TO PROPOSERS

1. THEA must receive all submittals at the locations stated in item number four (4) below, **not later than 2:00 PM Eastern on September 22, 2021**. Any submittal received after the stated time and date shall not be considered. It shall be the sole responsibility of the proposer to have its package delivered to THEA by U.S. Mail, hand delivery, or any other method available to them; however, facsimile or electronic submittals will not be accepted. Delay in delivery shall not be the responsibility of THEA. Submittals received after the deadline shall not be considered and may be returned only at the proposer's expense.
2. Each proposer shall examine all documents and shall determine all matters relating to the interpretation of such documents.
3. Type size shall not be less than 10 point font. The proposal shall be indexed and all pages sequentially numbered. All pages and appendices must be consecutively bound or stapled. The proposals shall be limited to ten (10) single sided, 8 ½" by 11" pages, exclusive of the following:
 - Transmittal Letter
 - Front and back cover and divider sections
 - Key Staff Resumes
 - References
4. One (1) original, four (4) signed copies and one (1) electronic CD/USB copy of the submittal must be delivered to THEA's Procurement Department in one package, clearly marked on the outside, "Request for Proposals No. O-01121 for Access Control System for the Tampa Hillsborough County Expressway Authority," with opening time and date, and sent or delivered to:

Man Le ~ Procurement Manager
1104 East Twiggs Street, Suite 300, Tampa, FL 33602
5. The proposal shall clearly indicate the legal name, Federal taxpayer identification number, address, and telephone number of the proposer. The person signing the proposal on behalf of the proposer shall have the authority to bind the proposer to the submitted proposal.
6. THEA shall not be liable for any expenses incurred in the preparation or presentation of the proposals.
7. THEA reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission or to re-advertise for all or any part of the services. THEA shall be the sole judge of the submittals and the resulting negotiated agreement that is in THEA's best interest, and THEA's decision shall be final.

8. The successful proposer shall be required to execute an agreement, in form and content acceptable to THEA, indemnifying and holding harmless the THEA, its officials, officers, employees, and agents from all claims.
9. **Proposers, their agents, or associates shall refrain from contacting or soliciting any THEA staff or members of the Board of Directors directly or indirectly regarding this RFP during the selection process. Failure to comply with this provision may result in the disqualification of the proposer. All requests for clarification or additional information should be made in writing via email by September 1, 2021 to: Man.Le@tampa-xway.com**
10. The following shall be repeated in your proposal and signed by an individual authorized to bind your firm:

"I agree to abide by all conditions of RFP O-01121 and certify that all information provided in this proposal is true and correct, that I am authorized to sign this proposal for the firm and that the firm is in compliance with all requirements of the RFP, including but not limited to, certification requirements."

Authorized Signature (Manual)

Name and Title (Typed)

Date

IV. QUALIFICATIONS:

The response to RFP shall include, but not be limited to, responses to the following requirements:

Transmittal Letter:

Summarizing the key points in the RFP which is signed by an officer of the firm who is responsible for committing the firm's resources. The letter should include the following (ten (10) page maximum limit):

- a) Name of the firm submitting the proposal
- b) Name and title of the individual with responsibility for this response and to whom matters regarding the RFP should be directed
- c) Mailing address
- d) Telephone and e-mail address of the firm's primary contact
- e) Brief narrative of the firm's qualifications to provide general information technology services to the Authority.

Narrative of the firm's qualifications as listed in the Selection Criteria:

- Qualifications and Experience of the firm
- Qualifications and Experience of Key Personnel
- Project Management
- Approach to Providing Services
- Solutions to Providing Services adheres to the Requirements

- SBE Utilization
- Price Proposal

Statement of Qualifications

- a) **Organizational Chart** - Attach an organizational chart that includes the following:
- Identify key members of the firm's team specifically including the following team members:

- Project Manager
- Lead Integrator
- System Administrator/Engineer
- Field Technician

- State name for key members of the firm's team (if from a sub-consultant);
- Denote if the firm or sub-consultant firms are a Small Business Enterprise (SBE) includes DBE/WMBE, etc.;
- State office location (city and state) for key members of the firm's team.

Only those members of the team who will **actively** participate under the potential work assignments should be included. Individuals who would be available "as-needed" basis.

A maximum of 1 page will be allowed for the "Organization Chart" element. The Organizational Chart may be submitted on paper sized larger than 8½" x 11" if folded neatly to 8½" x 11". Organizational chart not counted in page limit.

- b) **Resumes** - Include one page resumes for the Project Manager and the key active participants of the firm's team. Resumes not counted in page limit.
- c) A list of three (3) references THEA may contact in order to assist in the evaluation of your past performance for ACS services. THEA should not be included as a reference preferably the references will include transportation/toll agencies and Florida clients. References not counted in page limit. For each reference listed the information provided shall consist of the following:
- Short summary of the ACS project such as timeframe, scope & budget
 - Name and mailing address of the entity
 - Name and telephone number of the contact person within said entity

V. SELECTION CRITERIA

THEA desires to select the firm that demonstrates the ability to provide the highest quality of service. To accomplish this goal, THEA's criteria for selection shall include, but not be limited to the following:

	RANKING EVALUATION CRITERIA	Max Point Value
1.	<p><u>Qualifications and Experience of the firm (Team):</u></p> <ul style="list-style-type: none"> Evaluation based on firm’s qualifications of firm, history, size, experience, references, resources available, locations of firm resources, etc. 	7
2.	<p><u>Qualifications and Experience of Key Personnel:</u></p> <ul style="list-style-type: none"> Evaluation (credentials/expertise/experience) of Project Manager and other key individuals who are specifically licensed and/or certified to perform and/or oversee the work detailed in the Scope of Services and staff who will be directly assigned to perform on this Project. 	7
3.	<p><u>Project Management:</u></p> <ul style="list-style-type: none"> Consideration of past project management and references on projects of similar type & size. Evaluation of possible conflicts of interest, as well as, litigation resulting from any claim(s) of negligence (errors and/or omissions). Consideration of past project management demonstrating ability to meet and adhere to project schedules and budgets. 	6
4.	<p><u>Approach to Providing Services</u></p> <ul style="list-style-type: none"> Evaluation of firm’s approach to providing the services detailed in the Scope of Services, including firm’s assessment of the Project Site(s) and strategy for performing the services. 	26
5.	<p><u>Solution to Providing Services adheres to the Requirements</u></p> <ul style="list-style-type: none"> Evaluation of firm’s solution in adherence to the requirements as detailed in the Scope of Services, including a description of the maintenance plan. 	26
	<p><u>Presentation, Demonstration, Interview and Q&A</u></p> <ul style="list-style-type: none"> Evaluation of firm’s presentation, demonstration, interview and Q&A. 	13
	<p><u>SBE Utilization:</u></p> <ul style="list-style-type: none"> Consideration of the SBE utilization anticipated by the firm on this project. 	5
	<p><u>Price Proposal:</u></p> <ul style="list-style-type: none"> Points for Price based on percentage. Firm’s score shall be assigned based on the percentage difference of the firm’s price from the lowest price. 	10
	Total Score:	100

An Evaluation Committee will review and evaluate the submittals. Posting of Notice of Intended Final Ranking and Award of Contract will be posted on Demandstar and THEA’s website.

VI. TIMETABLE

EVENT	DATE/TIME
Release of RFP	August 06, 2021
Mandatory Pre-Proposal & Tour of TMC 1104 E. Twiggs Street, Tampa 33602 RSVP to: Man.le@tampa-xway.com	August 24, 2021 @ 9 a.m.
Deadline for Questions/Request for Clarification	September 01, 2021
Addendum Release (if required)	September 03,2021
RFP Due Date/Time (Deadline) at TMC 1104 E. Twiggs Street, Tampa 33602 Proposal Opening at TMC <i>(There is no requirement to attend, however, this Proposal Opening is open to the public)</i>	September 22, 2021 by 2 p.m. EST
Firm’s Presentations, Interview and Q&A Session at TMC Evaluation Committee meets to evaluate and score proposals <i>(There is no requirement to attend, however, the Evaluation Committee meeting is open to the public)</i>	September 29, 2021
Posting of Notice of Intended Final Ranking	September 30, 2021
Board Approval of Final Ranking & Award of Contract	November 15, 2021
Posting of Notice of Board Approval & Award of Contract	November 16, 2021

MANDATORY PRE-PROPOSAL CONFERENCE AND PROJECT SITE TOUR:

A **MANDATORY Pre-Proposal Conference and Project Site Tour** will be held on the date and time and at the location stated in the Schedule of Events.

Participation in the Pre-Proposal Conference and Project Site Tour is **Mandatory**. Failure by a firm to be represented at the Pre-Proposal Conference and Project Site Tour shall result in the firm’s Response Package being deemed non- responsive.

The tentative Pre-Proposal Conference schedule is as follows:

9:00 a.m. 9:45 a.m.	Pre-Proposal meeting
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10:00 a.m. 11:30 a.m.	There are two components to the project site visit: TMC Operations and Field Operations. There will be an escorted field site visit and tour of the REL roadway. Firms should document all questions during the project site visit and an opportunity for all Q&A will be available later in the schedule.
11:30 a.m. 12:30 p.m.	Lunch will be provided
12:30 p.m. 1:30 p.m.	There will be an observation of the change over from AM operations to PM operations at the TMC.
1:30 p.m. 2:00 p.m.	There will be an escorted tour of the server room.
2:00 p.m. 3:00 p.m.	Final Q&A in the conference room.

VII. SELECTION AWARD

After the evaluation is completed, THEA’s Evaluation Committee will make a recommendation to the Board of Directors.

VIII. TERMS AND CONDITIONS

THEA reserves the right to reject all proposals, any proposal not conforming to this Request for Proposal, and to waive any irregularity or informality with respect to any proposal. THEA further, reserves the right to request clarification of information submitted and to request additional information from one or more proposers. THEA requires that the firm selected will not discriminate under the contract against any person in accordance with federal, state, and local governments' regulations. THEA requires the firm selected make an affirmative statement to the effect that their retention shall not result in conflict of interests with respect to THEA. THEA requires that the firm make an affirmative statement to the effect that they have not contacted, or attempted to contact, any member of the Board of Directors, or THEA staff, except as expressly permitted under paragraph 9 of Instructions to Proposers above.

IX. STATEMENT ON PUBLIC ENTITY CRIMES

Failure of The firm to certify The firm as free from any "public entity crime" as defined in the Florida Statutes, Subsection 287.133 shall result in rejection or disqualification of your proposal. (See Attachment A)

X. DRUG-FREE WORKPLACE

Failure of the firm to certify the firm as a drug-free workplace in accordance with Florida Statutes, Subsection 287.087 shall result in rejection or disqualification of your proposal. (See Attachment B)

ATTACHMENT A

**SWORN STATEMENT UNDER SECTION 287.133 (3)(a)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

1. This sworn statement is submitted by _____ as
_____ of
_____ whose business address is
_____ and (if applicable) its
Federal Employer Identification Number (FEIN) is _____.

2. I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - A. A predecessor or successor of a person convicted of a public entity crime; or
 - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of _____, the entity, nor any affiliate of the entity have been convicted of a public entity crime subsequent to July 1, 1989.

By

Date

STATE OF COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or who produced a _____ as identification and who did take an oath.

Notary Public

My commission expires:

ATTACHMENT B

DRUG-FREE WORKPLACE FORM

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that _____ does:

Name of Business

1. Publish a statement of notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of a statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction of or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies with the above requirements.

Proposer's Signature

Date

ATTACHMENT C

PRICE PROPOSAL FORM

(Print this page on Respondent's Letterhead)

Date: _____

TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY
Procurement Manager
1104 East Twiggs Street, Suite 300
Tampa, FL 33602

Subject: Access Control System in Support of the Selmon Expressway Reversible Express Lanes
THEA RFP No. O-01121

Having carefully examined the RFP Instructions and Submittal Documents, Supplementary Instructions, Technical Specifications, Plans or Drawings (if issued), of the above subject project, as well as the premises and the conditions affecting the work, the undersigned proposes to furnish all labor and materials called for by them and equipment necessary and to accomplish the entire work within the time period indicated in accordance with the said documents for the prices presented in the price schedules included in this Price Proposal Form.

Total proposal price: _____

The undersigned firm agrees to keep this offer open for acceptance for One Hundred Twenty (120) days after date of opening the Price Proposals.

The signer of this Price Proposal Form hereby declares that the only person, persons, company or parties interested in this Proposal as principals are named herein, that this Proposal is made without connection with any other person, persons, company or parties submitting a proposal; and that it is in all respects fair and in good faith, without collusion or fraud.

The signer of this Price Proposal Form hereby declares that the firm or agents, officers or employees thereof have not either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted.

The signer of this Proposal hereby warrants that they are duly authorized to sign and bind on behalf of the firm.

BY: _____
Signature

Name Printed

Name of Company

Title

Street Address of Company

State of Incorporation

City, State, Zip of Company

(Corporate Seal)

(Company Telephone Number)

NOTE: If the firm is a corporation, indicate the State of Incorporation under the signature; and if a partnership, give full name of all parties.

NOTE: The person signing for the firm shall in his/her own handwriting, sign the Company's name, his/her own name and his/her title. Where the person signing for a corporation is other than the President or Vice-President, he/she must by affidavit, show his/her authority to bind the Company. Said affidavit shall be attached to this Price Proposal Form.

ATTACHMENT D

ANTICIPATED SBE PARTICIPATION STATEMENT

FOR TAMPA-HILLSBOROUGH COUNT EXPRESSWAY AUTHORITY

RFP Number: _____

Respondent: _____

Is the prime respondent an SBE as described in THEA's Policy?

(Yes _____) (No ___)

It is our intent to subcontract _____% of the contract dollars to SBE(s). Listed below are the proposed SBE sub-contractors _____ (to the extent known, please indicate whether the company holds, Minority, Women or Disadvantaged Business Enterprise Status.):

<u>SBE(s) Name</u>	<u>Type of Work/Specialty</u>	<u>Dollar /Percentage</u>	<u>SBE Status</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: _____

Title: _____

E-mail Address: _____

Telephone number: _____

Date: _____