

**NOTICE TO CONSULTANTS
REQUEST FOR CONSULTANT SERVICES**

Project: **Joint Traffic Management Center/Emergency Operations Center (JTMC/EOC)
System Manager
City & County of Honolulu, Department of Transportation Services (DTS)
Island of Oahu**

BACKGROUND: The City and County of Honolulu, in partnership with the Highways Division of the Hawaii State Department of Transportation, is in the process of developing a Joint Traffic Management Center/Emergency Operations Center (JTMC/EOC). The Owner (CITY) through the efforts of the Program Manager desires the services of a System Manager to oversee and assist in the implementation of the functional systems supporting the project.

PROJECT LOCATION: Corner of Alapai and King Streets, Honolulu, Hawaii.

PROJECT PURPOSE: Develop a comprehensive inter-departmental communications network and facility for coordination amongst the operational components of the Honolulu traffic management and public safety agencies. This project will: 1) improve traffic management and incident response; 2) improve information dissemination between agencies 3) improve information to the public; and 4) increase preparedness.

SCOPE OF SERVICES

1. The overall scope of work is to perform as a System Manager to assist the Owner and the Program Manager to develop, design and oversee the installation and integration of functional systems for the JTMC/EOC. The responsibilities of the System Manager will include assisting the Program Manager in project sequencing and the coordination with the various stakeholders of the JTMC/EOC; and participating with the Program Manager in the inspection, testing, and integration of the various subsystems into an integrated traffic management and communications center capable of proactively managing both traffic and incidents which impact traffic and transportation systems on the island of O'ahu. The Systems Manager will have primary design and systems oversight responsibility for the Intelligent Traffic Systems (ITS), Public Safety Answering Point (PSAP), computer assisted dispatch (CAD) and other communications systems which include data, video, voice and HF/VHF/UHF radio systems with emphasis on 800MHz systems. The role and responsibilities of the System Manager may include, but are not limited to the following:
 - In conjunction with the Program Manager update the concept of operations, systems engineering management plan and systems requirements; develop and implement a configuration management system including organization of the configuration control board, etc.
 - Oversee the activities of the systems integration team throughout all project phases including commissioning and systems cut-over.
 - Develop detailed systems specifications necessary for the procurement of new equipment and software and provide oversight services of the design-build team on behalf of the CITY.
 - Assist in the preparation of Plans, Specifications and Estimates (PS&E) for the 30% design package for use in the design build contract.
 - Review efforts and act as the CITY's representative in conjunction with the Program Manager for hardware configuration activities including system architecture, interfaces,

communications, equipment specification performed by the systems integrator to ensure compliance with the detailed systems specification

- Review functional systems PS&E of the design/build team.
- Oversee the systems integrator with the proper sequencing and coordination of the installation various subsystems.
- Assist the Program Manager with technical support during project procurement and management phases.
- Conduct acceptance testing of all devices, equipment, and hardware installed by the design/build team.
- Apply Owner and Program Manager created metrics used to monitor project progress
- Provide documentation as required all project policy, operational and systems design decisions in an accessible format approved by the CITY and Program Manager.

2. Qualifications:

2.1. The System Manager shall demonstrate experience in the following requirements:

- Traffic Management Centers (TMC)
- System engineering, specification, integration, and testing of TMC, EOC and public safety systems
- Intelligent Transportation System (ITS), EOC and public safety call-taking and dispatch operations
- Acceptance testing and configuration of all devices, equipment, and hardware installed by contractors.
- Hardware configuration analysis and design including system architecture, interfaces, communications, and equipment.
- Development of proper sequencing and coordination of the installation of various subsystems.
- Experience in managing projects of similar nature and scope for state departments of transportation and the Federal Highway Administration.

2.2. The System Manager shall have demonstrated experience/expertise in specialized aspects of traffic management/Intelligent Transportation Systems and in the design-build process for projects of similar scope, scale and complexity including:

- Closed Circuit Television Systems (CCTV)
- Vehicle Detector Systems
- Variable Message Signs
- SCADA Systems (especially for Tunnels)
- Public safety and first responder operations and certifications
- Telecommunications Systems
- IT / Network Administration

2.3. It is desired that the Systems Manager have experience in:

- Determination of metrics to monitor project progress and documentation
- Physical security and access control for both occupied spaces and parking facilities
- Software and Network Systems Security engineering and application
- Back up power

3. Financial obligations of the CITY are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the CITY.

4. It is anticipated that this contract will be on a task work order basis. Each task order will have its own notice to proceed, and is contingent upon funding.
5. The work described in this RFQ represents the scope of services by Department of Transportation Services to fully complete its goals, as known at this time. Circumstances may arise, however, in which funding may not allow for all of the identified tasks within the scope of work to be initiated, thereby requiring immediate termination of any contract resulting from this RFQ without liability or penalty to the CITY. Conversely, circumstances may give rise to additional funding being made available, thereby allowing completion of additional, not yet, identified tasks, to be completed.
6. The selected proposer(s) as a result of this RFQ process for systems manager services and its sub-consultants (if applicable), including any joint venture partners, parent or subsidiary companies or affiliates under common control will NOT be eligible to have a concurrent role in any project that the Systems Management team has responsibility for during the duration of the resulting systems management contract (i.e., subsequent design/build RFP).
7. Until and unless either of the above circumstances occurs, the selected contractor is expected to execute only the services detailed and agreed to in the resulting contract, its task orders and its associated scope of work.

Proposal Format Requirements and Evaluation Criteria

In order for the screening committee to evaluate each proposal properly, it is very important that each submittal be clear, concise, and follows the recommended format. Please tab the various sections in the submittal for easy reference. A maximum total of 100 points is available for each proposal. Points for each section are shown in the following table.

If you intend to respond, letter of interest is required to be submitted no later than 4:30 P.M., Hawaii Standard Time, by September 22, 2008 and your RFQ submittal no later than 4:30 P.M., Hawaii Standard Time, October 13, 2008 to:

Department of Transportation Services
City and County of Honolulu
650 South King Street, 3rd Floor
Honolulu, Hawaii 96813

The number of pages per proposal may vary but must total no more than 12 pages, and no more than the maximum of pages per criteria shown in the table below but excluding appendices, table of contents, tabs/dividers and covers.

Criteria	Points	Max. No. of Pages
<p>Consultants desiring to be considered shall provide the following information and limited in length as shown below</p>		
<p>A. Background Information</p> <p>1. Name of firm or person, the principal place of business and location of all offices.</p> <p>2. The age of the firm and its average number of employees over the past 5 years.</p> <p>3. The names and phone numbers of five clients who may be contacted, including at least two for whom services were rendered during the proceeding year. If possible, list clients for who similar services were performed related to traffic management and public safety communication centers.</p>	0	2
<p>B. Experience & Professional Qualifications</p> <p>Describe the experience and professional qualifications, relevant to this project of key staff necessary for satisfactory performance of required services. Resumes of key personnel may be attached as an appendix (1 pg per person max.)</p> <p>Provide details of specialized experience and technical competence in systems management and integration with integration of ITS with multi-agency response and incident management. Include a narrative description and/or organizational chart outlining the methods of operation, operational structure, and services to be provided by the proposer. This description should fully and completely demonstrate the proposer's intended methods for delivering the requirements. The proposer should specifically identify obligations of the CITY (e.g. services and operational requirements) upon which the proposed plan is contingent. Proposers are strongly encouraged to describe any pertinent information and/or experiences specific to the items listed in the Scope of Work, which will assist in the evaluation of the response.</p> <p>Describe your experience in the oversight of systems integrators. You should describe your experience in ensuring compliance with detailed systems specification as well as IV&V activities.</p>	30	4
<p>C. Past Performance on Projects of Similar Scope.</p> <p>Provide project descriptions of no more than five (5) relevant and recent contracts with government agencies (departments of transportation at the state and municipal levels) dealing with the integration of traffic management and public safety communications centers. As part of your project description, provide information on the specific role of individuals of your firm in the project and role of the firm; contractual relationship (prime or sub-contractor); general scope to include description and number of stakeholder organizations, approximate dollar value and reference for each project cited.</p>	26	2

<p>D. Capacity to accomplish work in the required time</p> <p>The consultant must demonstrate that sufficient knowledgeable staff is available and that any subconsultant hired by the consultant is experienced and capable of performing the work. The consultant shall include a list of current projects, which includes the start and estimated consultant contract completion dates of the projects. The consultant shall also identify the key team members, including the project manager and any sub-consultants. As this is a long-term project, please indicate your plan for key staff retention.</p>	24	2
<p>E. Project Understanding and Approach</p> <p>Provide information on the firm's and team's knowledge of specific institutional issues related to this project, as well as its understanding of the overall aspects impacting the project and how this will affect the team's approach at completing the required tasks,</p>	20	2
MAXIMUM TOTAL	100	12
<p>Appendix 1: Resumes of key project personnel-- Not to exceed one page per person</p> <p>Appendix 2: Company Brochure (optional)</p>		

A page is considered to be letter size, printed on one side, single-spaced, with characters no smaller than 12 point (Times New Roman font, or similar, preferred). Any proposal exceeding the 12-page limit receives a 5-point penalty for each page over the limit.

Some or all of the proposers will be invited to conduct discussions and/or interviews with the City and County of Honolulu staff and selection panel.

After submitting the proposal, except as the CITY may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultants, it becomes necessary to replace any of the Key Personnel, the Consultants shall provide as a replacement, a person of equivalent or better qualifications and approved by CITY.

Any inquiry regarding the project should be directed to Mr. Pierson Koike at (808) 768-8375.

Traffic Signal and Technology Division
 Department of Transportation Services
 City and County of Honolulu
 650 So. King Street, 3rd Floor
 Honolulu, Hawaii 96813

Eight copies of the qualifications should be sent to:

WAYNE Y. YOSHIOKA, Director
 Department of Transportation Services
 City and County of Honolulu
 650 So. King Street, 3rd Floor
 Honolulu, Hawaii 96813



MARY PATRICIA WATERHOUSE, Director
 Department of Budget and Fiscal Services
 By order of MUFU HANNEMANN, MAYOR
 City and County of Honolulu