



OHIO TURNPIKE AND  
INFRASTRUCTURE COMMISSION

**NOTICE OF REQUEST FOR  
LETTERS OF INTEREST  
IN THE FORTHCOMING  
REQUEST FOR PROPOSALS TO PERFORM  
INTELLIGENT TRANSPORTATION SYSTEM  
STRATEGIC PLAN UPDATE AND IMPLEMENTATION SERVICES**

PROJECT NO. 71-15-01

The Ohio Turnpike and Infrastructure Commission (“Commission”) is issuing a Request for Proposals (“RFP”) to select a qualified consultant to perform the services necessary to update its Strategic Plan for an Intelligent Transportation System (“ITS”) and support services for any resulting implementation of the Plan. The “Exhibit A” attached to this Notice provides a more detailed description of the preliminary Scope of Services.

Any consultants interested in submitting a Letter of Interest (“LOI”) to respond to the RFP is invited to do so by **5:00 p.m. (Eastern), on July 24, 2015**. LOI’s should include information demonstrating that the Firm is qualified to perform the services required for a project of this type. (See page 2 below for further details on the required content for the LOI submission). **Interested consultants are required to submit one original and three copies of the LOI**. Once the Commission reviews the LOIs received, it will select several interested and qualified Firms in order to further refine the Scope of Services and solicit sufficient responses to the RFP. The Selected Interested Firms will then be invited to submit a response to the RFP. The deadline for responses to the RFP is **5:00 p.m. (Eastern), on September 11, 2015**.

Interested Firms are advised that, to be considered as a potential respondent to the RFP, a completed “Request For Qualifications” (“RFQ”) package for calendar years 2015-2016 must be on file with the Commission. If a Firm has not already responded to the RFQ, the RFQ package may be obtained from the Commission’s Procurement Manager, Kevin Golick.

Firms interested in receiving the RFP may request a draft copy from the Commission’s Procurement Manager. Interested Firms may submit specific questions regarding the LOI requirements. Any questions **shall** be addressed in writing and emailed to: [kevin.golick@ohioturnpike.org](mailto:kevin.golick@ohioturnpike.org). Please do not contact the Commission by phone. Do not address your questions to anyone other than Mr. Golick. The final Inquiry Deadline for the LOI is **5:00 p.m. (Eastern), on July 9, 2015**. Answers to all questions will be compiled, and copy of each question and the Commission’s response will be sent via email to Firms that so request (email address must be provided), and will also be posted on the Commission’s Website, [www.ohioturnpike.org](http://www.ohioturnpike.org).

LOI’s must be submitted by 5:00 p.m. (Eastern) on July 24, 2015 to the following address (LOI’s sent via email are not acceptable):

**Ohio Turnpike and Infrastructure Commission  
Attn.: Kevin Golick, Procurement Manager  
682 Prospect Street  
Berea, Ohio 44017**

**LETTER OF INTEREST CONTENT FOR PROJECT NO. 71-15-01**  
**(Not to exceed ten (10) pages)**

1. Describe the organization and principal shareholders/partners therein. List the location of the principal office and any other offices. Also, specify the number of professional personnel, by discipline, and those based in the Ohio office in which the bulk of the work will be performed.
2. Identify the proposed Project Manager and other key staff members. Address the experience of the key staff members on similar projects. Provide only the résumé of the proposed Project Manager.
3. Provide a description of your Project approach, not to exceed two (2) pages. Confirm the firm's proposed technical approach, cost containment practices, innovative ideas for this type of project and any other relevant information concerning your firm's qualifications to perform the services contemplated.
4. Describe your quality control and quality assurance programs for providing technical and administrative direction control to assure conformance to acceptable standards of quality.
5. List significant subconsultants and include key subconsultants' staff, their categories of service and the percentage of work to be performed by each proposed subconsultant.
6. Provide references for recently completed similar projects from three (3) governmental organizations other than the Ohio Turnpike and Infrastructure Commission. For each reference/project listed, provide a contact name and phone number.
7. Describe the capacity of your firm's staff and its ability to perform the work in a timely manner relative to present workload and the availability of assigned staff.

Items 1 through 7 must be included in the LOI, which should not exceed ten (10) pages on single sided, 8 1/2" x 11" sheets of paper. To be considered, **one (1) original and three (3) copies of the LOI must be submitted no later than 5:00 p.m. (Eastern), on July 24, 2015.**

## **EXHIBIT A**

### **DRAFT SCOPE OF SERVICES**

#### **PROJECT NO. 71-15-01**

### **INTELLIGENT TRANSPORTATION SYSTEM STRATEGIC PLAN UPDATE AND IMPLEMENTATION SERVICES**

#### **A. INTRODUCTION**

This RFP is issued to solicit, identify and select a Consultant to perform the necessary services related to the Ohio Turnpike and Infrastructure Commission's Intelligent Transportation System ("ITS") in the following phases:

- Phase I: Update the current ITS Strategic Plan
- Phase II: ITS Implementation Services
- Phase III: ITS Construction Phase Services

The current ITS Strategic Plan, completed in March 2007 and attached as Attachment 1, was designed to help the Commission achieve its vision for a facility-wide ITS Program with the primary goals of enhancing public safety, increasing mobility, supporting economic competitiveness, and promoting sustainability through comprehensive and coordinated application of technology. The Plan also provided direction for the deployment of ITS technologies, with significant emphasis placed on implementation phasing opportunities in which one project builds upon another. The Commission intends to further develop the ITS Strategic Plan through the Consultant's completion and Commission's acceptance of the following Deliverables:

#### **B. SERVICES**

##### **PHASE I: UPDATE STRATEGIC PLAN**

Working with Commission Staff, the Consultant shall update the entire existing 2007 ITS Strategic Plan. The tasks identified for performance during this Phase of Services will primarily consist of reviewing and updating existing documents. It is anticipated that none of the Phase I tasks will require a complete redefinition. The updated Strategic Plan shall identify a plan of action including specific projects, life-cycle costs for each project, and a time frame for deployment. As part of this effort, the Consultant shall update all aspects of the Plan including, but not limited to:

- Existing Conditions
- Concept of Operations
- Communications Plan
- Recommended ITS Solutions
- Strategic Plan
- Deployment Considerations
- ITS Program Management

An ITS Advisory Committee shall be established, composed of managers/representatives from different groups within the Commission's various departments. The Consultant will coordinate with the Commission to identify appropriate personnel to make up the ITS Advisory Committee.

The ITS Advisory Committee will meet with the Consultant as needed during the course of the study. During these meetings, the ITS Advisory Committee will review the Consultant's progress and findings, and provide input into and guidance for the preparation of the updated Strategic Plan. The first meeting of the ITS Advisory Committee shall be scheduled for approximately one (1) week after issuance of the Notice to Proceed. Further definition of each Phase I Task is provided below.

## **TASK 1: Concept of Operations (ConOps)**

The first task of Phase I will be the refinement of the existing ITS ConOps document. The Consultant will coordinate with the Commission to identify appropriate personnel to make up the ConOps group. At a minimum, it is anticipated that all members of the ITS Advisory Committee shall be included in the ConOps Group.

The Consultant shall identify and document a plan for coordination and cooperation among the ConOps group (i.e. the Commission, Ohio Highway Patrol, other state and local agencies and other stakeholders in the implementation of ITS).

The ConOps should ensure 1) the needs and concerns of all affected organizations associated with the operation of the OTIC are identified and addressed; 2) that all potential institutional issues relevant to implementation are identified; and 3) that effective interagency cooperation and coordination occur.

The Consultant will be in charge of the ConOps development process. The process should include, but will not be limited to, the following:

- Identify user needs and requirements
- Kick-off Meeting
- Preliminary Research
- Stakeholder Survey
- Workshop – confirm information from the survey
- Identify devices and locations
- Workshop – draft list of devices and locations
- Field Study – geographic, communications, power supply, etc.
- Phase distribution and confirmation
- *Concept of Operations* submittal

The ConOps Report should result from a stakeholder view of the operations of the system being developed. This document will present each of the multiple views of the system corresponding to the various stakeholders. These stakeholders include operators, users, owners, developers, maintenance, and management. This document will become a reference for all stakeholders to easily understand the intended operations of the ITS system. It will also provide the basis for determining user requirements.

### **Task 1 Deliverable: ConOps Report**

The ConOps Report should capture a vision and a roadmap for the development, deployment, operation and maintenance of ITS based upon stakeholder views and must be written so that it can be reviewed and understood by the various stakeholder communities, including users, owners, and operators. The ConOps report should identify and define goals to support the implementation of a safe, more efficient, and demonstrable system for the future. The ConOps identifies opportunities for deployment and adoption as an enabling methodology and design supporting wide scale adoption.

## **TASK 2: Existing Conditions**

The Consultant shall review and update the inventory of the existing transportation system to determine its components and available resources. The inventory will provide information about the system with respect to its physical infrastructure, institutional issues and organizational structure, and transportation demands pertinent to the transportation system.

Most of the inventory data will be provided by the Commission. The Consultant will not be required to collect any new traffic data, but shall gather existing data available from the Commission. The inventory data anticipated to be available from the Commission includes roadway geometries (number of lanes, section lengths, and grades), traffic characteristics (traffic volumes and traffic composition), and incident

characteristics (frequency location, and duration). In addition, the inventory data may include information on traveler information systems (types of surveillance, type of information and availability), emergency response services (procedures, communications, computers and equipment used for incident detection, response, clearance, and driver information), and work zone traffic control.

The data gathering will also include obtaining information regarding completed or ongoing ITS studies and projects, including a planned video surveillance system for the service and toll plazas.

**Task 2 Deliverable: Existing System Inventory Report**

All of the information obtained from the inventories and initial Advisory Committee meeting will be summarized in an Existing System Inventory Report. This Report shall describe the existing transportation system including traffic and travel characteristics, roadway geometries and institutional relationships. The report will define the current ITS-related functions, deployments and plans of the existing system including traveler information, incident management and emergency response, and the relationship of the Commission to other local ITS plans and deployments. Transportation issues, concerns, and opportunities pertinent to ITS deployment that are identified during the inventory process and project meetings will be documented. Finally, the Report shall define the ITS goals and objectives that will be used to guide the remainder of the Consultant's study.

**TASK 3: Communications Plan**

The Consultant shall study and evaluate the existing communications infrastructure of the Commission and assess the communication needs for ITS applications. Based on input from the Commission, the Consultant shall determine non-ITS communication needs of the Commission such as operations and security, and the Consultant shall provide an assessment of the communication infrastructure for both ITS and non-ITS applications.

**Task 3 Deliverable: Communications Evaluation Report**

The Communications Evaluation Report will document the results of the communications evaluation and the Consultant's recommendations regarding the Commission's communication infrastructure.

**TASK 4: Project Identification**

The Consultant shall compile a list of Stakeholder's proposed future projects. The list will be used in Task 6 to recommend combining proposed ITS solutions into other programmed Commission projects, such as Pavement Replacement projects.

**Task 4 Deliverable: Projects Report**

The ITS Projects Identification Report will document the results of the ITS project identification task. This Report will identify future internal, local, regional and statewide projects.

**TASK 5: Recommended Solutions**

Assess the availability and capability of technologies on the market that address the ITS needs of the Commission. The Consultant should focus on technologies that are or could be integrated into large toll facility application.

The assessment should include:

- ITS-related technologies currently employed/planned.
- Communication system used.
- Identify problems/challenges that can be addressed by ITS approaches.
- Identify areas that would most improve service or reduce costs, building on current investment and integrating solutions to existing technologies where possible.

- Staff capability to manage/maintain ITS and technology
- Financial capability to support on-going maintenance, operations, technology upgrades, and periodic system re-integration requirements
- Estimate costs and benefits of current/planned systems.

**Task 5 Deliverable: Recommended ITS Solutions Report**

The product of this task will be a report assessing the technologies that are mature and readily accessible for deployment that would meet the needs of Commission’s systems. This report should also examine opportunities for economies through standardization and interoperability across existing or planned systems in Ohio.

**TASK 6: Deployment Plan**

Develop criteria for prioritization and strategies for deployment of the proposed systems, technologies and improvements. Criteria should be based on increasing operating efficiencies, improving services, improving information and integration with other technologies and systems, and increasing safety and security for passengers and drivers.

An evaluation process shall be developed in order to compare the viability of the projects, considering criteria such as benefits and costs, available funding, public acceptance, visibility, and interagency factors. The plan should also identify which projects will be implemented and deployed in a short (1 to 5 years), medium (6 to 10 years), or long-term (10+ years) basis.

**Task 6 Deliverable: ITS Deployment Plan**

Prepare and submit an ITS Deployment Plan to the ITS Advisory Committee that documents the evaluation process, the proposed schedule for implementation and a fiscal plan showing costs for each phase and/or year of implementation. The proposed schedule of implementation should also consider incorporating elements of the ITS infrastructure into other planned OTIC projects such as Pavement Replacement projects.

**TASK 7: ITS Strategic Plan**

Compile the information and reports prepared for Tasks 1 through 6 into the ITS Strategic Plan. Update all sections of the original 2007 OTIC ITS Strategic Plan and incorporate any additional sections necessary, including all information found in tables, figures and appendices.

**Task 7 Deliverable: ITS Strategic Plan**

Prepare and submit a draft ITS Strategic Plan, including an Executive Summary, to the ITS Advisory Committee for review and comments. Then prepare a final report utilizing the comments received regarding the draft ITS Strategic Plan.

**PHASE II: ITS IMPLEMENTATION SERVICES**

The Consultant may be given assignments on an as-authorized basis for preparation of plans, specifications and contract documents for implementing projects identified in the Strategic Plan. The fees for these assignments will be negotiated separately prior to authorization.

**PHASE III: ITS CONSTRUCTION PHASE SERVICES**

The Consultant may be given construction phase assignments such as inspection, testing and preparation of as-built drawings on an as-authorized basis. The fees for these assignments will be negotiated separately prior to authorization.

**TIME SCHEDULE**

The Consultant shall complete all Phase I work within six (6) months from the Notice to Proceed. Schedules for Phase II and Phase III services will be negotiated with each assignment.

**DELIVERABLES**

In addition to the deliverables identified for each task above, the Consultant shall submit Monthly Reports that summarize work accomplished to date, work planned, problems encountered, recommended solutions, and other pertinent information.

Quantities of each deliverable to be provided by the Consultant are as follows:

1. Monthly reports - Electronic copy in both MS Word and PDF format
2. Phase I Task Deliverables - 10 hard copies, and Electronic copy in both MS Word and PDF format
3. Draft Strategic Plan – 10 hard copies, and Electronic copy in both MS Word and PDF format
4. Final Strategic Plan - 20 hard copies, and Electronic copy in both MS Word and PDF format