



**REQUEST FOR QUALIFICATIONS
TO FURNISH, INTEGRATE AND MAINTAIN A
TOLL COLLECTION SYSTEM**

The Ohio Turnpike and Infrastructure Commission (“Commission”) separately issued a draft Request for Proposals (“RFP”) for a Toll Collection System (“TCS”) on August 5, 2019, which is available upon request to purchasing@ohioturnpike.org. The Commission requires any company interested submitting a Proposal in response to the forthcoming Final RFP to provide a Statement of Qualifications to perform the services described in the Draft RFP. The Statement of Qualifications requirements are found in Attachment 1 and the Evaluation Criteria are disclosed in Attachment 2.

The milestone dates for this preliminary process are currently scheduled as follows:

Event	Date
Draft RFP Issued	August 5, 2019
Request for Qualifications Issued	August 9, 2019
Industry Comments on Draft RFP Due	August 23, 2019
Statement of Qualifications Due	September 6, 2019
Final RFP Issued to Qualified Firms	October 4, 2019

Any requests, questions, comments or submittals concerning the Draft RFP must be emailed to the Commission at purchasing@ohioturnpike.org. Do not contact the Commission on this matter through any means other than the email address provided. The Commission will compile the questions and the Commission’s responses to each will be distributed through email to the Commission’s project mailing list and posted on the Commission’s Website, www.ohioturnpike.org.

To remain eligible for consideration, Respondents must submit their Statements of Qualifications by 5:00 p.m. (Eastern Time) on September 6, 2019 in electronic/softcopy format through the Drop-Off function of the Commission’s .ftp site: <https://extranet.ohioturnpike.org/ftp/> with the designated recipient purchasing@ohioturnpike.org and five (5) hardcopies delivered to:

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

ATTACHMENT 1

STATEMENTS OF QUALIFICATION

I. Introduction

The required contents of the Statement of Qualifications (SOQ) are summarized in the following table. The SOQ contents shall be organized in the order listed below and shall be clearly indexed. Each component shall be clearly titled, identified and satisfy the applicable page limitations.

Statement of Qualifications Organization

Proposal Outline Section	Page Limit
Cover Letter	1 Page
Table of Contents	None
Section I: Executive Summary	3 Pages
Section II: Corporate and Financial Information	None
Section III: Expertise with Specific Tolling Products and Associated Solutions	Combined 30 pages with Sections III and IV
Section IV: Relevant Project Experience	
Section V: Project Organization and Personnel Qualifications	30 Pages

II. Statement of Qualifications Content Requirements

A. Cover Letter

A Cover Letter must accompany each response signed by an authorized agent of the Respondent. The Cover Letter shall identify the point of contact for the Respondent and be no longer than 1 page in length.

B. Section I - Executive Summary

Each Respondent shall submit an executive summary with its SOQ. The executive summary shall be written in a non-technical style, shall highlight the most relevant components of the SOQ and plainly stated to afford readers with both technical and non-technical backgrounds the ability to understand the intended meaning. The Executive Summary shall be no more than 3 pages in length.

C. Section II: Corporate and Financial Information

The Respondent must demonstrate the means to support the services performed under this procurement. Respondents must provide the following information labeled "Corporate/Financial Data." Note that the OTIC constitutes a "public office" and materials submitted in response to this RFP are "public records" subject to disclosure under the Ohio Public Records Act found at Section 149.43 of the Ohio Revised Code, except as required by law. Respondents must provide this information for any affiliated companies including any parent or subsidiary companies of the Respondent as well as for any joint venture or any subcontractor performing thirty (30%) or more of the work described in the Draft RFP:

1. General Entity Information. Provide the following:
 - a. Legal and d.b.a. name and address of the business entity making the Proposal.
 - b. Type of business entity (e.g., corporation, partnership, etc.).
 - c. Place of incorporation, if applicable.
 - d. Name and location of major offices, plants and other facilities that relate to the Respondent's performance under the terms of this RFP.
 - e. State length of time your organization has been in business and length of time it has been engaged in TCS systems integration and maintenance under its present name.
 - f. State whether your organization is registered with the Ohio Secretary of State.
 - g. Provide the Respondent's Federal Employer Identification Number.
2. Organizational Structure. Clearly define the organizational structure of the company or companies submitting the Proposal to identify the various divisions, departments, offices and other business groupings with the approximate number of employees within each unit. Any companies submitting as a joint venture, partnership, or other form of association shall include the organization of each individual company. If applicable, describe the relationship between the various divisions of your parent organization.
3. Financial Profile. Provide the following financial information to demonstrate the Respondent is financially sound, well managed, and able to adequately support the work performed under the Contract:
 - a. Financial Statements in customary form for the most recently completed fiscal year, with such Statements being audited by an independent certified public accountant. Non-domestic Respondents must provide such equivalent financial statements as are required in their country of domicile. Indicate the amount of gross and net billings attributable to toll collection system integration projects engaged in by your organization for the past three (3) years.

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- b. Annual reports for the Respondent's most recently completed fiscal year. The information requested in this Section need only be supplied if such annual reports have been prepared in the ordinary course of the Respondent's business.
 - i. If the Respondent is a subsidiary and will rely on the financial resources of the parent to perform the Contract, the parent must certify, in writing, the availability of its resources to the Respondent. If the Respondent is a joint venture, then the Proposal must identify which entity will serve as the TCS Integrator (contracting entity) and identify the availability of financial resources from any party to support the Contract.
 - ii. The Respondent must provide evidence of, as well as a detailed explanation of, how it intends to finance the delivery of the new, fully integrated TCS. Such an explanation must indicate whether and what type of financing will be obtained. **THE OTIC WILL NOT ACCEPT ANY PROPOSAL THAT WOULD RESULT IN THE COLLATERALIZATION OR THE GRANTING OF ANY LIEN OR SECURITY INTEREST TO ANY ENTITY OF ANY HARDWARE, FIRMWARE OR EQUIPMENT TO BE PROVIDED UNDER THE CONTRACT THAT ENSUES FROM THIS RFP FOR ANY REASON WHATSOEVER.**
4. Bank Affiliations. List all bank affiliation(s) of the Respondent as credit references. List shall include contact name(s) and phone number(s).
5. Contracting History. The Respondent must be a business in good standing with its customers and the business community. The Respondent shall disclose any of the following occurrences:
 - a. At any time, has the Respondent ever had any contract terminated for default or cause? If so, provide a detailed explanation of the circumstances and the other party's name, address and telephone number.
 - b. During the last five (5) years, has the Respondent had any contract suspended, terminated or canceled for any reason? If so, the Respondent must submit full details including the other party's name, address and telephone number.
 - c. During the last two (2) years, has the Respondent been assessed total liquidated damages in excess of \$100,000 under any of its existing or past contracts with any other governmental entity? If so, indicate the entity's jurisdiction and the penalty amount.
 - d. During the last two (2) years, has the Respondent, a subsidiary or intermediate company, parent company or holding company been the subject of any order, judgment or decree of any federal or state authority barring, suspending or otherwise limiting the right of the Respondent to engage in any business, practice

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or activity or, if trading in the stock of the company, has Respondent ever been suspended from such trade? Provide date(s) and explanation(s).

6. Ownership Interests. Provide the names and addresses of persons, firms or corporations having a five-percent (5%) or greater ownership interest in Respondent (Show the percent ownership interest of each).
7. Bankruptcies. The Respondent must provide information on whether it or any of its principals have ever filed for protection under federal bankruptcy laws within the last 10 years, and if so, what the current status is of such filing. THIS REQUIREMENT SHALL APPLY TO THE PARENT OF ANY SUBSIDIARY COMPANY RESPONDING TO THIS RFP; TO ANY SUBCONTRACTOR THAT WILL PERFORM MORE THAN THIRTY (30%) OF THE WORK UNDER THE CONTRACT; AND TO ALL PARTIES TO ANY RESPONDING JOINT VENTURE.
8. Litigation. Provide a list of any civil or criminal litigation involving the Respondent over the previous 10 years. Indicate jurisdiction, venue, case name and case number. Any litigation or investigation commencing after submission of a Proposal must be disclosed in a timely manner in a written statement to the OTIC. Failure to notify the OTIC of any investigation may result in rejection of the Respondent's Proposal or termination of the Contract.
9. Taxes and Liens. Each Respondent shall acknowledge in its Proposal that it is not in arrears for federal, state and local taxes of any type, and must include in its Proposal a complete disclosure of any outstanding liens, levies, or pending criminal investigation involving the organization. This applies to the parent of any subsidiary Respondent, and if the Respondent consists of a joint venture, this requirement applies to all entities that comprise the joint venture.

D. Section III: Expertise with Specific Tolling Products and Associated Solutions

Section III of the SOQ shall address the Respondent's expertise with specific tolling products and associated solutions that the OTIC intends to implement as part of a new TCS. The submission shall contain a narrative on each of the following TCS components in the sequence shown below:

1. Expertise with Electronic Toll Collection Systems including multiprotocol electronic tolling (*E-ZPass*®, ISO 16000-6C and SeGo).
2. Expertise with Gated Toll Lanes, Low Speed Dedicated Toll Lanes, Open Road Tolling Lanes
3. Expertise with Attended Cash and Credit Card Solutions and Unattended Automated Toll Payment Machines

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4. Expertise with Vehicle Pre-classifications Systems, Post-Classification Systems, Ticket Systems, Electronic and Ticket Trip-Building Solutions, Video-based Violation Enforcement Systems
5. Expertise with Other Supporting Elements: Over Height Detection Systems, Highway Speed Weigh-in-Motion Systems, Maintenance Management Systems, Digital Video Audit Systems, Traffic Counting Systems.

E. Section IV: Relevant Project Experience

Section IV of the SOQ shall address the qualified experience for the Respondent. The submission shall address Relevant TCS Project Descriptions that demonstrate a history and depth of TCS System development, integration and maintenance experience including specifically any transitions from existing ticketed/gated systems and conversion to open road tolling (ORT), as well as any specific experience with the deploying items noted in Section III.

The Relevant TCS Project Description shall include at least the following “Required Projects”:

1. A minimum of two (2) TCS projects of similar size and complexity meeting the following criteria:
 - a. Completed and placed into operation within the last ten (10) years
 - b. Both Conventional and ORT lane systems consisting of multiple toll points/locations
2. A minimum of two (2) projects providing on-going maintenance of both conventional and ORT systems within the last ten (10) years. Respondents may use the same project references as those above to represent each of the items.
 - a. Completed and placed into operation within the last ten (10) years
 - b. Both Conventional and ORT lane systems consisting of multiple toll points/locations

Each Relevant Project Description must include the following: Client Name, Project location, Description of project components relevant to this RFP, Total project cost (if maintenance included, please separate from initial installation cost), Start and end dates (estimate end date if not complete, if Maintenance included state separate dates for Project implementation and Maintenance), Project Manager and other key personnel, Key Challenges and how they were addressed.

F. Section V: Project Organization and Personnel Qualifications

Section V of the SOQ shall provide a proposed Project Organization chart including identification of Key Staff (positions critical to the successful completion of the TCS project), include a brief

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description of roles and responsibilities for each Key Staff position identified and the specific individuals proposed to serve as Key Personnel (as defined below). However, Key Personnel may not hold more than one Key Staff position identified in the proposed Project Organization.

The Project Organization chart shall be provided on 11" x 17" paper (which shall count as one page) showing the Respondent's management structure and "chain of command" with Key Staff shown together with any other relevant personnel Respondent wishes to identify at this time, and identifying major functions to be performed and their reporting relationships in managing, designing, constructing and maintaining the Project. The chart will be supported by a narrative describing the Respondent's teaming arrangements and its management structure.

The narrative should include at a minimum a discussion of the following:

1. How the Respondent will institutionally operate, particularly in light of the complexity and sequencing of project development;
2. The experience of Key Personnel working together on other projects and the results of that experience; and
3. How the management structure will facilitate the management of project risks.

If significant changes to the Respondent's organization are planned for any phase of the Project, or if the Respondent contemplates changes to its organization as the work progresses from design through construction to maintenance, separate organizational charts shall be provided identifying Key Staff positions. Respondent shall identify and explain the rationale for making the changes described above in the narrative. No additional pages for the narrative will be allowed. OTIC reserves the right to approve or reject the change in any Key Staff member.

The Respondent, on its own or represented as a team, shall provide sufficient information in Resume format to enable OTIC to understand and evaluate the experience of the following Key Personnel. Note that the individuals listed below are those which the Respondent must address at a minimum in their proposal.

1. Project Manager:
 - a. Minimum of ten (10) years of experience in delivering toll collection systems in the role as a Project Manager.
 - b. Successful completion in delivery of toll collection systems for at least three (3) projects in the last ten (10) years with references.
2. TCS Installation Manager:
 - a. Minimum seven (7) years of tolling installation experience as Installation Manager
 - b. Minimum two (2) projects managing toll systems installation including both ORT and conventional lane types.

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3. Test Manager:
 - a. Minimum five (5) years of tolling testing experience in a role similar to Test Manager
 - b. Minimum two (2) projects managing toll systems installation including both ORT and conventional lane types.

4. Maintenance Manager:
 - a. Minimum five (5) years of experience managing toll system maintenance services.
 - b. Must have managed a maintenance team with a staffing level of 10 or more employees.

5. Quality Manager:
 - a. Minimum seven (5) years of experience providing quality management services for toll system installations
 - b. Minimum two (2) projects providing quality management for toll projects of similar complexity

Resumes shall include qualifications, experience, availability and any licensing/ registrations (copies of licenses and/or application for licenses where applicable must be attached – these are in addition to the 2-page resume limit.) Resumes further shall include a minimum of three individual projects of similar size and complexity with the role the individual filled for that project. Project information for the resumes shall include, at a minimum, client name and contact information, description of the project components relevant to this RFP, Start and End Dates (if Maintenance included state separate dates for Project implementation and Maintenance).

ATTACHMENT 2

**STATEMENT OF QUALIFICATIONS
EVALUATION CRITERIA**

OTIC will conduct an evaluation process through its staff to recommend and select a Short-List of Respondents to be invited to submit a Proposal in response to the Final RFP. The evaluation of the Statement of Qualifications will analyze each Respondent based the following scoring criteria.

Statement of Qualifications Evaluation

EVALUATION CRITERIA - QUALIFICATIONS	POINTS
<i>Corporate and Financial Data</i>	<i>Pass/Fail</i>
<i>Firm's Tolling Products and Solutions</i>	50
<i>Respondent's Relevant Project Experience</i>	25
<i>Project Organization and Staff Experience</i>	25
TOTAL POTENTIAL MAXIMUM POINTS AWARDED	100

The evaluation process will consist of multiple steps under which OTIC (1) will evaluate and score the SOQs and (2) may eliminate Respondents that fail to score among the top tier or within a competitive range of the top- ranked Respondents that receive an invitation to submit a Proposal in response to the Final RFP.