



**OHIO TURNPIKE AND  
INFRASTRUCTURE COMMISSION**

**ADDENDUM NO. 1**  
**ISSUED APRIL 2, 2020**

**Intelligent Transportation Systems (ITS) and/or**  
**Connected & Automated Vehicle (CAV)**  
**Engineering Services**  
**Project Nos. 99-20-01 and 99-20-02**  
**ISSUED MARCH 27, 2020**

**LOI's DUE: 5:00 P.M. (EASTERN TIME), APRIL 17, 2020**

**ATTENTION OF BIDDERS IS DIRECTED TO:**  
**ANSWERS TO QUESTIONS RECEIVED THROUGH 1:00 P.M. ON APRIL 1, 2020**

Issued by the Ohio Turnpike and Infrastructure Commission through Jennifer L. Stueber, Esq., General Counsel.

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Jennifer L. Stueber, Esq.,  
General Counsel

Date: April 2, 2020

**ANSWERS TO QUESTIONS RECEIVED THROUGH 1:00 P.M. ON APRIL 1, 2020:**

- Q#1** Will the RFP only be sent out to those invited to participate? Or will the RFP still be made available for public viewing/or could it be requested via email to those not selected?
- A#1 The Commission will shortlist firms from the timely submitted LOI's and issue the final RFP to those shortlisted firms. The final RFP will be made available to those that request it.*
- Q#2** Can you confirm that the first 8 pages for Items 1 through 6 will be applied to both project procurements?
- A#2 Please see responses to Q#3 and Q#5.*
- Q#3** Can you confirm that the only variation in Items 1 through 6 based on the projects is that the Respondent identifies one or both of the projects that are desired?
- A#3 The Commission anticipates selecting at least two (2) respondents to perform the services for both Intelligent Transportation Systems (ITS) and Connected & Automated Vehicle (CAV) Engineering Services. Therefore, a Letter of Interest must respond to both ITS and CAV Engineering Services, not one or the other.*
- Q#4** Can you confirm that all 12 pages, if going for both projects, should be in one PDF and not in two 10 page PDFs?
- A#4 The LOI is limited to 12 pages in one PDF. Also, please see response to Q#5.*
- Q#5** Page 2 notes that the Letter of Interest is limited to 12 pages, not counting cover letter and SBE materials. Bottom paragraph notes that items 1-6 are limited to 8 pages, and item 7 limited to 2 pages, which adds up to only 10 pages. Can items 1-6 and/or item 7 be expanded to fulfill the 12 pages?
- A#5 The LOI is limited to 12 pages, excluding cover letter and SBE materials. Items 1-6 are limited to eight (8) pages, and Item 7 shall be limited to four (4) pages.*
- Q#6** SBE exhibits request % of work for each SBE firm...however do not know with any precision if the OTIC will actually issue task orders for the type of work done by a particular SBE firm. Do we have to specify a % of work on task order contracts with unknowns, which are different than projects with defined scope. Please clarify.

*A#6 The respondent is responsible for designating the work that will be performed by certified firms in order to meet the SBE goal. The respondent can estimate the percentage by committing to use a certified firm that will assist them with any task orders that may arise.*

**Q#7** The request notes that the Project Manager (PM) must be a professional engineer (PE) registered in the State of Ohio. My question is, will OTIC disqualify our team's LOI if the PM is awaiting PE reciprocity in the State of Ohio?

*A#7 The proposed Project Manager must be a professional engineer registered in the State of Ohio at the time that the response to the RFP is submitted.*

ATTACHED TO THIS ADDENDUM NO. 1 is the *Revised* Notice of Request for Letters of Interest to Respond to Request for Proposals to Perform Professional Engineering Services.

**Receipt of Addendum No. 1  
Project No. 99-20-01 & 02 is hereby acknowledged:**

(Firm Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Printed Name) \_\_\_\_\_

(Date) \_\_\_\_\_

**INTERESTED FIRMS MUST RETURN THE ABOVE ACKNOWLEDGEMENT  
OF RECEIPT OF ADDENDUM NO. 1 WITH THEIR LETTER OF INTEREST.**



**REVISED REQUEST FOR LETTERS OF INTEREST TO RESPOND TO  
REQUEST FOR PROPOSALS TO PERFORM PROFESSIONAL  
ENGINEERING SERVICES**

RE-ISSUED: April 2, 2020

**Intelligent Transportation Systems (ITS) and  
Connected & Automated Vehicle (CAV)  
Engineering Services**  
**Project Nos. 99-20-01 and 99-20-02**

The Ohio Turnpike and Infrastructure Commission (“Commission”) issues this Request for Letters of Interest (“LOIs”) to respond to a Request for Proposals (“RFP”) to perform professional engineering services that may include, but are not limited to: ITS and CAV Program Development and Management; Traffic Studies; ITS and CAV Plan Design and Surveying; ITS and CAV Plan Review; ITS and CAV Integration Assistance; Construction Schedule Review; and ITS and CAV Construction Inspection Services. The professional engineering services will be assigned and performed on a task order basis. The Draft Scope of Services attached as Exhibit A provides a more detailed description of the required services.

LOIs shall serve to provide information for the Commission to evaluate the respondents’ qualifications to perform services required for the project. (See page 2 for LOI’s content requirements). Once the Commission reviews the LOIs received, it will select 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 Commission currently anticipates selecting at least two respondents based on the qualifications to perform the professional engineering services for the project.**

The significant dates related to the Commission’s selection of consultant(s) to perform the required services are currently established as follows:

- April 2, 2020 – Revised** Request for Letters of Interest issued
- April 17, 2020 at 5:00 PM** (Eastern) – Letters of Interest due to the Commission
- May 8, 2020** – Invitation for shortlisted consultants to respond to the RFP
- May 22, 2020 at 5:00 PM** (Eastern) – Inquiry Deadline for RFP
- June 5, 2020 at 5:00 PM** (Eastern) – Proposals due

Those firms interested in responding to the RFP must have a completed “Request for Qualifications” (“RFQ”) package for calendar years 2019-2020 on file with the Commission to be considered as a potential respondent to the RFP. If a firm has not already responded to the RFQ, the RFQ package may be obtained through the inquiry process and its response submitted simultaneously with the LOI.

Any questions about the LOI requirements shall be submitted to the Commission at [purchasing@ohioturnpike.org](mailto:purchasing@ohioturnpike.org). Do not contact the Commission by phone regarding this matter and do not address questions through any means other than the email address provided. Answers to all questions will be compiled and a copy of each question and the Commission’s response will be posted on the Commission’s website, [www.ohioturnpike.org](http://www.ohioturnpike.org).

Any requests for Commission public records shall be submitted to the Commission through the email address at [recordrequest@ohioturnpike.org](mailto:recordrequest@ohioturnpike.org).

LOIs must be submitted by 5:00 p.m. (Eastern Time) on **April 17, 2020** in in pdf format only to [purchasing@ohioturnpike.org](mailto:purchasing@ohioturnpike.org).

**LETTER OF INTEREST FOR PROJECT NO. 99-20-01 & 99-20-02**  
**(Not to exceed twelve (12) pages - excluding the cover page/letter and SBE materials)**

1. Plainly identify the Respondent's legal name, contact person(s) and their email, phone number and physical address.
2. List the types/categories of services for which the Respondent has a current Qualifications Statement on file with the Commission in response to the 2019-2020 RFQ.
3. List significant subconsultants, their categories of service and the percentage of work to be performed by each proposed subconsultant.
4. List the Project Manager and other key staff members including key subconsultant staff. Address the experience of the key staff members on similar projects. Provide only the résumé of the proposed Project Manager. The proposed Project Manager must be a professional engineer registered in the State of Ohio.
5. Provide references from three (3) organizations other than the Ohio Turnpike and Infrastructure Commission for similar projects and services completed in the past five (5) years. For each reference, provide a contact name and phone number.
6. 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.
7. Provide a description of your Project approach, not to exceed four (4) 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.
8. Small Business Enterprise ("SBE") Utilization Certification (OEI-1) and Plan (OEI-2) demonstrating the commitment and means for achieving SBE participation on the Respondent's team. If the Certification and Plan fails to meet or exceed the **25% Goal**, the Respondent is required to demonstrate that it used Good Faith Efforts (OEI-4 & OEI-5) to attain SBE participation that meets or exceeds the Goal. As described in the enclosed Exhibits, the Commission recognizes SBEs that are certified with the Commission or ODOT as SBE and considers DBEs certified with ODOT and firms certified as EDGE through DAS as eligible for SBE certification. Contact the Commission's Office of Equity and Inclusion with any questions concerning the SBE Program.

. Items 1 through 6 shall not exceed eight (8) pages and Item 7 shall not exceed four (4) pages and the font used shall not be smaller than size 11. The cover page/letter and SBE materials are excluded from the page limits. To respond, **send one electronic document in .pdf format** to the e-mail address provided above **before 5:00 p.m. (Eastern), on April 17, 2020**.

Re-Issued **April 2, 2020**

**EXHIBIT A**  
**DRAFT SCOPE OF SERVICES**  
**PROJECT NO. 99-20-01/02**

**INTRODUCTION**

The Commission seeks to maximize the efficient use of its resources through selection and retention of one (1) or more consultants to perform Intelligent Transportation Systems (ITS) and Connected & Automated Vehicle (CAV) Engineering Services on a task order basis. The Selected Consultant(s) must be able to address the Commission's engineering assignments by responding timely to requests to perform task based professional engineering services, and promptly initiating work on the requested tasks upon authorization, performing the services using necessary and appropriate quality controls, and completing the task or project within the time allotted in an approved schedule.

The Commission is considering ITS assets that may include but are not limited to: closed-circuit-television cameras (CCTV), dynamic message signs (DMS), vehicle detection systems (VDS), backbone and edge Ethernet switches, wireless communications devices, leased line communication, fiber optic cable, digital video encoders, uninterruptible power supplies (UPS), camera lowering systems, control cabinets, communications hubs, ancillary facilities, environmental conditioning equipment, device structures, portable changeable message signs (PCMS), highway advisory radios (HAR), Parking Availability Systems (PAS), Roadway Weather Information Systems (RWIS), Variable Speed Limits (VSL), Communication Center design / layout, Traveler Information Kiosks at Service Plazas, Travel Time Detection, Animal Detection System, Wrong Way Detection System, Connected Streetlights, Arterial DMS, Advanced Traffic Management System (ATMS) with all related hardware, software and firmware for the system deployed, etc. The Commission is also considering a partnership with the Ohio Department of Transportation to leverage their existing assets and/or ATMS platform.

The Commission is considering CAV assets that may include but are not limited to: Dedicated Short Range Communications (DSRC), connected grid routers (CGR), roadside equipment (RSE), on-board equipment (OBE), vehicle-to-vehicle (V2V), vehicle-to-everything (V2X), Vehicle-to-Infrastructure (V2I), Vehicle-to-Network (V2N), Probe-enabled traffic monitoring, Integrated data environment (IDE), Deployment support, Education and outreach, Asset management of CAV-related assets, Data/Performance Management needs, CAV Applications such as: Queue Warning, Traveler Information, Speed Harmonization, Spot Weather Warning, Curve Speed Warning, etc.

### **SCOPE OF SERVICES**

The Commission may require the Selected Consultant(s) to perform various assignments on a task order type basis. The professional and personal services may include, but are not limited to, the following types and general scopes:

- ITS and CAV Program Development and Management
- Traffic Studies (e.g. Before and after studies, benefit cost studies, cost impact studies, human factors studies, institutional and coordination studies, technology reliability studies, and user perception studies.)
- ITS and CAV Plan Design, Surveying
- ITS and CAV Plan Review
- ITS and CAV Integration Assistance
- Construction Schedule Review (Primavera P6 and Microsoft Project)
- ITS and CAV Construction Inspection Services

### **TERM AND PAYMENT**

The Commission currently anticipates retaining at least two (2) respondents based on the qualifications to perform these services. All services shall be performed on an actual cost basis with the exception of analytical tests. The consultant(s) shall maintain a project cost accounting system that will segregate costs for individual task orders. The term of each Selected

Consultant(s) agreement shall be a two (2) year period, commencing on the date of the first task order assignment. The total amount payable to each Consultant(s) under their respective agreements shall not exceed \$600,000.00.

### **TASK ORDER ADMINISTRATION PROCEDURES**

- The Commission will identify a task order, develop a general Scope of Services and transmit it to the Selected Consultant.
- The Consultant will develop a Fee Proposal within a timeframe specified in the Commission's transmittal and submit it to Commission staff for review and approval.
- Upon Commission staff approval, the Chief Engineer will authorize the Consultant to perform the task by a standard authorization letter that incorporates the following into the terms and conditions of the Agreement:
  - The agreed upon Scope of Services and approved Fee Proposal.
  - The completion time from authorization.
  - The maximum compensation.