I. INTRODUCTION AND OVERVIEW OF REQUIREMENTS

A. Purpose of this Request for Proposal

The purpose of this Request for Proposal (RFP) is to acquire Roadway Design Software (RDS) to replace software currently in use by the State of California Department of Transportation (Caltrans). The term "Department" as used in this RFP will refer to Caltrans. The Computer Aided Civil Engineering (CAiCE) software used by Caltrans since the late 1990's is being discontinued. The software will soon be unavailable, necessitating acquisition of a replacement software product.

This RFP is to obtain proposals from responsive, responsible firms who can provide Caltrans with a RDS capable of supporting the design engineering processes utilized by Caltrans as a replacement for CAiCE. The selected Bidder will provide Caltrans with Commercial-Off-The-Shelf (COTS) software with functionality satisfying the requirements specified in Section VI of this RFP.

This procurement is being conducted under the provisions of the Alternative Protest Process (Public Contract Code Section 12125, et seq.) By submitting a bid to this solicitation conducted under the Alternative Protest Process, Bidders agree that all protests of the proposed award be resolved by binding arbitration. See Section II.E.1 regarding the details of the Alternative Protest Process.

Responses to this RFP will be evaluated based on the value effectiveness to the State. Value effectiveness to the State is the proposal that best meets, and potentially exceeds, the State's administrative and technical requirements at the most reasonable overall cost to implement and operate, at an acceptable level of risk. It is the Bidder's responsibility to carefully read and understand the requirements set forth in this RFP.

The term of the contract is expected to be five years plus one optional usage and/or maintenance year.

Refer to Appendix B for Glossary of Terms and Acronyms used throughout this RFP.

B. Scope of the RFP and Bidder Admonishment

This RFP is being conducted under the policies developed by the Department of Finance (DOF) and the Office of the State Chief Information Officer (OCIO), and procedures developed by the Department of General Services (DGS) as provided under Public Contract Code Section 12100 et seq. This RFP contains the instructions governing the requirements for a firm proposal to be submitted by interested Bidders. The format in which the proposal is to be submitted and the material to be included are described in Section VIII. This RFP also addresses the requirements that Bidders must meet to be eligible for consideration, as well as addressing Bidders' responsibilities.

Caltrans will procure a COTS software product to replace CAiCE. The Contractor will configure the application to comply with Caltrans drafting and design standards in order to support current business processes, provide training for approximately 4,000 users throughout the state over five years, develop functional unit specific manuals, and provide ongoing software maintenance and support.

Two contracts will be awarded to the successful Bidder. The following list includes the deliverables and documents that may be incorporated into each contract. This list in no way represents the contents of the completed contracts.

1. Contract 1 – Configuration and Training:

   This contract will consist of two phases:

   - The first phase will include:

     - Preparation of the Project Management Plans;
     - Configuration of the software;
     - Development of training materials customized to meet Caltrans business processes; and
     - Training and software usage or licenses and maintenance/support in the first year for 73 Key Support Users.

   - The second phase will begin after successful completion of phase one. This phase includes training for approximately 4,000 engineering staff statewide over a four-year period.

   This contract will incorporate the following:

   - Draft Project Management Plan
   - Completed Mandatory and Desirable System Administration Requirements Response Form VI-2, located in Appendix D
   - Completed Mandatory Functional Requirements Response Forms VI-3, located in Appendix D;
   - Completed Desirable Functional Requirements Response Forms VI-4, located in Appendix D;
   - All Configuration Requirements located in Appendix F;
   - Draft Training Plan and all Training requirements identified in RFP Section VI.F and Appendix G; and
   - Cost Tables from Appendix E (Forms VII-1 through VII-7)

2. Contract 2 – Software Usage or Licenses and Maintenance/Support Fees:

The second contract will begin after successful completion of phase one, Contract 1 - Configuration and Training and will include costs for ongoing software usage or licenses, maintenance/support, and upgrades. This contract will incorporate the following:

- Cost Tables from Appendix E (Forms VII-1, VII-8 and VII-9)

The contract terms and conditions are identified in Appendix A of this RFP. Bidders will prepare and submit to the State a single proposal. The single Bidder proposal determined by the State to be the most value effective will be awarded the contracts, if contract award is made.

Issuance of this RFP in no way constitutes a commitment by the State of California to award a contract. The State reserves the right to reject any or all proposals received if the State determines that it is in the State's best interest to do so. The State may reject any proposal that is conditional or incomplete. Any assumptions made by the Bidder in responding to this RFP do not obligate the State in any way. In the event a Bidder's assumption is incorrect, the Bidder is still responsible for meeting the RFP requirements. Additionally, assumptions made by the Bidder may make the proposal conditional and be cause for the Bidder's proposal to be rejected. Bidders should refer to Section II to obtain any needed clarifications.

This procurement is conducted in compliance with the Americans with Disabilities Act (ADA) as further explained in this Section. If you have any questions or requests pertaining to this compliance, contact the Procurement Official identified in this Section.

This procurement will follow a phased approach designed to increase the likelihood that Final Proposals will be received without disqualifying defects. The additional step(s) will:

- ensure that the Bidders clearly understand the State's requirements before attempting to develop their final proposals;
- facilitate the ability of the State to clearly understand what each Bidder intends to propose before proposals are finalized; and
- give the State and each Bidder the opportunity to discuss weaknesses or potentially unacceptable elements of a Bidder's proposal and give the Bidder the opportunity to modify its proposal to correct such problems.

Specific information regarding such steps is found in Section II.

IF A BIDDER EXPECTS TO BE AFFORDED THE BENEFITS OF THE STEPS INCLUDED IN THIS RFP, THE BIDDER MUST TAKE THE RESPONSIBILITY TO:

- **CAREFULLY READ THE ENTIRE RFP;**
- **IF CLARIFICATION IS NECESSARY, ASK APPROPRIATE QUESTIONS IN A TIMELY MANNER;**
- **SUBMIT ALL REQUIRED RESPONSES, COMPLETE TO THE BEST OF BIDDER'S ABILITY, BY THE REQUIRED DATES AND TIMES;**
- **MAKE SURE THAT ALL PROCEDURES AND REQUIREMENTS OF THE RFP ARE ACCURATELY FOLLOWED AND APPROPRIATELY ADDRESSED; AND**
- **CAREFULLY REREAD THE ENTIRE RFP BEFORE SUBMITTING EACH BID.**

C. Availability

Bidders must be aware that all staff proposed for this solution must be available to commence work on this project within 30 calendar days of contract award.

D. Procurement Official

Debbie Dykes, Procurement Official
DGS – Procurement Division
707 3rd St., 2nd Floor
West Sacramento, CA 95605
Phone: 916.375.4392
Email: debra.dykes@dgs.ca.gov

E. Key Action Dates

Listed below are the important actions, dates, and times by which the actions must be taken or completed. If the State finds it necessary to change any of these dates, it will be accomplished via an addendum to this RFP.

ALL DATES AFTER THE FINAL PROPOSAL SUBMISSION DEADLINE ARE APPROXIMATE AND MAY BE ADJUSTED AS CONDITIONS INDICATE, WITHOUT ADDENDUM TO THIS RFP.

ACTION	DATE	
1. Release of RFP	7/07/09	
2. Last day to submit Letter of Intent to Bid (Form I-A) and signed Confidentiality Statement (Form I-C), found in Appendix C.	7/21/09	
3. Last day to submit final questions and request changes to RFP requirements prior to submittal of Draft Proposals *	8/18/09	
4. Last day to protest the RFP-Requirements only**	12/07/09	
5. Submission of Draft Proposals No later than 1pm Pacific Time (PT)	1/19/10	**Deleted:** 1/4/10¶
6. Confidential Discussions with Individual Bidders #	3/09/10	**Deleted:** 2/23/10
7. Submission of Final Proposals No later than 1pm PT***	5/06/10	**Deleted:** 4/16/10¶
8. Demonstration of Software	6/02/10	**Deleted:** 5/10/10
9. Public Cost Opening	8/11/10	**Deleted:** 7/22/10
10. Notification of Intent to Award	9/02/10	**Deleted:** 8/13/10
11. Last Day to Protest Selection No later than 5pm PT	9/03/10	**Deleted:** 8/16/10
12. Contract Award and Approval	10/18/10	**Deleted:** 9/28/10
13. Project Start Date	10/19/10	**Deleted:** 9/29/10

\# These dates will be determined when the number of Bidders is known, and each Bidder will be notified of its schedule.

* Or five calendar days following the last Addendum that changes the requirements of the RFP. See Section II, B.4, Questions regarding the RFP.

** See Section II, E.1, Protests.

*** BIDDERS: REVIEW BID SUBMISSION CHECKLIST (Form I-B in Appendix C) PRIOR TO SUBMITTING FINAL PROPOSAL

F. Intention to Bid

Bidders that want to participate in the RFP process should submit a notification of intention to bid to the Procurement Official by date noted in Key Action Dates. Only those Bidders acknowledging interest in this RFP will continue to receive additional correspondence throughout this procurement. Bidders should complete the Letter of Intent to Bid, Form I-A, Appendix C. The State is responsible for notifying one contact person per Bidder. Information related to a Bidder will be submitted by the State to the designated contact person. It shall be the Bidder's responsibility to immediately notify the Procurement Official identified in this Section, in writing, regarding any revision to the information. The State shall not be responsible for proposal correspondence not received by the Bidder if the Bidder fails to notify the State, in writing, about any change pertaining to the designated contact person.

G. Americans with Disabilities Act (ADA)

To comply with the nondiscrimination requirements of ADA, it is the policy of the State to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities.

For persons with a disability needing a reasonable modification to participate in the procurement process, or for persons having questions regarding reasonable modifications of the procurement process, you may contact the Procurement Official identified in this Section. You may also contact the State at the numbers listed below.

IMPORTANT: TO ENSURE THAT WE CAN MEET YOUR NEED, IT IS BEST THAT WE RECEIVE YOUR REQUEST FOR REASONABLE MODIFICATION AT LEAST 10 STATE BUSINESS WORKING DAYS BEFORE THE SCHEDULED EVENT (i.e., MEETING, CONFERENCE, WORKSHOP, etc.) OR DEADLINE DUE-DATE FOR PROCUREMENT DOCUMENTS.

The Procurement Division TTY telephone numbers are:
Sacramento Office: (916) 376-1891

The California Relay Service Telephone Numbers are:
Voice: (800) 735-2922 or (888) 877-5379
TTY: (800) 735-2929 or (888) 877-5378
Speech to Speech: (800) 854-7784

The RDS Solution must meet Federal ADA guidelines. In order to ensure their proposed solution is in compliance with Federal ADA guidelines, Bidders should review the Federal ADA guidelines at http://www.ada.gov/.

H. Bidder's Library

The Bidder's Library is included to provide additional background and reference information related to the RDS project. Data sets required to perform the Demonstration portion of this solicitation are also included. The Bidder's Library is available at:

http://www.dot.ca.gov/hq/oppd/cadd/rfp/rds.htm

Table I-1 lists the documents contained in the Bidder's Library.

Table I-1

Name	Description /Link
2deseedp10.dgn & 3deseedp10.dgn	Seed files to be used when creating a new design MicroStation file
94062_DESIGN.XML	CAiCE legacy data files
94062_FINAL.SRV	CAiCE legacy data files
A1-WFR-CD1-D3-SNW42.XML	Alignments and profiles
AIMS	Agency Information Management Strategy which includes the Information Technology Strategic Plan, Software Management Plan, Operation Recovery Plan, and HQ and District Information Technology Consolidation project.
AlignProfPntsSChn.kcm	CAiCE legacy data files
Basin.dgn	Basin parameters
BayTaper.pdf	Cross referenced with the layouts
BestFitPoints.txt	Best-fit data in the following comma delimited format Point Name, Northings, Eastings, Description
BestFitSketch.pdf	As-built plan sheet
Caltrans CADD Users Manual	http://www.dot.ca.gov/hq/oppd/cadd/usta/caddman/english/toc.htm
Course Comments Form.doc	Instructor/Training evaluation form
D1-HA.txt	Alignment traverse
D1-VA.txt	Profile description
D2-VA.txt	Profile description
Demo_Design_Speed.tbl	Superelevation design speed table
DEMO_KEY.pdf, DEMO_L01.pdf TO DEMO_L08.pdf	Project layouts
Demo_Super.tbl	Superelevation runoff length table
DEMO_SUPER_D1.pdf & DEMO_SUPER_D2.pdf	Superelevation diagrams

Table I-1 (continued)

Name	Description /Link
DEMO_XSECT_01.pdf TO DEMOXSECT_04.pdf	Project typical cross sections
Easement-Points.txt	Best-fit data in the following comma delimited format Point Name, Northings, Eastings
FHWA HDS 5 - Hydraulic Design of Highway Culverts	http://isddc.dot.gov/OLPFiles/FHWA/012545.pdf
FHWA HEC 22 - Urban Drainage Design Manual	http://isddc.dot.gov/OLPFiles/FHWA/010593.pdf
Highway Design Manual	http://www.dot.ca.gov/hq/oppd/hdm/hdmtoc.htm
IDF_TABLE.xls	Intensity duration frequency curve table
MetesBounds.doc	Metes & bounds description
PhotoData.dgn	Photogrammetric data
PhotoFeatures.doc	Photogrammetry Attributes and Feature Codes
Plans Preparation Manual	http://www.dot.ca.gov/hq/oppd/cadd/usta/ppman/toc.htm
RDS FSR.pdf	Approved Feasibility Study Report
Roadwayfeatures.doc	Roadway Attributes and Features Codes
RW_Parcel.dgn	Right of Way (R/W) & parcel data
RWFeatures.doc	Right of Way Attributes and Feature Codes
Slopestake-Example.doc	An example Slope Stake Note
SlopeStakeNotesExample.doc	Slope stake notes example
SRV_Format.doc	It provides SRV file format information
SurveyData.txt	Survey data in the following comma delimited format Point Name, Eastings, Northings, Elevation, Topo Code, Line Code The beginning of a line is coded with a B, the end of a line is coded with an E, and all other points in a line are coded with a C. Individual point shots do not have a line code.
SurveyFeatures.doc	Survey Attributes and Feature Codes
Surveys Manual	http://www.dot.ca.gov/hq/row/landsurveys/SurveysManual/Manual_TOC.html
Table.rpt	Translation table used for TSS format
Table.sym	Translation table used for TSS format
TSS-Example.tss	Example TSS file
TSS-File-Format.PDF	Document explaining TSS file format
TSS-Result.dgn	DGN file of resulting TSS data
Typ_1_retn_Wall.pdf	Standard plan sheet for type 1 retaining wall
Typ60_barrier.pdf	Standard plan sheet for type 60 barrier