

# IMPORTANT NOTICE TO ALL BIDDERS

## Roadway Design Software (RDS) RFP RDS 2660-421

This solicitation is being conducted under Public Contract Code § 12125, et seq., the Alternative Protest Process.

Submission of a proposal constitutes consent of the Bidder for participation in the Alternative Protest Process.

Any protests filed in relation to the proposed contract award shall be conducted under the procedures in this document for the Alternative Protest Process.

***Any Bidder wishing to protest the proposed award of this solicitation must submit a written Notice of Intent to Protest (facsimile acceptable) to the Alternative Protest Process Coordinator before the close of business on the last day of the protest period, which will be established in the Notice of Intent to Award. Failure to submit a timely, written Notice of Intent to Protest waives the Bidder's right to protest.***

Alternative Protest Process Coordinator/Dispute Resolution  
Department of General Services  
Procurement Division  
Purchasing Authority Management Section  
707 Third Street, 2nd Floor South  
West Sacramento, CA 95605  
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# **Roadway Design Software (RDS) Project**

**REQUEST FOR PROPOSAL**  
RFP RDS-2660-421

**July 7, 2009**

Issued by:  
**STATE OF CALIFORNIA**  
Department of General Services  
707 Third Street  
West Sacramento, CA 95605

In conjunction with:  
Department of Transportation  
1120 N Street  
Sacramento, CA 95814

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## **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 and is no longer being enhanced or supported. 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/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/maintenance 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 and Maintenance 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/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.

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**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., 2<sup>nd</sup> Floor  
West Sacramento, CA 95605  
Phone: 916.375.4392  
Email: [debra.dykes@dgs.ca.gov](mailto: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.**

<b><u>ACTION</u></b>	<b><u>DATE</u></b>
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**	9/30/09
5. Submission of Draft Proposals No later than 1pm Pacific Time (PT)	10/07/09
6. Confidential Discussions with Individual Bidders #	12/08/09
7. Submission of Final Proposals No later than 1pm PT***	1/22/10
8. Demonstration of Software	2/08/10
9. Public Cost Opening	4/26/10
10. Notification of Intent to Award	5/18/10
11. Last Day to Protest Selection No later than 5pm PT	5/19/10
12. Contract Award and Approval	7/01/10
13. Project Start Date	7/02/10

# 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

## 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	<a href="http://www.dot.ca.gov/hq/oppd/cadd/usta/caddman/english/toc.htm">http://www.dot.ca.gov/hq/oppd/cadd/usta/caddman/english/toc.htm</a>
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	<a href="http://isddc.dot.gov/OLPFiles/FHWA/012545.pdf">http://isddc.dot.gov/OLPFiles/FHWA/012545.pdf</a>
FHWA HEC 22 - Urban Drainage Design Manual	<a href="http://isddc.dot.gov/OLPFiles/FHWA/010593.pdf">http://isddc.dot.gov/OLPFiles/FHWA/010593.pdf</a>
Highway Design Manual	<a href="http://www.dot.ca.gov/hq/oppd/hdm/hdmtoc.htm">http://www.dot.ca.gov/hq/oppd/hdm/hdmtoc.htm</a>
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	<a href="http://www.dot.ca.gov/hq/oppd/cadd/usta/ppman/toc.htm">http://www.dot.ca.gov/hq/oppd/cadd/usta/ppman/toc.htm</a>
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
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	<a href="http://www.dot.ca.gov/hq/row/landsurveys/SurveysManual/Manual_TOC.html">http://www.dot.ca.gov/hq/row/landsurveys/SurveysManual/Manual_TOC.html</a>
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

## II. RULES GOVERNING COMPETITION

### A. *Identification and Classification of RFP Requirements*

#### 1. Requirements

The State has established certain requirements with respect to bids to be submitted by prospective contractors. The use of "shall," "must," or "will" (except to indicate simple futurity) in the RFP, indicates a requirement or condition which is mandatory. A material deviation exists when the Bidder's response is not in substantial accord with the RFP requirements, provides an advantage to one bidder over other bidders, or has a potentially significant effect on the delivery, quantity or quality of items bid,\* amount paid to the supplier, or on the cost to the State. Material deviations cannot be waived.

#### 2. Desirable Items

The words "should" or "may" in the RFP indicate desirable attributes or conditions, but are non-mandatory in nature. Deviation from, or omission of, such a desirable feature, even if material, will not in itself cause rejection of the bid<sup>1</sup>.

### B. *Bidding Requirements and Conditions*

#### 1. General

This RFP, the evaluation of responses, and the award of any resultant contract shall be made in conformance with current competitive bidding procedures as they relate to the procurement of goods and services by public bodies in the State of California. A Bidder's Final Bid is an irrevocable offer for 180 days following the scheduled date for contract award specified in Section I. A Bidder may extend the offer in the event of a delay of contract award.

#### 2. RFP Documents

This RFP includes, in addition to an explanation of the State's needs, which must be met, instructions which prescribe the format and content of bids to be submitted and the model(s) of the contract(s) to be executed between the State and the successful bidder(s).

If a Bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the Bidder shall immediately notify the Department Official identified in Section I of such error in writing and request clarification or modification of the document.

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<sup>1</sup> If this solicitation document is an RFP, the word "bid" as used throughout is intended to mean "proposed," "propose" or "proposal" as appropriate.

Modifications will be made by addenda issued pursuant to Paragraph B-7, Addenda, below. Such clarifications shall be given by written notice to all parties who have identified themselves as Bidders to the Department Official identified in Section I, without divulging the source of the request for same. Insofar as practicable, the State will give such notices to other interested parties, but the State shall not be responsible therefore.

If the RFP contains an error known to the bidder, or an error that reasonably should have been known, the bidder shall bid at its own risk. If the bidder fails to notify the State of the error prior to the date fixed for submission of bids, and is awarded the contract, the bidder shall not be entitled to additional compensation or time by reason of the error or its later correction.

3. Examination of the Work

The Bidder should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP or otherwise available to the bidder, and should become fully aware of the nature and location of the work, the quantities of the work, and the conditions to be encountered in performing the work. Specific conditions to be examined may be listed in the RFP section on ADMINISTRATIVE REQUIREMENTS and/or the section on TECHNICAL REQUIREMENTS.

4. Questions Regarding the RFP

Bidders requiring clarification of the intent or content of this RFP or on procedural matters regarding the competitive bid process may request clarification by submitting questions, in an email or envelope clearly marked "Questions Relating to RFP RDS-2660-421", to the Procurement Official listed in Section I. To ensure a response, questions must be received in writing by the scheduled date(s) given in Section I. Question and answer sets will be provided to all bidders without identifying the submitters. At the sole discretion of the State, questions may be paraphrased by the State for clarity.

A bidder who desires clarification or further information on the content of the RFP, but whose questions relate to the proprietary aspect of that bidder's proposal and which, if disclosed to other bidders, would expose that bidder's proposal, may submit such questions in the same manner as above, but also marked "CONFIDENTIAL," and not later than the scheduled date specified in Section I to ensure a response. The bidder must explain why any questions are sensitive in nature. If the State concurs that the disclosure of the question or answer would expose the proprietary nature of the proposal, the question will be answered and both the question and answer will be kept in confidence. If the State does not concur with the proprietary aspect of the question, the question will not be answered in this manner and the bidder will be so notified.

If the bidder believes that one or more of the RFP requirements is onerous, unfair, or imposes unnecessary constraints to the bidder in proposing less costly or alternate solutions, the bidder may request a change to the RFP by submitting, in writing, the recommended change(s) and the facts substantiating this belief and reasons for making the recommended change. Such request must be submitted to the Department Official by the date specified in Section I for submitting a request for change. **Oral answers shall not be binding on the State.**

5. Bidders' Conference – NOT APPLICABLE FOR THIS RFP

6. Supplier's Intention to Submit a Bid

Suppliers who want to participate in the bidding process are asked to state their intention by the date specified in Section I, with respect to submission of bids. The State is also interested as to a supplier's reasons for not submitting a bid; as, for example, requirements that cannot be met or unusual terms and conditions, which arbitrarily raise costs. Suppliers are asked to categorize their intent as follows:

- a. Intends to submit a bid and has no problem with the RFP requirements.
- b. Intends to submit a bid, but has one or more problems with the RFP requirements for reasons stated in this response.
- c. Does not intend to submit a bid, for reasons stated in this response, and has no problem with the RFP requirements.
- d. Does not intend to submit a bid because of one or more problems with the RFP requirements for reasons stated in this response.

If a supplier intends to submit a bid, the letter should include additional information identified in Section I. If suppliers have indicated significant problems with the RFP requirements, the State will examine the stated reasons for the problems and will attempt to resolve any issues in contention, if not contrary to the State's interest, and will amend the RFP if appropriate. All suppliers who have submitted an intention will be advised by the State of any actions taken as a result of the suppliers' responses. If after such actions, a supplier determines that the requirements of the RFP unnecessarily restrict its ability to bid, the supplier is allowed five working days to submit a protest to those RFP requirements or the State's action, according to the instructions contained in paragraph E.1 of this section.

Hereafter, for the purposes of the instructions of this RFP, all suppliers who have indicated their intent to submit a Final Bid are called bidders until such time that the bidder withdraws or other facts indicate that the bidder has become nonparticipating. Should a bidder not participate in a bid step, the State reserves the right to drop them from the participating bidder list and they will not receive

any further correspondence until they contact the Department Official to indicate that they would like further correspondence.

7. Addenda

The State may modify the RFP prior to the date fixed for Contract Award by issuance of an addendum to all bidders who are participating in the bidding process at the time the addendum is issued, unless the amendments are such as to offer the opportunity for nonparticipating bidders or suppliers that submitted an intention to become participating, in which case the addendum will also be sent to those parties. Addenda will be numbered consecutively. If any supplier determines that an addendum unnecessarily restricts its ability to bid, the supplier is allowed five working days to submit a protest to the addendum according to the instructions contained in Paragraph E.1 of this section.

8. Plastic Trash Bag Certification Violations

Public Resources Code Section 42290 et seq. prohibits the State from contracting with any supplier, manufacturer, or wholesaler, and any of its divisions, subsidiaries, or successors that have been determined to be noncompliant to the recycled content plastic trash bag certification requirements. This includes award of a State contract or subcontract or renewal, extension, or modification of an existing contract or subcontract. Prior to award the State shall ascertain if the intended awardee or proposed subcontractor is a business identified on the current California Integrated Waste Management Board noncompliant list(s). In the event of any doubt of the status or identity of the business in violation, the State will notify the Board of the proposed award and afford the Board the opportunity to advise the State. No award will be made when either the bidder or a subcontractor has been identified either by published list or by advice from the Board, to be in violation of certification requirements.

9. Bonds

The State reserves the right to require a faithful performance bond or other security document as specified in the RFP from the supplier in an amount not to exceed the amount of the contract. In the event a surety bond is required by the State, which has not been expressly required by the specification, the State will reimburse the supplier, as an addition to the purchase price, in an amount not exceeding the standard premium on such bond.

10. Discounts

In connection with any discount offered, except when provision is made for a testing period preceding acceptance by the State, time will be computed from date of delivery of the supplies or equipment as specified, or from date correct invoices are received in the office specified by the State if the latter date is later than the date of delivery. When provision is made for a testing period preceding acceptance by the State, date of delivery shall mean the date the supplies or

equipment are accepted by the State during the specified testing period. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the State warrant or check.

Cash discounts offered by bidders for the prompt payment of invoices will not be considered in evaluating offers for award purposes; however, all offered discounts will be taken if the payment is made within the discount period, even though not considered in the evaluation of offers.

#### 11. Joint Bids

A joint bid (two or more bidders quoting jointly on one bid) may be submitted and each participating bidder must sign the joint bid. If the contract is awarded to joint bidders, it shall be one indivisible contract. Each joint contractor will be jointly and severally responsible for the performance of the entire contract, and the joint bidders must designate, in writing, one individual having authority to represent them in all matters relating to the contract. The State assumes no responsibility or obligation for the division of orders or purchases among joint contractors.

#### 12. Air or Water Pollution Violations

Unless the contract is less than \$25,000 or with a non-competitively bid contractor, Government Code Section 4477 prohibits the State from contracting with a person, including a corporation or other business association, who has been determined to be in violation of any state or federal air or water pollution control law.

Prior to an award, the State shall ascertain if the intended awardee is a person included in notices from the Boards. In the event of any doubt of the intended awardee's identity or status as a person who is in violation of any state or federal air or water pollution law, the State will notify the appropriate Board of the proposed award and afford the Board the opportunity to advise the Department that the intended awardee is such a person.

No award will be made to a person who is identified either by the published notices or by advice, as a person in violation of state or federal air or water pollution control laws.

#### 13. Fair Employment and Housing Commission Regulations

The California Government Code Section 12990 requires all State contractors to have implemented a Nondiscrimination Program before entering into any contract with the State. The Department of Fair Employment and Housing (DFEH) randomly selects and reviews State contractors to ensure their compliance with the law. DFEH periodically disseminates a list of suppliers who have not complied. Any supplier so identified is ineligible to enter into any State contract.

#### 14. Exclusion for Conflict of Interest

No consultant shall be paid out of State funds for developing recommendations on the acquisition of information technology (IT) products or services or assisting in the preparation of a feasibility study, if that consultant is to be a source of such acquisition or could otherwise directly and/or materially benefit from State adoption of such recommendations or the course of action recommended in the feasibility study. Further, no consultant shall be paid out of State funds for developing recommendations on the disposal of State surplus IT products, if that consultant would directly and/or materially benefit from State adoption of such recommendations.

#### 15. Seller's Permit

This RFP is subject to all requirements set forth in Sections 6452, 6487, 7101 and 18510 of the Revenue and Taxation Code, and Section 10295 of the Public Contract Code, requiring suppliers to provide a copy of their retailer's seller's permit or certification of registration, and, if applicable, the permit or certification of all participating affiliates issued by the State of California's Board of Equalization. Unless otherwise specified in this RFP, a copy of the retailer's seller's permit or certification of registration, and, if applicable, the permit or certification of all participating affiliates, must be submitted within five State business days of the State's request. Failure of the supplier to comply by supplying the required documentation will cause the supplier's bid to be considered non-responsive and the bid rejected.

#### 16. Disclosure of Financial Interests

Proposals in response to State procurements for assistance in preparation of feasibility studies or the development of recommendations for the acquisition of IT products and services must disclose any financial interests (i.e., service contract, Original Equipment Manufacturer (OEM) agreements, remarketing agreements, etc.) that may potentially allow the individual or organization submitting the proposal to materially benefit from the State's adoption of a course of action recommended in the feasibility study or the acquisition recommendations. If, in the State's judgment, the financial interest will jeopardize the objectivity of the recommendations, the State may reject the proposal.

#### 17. Unfair Practices Act and Other Laws

Bidder warrants that its bid complies with the Unfair Practices Act (Business and Professions Code Section 17000 et seq.) and all applicable State and Federal laws and regulations.

### **C. Bidding Steps**

#### 1. General

The procurement process to be used in this acquisition is composed of at least one phase of bid development. **REFER TO SECTION I TO DETERMINE WHICH PHASES AND STEPS ARE INCLUDED IN THIS RFP. REFERENCES IN THIS SECTION II TO STEPS NOT INCLUDED IN SECTION I ARE NOT APPLICABLE TO THIS RFP.** There is always a Final Phase, which may include a Draft Bid and revisions, and will always include a Final Bid. Prior to the Final Phase, there may be a Compliance Phase. The possible steps of the Compliance Phase are a Conceptual Proposal, Detailed Technical Proposal and revisions of either or both. A description of these phases and their steps follows.

The Final Bid is a mandatory step for all bidders; all other steps are optional. However, all bidders are strongly encouraged to follow the scheduled steps of this procurement to increase the chance of submitting a compliant Final Bid. **Cost submitted in any submission other than the Final Bid may preclude the bidder from continuing in the process.**

#### 2. Compliance Phase – NOT APPLICABLE FOR THIS RFP

#### 3. Final Phase

The purpose of the Final Phase is to obtain bids that are responsive in every respect. This phase may include a Draft Bid and will always include a Final Bid, as described below:

##### a. Draft Bid

The purpose of the Draft Bid is to provide the State with an "almost final" bid in order to identify any faulty administrative aspect of the bid which, if not corrected, could cause the Final Bid to be rejected for ministerial reasons.

The Draft Bid should correspond to submittals and agreements of the Compliance Phase, if required, and must be complete in every respect as required by the RFP section on PROPOSAL FORMAT, except cost. **The inclusion of cost information in the Draft Bid may be a basis for rejecting the bid and notifying the bidder that further participation in the procurement is prohibited.**

REVIEW OF THE DRAFT BID BY THE STATE MAY INCLUDE CONFIDENTIAL DISCUSSIONS WITH INDIVIDUAL BIDDERS AND WILL PROVIDE FEEDBACK TO THE BIDDER PRIOR TO SUBMITTAL OF THE FINAL PROPOSAL. IF NO SUCH DISCUSSION STEP IS INCLUDED IN THE KEY ACTION DATES THEN THE REVIEW OF THE DRAFT BID DOES NOT INCLUDE ANY ASSESSMENT OF THE BID'S

RESPONSIVENESS TO THE TECHNICAL REQUIREMENTS OF THE RFP. Regardless of the inclusion of a confidential discussion, the State will notify the bidder of any defects it has detected in the Draft Bid, or of the fact that it did not detect any such defects. Such notification is intended to minimize the risk that the Final Bid will be deemed defective; however, THE STATE WILL NOT PROVIDE ANY WARRANTY THAT ALL DEFECTS HAVE BEEN DETECTED AND THAT SUCH NOTIFICATION WILL NOT PRECLUDE REJECTION OF THE FINAL BID IF SUCH DEFECTS ARE LATER FOUND.

If the State finds it necessary, the State may call for revised Draft Bid submittals, or portions thereof. The bidder will be notified of defects discovered in these submittals as well. Again THE STATE WILL NOT PROVIDE ANY WARRANTY THAT ALL DEFECTS HAVE BEEN DETECTED AND THAT SUCH NOTIFICATION WILL NOT PRECLUDE REJECTION OF THE FINAL BID IF SUCH DEFECTS ARE LATER FOUND.

b. Final Bid

The Final Bid must be complete, including all cost information, required signatures, contract language changes agreed to in writing and corrections to those defects noted by the State in its review of the Draft Bid. If required in the RFP section PROPOSAL FORMAT, cost data (as identified in the above referenced section) must be submitted under separate, sealed cover. CHANGES THAT APPEAR IN THE FINAL BID, OTHER THAN CORRECTION OF DEFECTS, INCREASE THE RISK THAT THE FINAL BID MAY BE FOUND DEFECTIVE.

4. Confidentiality

FINAL BIDS ARE PUBLIC UPON OPENING; HOWEVER, THE CONTENTS OF ALL PROPOSALS, DRAFT BIDS, CORRESPONDENCE, AGENDA, MEMORANDA, WORKING PAPERS, OR ANY OTHER MEDIUM WHICH DISCLOSES ANY ASPECT OF A BIDDER'S PROPOSAL SHALL BE HELD IN THE STRICTEST CONFIDENCE UNTIL NOTICE OF INTENT TO AWARD. BIDDERS SHOULD BE AWARE THAT MARKING A DOCUMENT "CONFIDENTIAL" OR "PROPRIETARY" IN A FINAL BID MAY EXCLUDE IT FROM CONSIDERATION FOR AWARD AND WILL NOT KEEP THAT DOCUMENT FROM BEING RELEASED AFTER NOTICE OF INTENT TO AWARD AS PART OF THE PUBLIC RECORD, UNLESS A COURT HAS ORDERED THE STATE NOT TO RELEASE THE DOCUMENT. THE CONTENT OF ALL WORKING PAPERS AND DISCUSSIONS RELATING TO THE BIDDER'S PROPOSAL SHALL BE HELD IN CONFIDENCE INDEFINITELY UNLESS THE PUBLIC INTEREST IS BEST SERVED BY AN ITEM'S DISCLOSURE BECAUSE OF ITS DIRECT PERTINENCE TO A DECISION, AGREEMENT OR THE EVALUATION OF THE BID. ANY DISCLOSURE OF

CONFIDENTIAL INFORMATION BY THE BIDDER IS A BASIS FOR REJECTING THE BIDDER'S PROPOSAL AND RULING THE BIDDER INELIGIBLE TO FURTHER PARTICIPATE. ANY DISCLOSURE OF CONFIDENTIAL INFORMATION BY A STATE EMPLOYEE IS A BASIS FOR DISCIPLINARY ACTION, INCLUDING DISMISSAL FROM STATE EMPLOYMENT, AS PROVIDED BY GOVERNMENT CODE SECTION 19570 ET SEQ. TOTAL CONFIDENTIALITY IS PARAMOUNT; IT CANNOT BE OVER EMPHASIZED.

5. Submission of Proposals and Bids

The instructions contained herein apply to the Final Bid. They also apply to the Conceptual Proposal, Detailed Technical Proposal, and Draft Bid, except as noted.

a. Preparation

Proposals and bids are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. EMPHASIS SHOULD BE CONCENTRATED ON CONFORMANCE TO THE RFP INSTRUCTIONS, RESPONSIVENESS TO THE RFP REQUIREMENTS, AND ON COMPLETENESS AND CLARITY OF CONTENT.

As stated above, the State's evaluation of Conceptual and Detailed Technical Proposals is preliminary, and the review of Draft Bids is cursory. Therefore, bidders are cautioned to not rely on the State, during these evaluations and reviews, to discover and report to the bidders all defects and errors in the submitted documents. Before submitting each document, the bidder should carefully proof it for errors and adherence to the RFP requirements.

b. Bidder's Cost

Costs for developing proposals and bids are the responsibility entirely of the bidder and shall not be chargeable to the State.

c. Completion of Proposals and Bids

Proposals and bids must be complete in all respects as required by the RFP section on PROPOSAL FORMAT. A Final Bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. A Final Bid must be rejected if any such defect or irregularity constitutes a material deviation from the RFP requirements. The Final Bid must contain all costs required by the RFP sections on COST and PROPOSAL FORMAT, setting forth a unit price and total price for each unit price item, and a total price for each lump sum price item in

the schedule, all in clearly legible figures. If required in the RFP section PROPOSAL FORMAT, cost data (as identified in the above referenced section) must be submitted under separate, sealed cover. Draft Bids must contain all information required in the Final Bid **except cost**. Exhibit II-A entitled COMPETITIVE BIDDING AND BID RESPONSIVENESS emphasizes the requirements of competitive bidding and contains examples of common causes for rejection of bids. Bidders are encouraged to review this exhibit.

d. False or Misleading Statements

Bids which contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the bidder, may be rejected. If, in the opinion of the State, such information was intended to mislead the State in its evaluation of the bid, and the attribute, condition, or capability is a requirement of this RFP, it will be the basis for rejection of the bid.

e. Signature of Bid

A cover letter (which shall be considered an integral part of the Final Bid) and Standard Agreement Form 213 (if directed in Appendix A, CONTRACTS TO BE SUBMITTED IN THE PROPOSAL), or a Bid Form shall be signed by an individual who is authorized to bind the bidding firm contractually. The signature block must indicate the title or position that the individual holds in the firm. An unsigned Final Bid shall be rejected.

The Draft Bid must also contain the cover letter and Form 213, or Bid Form, similarly prepared, including the title of the person who will sign, but need not contain the signature. The Conceptual Proposal and Detailed Technical Proposal need not contain the cover letter and Form 213, or Bid Form.

f. Delivery of Proposals and Bids

Mail or deliver proposals and bids to the Department Official listed in Section I. If mailed, it is suggested that you use certified or registered mail with return receipt requested as delivery of documents is at the bidder's own risk of untimely delivery, lost mail, etc.

Proposals and bids must be received in the number of copies stated in the RFP section on PROPOSAL FORMAT and not later than the dates and times specified in Section I and in the individual schedules provided the bidders. One copy must be clearly marked "Master Copy." All copies of proposals and bids must be under sealed cover which is to be plainly marked "CONCEPTUAL PROPOSAL," "DETAILED TECHNICAL PROPOSAL," "DRAFT BID," or "FINAL BID" for "RFP RDS-2660-421". Also, the sealed cover (envelope) of all submittals, except the Final Bid,

should be clearly marked "CONFIDENTIAL," and shall state the scheduled date and time for submission. Bidders should be aware that marking the Final Bid "confidential" or "proprietary" may exclude it from consideration for award. Proposals and Draft Bids not submitted under sealed cover will be returned for sealing. Final Bids not received by the date and time specified in Section I, or not sealed, will be rejected.

**If required in the RFP section PROPOSAL FORMAT, all cost data (as identified in the above referenced section) must be submitted under separate, sealed cover and clearly marked "COST DATA." If cost data is required to be submitted separately sealed, and is not submitted in this manner, the bid will be rejected.**

Proposals and bids submitted under improperly marked covers may be rejected. If discrepancies are found between two or more copies of the proposal or bid, the proposal or bid may be rejected. However, if not so rejected, the Master Copy will provide the basis for resolving such discrepancies. If one copy of the Final Bid is not clearly marked "Master Copy," the State may reject the bid; however, the State may at its sole option select, immediately after bid opening, one copy to be used as the Master Copy.

g. Withdrawal and Resubmission/Modification of Proposals and Bids

A bidder may withdraw its Conceptual Proposal, Detailed Technical Proposal or Draft Bid at any time by written notification. A bidder may withdraw its Final Bid at any time prior to the bid submission date and time specified in Section I by submitting a written notification of withdrawal signed by the bidder authorized in accordance with Paragraph C.5.e, Signature of Bid. The bidder may thereafter submit a new or modified bid prior to such bid submission date and time. Modification offered in any other manner, oral or written, will not be considered. Other than as allowed by law, Final Bids cannot be changed or withdrawn after the date and time designated for receipt, except as provided in Paragraph 7.d. of this section.

6. Rejection of Bids

The State may reject any or all bids and may waive any immaterial deviation or defect in a bid. The State's waiver of any immaterial deviation or defect shall in no way modify the RFP documents or excuse the bidder from full compliance with the RFP specifications if awarded the contract.

7. Evaluation and Selection Process

a. General

Proposals and bids will be evaluated according to the procedures contained in the RFP section on EVALUATION AND SELECTION. Special instructions and procedures apply to Conceptual Proposals, Detailed Technical Proposals, and Draft Bids.

b. Evaluation Questions

During the evaluation and selection process, the State may desire the presence of a bidder's representative for answering specific questions, orally and/or in writing. During the evaluation of Final Bids, the State may ask the bidder to clarify their submitted information but will not allow the bidder to change their bid.

c. Demonstration

This procurement will require a demonstration of the bidder's response to specific requirements (including benchmark requirements) before final selection in order to verify the claims made in the bid, corroborate the evaluation of the bid, and confirm that the hardware and software are actually in operation. The date and location of the demonstration will be determined by Caltrans and prior notice will be given. The State reserves the right to determine whether or not a demonstration has been successfully passed. See Section X for additional information.

d. Errors in the Final Bid

An error in the Final Bid may cause the rejection of that bid; however, the State may at its sole option retain the bid and make certain corrections.

In determining if a correction will be made, the State will consider the conformance of the bid to the format and content required by the RFP, and any unusual complexity of the format and content required by the RFP.

- i. If the bidder's intent is clearly established based on review of the complete Final Bid submittal, the State may at its sole option correct an error based on that established intent.
- ii. The State may at its sole option correct obvious clerical errors.
- iii. The State may at its sole option correct discrepancy and arithmetic errors on the basis that if intent is not clearly established by the complete bid submittal the Master Copy shall have priority over additional copies, the bid narrative shall have priority over the contract, the contract shall have priority over the cost sheets, and within each of these, the lowest level of detail will prevail. If necessary, the extensions and summary will be recomputed accordingly, even if the lowest level of detail is obviously misstated.

The total price of unit-price items will be the product of the unit price and the quantity of the item. If the unit price is ambiguous, unintelligible, uncertain for any cause, or is omitted, it shall be the amount obtained by dividing the total price by the quantity of the item.

- iv. The State may at its sole option correct errors of omission, and in the following four situations, the State will take the indicated actions if the bidder's intent is not clearly established by the complete bid submittal.
  - (a) If an item is described in the narrative and omitted from the contract and cost data provided in the bid for evaluation purposes, it will be interpreted to mean that the item will be provided by the bidder at no cost.
  - (b) If a minor item is not mentioned at all in the Final Bid and is essential to satisfactory performance, the bid will be interpreted to mean that the item will be provided at no cost.
  - (c) If a major item is not mentioned at all in the Final Bid, the bid will be interpreted to mean that the bidder does not intend to supply that item.
  - (d) If a major item is omitted, and the omission is not discovered until after contract award, the bidder shall be required to supply that item at no cost.

The determination of whether an item is minor or major is the responsibility of the State.

- v. If a bidder does not follow the instructions for computing costs not related to the contract (e.g., State personnel costs), the State may reject the bid, or at its sole option, re-compute such costs based on instructions contained in the RFP.

If the re-computations or interpretations, as applied in accordance with this section, subparagraph d, result in significant changes in the amount of money to be paid to the bidder (if awarded the contract) or in a requirement of the bidder to supply a major item at no cost, the bidder will be given the opportunity to promptly establish the grounds legally justifying relief from its bid.

**IT IS ABSOLUTELY ESSENTIAL THAT BIDDERS CAREFULLY REVIEW THE COST ELEMENTS IN THEIR FINAL BID, SINCE THEY WILL NOT HAVE THE OPTION TO CORRECT ERRORS AFTER THE TIME FOR SUBMITTAL.**

- vi. In the event an ambiguity or discrepancy between the general requirements described in Section IV and the specific technical requirements set forth in Section VI is detected after the opening of bids, Section VI, and the bidder's response thereto, shall have priority over Section IV, and the bidder's response thereto. Refer to Paragraph B.2 regarding immediate notification to State contact when ambiguities, discrepancies, omissions, etcetera are discovered.
- vii. At the State's sole discretion it may declare the Final Bid to be a Draft Bid in the event that the State determines that Final Bids from all bidders contain material deviations. Bidders may not protest the State's determination that all bids have material deviations. If all bids are declared noncompliant, the State may issue an addendum to the RFP. Should this occur, confidential discussions will be held with bidders who are interested in continuing to be considered. Each bidder will be notified of the due date for the submission of a new Final Bid to the State. This submission must conform to the requirements of the original RFP as amended by any subsequent addenda. The new Final Bids will be evaluated as required by Section IX.

#### 8. Award of Contract(s)

Award of contract(s), if made, will be in accordance with the RFP Section IX, to a responsible bidder whose Final Bid complies with all the requirements of the RFP documents and any addenda thereto, except for such immaterial defects as may be waived by the State. Award, if made, will be made within 180 days after the scheduled date for Contract Award specified in Section I; however, a bidder may extend the offer beyond 180 days in the event of a delay of contract award.

The State reserves the right to determine the successful bidder(s) either on the basis of individual items or on the basis of all items included in its RFP, unless otherwise expressly provided in the State's RFP. Unless the bidder specifies otherwise in its bid, the State may accept any item or group of items of any bid. The State reserves the right to modify or cancel, in whole or in part, its RFP.

Written notification of the State's intent to award will be made to all bidders submitting a Final Bid. If a bidder, having submitted a Final Bid, can show that its bid, instead of the bid selected by the State, should be selected for contract award according to the rules of Paragraph C.7, the bidder will be allowed one working day to submit a protest to the Intent to Award, according to the instructions contained in Paragraph E.1 of this section.

## 9. Debriefing

A debriefing may be held after contract award at the request of any bidder for the purpose of receiving specific information concerning the evaluation. The discussion will be based primarily on the technical and cost evaluations of the bidder's Final Bid. A debriefing is not the forum to challenge the RFP specifications or requirements.

### ***D. Contractual Information***

#### 1. Contract Form

The State has model contract forms to be used by State agencies when contracting for information technology (IT) goods and services. The model contract(s) appropriate for the specific requirements of this RFP are included in the RFP.

#### 2. Specific Terms and Conditions – NOT APPLICABLE FOR THIS RFP

#### 3. Approval of Proposed Contract – NOT APPLICABLE FOR THIS RFP

#### 4. Term of Contract

The State intends to retain the required goods and services for at least the period specified elsewhere in this RFP. Ideally, the term of the contract will be for the specified period. If the State requires the contract to be terminated during the contract period, such a requirement will be specified in the RFP Section V, Administrative Requirements. The State will accept a contract for a longer period than specified if, at the sole option of the State, the contract may be terminated at the end of the period specified with or without the payment of termination charges. Such termination charges, if any, must be included in the evaluated cost of the bid.

### ***E. Other Information***

#### 1. Protests

Before a protest is submitted regarding any issue other than selection of the "successful bidder," the bidder must make full and timely use of the procedures described in this Section II to resolve any outstanding issue(s) between the bidder and the State. The procurement procedure is designed to give the bidder and the State adequate opportunity to submit questions and discuss the requirements, proposals and counter proposals before the Final Bid is due. The protest procedure is made available in the event that a bidder cannot reach a fair agreement with the State after exhausting these procedures. There two types of protests: requirements (initial) protests and award protests. A protest shall be submitted according to the procedure below. Protests regarding any issue other than selection of the "successful bidder" are requirements protests and will be

heard and resolved by the Deputy Director of the Department of General Services, Procurement Division, whose decision will be final.

An award protest is where a bidder has submitted a bid, which it believes to be totally responsive to the requirements of the RFP and to be the bid that should have been selected according to the evaluation procedure in the Section IX, Evaluation and Selection, and the bidder believes the State has incorrectly selected another bidder for award.

**IMPORTANT NOTICE TO ALL BIDDERS:** This solicitation/acquisition is being conducted under the provisions of the Alternative Protest Process Project (Public Contract Code Section 12125, et seq.) By submitting a bid or proposal to this solicitation, the Bidder consents to participation in the Alternative Protest Process Project, and agrees that all protests of the proposed award shall be resolved by binding arbitration pursuant to the California Code of Regulations, Title 1, Division 2, Chapter 5 (Exhibit II-B). The link to the regulations is:

<http://www.oah.dgs.ca.gov/Laws/bidprotestRegs.htm#1400>

During the protest period, any participating Bidder may protest the proposed award on the following grounds:

- a. For major information technology acquisitions – that there was a violation of the solicitation procedure(s) and that the protesting Bidder's bid should have been selected; or
- b. For any other acquisition – that the protesting Bidder's bid or proposal should have been selected in accordance with the selection criteria in the solicitation document.

Submit Notice of Intent to Protest to the Coordinator at:

Alternative Protest Process Coordinator  
Dispute Resolution Unit  
Department of General Services  
Procurement Division  
707 Third Street, 2<sup>nd</sup> Floor  
West Sacramento, CA 95605  
Voice: (916) 375-4652  
Fax: (916) 375-4611

A Notification of Intent to Award for this solicitation will be publicly posted in the Procurement Division reception area, posted to the California State Contracts Registry and sent via facsimile to any Bidder who made a written request for notice and provided a facsimile number.

A written Notice of Intent to Protest the proposed award of this solicitation must be received (facsimile acceptable) by the Coordinator before the close of

business 5 p.m. PST/PDT on the 1st day following public posting. Failure to submit a timely, written Notice of Intent to Protest waives Bidder's right to file a protest.

Within seven working days after the last day to submit a Notice of Intent to Protest, the Coordinator must receive from the protesting Bidder, the complete protest filing to include the detailed written statement of protest, filing fee and deposit, or small business certification as applicable. Untimely submission of the complete protest filing waives the Bidder's right to protest.

Bidder is to send the detailed statement of protest to:

Alternative Protest Process Coordinator  
Dispute Resolution Unit, Procurement Division  
Department of General Services  
707 Third Street, 2<sup>nd</sup> Floor  
West Sacramento, CA 95605

This award is being made under the provisions of Public Contract Code Section 12125 et seq., the Alternative Protest Process, and is subject to protest after award. Under the terms of this contract, the State reserves the right to terminate the contract for convenience.

**Protest bond requirement:** Bond amount for this Alternative Protest Process Project shall be ten percent of the estimated contract value. See California Code of Regulations, Title 1, and Section 1418 in Exhibit II-B.

All protests must be made in writing, signed by an individual authorized under Paragraph C.5.e, Signature of Bid, and contain a statement of the reason(s) for protest; citing the law, rule, regulation or procedures on which the protest is based. The protester must provide facts and evidence to support the claim. Protests must be mailed or delivered to:

**Street Address:**

Jim Butler, Deputy Director  
Procurement Division  
707 Third Street, 2<sup>nd</sup> Floor  
West Sacramento, CA 95605

**Mailing Address:**

Jim Butler, Deputy Director  
Procurement Division  
P.O. Box 989052  
Sacramento, CA 95798-9052

All protests to the RFP requirements or procedures must be received by the Deputy Director of the Procurement Division as promptly as possible, but not later than the respective time and date in the Key Action Dates in Section I for such protests. Protests concerning the evaluation, recommendation, or other aspects of the selection process must be received by the Deputy Director of the Procurement Division as promptly as possible, but not later than the respective time and date specified in Section I, Introduction and Overview of Requirements, for such protests or the respective date of the Notification of Intent to Award,

whichever is later. Certified or registered mail should be used unless delivered in person, in which case the protester should obtain a receipt of delivery.

2. Disposition of Proposals and Bids

All materials submitted in response to this RFP will become the property of the State of California and will be returned only at the State's option and at the bidder's expense. At a minimum, the Master Copy of the Final Bid shall be retained for official files and will become a public record after the Notification of Intent to Award as specified in Section I, Introduction and Overview of Requirements – Key Action Dates. However, materials the State consider confidential information (such as confidential financial information submitted to show bidder responsibility) will be returned upon request of the bidder.

3. Contacts for Information

Bidders may contact the Procurement Official listed in Section I, for visits to the physical installation for purposes of familiarization and evaluation of the current processes. Visits shall be made by appointment only, during normal business hours, and will be limited to the Procurement Official or the Contact's designee. Visits shall be permitted to the extent that they do not unduly interfere with the conduct of State business.

Oral communications of department officers and employees concerning this RFP shall not be binding on the State and shall in no way excuse the bidder of any obligations set forth in this RFP.

***Exhibit II-A: Competitive Bidding and Bid Responsiveness***

The purpose of competitive bidding is to secure public objectives in the most effective manner and avoid the possibilities of graft, fraud, collusion, etc. Competitive bidding is designed to benefit the public body (the State, in the present context), and is not for the benefit of the bidders. It is administered to accomplish its purposes with sole reference to the public interest. It is based upon full and free bidding to satisfy State specifications, and acceptance by the State of the most effective solution to the State's requirements, as determined by the evaluation criteria contained in the RFP.

Competitive bidding is not defined in any single statute but is more in the nature of a compendium of numerous court decisions. From such court decisions, the following rules have evolved, among others:

1. Request for Proposals must provide a basis for full and fair competitive bidding among bidders on a common standard, free of restrictions tending to stifle competition.
2. The State may modify the RFP, prior to the date fixed for Contract Award, by issuance of an addendum to all parties who are bidders.
3. To have a valid bid, the bid must respond and conform to the invitation, including all the documents which are incorporated therein. A bid which does not literally comply may be rejected.
4. For a variance between the request for bids and the bid to be such as to preclude acceptance (the bid must be rejected), the variance or deviation must be a material one.
5. State agencies usually have the express or implied right to reject any and all bids in the best interests of the State. Bids cannot, however, be selectively rejected without cause.
6. Bids cannot be changed after the time designated for receipt and opening thereof. Other than allowed by law, no negotiation as to the scope of the work, amount to be paid, or contractual terms is permitted. However, this does not preclude the State from clarifying the bidder's intent by asking questions and considering answers.
7. A competitive bid, once opened and declared, is in the nature of an irrevocable option and a contract right of which the public agency cannot be deprived without its consent, unless the requirements for rescission are present. All bids become public documents.
8. Bids cannot be accepted "in part," unless the invitation specifically permits such an award.

9. Contracts entered into through the competitive bidding process cannot later be amended, unless the Invitation for Bids includes a provision, to be incorporated in the contract awarded, providing for such amendment.

**Exhibit II–A (Continued)**

Since competitive procurement became the required method for securing certain IT goods or services, the State has received a number of bids which were deemed to be non-responsive to the Invitation for Bids or which could not be considered as valid bids within the competitive bidding procedures. Non-responsive bids or bids which contain qualifications must be rejected. Many of the causes for rejection arise from either an incomplete understanding of the competitive bidding process or administrative oversight on the part of the bidders. The following examples are illustrative of more common causes for rejection of bids. These examples are listed to assist potential bidders in submission of responsive bids.

1. A bid stated, "The prices stated within are for your information only and are subject to change."
2. A bid stated, "This proposal shall expire 30 days from this date unless extended in writing by the \_\_\_\_ Company." (In this instance award was scheduled to be approximately 45 days after bid submittal date.)
3. A bid for lease of IT equipment contained lease plans of a duration shorter than that which had been requested in the RFP.
4. A personal services contract stated, "in its judgment, believes that the schedules set by the State are extremely optimistic and probably unobtainable. Nevertheless, \_ will exercise its best efforts..."
5. A bid stated, "This proposal is not intended to be of a contractual nature."
6. A bid contained the notation "prices are subject to change without notice."
7. A bid was received for the purchase of IT equipment with unacceptable modifications to the Purchase Contract.
8. A bid for lease of IT equipment contained lease plans of a duration longer than that which had been requested in the RFP with no provision for earlier termination of the contract.
9. A bid for lease of IT equipment stated, "...this proposal is preliminary only and the order, when issued, shall constitute the only legally binding commitment of the parties."
10. A bid was delivered to the wrong office.
11. A bid was delivered after the date and time specified in the RFP.
12. An IFB/RFP required the delivery of a performance bond covering 25 percent of the proposed contract amount. The bid offered a performance bond to

cover "x" dollars which was less than the required 25 percent of the proposed contract amount.

13. A bid did not meet contract goal for DVBE participation and did not follow the steps required by the bid to achieve a "good faith effort."
14. A bid appeared to meet contract goal for DVBE participation with the dollars submitted, but the supplier had miscalculated the bid costs. When these corrections were made by the State, the supplier's price had increased and the dollars committed for DVBE participation no longer met goal. The supplier had not followed the steps to achieve a "good faith effort."

**Exhibit II-B: California Code of Regulations****Title 1, Division 2 Chapter 5. Procedures for Conducting Protests Under the Alternative Protest Pilot Project****Article 1. General Provisions****§1400. Purpose; Scope of Chapter.**

Protests under the Alternative Protest Pilot Project (AB 1159, Chapter 762 of 1997 Statutes, Public Contract Code Division 2, Part 2, Chapter 3.6 (sections 12125-12130)) shall be resolved by arbitration as defined and established by this chapter.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New chapter 5 (articles 1-3), article 1 (sections 1400-1404) and section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1402. Definitions.**

- (a) Arbitration, as used in this chapter, means a dispute resolution procedure in which the Department of General Services, Office of Administrative Hearings provides a neutral third party who decides the merits of a protest and issues a binding decision to the Parties.
- (b) Awardee includes Proposed Awardee and means the person or entity that was a successful Bidder to a Solicitation and has been, or is intended to be, awarded the contract.
- (c) Close of Business, as used in this chapter, means 5p.m. Pacific Standard Time (PST) or Pacific Daylight Time (PDT), as applicable.
- (d) Contracting Department means either Procurement or the department which has applied and been approved by the Department of General Services to conduct the Solicitation under the Alternative Protest, Protest Project (Public Contract Code sections 12125-12130.).
- (e) Coordinator means the person designated as the Alternative Protest, Protest Project Coordinator by the Department of General Services, Procurement Division, to coordinate all aspects of the Solicitation under the Alternative Protest, Protest Project (Public Contract Code sections 12125-12130).
- (f) Estimated Contract Value means the value of Protestant's bid.
- (g) Frivolous means a protest with any or all of the following characteristics:

**Exhibit II-B: California Code of Regulations (continued)**

- (1) It is wholly without merit.
  - (2) It is insufficient on its face.
  - (3) The Protestant has not submitted a rational argument based upon the evidence or law which supports the protest.
  - (4) The protest is based on grounds other than those specified in section 1410.
- (h) Major Information Technology Acquisition means the purchase of goods or services, or both, by a state agency, through contract, from non-governmental sources, that has significant mission criticality, risk, impact, complexity, or value attributes or characteristics. Pursuant to subdivision (e) of Section 11702 of the Government Code, these purchases shall include, but not be limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, telecommunications that include voice, video, and data communications, requisite system controls, simulation, electronic commerce, and all related interactions between people and machines.
- (i) OAH means the Department of General Services, Office of Administrative Hearings.
- (j) Party means the Procurement Division of the Department of General Services, the Contracting Department, the Awardee, and Protestant(s).
- (k) Procurement means the Procurement Division of the Department of General Services.
- (l) Protestant means a person or entity that was an unsuccessful Bidder to a Solicitation under the Alternative Protest, Protest Project (Public Contract Code sections 12125-12130) and that protests the award.
- (m) Small Business means a Certified California Small Business, pursuant to Government Code Division 3, Part 5.5, Chapter 6.5 (commencing with section 14835) and Title 2, California Code of Regulations, section 1896.
- (n) Solicitation means the document that describes the goods or services to be purchased, details the contract terms and conditions under which the goods or services are to be purchased, and establishes the method of evaluation and selection.
- (o) Solicitation File means the Solicitation and the documents used by the Contracting Department in the Solicitation process, including documents used to evaluate Bidders and select a Proposed Awardee. The Solicitation File shall remain available to the public except information that is confidential or proprietary.

**Exhibit II-B: California Code of Regulations (continued)**

Authority cited: Section 12126, Public Contract Code. Reference: Section 11702, Government Code; and Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1404. Notice of Intent to Award Contract.**

The Contracting Department shall post a Notice of Intent to Award Contract in a public place specified in the Solicitation, send rejection facsimiles to rejected Bidders, and send Notice of Intent to Award Contract facsimiles to any who made a written request for notice and provided a facsimile number. The Contracting Department shall indicate that the Solicitation File is available for inspection. The Contracting Department has the discretion to award a contract immediately, upon approval by the Director of the

Bidder

Department of General Services and, if the Solicitation was for a Major Information Technology Acquisition, the Director of the Department of Information Technology.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**Exhibit II-B: California Code of Regulations (continued)****Article 2. Protest Procedure****§1406. Notice of Intent to Protest; Service List.**

- (a) An unsuccessful Bidder who intends to protest the awarded contract pursuant to this chapter must inform the Coordinator. The Notice of Intent to Protest must be in writing and must reach the Coordinator within the number of days specified in the Solicitation, which shall be not less than 1 working day and not more than 5 working days after the posting of the Notice of Intent to Award Contract, as specified in the Solicitation. Failure to give written notice by Close of Business on that day shall waive the right to protest.
- (b) On the day after the final day to submit a Notice of Intent to Protest, the Coordinator shall make a service list consisting of those Bidders who did submit a Notice of Intent to Protest, the Awardee, and the Contracting Department. The Coordinator shall include addresses and facsimile numbers on this list and shall forward this service list to those Bidders who submitted a Notice of Intent to Protest.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New article 2 (sections 1406-1418) and section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1408. Filing a Protest.**

- (a) A protest is filed by the submission of: the Detailed Written Statement of Protest and any exhibits specified in section 1412; a check or money order made payable to the Office of Administrative Hearings for the OAH filing fee of \$50; and the arbitration deposit as specified in subsection (c) or (d) to the Coordinator by the Close of Business on the 7th working day after the time specified in the Solicitation for written Notice of Intent to Protest under section 1406.

A copy of the Detailed Written Statement of Protest and exhibits must also be served on all Parties named in the service list as specified in section 1406. A Protestant who fails to comply with this subsection waives Protestant's right to protest.

- (b) Protestant(s) must provide a FAX (facsimile) number. Notification by facsimile is sufficient for service. If the Detailed Written Statement of Protest is sent to the Coordinator by facsimile, Protestant must:

- (1) Verify that the pages sent were all received by the Coordinator; and

**Exhibit II-B: California Code of Regulations (continued)**

- (2) Remit the required deposit and filing fee to Coordinator by any reasonable means.

If sending via carrier, the postmark date or equivalent shall be used to determine timeliness.

- (c) Each Protestant not certified as a Small Business shall make a deposit of the estimated arbitration costs, by check or money order made payable to the Office of Administrative Hearings, as determined by the Estimated Contract Value.

- (1) For contracts up to \$100,000.00, the deposit shall be \$1500.00.

- (2) For contracts of \$100,000.00 up to \$250,000.00, the deposit shall be \$3,000.00.

- (3) For contracts of \$250,000.00 up to \$500,000.00, the deposit shall be \$5,000.00.

- (4) For contracts of \$500,000.00 and above, the deposit shall be \$7,000.00.

- (5) Failure to remit a timely required deposit waives the right of protest.

- (6) Any refund to Protestant(s) shall be made per section 1436.

- (d) Each Protestant certified as a Small Business shall submit a copy of the Small Business Certification in lieu of the deposit specified in subsection (c). If Protestant is a Small Business and the protest is denied by the arbitrator, the Contracting Department shall collect the costs of the arbitration from Protestant. If Protestant does not remit the costs due, the Contracting Department may offset any unpaid arbitration costs from other contracts with Protestant and/or may declare Protestant to be a non-responsible Bidder on subsequent solicitations.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**Exhibit II-B: California Code of Regulations (continued)****§1410. Grounds for Protest.**

- (a) The Public Contract Code, at section 12126(d) provides: Authority to protest under this chapter shall be limited to participating Bidders.
- (1) Grounds for Major Information Technology Acquisition protests shall be limited to violations of the Solicitation procedures and that the Protestant should have been selected.
- (2) Any other acquisition protest filed pursuant to this chapter shall be based on the ground that the bid or proposal should have been selected in accordance with selection criteria in the Solicitation document.
- (b) The burden of proof for protests filed under this chapter is preponderance of the evidence, and Protestant(s) must bear this burden.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1412. Detailed Written Statement of Protest.**

- (a) The Detailed Written Statement of Protest must include the grounds upon which the protest is made, as specified in 1410(a).
- (b) The Detailed Written Statement of Protest shall contain reasons why Protestant should have been awarded the contract.
- (1) For Major Information Technology Acquisition protests, the Detailed Written Statement of Protest must specify each and every Solicitation procedure which was violated and the manner of such violation by specific references to the parts of the Solicitation attached as exhibits and why, but for that violation, Protestant would have been selected.
- (2) For other acquisition protests, the Detailed Written Statement of Protest must specify each and every selection criterion on which Protestant bases the protest by specific references to the parts of the Solicitation attached as exhibits.
- (3) For all protests, Protestant must specify each and every reason that all other Bidders who may be in line for the contract award should not be awarded the contract.
- (c) The Detailed Written Statement of Protest must be limited to 50 typewritten or computer generated pages, excluding exhibits, at a font of no less than 12 point or pica (10 characters per inch), on 8 1/2 inch by 11-

**Exhibit II-B: California Code of Regulations (continued)**

inch paper of customary weight and quality. The color of the type shall be blue-black or black. In addition to a paper copy, the arbitrator may request that a Protestant submit such information on computer compatible diskette or by other electronic means if the Protestant has the ability to do so.

- (d) Any exhibits submitted shall be paginated and the pertinent text highlighted or referred to in the Detailed Written Statement of Protest referenced by page number, section and/or paragraph and line number, as appropriate.
- (e) The Detailed Written Statement of Protest shall not be amended.
- (f) Protestant(s) may not raise issues in hearing which were not addressed in the Detailed Written Statement of Protest.
- (g) A Protestant who fails to comply with this subsection waives Protestant's right to protest.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1414. Review by Coordinator.**

- (a) Within 2 working days after receipt of the Detailed Written Statement of Protest, the Coordinator shall notify the Contracting Department and the Awardee of a potential protest hearing.
- (b) The Coordinator shall review the Detailed Written Statement of Protest within 5 working days after receipt to preliminarily determine if the protest is Frivolous and notify Protestant of the option to withdraw or proceed in arbitration.
  - (1) If Protestant withdraws the protest within 2 working days after the notification by the Coordinator of a preliminary determination of Frivolousness, the Coordinator shall withdraw the preliminary finding of Frivolousness and refund Protestant's deposit and filing fee.
  - (2) If the Protestant previously filed two protests under the Alternative Protest, Protest Project preliminarily determined Frivolous by the Coordinator but then withdrew or waived them before the arbitration decision, the Coordinator shall make final the preliminary determination of Frivolousness for the Department of General Services.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government

**Exhibit II-B: California Code of Regulations (continued)**

Code section 11343.4(d) (Register 98, No. 34).

**§1416. Review and Response by Contracting Department and Awardee.**

- (a) The Awardee shall have 7 working days after notification by the Coordinator to submit to the Coordinator and Protestant a response to the Detailed Written Statement of Protest.
- (b) The Contracting Department, in conjunction with the Coordinator, shall have 7 days after the filing of the Detailed Written Statement of Protest to send a response to Protestant and Awardee.
- (c) Responses shall follow the standards set forth in section 1412(c) and (d).

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1418. Bond Requirement.**

- (a) If the Coordinator has determined that a protest is Frivolous and the Protestant does not withdraw the protest, the Protestant shall be required to post a bond in an amount not less than 10% of the Estimated Contract Value.
- (b) The percentage of the bond shall be determined by the Contracting Department and specified in the Solicitation.
- (c) Protestant shall post the bond, pursuant to Chapter 2 (commencing with section 995.010) of Title 14 of Part 2 of the Code of Civil Procedure, within 15 working days of the filing of the Detailed Written Statement of Protest or shall be deemed to have waived the right to protest.
  - (1) If the arbitrator determines that the protest is Frivolous, the bond shall be forfeited to Procurement and the Coordinator will impose Sanctions.
  - (2) If the arbitrator determines that the protest is not Frivolous, the bond will be returned to the Protestant and no Sanctions imposed.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 995.010 et. seq., Code of Civil Procedure; and Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**Exhibit II-B: California Code of Regulations (continued)****Article 3. Arbitration Procedure****§1420. Arbitration Process.**

Within 19 calendar days after the Notice of Intent to Award has been posted, the Coordinator shall consolidate all remaining protests under the Solicitation, and send to OAH:

- (a) a copy of all Detailed Written Statements of Protest;
- (b) OAH filing fees;
- (c) arbitration deposits, and/or notice that any Protestant is a Small Business;
- (d) Awardee responses;
- (e) Coordinator/Contracting Department responses;
- (f) the Solicitation File; and
- (g) notice to OAH whether interpreter services will be needed for any Protestant or Awardee. OAH shall arrange interpreter services which shall be paid by the Contracting Department.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New article 3 (sections 1420-1440) and section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1422. Selection of Arbitrator.**

- (a) Within 2 working days after receipt of the protest from the Coordinator, OAH shall furnish the names of ten arbitrators to Protestant(s), the Awardee, and the Coordinator. The arbitrator list shall include administrative law judges who are employees of OAH and contract private arbitrators who are not employees of the State of California. Protestant(s), the Awardee, and the Coordinator may each strike two of the ten names and notify OAH within 2 working days. Protestant(s) may also indicate if they prefer a contract arbitrator or an OAH administrative law judge. OAH may then select as arbitrator any name not stricken and shall notify Protestant(s), the Awardee, and the Coordinator within 2 working days. If all names are stricken, the Director of OAH shall appoint an arbitrator.
- (b) A proposed arbitrator shall be disqualified on any of the grounds specified in Section 170.1 of the Code of Civil Procedure for the disqualification of a judge.

**Exhibit II-B: California Code of Regulations (continued)**

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1424. Authority of Arbitrator.**

- (a) Arbitrators are authorized to
  - (1) Administer oaths and affirmations;
  - (2) Make rulings and orders as are necessary to the fair, impartial, and efficient conduct of the hearing; and
  - (3) Order additional deposits from Protestant(s) to cover additional estimated costs. If OAH does not receive the required deposit(s) in the time specified, the right to protest will be deemed waived.
- (b) The arbitrator shall have exclusive discretion to determine whether oral testimony will be permitted, the number of witnesses, if any, and the amount of time allocated to witnesses.
- (c) It shall be in the arbitrator's exclusive discretion to determine whether to
  - (1) Conduct a pre-hearing conference; and/or
  - (2) Permit cross-examination and, if so, to what extent; and/or
  - (3) Review documents alone for all or part of the protest.
- (d) It shall be in the arbitrator's exclusive discretion to determine whether additional responses and rebuttals are to be submitted, and the timelines and page limits to be applied.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**Exhibit II-B: California Code of Regulations (continued)****§1426. Decision Based in Whole or in Part on Documents Alone.**

Any Party may request that the arbitrator base the arbitrator's decision on documents alone. It shall be the arbitrator's exclusive discretion to do so.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1428. Pre-hearing Conference.**

- (a) If the arbitrator determines that a pre-hearing conference is necessary, OAH shall set the time and place and notify Protestant(s), the Awardee, and Procurement at least 5 working days prior to the pre-hearing conference.
- (b) The pre-hearing conference shall be held to identify and define issues in dispute and expedite the arbitration. The parties should be prepared to discuss, and the arbitrator may consider and rule on, any of the following matters applicable to the protest:
  - (1) Clarification of factual and legal issues in dispute as set forth in the Detailed Written Statement of Protest.
  - (2) The extent to which testimony shall be permitted and the extent to which cross-examination will be allowed.
  - (3) Identity of and limitations on number of witnesses, need for interpreters, scheduling and order of witnesses, etc.
  - (4) Any other matters as shall promote the orderly and efficient conduct of the hearing.
- (c) At the pre-hearing conference, Protestant(s), the Awardee, and Procurement shall deliver a written statement which contains the name of each witness a party wishes to call at hearing along with a brief written statement of the subject matter of the witness's expected testimony. If the arbitrator, in his or her exclusive discretion, allows an expert witness to be called, the party calling the witness shall provide the name and address of the expert along with a brief statement of the opinion the expert is expected to give. The party shall also attach a statement of qualifications for the expert witness.

**Exhibit II-B: California Code of Regulations (continued)**

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1430. Scheduling the Hearing.**

The arbitrator shall schedule the date, time, and place of hearing and notify all Parties.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1432. Discovery.**

The arbitrator has exclusive discretion to issue subpoenas and/or subpoena duces tecum. There shall be no right to take depositions, issue interrogatories, or subpoena persons or documents.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1434. Attendance at Hearings.**

The Arbitration hearings shall be open to the public unless the arbitrator, in his or her exclusive discretion, determines that the attendance of individuals or groups of individuals would disrupt or delay the orderly conduct or timely completion of the proceedings.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1436. Arbitrator's Decision.**

(a) The final decision shall be in writing and signed by the arbitrator. It shall include a Statement of the Factual and Legal Basis for the decision, addressing the issues raised in the Detailed Written Statement(s) of Protest, and shall include an order upholding or denying the protest(s). The arbitrator's order shall not award a contract.

**Exhibit II-B: California Code of Regulations (continued)**

- (b) A copy of the decision shall be sent by regular mail to Procurement, the Contracting Department, the Awardee, and Protestant(s) within 45 calendar days after the filing of the first Detailed Written Statement of Protest. In the arbitrator's exclusive discretion, this timeline may be extended for an additional 15 calendar days. The arbitrator's failure to issue a decision within the time specified by this section shall not be a ground for vacating the decision.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1437. Costs.**

- (a) For protests not determined Frivolous by Procurement:
- (1) If the arbitrator denies the protest, Protestant(s) will be liable for all costs of the arbitration.
  - (2) If the arbitrator upholds the protest, the Contracting Department shall pay for all costs of the arbitration and Protestant(s) will be refunded the deposit by OAH.
- (b) If Procurement determined that the protest was Frivolous and the arbitrator affirms that the protest is Frivolous, the bond shall be forfeited to Procurement, the protest will be denied, and Protestant(s) will be liable for all costs of the arbitration.
- (c) If Procurement determined that the protest was Frivolous and the arbitrator determines that the protest is not Frivolous, any bond(s) posted by Protestant(s) shall be returned.
- (1) If the arbitrator denies the protest, Protestant(s) shall be liable for half of the costs of the arbitration. The Contracting Department shall pay the remaining half of the arbitration costs.
  - (2) If the arbitrator upholds the protest, the Contracting Department shall pay for all costs of the arbitration and Protestant(s) will be refunded the deposit by OAH.
- (d) A Protestant who withdraws his or her protest before the arbitrator's decision has been issued will remain liable for all arbitration costs up to the time of withdrawal. These costs include, but are not limited to, the arbitrator's time in preparation, pre-hearing conferences, and hearing the protest. If Procurement deemed the protest Frivolous, any bond posted shall be forfeited to Procurement.

**Exhibit II-B: California Code of Regulations (continued)**

- (e) Except as provided in (f), if any costs are determined to be payable by Protestant(s), that amount shall be subtracted from deposit(s) of Protestant(s) as ordered by the arbitrator. Any additional costs shall be billed to Protestant(s) and any refunds shall be sent to Protestant(s) by OAH.
- (f) If a Protestant is a Small Business, then the Contracting Department shall pay OAH all arbitration costs and collect the amount due from Protestant.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1438. Judicial Review.**

The grounds for judicial review shall be as set forth in Chapter 4 of Title 9 of Part III of the Code of Civil Procedure (commencing with section 1285).

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

**§1440. Transcripts.**

- (a) A party desiring a transcript of the proceedings shall contact the OAH Transcript Clerk to make arrangements to pay for preparation of the transcript. Prior to preparation of the transcript, a deposit equal to the estimated cost of the transcript shall be paid. Preparation of the transcript will be arranged by the OAH Transcript Clerk. The deposit shall be applied to the actual cost and any excess shall be returned to the party that submitted the request. Any balance due shall be paid by the party or a representative on behalf of the party requesting the transcript before the transcript is released to the requesting party.
- (b) Unless a record of a proceeding or any portion thereof was sealed, any person may request a transcript or a recording of the proceeding. If a record of a proceeding or any portion thereof was sealed, only parties to the proceeding may request a transcript of the sealed portions, and the sealed portions shall not be disclosed to anyone except in accordance with the order sealing the proceeding or subsequent order.

Authority cited: Section 12126, Public Contract Code. Reference: Sections 12125-12130, Public Contract Code.

1. New section filed 8-18-98; operative 8-18-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 34).

### **III. CURRENT SYSTEM**

#### ***A. Existing System Function Processes***

CAiCE Visual Transportation 10 from Autodesk is Caltrans' current Roadway Design Software (RDS). It is used in the preliminary design up to completion of Plans, Specifications and Estimates (PS&E). It is used to calculate quantities, including earth material, that are needed to construct a project, as well as material needed to build the roadbed, such as concrete and asphalt. The alignment of the road, both the horizontal and vertical position, is designed using CAiCE. Surveyors use it to process and store existing terrain data for engineers to use in their base mapping. CAiCE also assists the engineer in visualizing the roadway in a 3-dimensional view, and it is used during construction for change orders.

MicroStation is the official drafting software for Caltrans that is used during preliminary and final design to develop contract plans for roadway and structures projects. It is used to delineate the work to be done by a contractor in a 2-dimensional plan view, and to generate and develop the plans showing location of work, items to be constructed, and the quantities associated with the work. MicroStation is also used in construction to delineate the changes made in the field to develop the as-built plans.

Approximately 4,000 users statewide use CAiCE, including engineers and surveyors. Currently, CAiCE training is provided annually on the following:

- Introduction to Roadway Design
- Advanced Design
- Alignment
- Digital Terrain Modeling for Engineers
- Visualization Tools

#### ***B. Information Flow***

CAiCE files interface with MicroStation in two ways:

- The first method is through translation, whereby a CAiCE file is converted to a graphic file that is viewable by other programs and imbedded as graphical elements in the MicroStation file. Engineers and delineators export files back and forth between MicroStation and CAiCE. These translations result in inefficiencies and usually require editing of files.

- The other method is to use a program within CAiCE called Cadlinks. The Cadlinks utility provides a link from the CAiCE file to the MicroStation file and vice versa. The Cadlinks program allows the user to interactively view and access information in a CAiCE file as well as in MicroStation. This allows changes to be made to the original CAiCE file and viewable in the MicroStation file.

### ***C. Hardware Configuration that Supports the Above Elements***

Caltrans currently uses the CAiCE roadway design software as a desktop application running on Windows (2000 and XP) workstations deployed statewide. Approximately 90% of the desktops are three years old or less, running on Windows XP with the specifications as listed below:

#### **1. Hardware:**

- HP xw4300 or equivalent:
  - Intel Pentium 4 630 (3.0 GHz) Single-Core CPU
  - 1 GB RAM
  - 80 GB Hard Drive (Partitioned 40GB C: Drive, 40GB D: Drive)
  - ATI FireGL V3100 128 MB Video Card
  - 10/100/1000 Broadcom NetXtreme Gigabit Network Interface
  - RealTek Sound Card

## 2. Operating System:

- Microsoft Windows XP Professional SP3

## 3. Installed Software:

- Microsoft Office Professional 2003
- Bentley MicroStation V8 2004
- Autodesk CAiCE Visual Transportation 10 SP6
- Microsoft Internet Explorer 6.0
- Novell Client 4.91 SP4
- Novell ZenWorks Client 7.0.1.4
- McAfee Enterprise Viruscan 8.5.0.781
- Hummingbird NFS Maestro Ver. 10
- Bentley InterPlot Client 8.5.2.89
- ESRI ArcGIS 9.3
- Transoft Solutions AutoTURN 6.0
- SignCAD 8.18
- Lotus Notes 6.5.4

## 4. Network:

- Novell Directory Services
- NFS by mapped drive.
- Windows Active Directory (CIFS/SMB)

Project files are stored by work locations on file servers located in the respective Districts and Headquarters (HQ). Access is through mapped network resources. Once projects have been constructed and accepted by Caltrans, files are archived for future reference. These same resources will be used for the new application.

## **IV. PROPOSED SYSTEM**

### ***A. Functionality***

The proposed Roadway Design Software (RDS) is to replace the existing CAiCE software, and is expected to provide at least equivalent functionality. The new software will be used by roadway design engineers, bridge engineers and surveyors in Caltrans to produce timely and quality Plans, Specifications and Estimates (PS&E) for transportation improvement projects statewide. The new software, which will be a vital tool used extensively for project delivery, will allow the roadway design engineers and surveyors to do the following tasks:

- Project setup
- Photo/field data import and digital terrain modeling (DTM)
- Create digital design modeling (DDM)
- Coordinate geometry/horizontal alignment
- Original ground cross sections
- Vertical alignment
- Super elevation
- Design cross sections
- Contour Grading
- Earthwork quantities
- Drainage design
- Right of way engineering
- Slope stake notes
- Cross section plots
- Plans production
- Create survey engineer file

### **B. Workload Requirements and Growth Expectancies**

The user base is about 4,000. Workload supported by the software is dependent on the number of projects being executed by Caltrans and is not expected to increase significantly in the foreseeable future.

Software performance is not expected to be affected by workload, as it is expected to reside on individual workstations with individual users manipulating individual files. The performance will be evaluated based on response times for activities performed in this manner.

### **C. Security and Privacy**

The software solution will comply with the Caltrans Agency Information Management Strategy (AIMS) dated August 2007, which is located in the Bidder's Library. Security for the software will be provided by existing workstation and network access controls. Workstation access is controlled locally via Windows logon security. Network access is controlled by Novell and Windows Active Directory network security software. IT staff responsible for supporting the application will be granted the access to the software and hardware necessary to perform system administration activities. There is no confidential information stored in the RDS.

Key elements of RDS security will include:

- Physical security will be achieved by locating the hardware for the new system within controlled State facilities.
- Network access security will be maintained at various levels by using firewalls, a Virtual Private Network (VPN), and a network directory structure to facilitate a secure network environment.
- Application security will be achieved using workstation logon controls to prevent unauthorized access. Existing user logon security and password requirements will be used.
- Security of data will be maintained using established procedures for existing Caltrans systems including:
  - System will be housed in secure locations.
  - Backup tapes and other media will be protected.
  - Access to application software and data will be authorized by supervisors and system administrators.
  - Critical data will be encrypted as appropriate.
  - Data transmitted over the network will be encrypted as appropriate.

- Auditing and logging will be used to track and log access to the system and to any sensitive data.

#### ***D. Reliability and Backup***

Caltrans' RDS software is mission critical. The application is assumed to be available at all times except during scheduled maintenance periods. Maintenance will be scheduled to minimize the impact on end users and business processes.

#### ***E. General Hardware/Software for Support of the Above Elements***

The proposed software is expected to run as a desktop application on workstations deployed statewide. The bidder shall provide their version of software that meets Caltrans configuration as listed below. The workstation configurations are continually being upgraded. Caltrans anticipates upgrading their hardware on a 4-year replacement cycle, pending availability of funds. The proposed configuration is listed below.

##### 1. Hardware:

- HP xw4600 or equivalent:
  - Intel Core 2 Duo E6550 (2.33 GHz) Dual-Core CPU
  - 4 GB RAM
  - 80 GB Hard Drive (Partitioned 40GB C: Drive, 40GB D: Drive)
  - Nvidia Quadro NVS290 256 MB Video Card
  - 10/100/1000 Broadcom NetXtreme Gigabit Network Interface
  - RealTek Sound Card

##### 2. Operating System:

- Microsoft Windows XP Professional SP3 and Vista SP1 (32 bit versions)

### 3. Installed Software:

- Microsoft Office Professional 2003
- Bentley MicroStation V8i
- Autodesk CAiCE Visual Transportation 10 SP6
- Microsoft Internet Explorer 7
- Novell Client 4.91 SP4
- Novell ZenWorks Client 7.0.1.4
- McAfee Enterprise Viruscan 8.5.0.781
- Hummingbird NFS Maestro Ver. 10
- Bentley InterPlot Client 8i
- ESRI ArcGIS 9.3
- Transoft Solutions AutoTURN 6.0
- SignCAD 8.18
- Lotus Notes 6.5.4

### 4. Network:

- Novell Directory Services
- NFS by mapped drive.
- Windows Active Directory (CIFS/SMB)

Project files are expected to be stored by work locations on file servers located in the respective Districts and Headquarters (HQ). Access is through mapped network resources. Once projects have been constructed and accepted by Caltrans, files are archived for future reference. These same resources will be used for the new application.

#### ***F. Production Environment***

The proposed solution will include installation and initial production deployment of the configured software in the existing hardware environment and development of a deployment strategy to implement the proposed software throughout the state. Following initial installation and training of Key Support Users, Caltrans staff will support continuing deployment to complete the statewide rollout.

#### ***G. Configuration and Testing Environments***

As part of the solution, the Bidder will specify the proposed software configuration and testing environments. This will include all minimum hardware and software required for configuration and testing (including unit, integration, system, and performance testing).

Caltrans will provide the acceptance testing environment utilizing existing hardware onsite at the Headquarters office in Sacramento, CA.

## V. ADMINISTRATIVE REQUIREMENTS

### A. Introduction

Bidders must adhere to and provide a written response to all the administrative requirements in this section in order to be responsive. The requirements are considered "Pass/Fail." If the Bidder fails an administrative requirement the bid may be rejected. Bidders must complete Form V-H: Administrative Requirements Response Matrix in Appendix C.

#### 1. Proposal Cover Letter

The Bidder must include a cover letter signed by an individual who is authorized to bind the Bidder contractually. The cover letter must state that the individual is so authorized and must identify the title or position that the individual holds in the Bidder's firm. An unsigned cover letter shall cause the Final Proposal to be rejected.

Requirement A1: Bidder's proposal must contain a signed Cover Letter, which must contain the following:

- a. Signature from an authorized individual and indication that the signer is authorized to bind the firm contractually, and identifies the signer's title;
- b. Statement that the proposal is firm's binding offer good for 180 calendar days from final proposal due date, as noted in Key Action Dates in Section I;
- c. Statement indicating that the Bidder has available staff with the appropriate skills to complete performance under the contract for all services and provide all deliverables as described in this RFP; and
- d. Statement accepting full Prime Contractor responsibility for coordinating, controlling, and delivering all aspects of the contract and any subcontractors on their team.

#### 2. Executive Summary of Proposal

Requirement A2: Bidder's proposal must contain an Executive Summary of their proposed solution, which includes the following information:

- a. Summary of the proposed solution;
- b. List of the firms and individuals proposed as subcontractors (if applicable), staff names, and the

experience of the proposed team with roadway design software;

- c. Summary of the technology proposed; and
- d. The degree to which the proposed solution components are currently in use.

### 3. Seller's Permit

Requirement A3: A copy of the retailer's seller's permit or certification of registration with the State of California, and, if applicable, the permit or certification of all participating affiliates must be submitted within five State business days of the State's request, as described in Section II.

## ***B. Productive Use Requirements***

The objective of the Productive Use Requirements is to protect the State from being an experimentalist for new equipment and software that has no record of proven performance.

### 1. Customer In-Use

The purpose of the Customer In-Use requirement is to allow time for the Bidder to correct defects that could prevent new equipment and software from performing correctly in support of State programs.

Caltrans requires that the software proposed must have been installed and in productive use, in substantially the conformation bid, by a minimum of two other states' Department of Transportation (DOT), for at least six months prior to the required Final Bid submission date. Software used must be the other DOT's primary roadway design software.

Substantial design changes are also subject to the Customer In-Use requirement. Minor modifications or updates to software to provide improvements or features, to correct errors, or to accommodate hardware changes may be exempt from the In-use requirement by the Department of General Services, Procurement Division, if no substantial changes in logic, architecture or design are involved.

Requirement A4: Bidders must provide data to support that the solution proposed meets the Customer In-Use requirements. Supporting evidence could include, but is not necessarily limited to, one or more of the following:

- Customer purchase order or contract showing implementation dates for software.

- Customer invoice for software.
- Sworn notarized statement from an officer of the bidding firm and/or a paying customer.

## 2. Customer References

The purpose of the Customer References requirement is to provide the State the ability to verify the claims made by the bidder. Prior to award of the contract, Caltrans must be assured that the Bidder selected has the resources to successfully perform under the contract. This includes, but is not limited to, experience in delivering the software and services similar to those required for this project, personnel with the skills required, and experience in similar endeavors.

The Bidder must provide six Form V-A: Customer Reference Questionnaires (which is located in Appendix C) from customers of the Bidder who presently have the proposed software installed and operating and is used as their primary roadway design software. At least two references must meet the Customer In-Use requirement. Of the remaining four references, at least two must be from consulting engineering firms performing similar roadway design functions. The Bidder's Customer Reference Questionnaires must be returned to the Bidder in a sealed envelope.

Bidders should provide references as closely comparable to the Caltrans Roadway Design Software requirements as possible. Evaluation of the customer references will be scored as discussed in RFP Section IX.

All required references must be submitted in separately sealed envelopes with the Final Proposal. The Bidder is strongly encouraged to submit any references in their possession with their Draft Proposal. References submitted with Draft Proposals must be in separately sealed envelopes and will be reviewed by the Evaluation Team. Bidders will be advised of any incomplete references during Confidential Discussions. In addition, during the final review, the State may contact references for clarification of submitted Bidder's Reference Questionnaires.

Requirement A5: Bidders must provide six customer references, including two that meet the Customer In-Use requirements and at least two must be from consulting engineering firms performing similar roadway design functions.

## 3. Exceptions

The State will not consider exceptions to Productive Use Requirements for this procurement.

### **C. Bidder Responsibility**

Prior to award of the contracts, Caltrans must be assured that the Bidder selected has all of the resources to successfully perform under the contract. This includes, but is not limited to, experience in delivering the products and services similar to those required for this project, personnel in the numbers and with the skills required, equipment of appropriate type and in sufficient quantity, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, the State is unable to assure itself of the Bidder's ability to perform under the contract, if awarded, the State has the option of requesting from the Bidder any information that the State deems necessary to determine the Bidder's responsibility. If such information is required, the Bidder will be so notified and will be permitted five working days to submit the information requested.

#### **1. Insurance Requirements**

The bidder must maintain in force a valid Worker's Compensation and Employers Liability Insurance Policy for all employees engaged in the performance of the contract and agree to furnish Caltrans satisfactory evidence thereof at the time of Final Proposal submittal and at any time Caltrans may so request after contract award. In addition to Workers Compensation and Employers Liability insurance, the bidder must also maintain Commercial General Liability and Professional Liability insurance.

##### **a. Insurance**

- **Workers Compensation and Employers Liability** - Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Contract. Employer's liability limits of \$1,000,000 are required.
- **Commercial General Liability** – Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability. The policy must include:

The State of California, its officers, agents, employees and servants as additional insureds, but only with respect to work performed under the contract. This endorsement must be supplied in a format acceptable to the Office of Risk and Insurance Management within the California Department of General Services.

In the case of Contractor's utilization of subcontractors to complete the contracted scope of work, contractor shall include all subcontractors as insured's under Contractor's insurance or supply evidence of insurance to The State equal to policies, coverages and limits required of Contractor.

- Professional Liability – Contractor shall maintain Professional Liability covering any damages caused by a negligent error, act or omission with limits not less than \$2,000,000 per occurrence and \$2,000,000 policy aggregate. The policy's retroactive date must be displayed on the certificate of insurance and must be before the date this contract was executed or before the beginning of contract work.

b. General Provisions Applying to All Policies

- Coverage Term – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State at least ten days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.
- Policy Cancellation or Termination & Notice of Non-Renewal – Insurance policies shall contain a provision stating coverage will not be cancelled without 30 days prior written notice to the State. In the event Contractor fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
- Deductible – Contractor is responsible for any deductible or self-insured retention contained within their insurance program.
- Primary Clause – Any required insurance contained in this contract shall be primary, and not excess or contributory, to any other insurance carried by the State.
- Insurance Carrier Required Rating – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Contractor is self insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- Endorsements – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- Inadequate Insurance – Inadequate or lack of insurance does not negate the contractor's obligations under the contract.

Requirement A6.a: Bidder must provide proof of a valid Worker's Compensation and Employers Liability Insurance Policy and completed Form V-B, which is located in Appendix C. .

Requirement A6.b: Bidder proposal must affirm on Form V-H, in Appendix C, that proof of Commercial General Liability and Professional Liability Insurance will be provided within five business days after contract award.

## 2. Bonds

In order to protect the State and reduce the potential project risks, all Bidders must submit the following security instrument as described below with the Final Proposal response. Final Proposal responses submitted without a Letter of Bondability shall be considered non-responsive and the bid shall be rejected. For this requirement, the length of the surety consideration shall be through implementation and warranty/maintenance period of one year.

### Letter of Bondability and Bond

The Bidder shall furnish at no cost to the State, a Letter of Bondability from an admitted Surety Insurer which states the surety unconditionally offers to guarantee to the extent of 20% of Contract 1 – Configuration and Training Costs. The Letter of Bondability shall be on a form from an admitted surety insurer and must guarantee the Bidder's performance in all respects of the terms and conditions and provisions of the agreement.

Because of the potential consequences, which might result if the successful Bidder is unable to furnish the surety document, Bidders should take the necessary steps, prior to submittal of their proposals, to ensure that if awarded the contract, they will be able to comply with this requirement. Failure to submit the required Bond within 21 calendar days after contract award may be cause for termination of the contract.

Requirement A7: Bidder must submit a Letter of Bondability from an admitted Surety Insurer which states the surety unconditionally offers to guarantee to the extent of 20% of the Project Deliverable Costs for Contract 1 – Configuration and Training. In response to this Requirement, said letter must have the cost figures redacted. The complete unaltered letter must be included in the Cost Volume in the Final Proposal.

## 3. Company Experience

Bidders must provide background information related to their prior experiences both with the software application and the nature of its use. Specific attention

should be paid to projects that are similar in scope to the requirements of this project for Caltrans. Bidders must include the project term (start and end dates), project description, number of users, and customer type (other state Department of Transportation or California-based consultant). A minimum of three years experience with projects of this scope is required. Bidders must also provide details of all terminations for cause on any contracts with the State of California.

Requirement A8: Bidder must complete Form V-C: Bidder Information and Background (located in Appendix C) detailing the firm's history and experiences as described above, including Contract performance on previous State of California contracts.

#### 4. Staff Capability

The Bidder must provide resumes for each key member of the proposed project staff listed below. The Contractor must commit to the continuing availability under the Contractor's control of the Key Personnel for the duration of the project, or for their proposed period of involvement. In the event that a Contractor's Key Personnel is no longer available to the project, it is the Contractor's responsibility to substitute Key Personnel of equal or greater competency at no increase in cost. Caltrans reserves a right of approval for such substitution.

Key Personnel includes:

- Project Manager, who must have five years of project management experience implementing RDS projects, and at least one project where the proposed software was implemented at a state Department of Transportation;
- Application Configuration Manager(s), who must have four years of application development experience on RDS projects, at least one project where the proposed software application was implemented at a state Department of Transportation; and
- Training Manager(s), who must have two years experience in software training, one year managing training staff.

Requirement A9: At a minimum, resumes shall be included for the key personnel. It is expected that no individual identified by the bidder will simultaneously fill more than two of the positions listed above. All resumes supplied shall be for specific named individuals and all supporting information shall include dates that include the month and year so that minimum experience can be validated. In addition, Form V-D: Key Personnel Qualifications Certification (located in Appendix C) must be completed and signed by the Bidder's

Project Manager, Application Configuration Manager(s), and Training Manager(s).

#### ***D. Confidentiality***

To preserve the integrity of the security and confidentiality measures integrated into the State's automated information systems, each bidder is required to sign the Confidentiality Statement, Form I-C located in Appendix C, and submit by the date specified in Section I – Key Action Dates.

The Contractor engaging in services pertaining to this project, requiring contact with confidential State information, will be required to exercise security precautions for all such data that is made available and must accept full legal responsibility for the protection of this confidential information. This includes all statistical, personal, technical and/or other confidential data and information designated confidential by Caltrans.

Requirement A10: Bidder must provide a signed Form I-C – Confidentiality Statement.

#### ***E. Specific Software Support and Maintenance Requirements***

Distribution of software within Caltrans will be centralized. Contractor will provide software and all subsequent releases (within three weeks of release) to Caltrans Office of CADD & Engineering GIS Support (OoCEGS). OoCEGS and Caltrans Information Technology (IT) staff will then distribute software to engineering workstations by use of the Caltrans computer network. OoCEGS will provide one contact person (to be identified by the Caltrans Contract Manager) to report malfunctions to the contractor. The Contractor will not be required to respond to questions from other individual users unless, for a particular problem, an individual contact will provide the best solution. In those instances, the Caltrans Contract Manager will identify the user.

Technical support is defined as:

- software problem diagnosis consisting of problem isolation and definition;
- problem resolution;
- preparation of software problem report; and
- assistance with the proper operation of the supported program on Caltrans' hardware and operating system configuration.

During the contract term, Contractor will provide Caltrans OoCEGS with the following software maintenance and technical support services:

- Telephone technical support between the hours of 7:00 a.m. and 5:00 p.m. Pacific Time, Monday through Friday (except holidays); with a call back within four business hours, inside the time schedule. Telephone technical support number to be provided by the Contractor.
- Fax support between the hours of 7:00 a.m. and 5:00 p.m. Pacific Time, Monday through Friday (except holidays). The Caltrans Contract Manager may fax a problem or sketches to the Contractor's support personnel. Fax number to be provided by the Contractor.
- Email support between the hours 7:00 a.m. and 5:00 p.m. Pacific Time, Monday through Friday (except holidays). E-mail address to be provided by the Contractor.
- Contractor will provide access to their customer service website.
- Contractor will provide notification of and make available for download from the customer service web site, all upgrades, updates, and program extensions to software and all future versions of software released, during the term of this Agreement, within three weeks of release, at no additional cost to the State.
- Information regarding periodic Technical Support News and Update patches will be made available to Caltrans as they are released from the Contractor. These shall be made available for download from Contractor's website.
- Contractor will provide up to 15 working days of on-site services per contract year, at Caltrans' direction, for the purpose of technical issue diagnosis, identification of future software functionality needs, or emergency bypass or temporary work-around for problems with software in critical situations. Whenever possible, Caltrans will provide at least one week notice prior to the on-site visit so that Contractor may schedule appropriate resources and make suitable travel arrangements.
- Contractor will provide an additional 15 working days, during the first year of production roll out, for on-site technical support services to Caltrans. These services will be provided at Caltrans Sacramento Offices or the 12 District offices at a mutually agreed upon schedule, and under the direction of OoCEGS.
- Caltrans will prioritize software malfunctions and support issues. Contractor will provide a monthly report on the status of the identified malfunctions and issues, including estimated time of resolution.

- Contractor will provide Caltrans the ability to run software in a protected network. There is a need to keep the software directory protected, yet still have rights to necessary files to run the program.
- Caltrans shall have the right to reproduce all documentation and training materials, whether in paper or electronic format, developed by the Contractor.

Requirement A11: Bidder proposal must affirm on Form V-H, in Appendix C, that all services described above will be accomplished.

Requirement A12: Under the annual Software Usage and Maintenance Fees agreement, updates and upgrades to the software must be made available to the State at no additional cost. Bidder must affirm on Form V-H in Appendix C, concurrence with this requirement.

#### ***F. Disabled Veteran Business Enterprise (DVBE) Participation Requirements***

1. California DVBE Program Requirement - Mandatory

PLEASE READ THESE REQUIREMENTS CAREFULLY. FAILURE TO COMPLY WITH THE MINIMUM DVBE PARTICIPATION REQUIREMENT WILL CAUSE YOUR SOLICITATION RESPONSE TO BE DEEMED NONRESPONSIVE AND YOUR FIRM INELIGIBLE FOR AWARD OF THE PROPOSED CONTRACT(S).

**Caltrans has established a DVBE participation goal of 5% for this procurement. If the bidder documentation shows participation of less than 5%, a Good Faith Effort must be documented.**

Bidders must fully comply with DVBE Participation Program requirements. Failure to submit a complete response will result in a non-responsive determination, in which case the Final Proposal will be rejected. Refer to the website below for the DVBE Resource Packet, Documentation of DVBE Program Requirements, and DVBE form (STD. 840) that must be completed and submitted with the Final Proposal.

Review the DVBE instructions and complete applicable forms, accessible on-line at:

<http://www.pd.dgs.ca.gov/publications/default.htm>

NOTE: In Option B, Good Faith Effort, Step 3, advertisement(s) must be published at least fourteen (14) days prior to the Final Proposal submission date for a period of fourteen (14) days. It is acceptable to advertise in just one (1) trade or DVBE paper if it fulfills both trade and focus requirements as defined in California Code of Regulations, Title 2, Section 1896.61(k), in which case one (1) ad is acceptable. Please see the DVBE Resource Packet for a list of acceptable publications.

The Office of Small Business and DVBE Services offers program information and may be reached at:

Office of Small Business and DVBE Services  
707 Third Street, 1st Floor, Room 400  
West Sacramento, CA 95605  
<http://www.pd.dgs.ca.gov/smbus>  
Receptionist: (916) 375-4400 Fax: (916) 375-4613  
(800) 559-5529

It is important to note that all participation commitments are to be captured on the STD. 840, found at:

<http://www.documents.dgs.ca.gov/pd/poliproc/Std840webproof5.pdf>

This form allows for submission of a percentage and/or cost figures. For the Draft and Final Proposal, do not include dollar values on the copy of the DVBE participation form included in Volume I of the bidder's response – use "XXX" or percentage in place of any dollar values. In the Final Proposal, also include the completed form with the cost tables and actual dollar amounts in the sealed Final Proposal Volume III - Cost. Inclusion of dollar amounts in any volume other than the Cost section may be a material deviation.

2. Disabled Veteran Business Enterprise (DVBE) Incentive – Optional

The DVBE Incentive requirement is optional, but will provide additional points to be factored in for contract award purposes.

New law, effective January 1, 2006 (Senate Bill 115) revised the Military and Veterans Code Section 999.5(a) to provide an incentive for DVBE participation in State contracts. The incentive for this procurement provides additional points for those bidders that achieve at least one percent (1%) certified DVBE participation. Participation incentives will be rewarded based on the table that follows, also described in Section IX - Evaluation and Selection.

NOTE: This change of statute does not preclude the requirement to meet the Caltrans' minimum five percent (5%) participation, and/or to perform a "good faith effort."

In accordance with Section 999.5(a) of the Military and Veterans Code, Incentive points will be given to bidders who provide Disabled Veteran Business Enterprise (DVBE) participation surpassing designated minimum thresholds. For contract award purposes only, the State shall add Incentive points to proposals that include California certified DVBE participation as identified on the Bidder Declaration GSPD-05-105 located at:

<http://www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf>

To meet the required minimum DVBE participation and/or to gain an optional DVBE Incentive, the bidder must also complete the STD. 840 and STD. 843. The Incentive amount for awards is based on the amount of DVBE participation obtained. The Incentive is only given to those bidders who are responsive to the DVBE Program Requirement and propose DVBE participation in the resulting contract.

### 3. DVBE Declarations

Bidders who have been certified by California as a DVBE must complete the form Std. 843, Disabled Veteran Business Enterprise Declaration. An online version of the form is available at:

<http://www.documents.dgs.ca.gov/pd/poliproc/STD-843FillPrintFields.pdf>

All disabled veteran owners and disabled veteran managers of the DVBE(s) must sign the form(s). The completed form(s) should be submitted with your proposal. Failure to provide the form within the time frame specified by the State may cause your bid to be rejected.

In addition, on January 1, 2004, Chapter 623, Statutes of 2003, became effective and required all Small Businesses, Micro Businesses and Disabled Veteran Business Enterprises (DVBEs) to perform a "Commercially Useful Function" in any contract they perform for the State.

Requirement A13: Bidder must complete Form V-E and all documentation required in Form V-E, which is located in Appendix C.

## **G. Preference Programs**

The items discussed in this section are optional. The State's denial of any of the preference requests is not a basis for rejection of the proposal. Bidders not claiming any of these preferences may enter "Not Applicable" in response.

### 1. Target Area Contract Preference Act (TACPA)

The intent of the Target Area Contract Preference Act (TACPA) is to promote economic development and employment opportunities in distressed areas of the State by offering bidding preferences on qualified RFPs. TACPA provides for two preferences: worksite and workforce. Target Area Contract Preference will be granted to California-based companies in accordance with Government Code Section 4530 whenever contracts for goods or services are in excess of \$100,000. Bidders must meet certain requirements as defined in the California Code of Regulations (Title 2, Section 1806.30 et seq.) regarding labor needed to provide the goods being procured. Bidder's questions regarding this preference are to be directed to the Office of Small Business and DVBE Services, (916) 375-4940. Bidders desiring to claim this preference for services must submit a fully executed copy of the TACPA form, STD. 830 with their Final Proposal. Refer to the following website link to obtain the appropriate form:

<http://www.documents.dgs.ca.gov/osp/pdf/std830.pdf>. Bidders desiring to claim this preference must submit a fully executed copy of the STD. 830 to claim the TACPA preference. Bidder's Draft and Final Proposals need not contain this item if there is no intention to claim this preference.

2. Enterprise Zone Act (EZA)

The intent of the Enterprise Zone Act (EZA) is to promote economic development and employment opportunities in designated enterprise zones by offering bidding preferences on qualified solicitations. EZA provides for two preferences: worksite and workforce. These preferences are explained in detail on the STD. 831. For a copy of the STD. 831 refer to:

<http://www.documents.dgs.ca.gov/osp/pdf/std831.pdf>. Government Code Section 7070, et seq., provides that California-based companies may be granted preferences when bidding on State contracts in excess of \$100,000 for goods and services (excluding construction contracts) if the business site is located within designated Enterprise Zones.

A bidder that has claimed an EZA preference and is awarded the contract based on such preference(s) will be obligated to perform the contract in accordance with the Act.

Bidders desiring to claim this preference must review the instructions and submit a fully executed copy of the STD. 831 with their Final Proposal. Bidder's Draft and Final Proposals need not contain this item if there is no intention to claim this preference.

3. Local Agency Military Base Recovery Area Act (LAMBRA)

Local Agency Military Base Recovery Area (LAMBRA) Act, Government Code section 7118 et seq., promotes employment and economic development at designated military bases by offering preferences when bidding on State contracts in excess of \$100,000. The firm must be California based. Bidders desiring to claim this preference must submit a fully executed copy of STD. 832 with their Final Proposal. Bidders proposing to perform the contract at a designated LAMBRA worksite(s) are required to identify such site(s) on the Std. Form 832. Failure to identify a site(s), which qualifies for LAMBRA, will result in denial of the claimed preferences. Refer to the following website link to obtain the appropriate form: <http://www.documents.dgs.ca.gov/osp/pdf/std832.pdf>. A bidder that has claimed a LAMBRA preference and is awarded the contract based on such preference(s) will be obligated to perform the contract in accordance with the Act.

Bidders desiring to claim this preference must review the instructions and submit a fully executed copy of the STD. 832 with their Final Proposal. Bidder's Draft and Final Proposals need not contain this item if there is no intention to claim this preference.

Requirement A14: Bidders wishing to request any of the preferences listed above (TACPA, EZA, or LAMBRA) must complete the appropriate forms and include them in response to this requirement. If not requested enter “Not Applicable” in response on Form V-H in Appendix C.

4. Small Business Preference

California Government Code Section 14835, et seq. requires a five percent preference be given to bidders who qualify as a Certified Small Business or up to a five percent preference be given to non-small business bidders claiming at least 25% California certified small business subcontractor participation. The rules and regulations of this law, including the definition of a small business for the delivery of goods and services are contained in Title 2, California Code of Regulations, Section 1896, et seq. A copy of the regulations is available upon request from the Procurement Division, Office of Small Business and DVBE Services (OSDS).

In order to claim the Small Business Preference, Bidder’s proposal must contain a copy of each OSDS Small Business Certification Letter or must evidence the application(s) is/are on-file at OSDS. Bidders not certified by 5:00 p.m. on the Final Proposal due date must be certified prior to the proposed date of the Letter of Intent to Award (see Section I.E – Key Action Dates). Additionally, Bidders must meet all the requirements of California Code of Regulations Section 1896, et seq. to claim this preference.

In addition, on January 1, 2004, Chapter 623, Statutes of 2003, became effective and required all Small Businesses, Micro Businesses and Disabled Veteran Business Enterprises (DVBEs) to perform a “Commercially Useful Function” in any contract they perform for the State. State Form GSPD-05-105 located at: <http://www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf> and a complete Form V-F: Small Business Certification Form must be completed by bidders utilizing small business contractors. Form V-F is located in Appendix C.

A business that is performing a Commercially Useful Function is one that does all of the following:

- a. Is responsible for the execution of a distinct element of the work of the contract;
- b. Carries out its obligation by actually performing, managing, or supervising the work involved;
- c. Performs work that is normal for its business, services and function, and
- d. Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices

Requirement A15: Bidders requesting Small Business Preference must provide Form V-F and all documentation required in Form V-F, which is located in Appendix C.

Please refer to Section IX – Evaluation and Selection for more information regarding the scoring of the Small Business Preference.

#### ***H. Qualification To Do Business In The State Of California***

The Prime Bidder and all subcontractors proposed which are to receive 10% or more of the total compensation must be qualified to do business and in good standing in California, and for such firms, the Bidder's proposal must contain California business qualification(s). For more information on how to obtain qualification to do business in California, or to obtain copies of such certification, see the California Secretary of State Business Portal at their website: <http://www.ss.ca.gov/business/business.htm>

Requirement A16: The Prime Bidder and all subcontractors proposed which are to receive ten percent or more of the total compensation must submit a California Certificate of Good Standing.

#### ***I. Other Administrative Requirements***

##### ***1. Subcontractor Requirements***

Any subcontractor that the bidder chooses to use in fulfilling the requirements of this RFP, and which is expected to receive more than 10 percent of the value of the contract must complete Form V-G, Subcontractor Information. Upon award, notice shall be given by DGS to the subcontractors listed on Form V-G, in Appendix C, of their participation in the contract. Notification to the subcontractor(s) by the Contractor is encouraged immediately after award of a contract.

Bidders must complete and sign the Bidder Declaration, GSPD-05-105 and include it with the bid. All proposed subcontractors must be identified on the form. Bidders must download the form at:  
<http://www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf>.

Requirement A17: Bidders must provide completed and signed Forms V-G and a Bidder Declaration Form GSPD-05-105.

##### ***2. Payee Data Record, STD. 204***

Bidders must submit a signed Payee Data Record, STD. 204 with their Final Proposal submission. Bidders must download the form at:  
<http://www.documents.dgs.ca.gov/osp/pdf/STD204.pdf>

Requirement A18: Bidders must submit a signed Payee Data Record (STD. 204).

***J. Testing and Acceptance***

Two months prior to delivery of the fully configured software, the Contractor will provide to Caltrans documentation of Contractor's planned test activities that validate compliance with all requirements.

Prior to delivery of the configured software to Caltrans, the Contractor will demonstrate to designated Caltrans personnel, all specifications and functionality as set forth in Contract 1 – Configuration and Training. The demonstration will occur at a Caltrans facility in Sacramento, CA.

Within one month following the demonstration, Caltrans will perform acceptance testing to confirm that the software is functioning as required. It will be the decision of the Caltrans Contract Manager when acceptance testing has been successfully completed. Problems discovered during the acceptance testing will be documented in writing, by the Caltrans Contract Manager, and provided to the Contractor's onsite support staff. Such problems must be corrected within 10 State business days.

Requirement A19: Bidder must affirm on Form V-H in Appendix C, concurrence with this requirement.

## VI. BUSINESS AND TECHNICAL REQUIREMENTS

### A. Introduction

This section contains the mandatory and desirable System Administration and Functional Requirements that must be addressed by the software. It will also address the Project Management, Configuration, and Training requirements.

Caltrans has identified mandatory and desirable requirements for the software. Supporting documentation must be provided to support all claims made by the Bidder. Supporting documentation may include product “glossy” brochures, equipment technical specification brochures, technical or user manuals that may be advertised in response to the requirements, and other advertising materials.

### B. Project Management Activities and Plans

Bidders must prepare and submit a Draft Project Management Plan with their proposal. The plan must include the Bidder's approach to the project activities described in Form VI-1, located in Appendix D. The Draft Project Management Plan will allow Caltrans to evaluate the Bidder's knowledge and application of best practices, and competence in managing a project of this size and complexity. Failure to address all required elements of the Draft Project Management Plan will result in a lower score. Information regarding the evaluation and scoring of the Draft Project Management Plan can be found in Section IX of this RFP.

To facilitate the evaluation process, Bidders must complete Form VI-1: Draft Project Management Requirements Response Form, located in Appendix D.

### C. System Administration Requirements

The System Administration Requirements are broken into eight parts, each with a set of mandatory and desirable requirements as described in Form VI-2, located in Appendix D. Bidders shall indicate whether the software meets or does not meet each of the System Administration Requirements.

#### 1. Mandatory:

Bidders must indicate whether or not the software meets the requirement. Failure to meet each mandatory requirement may cause the Bidder's proposal to be deemed non-responsive. Additionally, for each requirement, the Bidder must include a narrative response consisting of:

Proposed Solution Description: Bidders shall provide a description of how their proposed solution meets the requirement.

Supporting Literature or Documentation Reference: Bidders shall indicate in their response (Volume number, page number(s), or section(s)) where documentation can be found to substantiate the bidder's response.

Documentation must be complete and in sufficient detail for the Evaluation Team to understand how the requirement is to be met.

2. Desirable:

Bidders are not required to offer the desirable requirements in order to be compliant with this RFP. However, Bidders must indicate if the desired System Administration requirement is included in the proposed COTS software by entering "Yes" or "No" as indicated on the response form. Where Bidders indicate that the requirement will be met, a narrative response is also required, as described above.

Points will be awarded as described in Section IX, for each desirable requirement met in the Bidder's response.

Bidders must complete Form VI-2 located in Appendix D, as described above, and submit with their response to this RFP. Bidders must not retype or edit the requirements or forms except to enter requested information. Making a material change to the form may make the Bidder's proposal unacceptable to the State and may cause the proposal to be excluded from further consideration.

***D. Functional Requirements***

Caltrans has identified the mandatory and desirable functional requirements for the roadway design software that will best meet the business needs.

1. Mandatory:

Form VI-3, located in Appendix D, contains the mandatory functional requirements. Bidders shall affirm that each requirement will be met by indicating whether the software meets the requirement as indicated on the response form. Failure to meet each mandatory requirement may cause the Bidder's proposal to be deemed non-responsive. Additionally, for each requirement, the Bidder must include a narrative response consisting of:

Proposed Solution Description: Bidders shall provide a description of how their proposed solution meets the requirement.

Supporting Literature or Documentation Reference: Bidders shall indicate in their response (Volume number, page number(s), or section(s)) where documentation can be found to substantiate the bidder's response. Documentation must reference the requirement ID #, and be complete and in sufficient detail for the Evaluation Team to understand how the requirement is to be met.

## 2. Desirable:

Form VI-4, located in Appendix D, contains the desirable functional requirements. Bidders are not required to offer these desirable features in order to be compliant with this RFP. However, Bidders must indicate if the functionality is included in their proposed COTS software by entering "Yes" or "No" as indicated on the form for each desirable functional requirement. Where Bidders indicate that the functionality is included in their response, a narrative response is also required, as described above.

Points will be awarded as described in Section IX, for each desirable requirement met in the Bidder's response.

Bidders must complete Forms VI-3 and VI-4, as described above, and submit with their response to this RFP. Bidders must not retype or edit the requirements or forms except to enter requested information. Making a material change to the form may make the Bidder's proposal unacceptable to the State and may cause the proposal to be excluded from further consideration.

### ***E. Configuration***

The software must be configured within six months following contract approval to support Caltrans' business needs. A complete list of the configuration requirements is included in Appendix F. All configuration requirements and specifications will be incorporated into the Contract.

Requirement T1: Bidder must affirm on Form VI-5, located in Appendix D, that a System Administration Manual will be provided to the Caltrans Contract Manager prior to commencement of acceptance testing.

Requirement T2: Bidders must affirm on Form VI-5, located in Appendix D, that the proposed software meets, or will be configured to meet, all software Configuration Requirements as listed in Appendix F.

***F. Training***

The Bidder must submit a Draft Training Plan as part of their proposal. The Draft Training Plan must include an outline of the development of the curriculum, course content, and a proposed training schedule. The Draft Training Plan must not include cost figures.

To ensure an even distribution of costs and to assist the Bidder with the proposed schedule, Caltrans has included a tentative distribution of training classes in Appendix E – Cost Tables. Classes may occur concurrently in multiple locations. At the end of each training class each student will be asked to complete an instructor evaluation form. A copy of the evaluation form (Course Comments Form.doc) is located in the Bidder's Library.

Refer to Appendix G for all training requirements, course content, and training logistics.

**Requirement T3:** The Bidder must submit a Draft Training Plan as part of the proposal. The Draft Training Plan must include an outline of the development of the curriculum, course content, and a proposed class schedule.

## VII. COST

### A. Introduction

Bidders must provide costs for the software configuration, usage fees, support, and training using the Cost forms located in Appendix E. The list of required cost forms and their respective descriptions can be found in Table VII-1.

**Table VII-1 – Cost Forms**

<b>Cost Category</b>	<b>Form</b>	<b>Form Title</b>
Total Costs	VII-1	Total Cost Summary
Contract 1	VII-2	Project Management and Implementation Services Cost
Contract 1	VII-3	Software Configuration Cost
Contract 1	VII-4	Training Manual Cost
Contract 1	VII-5	COTS Software Usage/Maintenance Fees (Year 1)
Contract 1	VII-6	Training Services Cost Summary
Contract 1	VII-6A	Key User Support Training
Contract 1	VII-6B	Survey Data Processing and DTM Training
Contract 1	VII-6C	Survey COGO and Map Production Training
Contract 1	VII-6D	Introduction to Roadway Design Training
Contract 1	VII-6E	Intermediate Roadway Design Training
Contract 1	VII-6F	Basic Structure Design Training
Contract 1	VII-6G	Basic Hydraulic Design Training
Contract 2	VII-7	COTS Software Usage/Maintenance Fees Summary (Years 2-5)
Contract 2	VII-8	COTS Software Usage/Maintenance Fees (Optional Year 6)

Cost proposals will not be opened for evaluation until after the Evaluation Team has determined that the Bidder's proposal is fully compliant and has achieved the minimum score required (70% of available non-cost points) to advance to the cost opening. Bidders may refer to Section IX for additional information on the scoring of proposals.

All proposed software and services must be included in the Bidder's proposal. Any software or service that is not specifically priced or identified in the Bidder's cost proposal, or that is identified after award of the contract and is needed to meet the requirements of this RFP, will be provided by the Bidder at no additional cost to the State.

Cost is a primary evaluation criterion. Points earned in this category will be based on the lowest total estimated net cost to the State as calculated according to the methodology in Section IX.

**B. Project Budget**

Caltrans has an approved Feasibility Study Report (FSR) for the RDS project. The FSR can be found in the Bidder's Library.

Two contracts will be awarded to the successful Bidder as described in Section I.

1. Contract 1 – Configuration and Training:

The approved project budget for Contract 1 is \$3,978,375.

During Phase 1, payment will be made for deliverables completed as described in Section VII.C. The Contractor will submit one itemized invoice, monthly, for deliverables completed. All contract deliverables are subject to approval by the Caltrans Contract Manager prior to payment. In cases where deliverables have been grouped together, payment will be made when all deliverables in that group have been completed and approved.

During Phase 2, payment for on-going project management activities in years 2-5 and training will be paid monthly, in arrears. The Contractor will submit one itemized invoice, monthly, for services rendered. Completion of services will be verified by the Caltrans Contract Manager prior to payment.

All invoices for Contract 1 are subject to a 10% withhold. Such retained amount shall be held by the State and only released to the Contractor upon the Caltrans Contract Manager's acceptance all of the required services related to the Contract.

2. Contract 2 – Software Usage and Maintenance Fees:

The approved project budget for Contract 2 is \$8,400,000, and will be allocated yearly based on the expected number of users.

Software usage/maintenance fees shall be invoiced monthly in arrears and will not be subject to a 10% withhold.

### C. Payment Milestones for Contract 1 – Configuration and Training

Costs may not exceed the percentages indicated below. All payments are subject to a 10% withhold until successful completion of Contract 1,

Payment Milestone
<b>Phase 1</b>
<i>The total of all deliverables in this phase must not exceed 17% of the Bidder's costs for Contract 1: Configuration and Training.</i>
Development and Delivery of Approved Project Management and Training Plans (Form VII-2)
Configuration and Acceptance Testing includes the acceptance of the following items: <ul style="list-style-type: none"> <li>• Project Management activities through completion of configuration and installation of software (Form VII-2)</li> <li>• Software Configuration (Form VII-3)</li> </ul>
Development and Delivery of Approved Final Training Schedule (Form VII-2)
Course Development and Delivery of Approved Training Manuals (Form VII-4)
Key User Support Training and Fees Includes the following: <ul style="list-style-type: none"> <li>• Completion of Key User Support Training (Form VII-6A)</li> <li>• COTS Software Usage/Maintenance Fees Year 1 (Form VII-5)</li> <li>• Project Management and Implementation activities after configuration and through completion of Key Support User training. (Form VII-2)</li> </ul>
<b>Phase 2 (billable monthly in arrears)</b>
Ongoing Project Management Activities (Year 2-5) (Form VII-2)
Training (Year 2-5) (Form VII-6)

### D. Cost Form Definitions

A firm fixed price must be provided for each of the cost forms contained in Appendix E. Bidders must not retype or edit the cost forms except to enter the requested information. Making a change to the form may make the proposal unacceptable to the State and may cause the proposal to be excluded from further consideration.

It is the sole responsibility of the Bidder to ensure all cost data and mathematical calculations are correct in the proposal.

The Cost Forms and a brief description are as follows:

#### 1. Total Cost Summary (Form VII-1) (Contracts 1 and 2)

The Total Cost Summary must contain the Bidder's total price to provide the software and services as proposed, including implementation services and ongoing software usage fees and support costs. This form summarizes cost totals from subsequent forms.

2. Project Management and Implementation Services Cost (Form VII-2) (Contract 1)

The Bidder shall include the cost of services related to project management and implementation of the software.

3. Software Configuration Cost (Form VII-3) (Contract 1)

The Bidder shall include the cost to configure the software to meet Caltrans' standards identified in Appendix F.

4. Course Development and Training Manual Cost (Form VII-4) (Contract 1)

The Bidder shall include the cost of developing Caltrans-specific courses and training manuals.

5. COTS Software Usage/Maintenance Fees (Year 1) (Form VII-5) (Contract 1)

The Bidder shall identify all software proposed for the project. Cost information shall include usage fees per user for 73 Key Support Users. Information for software proposed must include software title, description, and version number of the items.

6. Training Services Cost Summary (Form VII-6) (Contract 1)

All training requirements and logistics are located in Appendix G. All expenses associated with training delivery must be incorporated into the cost per class.

Form VII-6 summarizes cost data from the following forms:

Form VII-6A: Key User Support Training

Form VII-6B: Survey Data Processing and DTM Training

Form VII-6C: Survey COGO and Map Production Training

Form VII-6D: Introduction to Roadway Design Training

Form VII-6E: Intermediate Roadway Design Training

Form VII-6F: Basic Structure Design Training

Form VII-6G: Basic Hydraulic Design Training

7. COTS Software Usage/Maintenance Fees Summary (Years 2-5) (Form VII-7) (Contract 2)

The Bidder must provide annual usage and maintenance fees for each year of the contract.

During the second year of the project, the end user count will rise to approximately 1,000, including the initial 73 trained in the first year. The software will be deployed to approximately 1,000 additional users in each of the next three years, for a total of approximately 4,000 end users when rollout is complete. A user is defined as any one person using the software at any time regardless of machine.

8. COTS Software Usage/Maintenance Fees (Optional Year 6) (Form VII-8) (Contract 2)

The Bidder must provide usage and maintenance fees for one additional (optional) year.

## VIII. PROPOSAL FORMAT

### A. Introduction

This section contains instructions and prescribes the mandatory proposal format for the development and presentation of Bidder's RFP response. Format instructions must be adhered to, all requirements and questions in the RFP must be responded to, and all requested data must be supplied. There is no intent to limit the content of the bid. Additional information deemed appropriate by the Bidder and their proposed solution must be included. However, including irrelevant material only makes the evaluation more difficult. Do not include testimonials about products in the requirement responses. These may be included in Volume IV – Literature. It is the responsibility of the Bidder to respond in the prescribed format ensuring the Caltrans RDS Evaluation Team can locate all response information.

Page numbers should be located in the same page position throughout the proposal. Figures, tables, charts, etc. must be assigned index numbers and must be referenced by these numbers in the proposal text. Figures, etc. must be placed as close to text references as possible. All pages in the proposal must be consecutively numbered, and must be standard 8.5x11" paper (except charts, diagrams, etc., which may be foldouts). If foldouts are used, the folded size must fit within the 8.5x11" format. Each volume of the various proposal submissions must be provided separately in an appropriately sized binder.

It is the Bidder's responsibility to ensure its proposal is submitted in a manner that enables the Evaluation Team to easily locate all response descriptions and exhibits for each requirement of this RFP.

The following must be shown on each page of the proposal and cost data:

- RFP RDS-2660-421
- Name of Bidder
- Proposal Volume Number and Page Number
- Label: "Draft Proposal" or "Final Proposal" or "Cost Proposal"

The proposal package must be completely sealed. All proposal package submissions must be clearly labeled "RFP RDS-2660-421". Submissions must be identified as the proposal (Draft or Final), or Cost Data (cost data must be sealed and submitted separately from the proposal) and include the Bidder's name and return address. Each proposal package must include one complete set of all volumes containing original signatures marked "Master Copy".

Bidders must notify the Procurement Official when the proposal (Draft and Final) are being delivered.

Bidders must ensure that no costs are included in the Draft or Final Proposal, except in the sealed Volume III – COST DATA envelope, submitted with Final Proposal. The inclusion of pricing in any fashion or format in any other place in the proposal may result in immediate rejection of the bid (e.g. “provided at no additional cost..., etc.”). Supporting literature containing costs or rates (such as catalogs, maintenance service rates, etc.), submitted as part of the proposal must have all cost figures replaced with “XXXX.”

### ***B. Final Proposal Format and Content***

Failure to clearly identify the proposal on the outside of the package may result in the rejection of the proposal. The State is not responsible for receipt of any Final Proposal, which is improperly labeled, and accepts no responsibility for lost and/or late delivery of Final Proposals.

Bidders must not retype or edit the templates, or forms, except to enter requested information. Making a material change to any form may make the Bidder's proposal unacceptable to the State and may cause the proposal to be excluded from further consideration.

The complete proposal should be submitted in the format and numbers of copies indicated, and include the following items:

1. Volume I—Response to Requirements (1 Master copy and 10 copies)

This volume must contain all responses to the ADMINISTRATIVE REQUIREMENTS (RFP Section V), and TECHNICAL REQUIREMENTS (Section VI) of the RFP. All forms and questionnaires, EXCEPT for cost data, must be completed and included in this volume. Volume I will be incorporated into both contracts as appropriate.

The organization is to be as follows:

Section 1—Cover Letter and Executive Summary (Appendix C, Requirements A1 and A2)

Section 2—Administrative Requirements Response (Appendix C, Requirements A3 through A19)

Section 3—Technical Requirements Response (Appendix D)

Section 3 should contain tabs to separate each of the following sections:

- Tab 1: Project Management
- Tab 2: System Administration
- Tab 3: Mandatory Functional
- Tab 4: Desirable Functional
- Tab 5: Other Technical Requirements

2. Volume II—Completed Contracts (1 Master copy and 1 copy)

This volume must contain the complete contract terms and conditions and all Attachments, complete in every detail. The Standard Agreement Form 213IT must be signed.

3. Volume III—Cost Data (1 Master copy and 10 copies)

This volume must be in a separately sealed, marked envelope or container containing all completed cost sheets and any other document with cost data identified as required in this RFP. Volume III will be incorporated into the contracts as appropriate.

The organization is to be:

Section 1—Cost Worksheets (Forms VII-1 through VII-8)

Section 2—Letter of Bondability

4. Volume IV—Literature (1 Master copy and 10 copies)

This volume must contain all technical and other reference literature the Bidder deems necessary to support the responses to the requirements of this RFP. **This volume must be tabulated so that the various reference materials can be located for evaluation purposes.**

5. Electronic Response Requirements

Two CD's must be included with Volume I containing all of Volume I response data in electronic form (Word or searchable PDF), two CD's must be included with Volume III containing all cost data (separate sealed with Volume III hardcopy and not in PDF format), and two CD's may be included with Volume IV containing electronic copies of any technical or other reference literature.

**C. Draft Proposal Format and Content**

The Draft Proposal must contain all the material specified above for the Final Proposal **except cost figures**. The costs should all be indicated with "XXXX". The completed contract (Appendix A), including Attachments **must also be included with products and services identified, but no cost figures included**. The contract need **not** be signed at this point. It is **important that all cost tables/sheets, with all entries except cost figures, be included**. The number of copies of the Draft Bid to be submitted for validation is as follows:

Volume I—	1 Master copy and 10 copies
Volume II—	1 Master copy and 1 copy
Volume III—	1 Master copy and 10 copies
Volume IV—	1 Master copy and 10 copies

## **IX. EVALUATION AND SELECTION**

### ***A. Introduction***

The procurement process is a multi-step process to determine the most responsible and responsive proposal that offers the “best value” business solution to Caltrans. A “best value” evaluation does not emphasize low cost at the exclusion of other factors. It is a balanced assessment consisting of cost and perceived risk matched to the business needs.

This section discusses the process Caltrans will follow in evaluating proposals submitted by Bidders in response to the RFP and the criteria to be used in evaluating proposals. The selection process includes review of the Draft Proposals, with confidential discussions where Caltrans provides feedback to each Bidder, followed by a scored evaluation of Final Proposals.

This procurement is being conducted under the guidance of a Procurement Official from the Department of General Services (DGS) (refer to RFP Section I). Caltrans has established an Evaluation Team comprised of individuals selected from Caltrans staff from different regions and different disciplines. The RDS Evaluation Team is considered one group, and the opinion of that group is by consensus. Review of Bidder Draft Proposals and evaluation and scoring of Final Proposal Submissions will be by consensus of the entire Evaluation Team.

The DGS official serves as the point of contact for the Bidder for questions and clarification. Caltrans may engage additional qualified individuals or subject matter experts (SME’s) during the evaluation process to assist the team in gaining a better understanding of technical, or program issues. SME’s do not have voting privileges or responsibility for the evaluation process, but they may serve in an advisory capacity.

Bidders are required to thoroughly review all RFP requirements to ensure that the proposal and the proposed approaches and plans are fully compliant with RFP requirements. If the Evaluation Team finds that a Final Proposal has a material deviation, that proposal will be considered non-responsive and will not be considered for further evaluation.

Complete proposals must be delivered by the dates and times specified in Section I, Key Action Dates. The Procurement Official will verify that all responses are submitted under an appropriate cover, sealed and properly identified.

Proposals will remain sealed until the designated time for opening.

## ***B. Review of Draft Proposals***

Draft Proposals submitted by the date and time designated in the RFP Section I, will be opened and reviewed for compliance with the requirements of the RFP.

### **1. Draft Proposal Review**

The Draft Proposal must contain the complete Bidder proposed solution, **without costs**. The main purpose of the Draft Proposal is to provide Caltrans with a complete proposal (except for cost figures) to identify areas in the Bidder's proposal that, if not corrected, are unclear or could cause the Bidder's Final Proposal to be rejected. The Draft Proposal format and submission must follow the guidelines presented in Section VIII.

Draft Proposals will be reviewed by the Evaluation Team for compliance with the complete set of RFP requirements along with any explanations provided by the Bidder to add substance or provide background on how requirements will be met. The Evaluation Team will conduct the reviews to:

- Verify completeness of Reference Questionnaires; and
- Identify Conditional Statements – “Qualifiers” or conditions (conditional proposals) are not acceptable; and
- Document Deficiencies – Identify and document areas in which a proposal appears to be non-responsive, unclear, incomplete, defective, or require additional clarification.

After Draft Proposals have been reviewed, individual Confidential Discussions will be scheduled with each Bidder to discuss items that need clarification and to disclose defects found by the Evaluation Team. Prior to Confidential Discussions with the Bidder, the State will prepare a Confidential Discussion Agenda itemizing the identified defects.

The review of Draft Proposals is not an opportunity to make major changes to the bid, but only to correct those errors that could cause the Final Proposal to be deemed non-responsive. **THE STATE MAKES NO WARRANTY THAT ALL SUCH ERRORS WILL BE IDENTIFIED DURING THE REVIEW OF THE DRAFT PROPOSAL OR THAT SUCH ERRORS REMAINING IN THE FINAL PROPOSAL WILL NOT CAUSE THE PROPOSAL TO BE REJECTED.**

### **2. Confidential Discussions**

The Evaluation Team will meet with each Bidder to discuss the Bidder's Draft Proposal. These Confidential Discussions will allow the Bidder to request clarification or ask questions specific to its proposed solution, thus protecting the confidential nature of each unique solution. Caltrans will discuss its concerns and ask for clarification if a response to a requirement is not clear or well defined, or if the proposed solution contains deficiencies. Bidders are

strongly encouraged to bring their proposed project team and discuss the Evaluation Team comments at this time.

The Confidential Discussions are intended to minimize the risk that a Bidder's Final Proposal will be deemed defective; however, such discussions will not preclude rejection of the Bidder's Final Proposal if such defects are later found. The State does not warrant that all defects will be detected during the Draft Proposal Review.

### ***C. Evaluation and Scoring of Final Proposals – Overview***

Final Proposals will be logged as received by the Procurement Official listed in RFP Section I; and verified to ensure that all responses are submitted under an appropriate cover, sealed, and properly identified.

Failure to meet each mandatory requirement may cause the Bidder's proposal to be deemed non-responsive.

The evaluation of Final Proposals will consist of the following steps.

#### **1. Preliminary Review and Validation (Pass/Fail)**

All proposals received as specified in Section I, will be acknowledged as having been received at that time. Volume III - Cost Data shall remain sealed and in the possession of the Procurement Official until the evaluations of all requirements have been completed for all Bidders. The Final Proposals will be checked for the proper identification and required information, as specified in Section VIII. The results of this review will be documented using the Preliminary Review Sheet, Exhibit IX-1. **Unsealed proposals may be rejected.**

Cost proposals will only be opened for compliant Bidders receiving 70% or more of the available non-cost points. On the date of the public cost opening, the State will post a summary of the non-cost points awarded to each Bidder. This summary will be provided to all Bidders and the public in attendance at the cost opening as well as persons who request the summary.

- **Validation Against Requirements**

The State will check each proposal in detail to determine its compliance to the RFP requirements. If a proposal fails to meet an RFP requirement, the State will determine if the deviation is material as defined in Section II. A material deviation will be cause for rejection of the proposal. If a deviation is deemed to be non-material; evaluation will continue.

The proposals will be reviewed by the Evaluation Team to determine completeness of required documentation and compliance with Disabled Veterans Business Enterprise (DVBE), Small Business, TACPA, LAMBRA, and EZA requirements, as described in Section V.

## 2. Administrative Requirements (Pass/Fail)

The RDS Evaluation Team will review the Bidder's response to determine if all administrative requirements have been met. All Administrative Requirements are Pass/Fail. See Appendix C, Form V-H: Administrative Requirements Response Matrix, for a complete list.

NOTE: The Reference requirement consists of two components, Pass/Fail and scored. The scored portion is included in the Business and Technical Requirements (Technical Requirements) and contributes to the total non-cost points.

## 3. Maximum Available Non-Cost Points = 6454

The Evaluation Team will review and evaluate the Bidder's responses to the various Business and Technical Requirements (Technical Requirements) described in detail in Subsection D, in this Section. The maximum available non-cost points are 6454. For each category, points will be awarded based on the Bidder's response and the evaluation criteria within this section.

## 4. Bid Opening and Cost Assessment

There will be a public cost opening for all responsive/responsible Bidders' proposals that meet all the mandatory requirements and achieve at least 70% of the available non-cost points (4518). Bidders that do not meet this minimum score will not have their Cost Proposals opened.

After cost opening, all bids will be validated to verify that they are complete and free of mathematical errors. If necessary, errors and inconsistencies will be resolved in accordance with Section II.

## 5. Determination of Winning Proposal

The total score (requirements and cost) will be calculated for each proposal. All necessary adjustments for preference and/or incentive points will be calculated and applied before determining the final score for each proposal. The Contract award, if any, will be made to the proposal with the highest final score.

### ***D. Technical Requirements – Evaluation Process and Determination of Score (Maximum Score = 6454)***

A maximum score of **6454** is possible for the technical requirements portion of the proposal. Details and scoring examples for the various components of the Technical Requirements follow:

#### 1. Draft Project Management Plan

(Maximum Score = 320)

Each Bidder must include a Draft Project Management Plan as part of their proposal. The Draft Project Management Plan will be assessed and scored based on the criteria and points shown in Tables IX-1 and IX-2. A maximum of 320 points are available for the Draft Project Management Plan.

**Table IX-1: Project Management Plan Scoring Criteria**

Criteria	Percentage of Available Points
The narrative response is compliant with the requirement, describes the specific approach which has been tailored for this project, and demonstrates to the Evaluation Team that the Bidder has a comprehensive and detailed understanding of the project scope.	100%
The narrative response is compliant with the requirements for this project, and demonstrates to the Evaluation Team that the Bidder has a fundamental understanding of the project scope.	50%
The narrative response only partially addresses or fails to address the requirements of the project, and demonstrates to the Evaluation Team that the Bidder has little or no understanding of the project scope.	0%

The Evaluation Team shall document their findings to show how the percentage of Points Earned was applied for each requirement. The Evaluation Team documentation will be included as a comment in the Evaluation and Selection Report.

**Table IX-2: Project Management Plan Components and Scoring**

Requirement Number	Requirement	Percentage of Points Earned	Available Points	Points Earned
<b>Project Schedule (70 points total)</b>				
P1	Project schedule reflects expected timeframes		10	
P2	Includes full list of project tasks		10	
P3	Includes start/end dates with durations		10	
P4	Includes milestones (as appropriate)		10	
P5	Dependencies are accurate		10	
P6	Includes resource assignments		10	
P7	Schedule management plan includes schedule monitoring and update procedures		10	
<b>Proposed project organization, including roles and responsibilities (50 points total)</b>				
P8	Project organization chart is included		20	
P9	Roles and responsibilities are well defined		20	
P10	Project organization chart conforms to resource assignment in project schedule		10	
<b>Risk/issue management plan (50 points total)</b>				
P11	Issue resolution procedures are well defined		10	
P12	Includes list of planned risk and issue resolution activities, including responsibilities		10	
P13	Includes risk/issue identification and tracking process		10	

**Table IX-2: Project Management Plan Components and Scoring (continued)**

Requirement Number	Requirement	Percentage of Points Earned	Available Points	Points Earned
P14	Risk mitigation procedures are defined		10	
P15	Issue escalation procedures are defined		10	
<b>Communication Plan (50 points total)</b>				
P16	Communications are well defined		20	
P17	Includes list of planned communication activities, including responsibilities and audience		30	
<b>Change Management Plan (50 points total)</b>				
P18	Change management procedures are well defined		20	
P19	Includes list of planned change management activities, including responsibilities		30	
<b>Quality Plan (50 points total)</b>				
P20	Requirements tracking procedures are defined		20	
P21	Documents conformance to Caltrans hardware/software standards. Refer to Section IV.E		20	
P22	Documents understanding of Caltrans security standards. Refer to Section IV.C		10	

**Project Management Plan Components and Scoring Sample (i.e. Project Schedule):**

Table IX-3 contains a sample of how the Project Management components will be scored.

**Table IX-3: Project Management Plan Components and Scoring Sample**

Requirement Number	Requirement	Percentage of Points Earned	Available Points	Points Earned
<b>Project Schedule (70 points total)</b>				
P1	Project schedule reflects expected timeframes	50%	10	5
P2	Includes full list of project tasks	0%	10	0
P3	Includes start/end dates with durations	50%	10	5
P4	Includes milestones (as appropriate)	100%	10	10
P5	Dependencies are accurate	100%	10	10
P6	Includes resource assignments	0%	10	0
P7	Schedule management plan includes schedule monitoring and update procedures	100%	10	10

In this example, the Bidder has the total score of 40 points (5+0+5+10+10+0+10=40) for the Project Schedule portion of the plan.

2. System Administration Requirements

**(Maximum Score = 660)**

The System Administration Requirements are broken into eight parts, each with a set of mandatory and desirable requirements. The mandatory System Administration Requirements are pass/fail. A complete list of requirements is located in Appendix D, Form VI-2.

The desirable System Administration Requirements are scored. Table IX-4 provides the available points for each desirable requirement. For each desirable requirement met, the available points for that requirement will be awarded. The Requirement Numbers listed in this table match the desirable requirements listed in Appendix D.

**Table IX-4: System Administration - Desirable Requirements**

Requirement Number	Requirement	Meets Requirement (YES/NO)	Available Points	Earned Points
<b>Part 1. Hardware Requirements</b>				
S2	The minimum amount of RAM (published by vendor) required to run the software is less than or equal to 512 megabytes.		20	
S3	The minimum amount of RAM (published by vendor) required to run the software is less than or equal to 1 gigabyte.		20	
S4	The recommended amount of Hard Disk space (published by vendor) needed to install the software is less than 1 gigabyte.		4	
S5	The minimum CPU (published by vendor) required to run the software is less than or equal to a Pentium 4 2.0GHz processor.		4	
<b>Part 2. Software Requirements</b>				
S10	The software is compatible/supported with Microsoft Windows XP Professional, Vista, and the latest Microsoft operating system available.		20	
S11	The software is compatible/supported with import/export to Microsoft Office Professional 2000.		4	
S12	The software is compatible/supported with import/export to Microsoft Office Professional 2003.		20	

**Table IX-4: System Administration - Desirable Requirements(Continued)**

Requirement Number	Requirement	Meets Requirement (YES/NO)	Available Points	Earned Points
S13	The software is compatible/supported with PDF export.		4	
S14	The software is compatible/supported with Internet Explorer 6.0 import/export.		4	
S15	The software is compatible/supported with Internet Explorer 7.0 import/export.		4	
S16	The software supports multiple users on the same computer, each with customizable settings, on Windows XP Professional.		20	
S17	The software supports multiple users on the same computer, each with customizable settings, on Windows Vista Business.		20	
<b>Part 3. Installation</b>				
S20	The installer is available as a Microsoft Installer (MSI) format.		20	
S21	The installer is installable from a network server by mapped drive and by UNC.		20	
S22	The installer is capable of installing silently (no prompts).		20	
S23	Multiple versions of the software can be installed, co-exist, and function on the same computer.		20	
S24	Components can be installed/added without full re-install.		20	

**Table IX-4: System Administration - Desirable Requirements(Continued)**

Requirement Number	Requirement	Meets Requirement (YES/NO)	Available Points	Earned Points
<b>Part 4. Configuration</b>				
S26	The configuration settings can be packaged into a single file.		20	
S27	The configuration settings can be text file configurable.		20	
S28	The configuration function has built-in error checking.		20	
S29	Multiple users can configure custom settings.		20	
S30	Multiple users can configure custom settings without using Windows Profiles.		20	
<b>Part 5. Usage Rights</b>				
S32	Usage is fully open. (i.e. Program can be installed and used without the use of the original CD/DVD, a unique key, etc.)		20	
S33	Usage is controlled via a pool at the local area network server.		20	
S34	Usage can be granted for use without network operation.		20	
<b>Part 6. Uninstalls</b>				
S36	Patches/Updates can be discretely uninstalled.		20	
S37	Uninstall uses standard Windows uninstall.		20	
S38	Components can be uninstalled without uninstalling entire software.		20	
S39	Uninstall is capable of silent uninstall (no prompts).		20	

**Table IX-4: System Administration - Desirable Requirements(Continued)**

Requirement Number	Requirement	Meets Requirement (YES/NO)	Available Points	Earned Points
<b>Part 7. Patches/Updates</b>				
S41	Patches/Updates are modular and do not require complete re-install of product.		20	
S42	Patches are configurable (i.e. allows user-defined settings such as installation path, reboot options, etc.)		4	
S43	Patches are capable of silent install (no prompts).		20	
S44	Patches can be managed centrally.		20	
S45	Patches can be performed on-demand by ordinary user.		4	
S46	Summary of installed patches can be given on demand.		20	
S47	Patches auto-detect pre-requisites.		20	
S48	Reports can be gathered for machines that do not have certain patches.		20	
S49	Users can be notified of new patches.		20	
S50	Users can be notified of missing patches.		20	
<b>Part 8. User Security</b>				
Desirable:				
S52	Users can secure their projects within the software to keep other users from modifying their projects.		4	
S53	If the software has integrated security, Administrators have ability to access the projects of users that have secured their projects using the software's integrated security.		4	

A scoring sample for the Desirable System Administration Requirements is provided in Table IX-5.

**Scoring Sample (i.e. Part 7: Patches/Updates)**

**Table IX-5: Desirable System Administration Requirements Scoring Sample**

Requirement Number	Requirement	Meets Requirement (YES/NO)	Available Points	Earned Points
<b>Part 7. Patches/Updates</b>				
S41	Patches/Updates are modular and do not require complete re-install of product.	YES	20	20
S42	Patches are configurable (i.e. allows user-defined settings such as installation path, reboot options, etc.)	YES	4	4
S43	Patches are capable of silent install (no prompts).	YES	20	20
S44	Patches can be managed centrally.	NO	20	
S45	Patches can be performed on-demand by ordinary user.	NO	4	
S46	Summary of installed patches can be given on demand.	YES	20	20
S47	Patches auto-detect pre-requisites.	NO	20	
S48	Reports can be gathered for machines that do not have certain patches.	YES	20	20
S49	Users can be notified of new patches.	YES	20	20
S50	Users can be notified of missing patches.	NO	20	

In this example, the Bidder earned 104 points for this part of the System Administration Desirable requirements. Four requirements were not met S44, S45, S47 and S50; therefore, no points were awarded for those desirable requirements.

### 3. Mandatory Functional Requirements

All Mandatory Functional Requirements are Pass/Fail. See Appendix D, Form VI-3, for a complete list.

### 4. Desirable Functional Requirements

**(Maximum Score = 1684)**

For each desirable requirement met, the available points for that requirement will be awarded. See Table IX-6 for the available points for each Desirable Functional Requirement.

**Table IX-6: Desirable Functional Requirements**

Requirement Number	Desirable Functional Requirements	Meets Requirement (YES/NO)	Available Points	Earned Points
<b>GENERAL SPECIFICATIONS</b>				
GENERAL SPECIFICATIONS: General				
D1	The software should provide design and drafting features in MicroStation.		20	
D2	The software is capable of running in MicroStation and in other drafting software.		20	
D3	If the software doesn't work within MicroStation, the software should use multiple tables during translation process (e.g. symbol, color, layer/level, line style tables, etc.)		16	
GENERAL SPECIFICATIONS: Documentation				
D4	The solution includes online tutorials and online training.		16	
GENERAL SPECIFICATIONS: File Structure/Management				
D5	The software provides user tools to manage files (not computer managed only).		16	

**Table IX-6: Desirable Functional Requirements (Continued)**

<b>Requirement Number</b>	<b>Desirable Functional Requirements</b>	<b>Meets Requirement (YES/NO)</b>	<b>Available Points</b>	<b>Earned Points</b>
D6	The software generates a project history/log file.		12	
D7	The software allows multiple users to access the same project files simultaneously, with security features to prevent users from overwriting changes made by others.		20	
<b>GENERAL SPECIFICATIONS: User Interface</b>				
D8	The software provides a consistent look of menus, dialog boxes, messages, and functions (i.e. same fonts, colors, and formatting.)		20	
D9	The software provides menu-driven commands with characteristics as follows:			
	a. Has three or less submenus in a stream for all menu-driven commands;		16	
	b. Provides a grouping of commands based on transportation design process (e.g. Pull Down Menu has groups for Horizontal Alignments, Vertical Alignments, Superelevation, etc. and all commands needed to design and display that item are under that menu); and/or		20	
	c. Has user-defined toolbars and menus transferable between users/projects.		16	
D10	The software provides the ability to repeat the last command without invoking the menu structure.		16	
D11	The software displays object attributes with cursor.		16	
D12	The software provides the ability to recall the data entry from the last use of that command.		12	

**Table IX-6: Desirable Functional Requirements (Continued)**

Requirement Number	Desirable Functional Requirements	Meets Requirement (YES/NO)	Available Points	Earned Points
D13	The software provides at least two "Undo" actions for design commands. (e.g. Undo modified and deleted data by selection set or working session.)		20	
<b>DTM SURFACES</b>				
DTM SURFACES: General Specifications				
D14	The software provides a dynamic interface with the DTM engine.		12	
D15	The software is capable of working with large data sets (e.g. laser-scanned data with a large number of points).		16	
D16	The software is able to lock DTM from manipulation/modification.		16	
D17	The software creates DTM extents for GIS purposes.		16	
DTM SURFACES: Input				
D18	The software develops and generates surfaces from a LandXML file format.		16	
DTM SURFACES: Contours				
D19	The software dynamically links contour modifications to DTM surface.		16	
DTM SURFACES: Cross Sections				
D20	The software automatically updates cross sections based on changes to the DTM.		16	
D21	Cross sections identify void areas.		16	
D22	The software extracts cross section data directly from 3D digital contour maps or Digital Elevation Models (DEM's) without the use of a surface (TIN) model.		12	
D23	The software resolves crossing sections (e.g. at curb returns and bridge cones).		16	
DTM SURFACES: Modifications				
D24	The software provides dynamic interactive manipulation of multiple surfaces.		16	

**Table IX-6: Desirable Functional Requirements (Continued)**

Requirement Number	Desirable Functional Requirements	Meets Requirement (YES/NO)	Available Points	Earned Points
D25	The software allows user-defined boundaries and void areas.		16	
D26	The software provides for point filtering (i.e. thinning).		16	
D27	The software is able to process a portion of the DTM in user-defined areas.		16	
<b>DTM SURFACES: Reports/Output</b>				
D28	The software provides DTM export in LandXML format.		16	
D29	The software is compatible with Machine Guided Grading.		16	
<b>COGO</b>				
<b>COGO: Spirals</b>				
D30	The software constructs a spiral based upon a "least squares" fit through a series of points. Should report residual values and allows user to determine point list based on residuals.		12	
<b>COGO: Manipulation/Modifications</b>				
D31	The software provides dynamic modification capabilities for single or complex geometry elements (e.g. modifying a circular curve in a horizontal alignment would also affect tangents to that curve), with an option to let user save changes as a new element rather than automatically updating the existing element.		16	
<b>COGO: Traverse</b>				
D32	The software graphically previews traverse before it is stored.		16	

**Table IX-6: Desirable Functional Requirements (Continued)**

Requirement Number	Desirable Functional Requirements	Meets Requirement (YES/NO)	Available Points	Earned Points
COGO: User-Defined Annotations				
D33	The software provides user-definable tabular element annotation including tables for areas with descriptions and dynamically updates tables when geometry changes.		16	
D34	The software provides radial or tangent bearing annotation at a given point on a curve.		16	
COGO: Reports/Output				
D35	The software provides a report with the ability to list or display user-defined elements, for example: <ul style="list-style-type: none"> <li>• Duplicate points; and</li> <li>• Points not in a string.</li> </ul>		16	
D36	The software provides command listing that can be used to edit and re-run a series of commands.		16	
<b>HORIZONTAL ALIGNMENT</b>				
HORIZONTAL ALIGNMENT: Construct Horizontal Alignment				
D37	Horizontal Alignment reports are capable of providing point descriptors.		20	
<b>VERTICAL ALIGNMENT</b>				
VERTICAL ALIGNMENT: Construct Vertical Alignment				
D38	The software is capable of displaying vertical curves superimposed over Horizontal Alignment curves (visualization tool for improved HA and VA design continuity).		16	
D39	The software is capable of constructing a vertical alignment by a best-fit method.		16	
VERTICAL ALIGNMENT: User-Defined Vertical Alignment Annotations				
D40	The software provides and displays profiles with automatic annotation including K-value.		16	

**Table IX-6: Desirable Functional Requirements (Continued)**

Requirement Number	Desirable Functional Requirements	Meets Requirement (YES/NO)	Available Points	Earned Points
<b>VERTICAL ALIGNMENT: Modify Vertical Alignment</b>				
D41	When any interactive modification is made, all affected features and elements of the alignment, including stationing, are automatically updated and saved in the design file/model with on/off switch.		20	
<b>VERTICAL ALIGNMENT: Reports/Output</b>				
D42	Vertical alignment reports and output provide:			
	a. Slope differences;		16	
	b. Passing sight distance; and/or c. Decision sight distance.		20	
D43	The software computes minimum vertical distance between any two vertical alignments or line strings at overlapping points.		16	
<b>SUPERELEVATION</b>				
<b>SUPERELEVATION: General</b>				
D44	The software provides Superelevation transition curves.		16	
D45	The software imports Excel spreadsheets with Superelevation data.		12	
<b>SUPERELEVATION: Modifications</b>				
D46	The software allows user to copy, edit, delete, insert, move, and revise previously defined Superelevations.		16	
D47	The software is able to graphically modify previously defined Superelevations.		16	

**Table IX-6: Desirable Functional Requirements (Continued)**

Requirement Number	Desirable Functional Requirements	Meets Requirement (YES/NO)	Available Points	Earned Points
D48	When any modification to Superelevation is made, the affected elements of the design (e.g. cross sections or design model) are automatically updated; including automatic Superelevation plot update with on/off switch.		16	
<b>SUPERELEVATION: Superelevation Plots</b>				
D49	The software provides user-defined Superelevation diagram annotation including:			
	a. Superelevation runoff lengths		16	
	b. Point of intersection for coincidental rates		16	
D50	The software provides Horizontal Alignment Curve annotation (e.g. BC, EC, etc.) on Reference Line.		16	
<b>ROADWAY DESIGN: General</b>				
D51	The software provides a configurable design specification checker (including horizontal and vertical alignments as well as Superelevation.)		20	
<b>ROADWAY DEFINITION</b>				
<b>ROADWAY DEFINITION: General Cross Section Requirements</b>				
D52	The software displays longitudinal features in cross-section view including: <ul style="list-style-type: none"> <li>• Edge drains; and</li> <li>• Utilities (gas lines, pipes, etc.)</li> </ul>		16	
<b>ROADWAY DEFINITION: Defining Roadway Segments</b>				
D53	The software allows a minimum of 10,000 segments, strings of segments, and strings.		16	

**Table IX-6: Desirable Functional Requirements (Continued)**

Requirement Number	Desirable Functional Requirements	Meets Requirement (YES/NO)	Available Points	Earned Points
D54	The software allows the user to graphically review design sections and strings in cross section window and planimetric window before storing to database.		16	
ROADWAY DEFINITION: Slope Selection/Ditch Design				
D55	The software allows a minimum of 100 slope segments/strings per: <ul style="list-style-type: none"> <li>• Station;</li> <li>• Range of stations; or</li> <li>• Section of roadway.</li> </ul>		16	
D56	The software allows slope input by both ratio and percents.		20	
ROADWAY DEFINITION: Earthwork Quantity Parameters				
D57	The software generates mass-haul diagrams, including the option of forced balance.		16	
ROADWAY DEFINITION: Roadway Cross Section Output (Quantities, Plots, and Reports)				
D58	The software provides a station and offset report of grinding areas and intersection with Original Ground (OG) surface.		16	
ROADWAY DEFINITION: Cross Section Plots				
D59	The software is able to plot partial cross sections.		16	
<b>SITE MODELING/DESIGN</b>				
SITE MODELING/DESIGN: General				
D60	The software allows data input graphically and/or interactively in a dynamic environment.		20	
<b>VISUALIZATION TOOLS</b>				
D61	The software provides 3D animation capabilities (e.g. drive-thru).		16	
D62	The software is able to manipulate and edit in a 3D view.		16	

**Table IX-6: Desirable Functional Requirements (Continued)**

<b>Requirement Number</b>	<b>Desirable Functional Requirements</b>	<b>Meets Requirement (YES/NO)</b>	<b>Available Points</b>	<b>Earned Points</b>
D63	The software provides photo-realistic rendering capabilities, including the modeling of manmade features (e.g. buildings, vehicles, utility objects, etc.) and natural features (e.g. trees, shrubs, pedestrians, etc.).		16	
D64	The software provides line of sight measurements, distance and bearings between any two defined locations.		16	
D65	The software produces 3D views that are color coded by elevation or slope intensity and allows the user to modify shading settings.		16	
D66	The software is able to view GIS data as a background.		16	
<b>AUTOMATED PLAN/MAP PRODUCTION</b>				
D67	The software has the ability to automate the composition and placement of plan view labels onto plans.		16	
<b>MISCELLANEOUS CRITERIA</b>				
D68	The software has user-defined save options (e.g. auto-save every 5 minutes vs. only when user activates a save command.)		16	
D69	The software provides quantity takeoff and cost estimating capabilities.		16	
D70	The software provides a scientific calculator (able to do RPN, convert from DMS to Radians, etc.).		12	
D71	The software is able to link multiple images to any object.		12	
D72	The software allows multiple input methods (e.g. quadrants, azimuths, bearings, mathematical operations, deflection, etc.)		20	

**Table IX-6: Desirable Functional Requirements (Continued)**

Requirement Number	Desirable Functional Requirements	Meets Requirement (YES/NO)	Available Points	Earned Points
<b>FUNCTIONAL/SPECIALIST UNIT CAPABILITIES</b>				
FUNCTIONAL/SPECIALIST UNIT CAPABILITIES: Hydraulics/Hydrology				
D73	The software can create annotated drainage profiles with the following parameters:			
	a. Pipe type;		16	
	b. Pipe size;		16	
	c. Inlet type;		16	
	d. Flowline elevations, including entrance and exit invert elevations;		16	
	e. Grades;		16	
	f. Normal and critical depth lines where applicable;		16	
	g. User-defined text size, font style and justification;		16	
	h. Original ground/finish grade;		16	
	i. Hydraulic Grade Line (HGL) and Energy Grade Line (EGL) for storm drains; and/or		16	
j. Station and offsets.		16		
FUNCTIONAL/SPECIALIST UNIT CAPABILITIES: Landscape Design				
D74	The software is able to provide user-defined plant labeling.		12	
D75	The software provides automatic take-offs for quantities.		12	
D76	The software provides a customizable item database.		12	
D77	The software provides piping analysis (pressure loss, sizing, etc.).		12	
D78	The software is able to display plant growth with 3D rendering capabilities applying time and plant species parameters.		12	

**Table IX-6: Desirable Functional Requirements (Continued)**

Requirement Number	Desirable Functional Requirements	Meets Requirement (YES/NO)	Available Points	Earned Points
<b>FUNCTIONAL/SPECIALIST UNIT CAPABILITIES: Right of Way Engineering</b>				
D79	The software generates user-defined metes and bounds/legal descriptions from complex horizontal alignments including alignments with spirals and curves (chord or arc definition).		16	
D80	The software provides user-defined tables for parcel area management.		16	
D81	The software is able to access a parcel database through a user-defined index (e.g. Oracle, Access, SQL).		16	
<b>FUNCTIONAL/SPECIALIST UNIT CAPABILITIES: Bridges</b>				
D82	The software is able to report superstructure and substructure concrete, structural excavation, and structural backfill pay item quantities.		16	
D83	The software is able to create and export a 3D model of bridge superstructure and substructure to a 3D MicroStation file.		16	
<b>FUNCTIONAL/SPECIALIST UNIT CAPABILITIES: Surveys (General)</b>				
D84	The software provides the ability to restrict modifications to specific files (e.g., DTM, survey, design, etc.) to specified users.		16	
D85	The software allows the user to assign different Epoch dates to the coordinate systems.		16	
<b>FUNCTIONAL/SPECIALIST UNIT CAPABILITIES: Surveys (Data Reduction)</b>				
D86	The software has the ability to do least squares network adjustment of survey data from mixed collection methods (GPS, conventional, etc.)		16	

**Table IX-6: Desirable Functional Requirements (Continued)**

Requirement Number	Desirable Functional Requirements	Meets Requirement (YES/NO)	Available Points	Earned Points
FUNCTIONAL/SPECIALIST UNIT CAPABILITIES: Surveys (Data Validation and Editing)				
D87	The software is able to combine terrain breaklines by user-definable criteria (e.g. same terrain features that fall within a user-defined horizontal and vertical tolerance in order to remove spaces or gaps between lines).		20	
D88	The software is able to identify all points that fall next to other points within a user-defined horizontal and vertical tolerance.		16	
D89	The software is able to accurately divide large DTM surfaces along existing triangulation lines.		16	
GEOGRAPHIC INFORMATION SYSTEMS				
D90	The software is able to directly link, to one of the following GIS databases: <ul style="list-style-type: none"> <li>• ArcSDE;</li> <li>• Geodatabases; or</li> <li>• Spatial Data Option (SDO)</li> </ul> for 2D and 3D data; including: <ul style="list-style-type: none"> <li>• Lines and curves (e.g. Alignments, right of way lines);</li> <li>• Polygons (e.g. parcels, ESA's, soil types); and</li> <li>• Points (e.g. cells).</li> </ul>		16	
D91	The software is able to facilitate through another module, to one of the following GIS databases: <ul style="list-style-type: none"> <li>• ArcSDE;</li> <li>• Geodatabases; or</li> <li>• Spatial Data Option (SDO)</li> </ul> for 2D and 3D data; including, : <ul style="list-style-type: none"> <li>• Lines and curves (e.g. Alignments, right of way lines);</li> <li>• Polygons (e.g. parcels, ESA's, soil types); and</li> <li>• Points (e.g. cells).</li> </ul>		12	

A scoring sample for the Desirable Functional Requirements is provided in Table IX-7.

**Table IX-7: Desirable Functional Requirements Scoring Sample**

<b>Requirement Number</b>	<b>Desirable Functional Requirements</b>	<b>Meets Requirement (YES/NO)</b>	<b>Available Points</b>	<b>Earned Points</b>
D5	The software provides user tools to manage files (not computer managed only).	YES	16	16
D6	The software generates a project history/log file.	NO	12	0
D7	The software allows multiple users to access the same project files simultaneously, with security features to prevent users from overwriting changes made by others.	YES	20	20

In the sample above, the proposed software will provide two of the desired requirements. The Bidder receives the available points for those requirements, in this example, a total of 36 points are awarded. No points are given for the requirement that is not met. Points will be totaled and used to determine the Bidder's score for this category.

## 5. References

(Maximum Score =1,600)

The Customer Reference Questionnaire – Appendix C, Form V-A, will be scored in two parts. Part 1, consists of Questions 1 thru 6, and determines the weight factor for each reference.

Part 2 summarizes the points from Questions 7 thru 21. The weight factor is then applied to determine the total score. **If the weight factor equals zero, no points will be given for that reference.**

The Evaluation Team may contact references for clarification of submitted Bidder's Reference Questionnaires. Responses will be recorded and follow-up questions may be asked to confirm or clarify the response. If after three attempts, the Evaluation Team is unable to confirm a response; the reference question may receive zero points.

**Any unanswered questions will be valued as zero.**

### Part 1: Reference Weight Factors

The reference weight factor will be calculated to accurately reflect the bidder's ability to satisfy the requirements in this RFP for each reference. References similar to Caltrans will be given a greater weight. The reference weight factor is determined using Questions 1-6 and by the following steps:

Step 1: Determine the scores for each reference. See Table IX-8.

Step 2: For each reference, determine the subtotal of points.

Step 3: Sum up the total points for all references.

Step 4: Determine each reference weight factor by dividing the subtotal of points of each reference by the total points for all references.

Refer to Table IX-9 for Steps 2-4.

See Table IX-12 for example.

**Table IX-8: Point values for Questions 1 thru 6**

Bidder's name:

<b>GENERAL INFO</b>					
<b>Questions</b>	0	1-25	26-100	101-999	1000+
	(0 points)	(1 point)	(2 points)	(3 points)	(4 points)
1. Number of land surveyors that do drafting and design related work					
2. Number of engineers that do roadway design related work					
3. Number of MicroStation licenses					
<b>REFERENCE'S HISTORY WITH (SOFTWARE)</b>					
		1-3 years	3-4 years	4-5 years	5+ years
		(1 point)	(2 points)	(3 points)	(4 points)
4. How long has your company been using (SOFTWARE)?					
<b>CURRENT USE</b>					
	0	1-25	26-100	101-999	1000+
	(0 points)	(1 point)	(2 points)	(3 points)	(4 points)
5. Approximately how many surveyors use (SOFTWARE)?					
6. Approximately how many engineers use (SOFTWARE)?					

**Table IX-9: Calculation of Reference Weight Factor**

Bidder's Name:

Software:

Row	Questions	Reference 1	Reference 2	Reference 3	Reference 4	Reference 5	Reference 6	Total
1	1. Number of land surveyors that do drafting and design related work							
2	2. Number of engineers that do roadway design related work							
3	3. Number of MicroStation licenses							
4	4. How long has your company been using the software?							
5	5. Approximately how many surveyors use the software?							
6	6. Approximately how many engineers use the software?							
7	Subtotal (Row 1-6)							
8	Grand Total (Sum of Row 7)							
9	Weight Factor (Row 7/Row 8)							

### Part 2: Determining Reference Score

For each question answered in Part 2, the total points for each reference will be summarized, multiplied by a weight factor determined in Part 1, and totaled to determine the total reference score. The reference questions are categorized as follows:

- Software (questions 7 through 12);
- Vendor (questions 13 through 16);
- Training (questions 17 through 20); and
- Implementation Assistance (question 21)

The reference score will be calculated using Questions 7 thru 21 as follows:

Step 1: Determine the scores for each reference. See Table IX-10.

Step 2: Calculate the sum of points for each reference.

Step 3: Multiply the reference weight factor to the sum of points for each reference.

Step 4: Calculate the sum of total points from each reference. This is the total reference score

Refer to Table IX-11 for Steps 2-4.

See Table IX-12 for example.

**Table IX-10 Reference Scoring**

SOFTWARE					
Questions	Poor	Below Average	Average	Above Average	Excellent
	(0 points)	(33 points)	(66 points)	(99 points)	(132 points)
7. Functionality (ability to do complex designs)					
8. Ease of use/user friendliness					
9. Ability to meet your requirements					
10. Value for the money spent					
11. Compatibility with other design software					
12. Overall satisfaction					
VENDOR					
	Poor	Below Average	Average	Above Average	Excellent
	(0 points)	(15 points)	(30 points)	(45 points)	(60 points)
13. Technical support					
14. Availability of resources/support					
15. Quality of support					
16. Overall satisfaction					
TRAINING					
	Poor	Below Average	Average	Above Average	Excellent
	(0 points)	(30 points)	(60 points)	(90 points)	(120 points)
17. Quality of training materials					
18. Availability of trainers					
19. Quality of trainers					
20. Overall satisfaction with training					
IMPLEMENTATION					
	Poor	Below Average	Average	Above Average	Excellent
	(0 points)	(22 points)	(44 points)	(66 points)	(88 points)
21. How would you rate the vendor's involvement?					

**Table IX-11: Determination of Reference Score**

Bidder Name: \_\_\_\_\_

Software: \_\_\_\_\_

Row	Questions	Reference 1	Reference 2	Reference 3	Reference 4	Reference 5	Reference 6	Total
9	Weight Factor From Table IX-9							
<b>SOFTWARE - 792 points</b>								
10	7. Functionality (ability to do complex designs)							
11	8. Ease of use/user friendliness							
12	9. Ability to meet your requirements							
13	10. Value for the money spent							
14	11. Compatibility with other design software							
15	12. Overall satisfaction							
16	Subtotal (Rows 10-15)							
17	Subtotal (Row 16) x Weight Factor (Row 9)							
<b>VENDOR - 240 points</b>								
18	13. Technical support							
19	14. Availability of resources/support							
20	15. Quality of support							
21	16. Overall satisfaction							
22	Subtotal (Rows 18-21)							
23	Subtotal (Row 22) x Weight Factor (Row 9)							
<b>TRAINING - 480 points</b>								
24	17. Quality of training materials							
25	18. Availability of trainers							
26	19. Quality of trainers							
27	20. Overall satisfaction with training							
28	Subtotal (Rows 24-27)							
29	Subtotal (Row 28) x Weight Factor (Row 9)							
<b>IMPLEMENTATION - 88 points</b>								
30	21. How would you rate the vendor's involvement?							
31	Implementation Score (Row 30) x Weight Factor (Row 9)							
32	Total Score per reference (Sum of Rows 17, 23, 29, 31)							

Total Reference Score (Sum of Row 32): \_\_\_\_\_

Refer to Table IX-12 for a sample reference score calculation.

**Table IX-12: Reference Scoring Sample**

**Bidder Name:**

**Software:**

Row	Questions	Reference 1	Reference 2	Reference 3	Reference 4	Reference 5	Reference 6	Total	
1	1. Number of land surveyors that do drafting and design related work	1	2	3	4	3	2		
2	2. Number of engineers that do roadway design related work	3	2	3	2	3	4		
3	3. Number of MicroStation licenses	3	2	2	4	3	4		
4	4. How long has your company been using the software?	3	2	2	4	3	4		
5	5. Approximately how many surveyors use the software?	1	2	3	4	3	2		
6	6. Approximately how many engineers use the software?	3	2	2	2	3	4		
7	Subtotal (Rows 1-6)	14	12	15	20	18	20		
8	Grand Total (Sum of Row 7)								99
9	Weight Factor (Row 7/Row 8)	14.1%	12.1%	15.2%	20.2%	18.2%	20.2%		

<b>SOFTWARE - 792 points</b>								
10	7. Functionality (ability to do complex designs)	66	132	132	132	132	132	
11	8. Ease of use/user friendliness	132	132	132	132	99	132	
12	9. Ability to meet your requirements	66	132	99	33	132	132	
13	10. Value for the money spent	132	132	132	132	33	132	
14	11. Compatibility with other design software	66	132	33	132	0	132	
15	12. Overall satisfaction	132	132	132	132	132	132	
16	Subtotal (Rows 10-15)	594	792	660	693	528	792	
17	(Software Subtotal) x (Weight Factor)	84	96	100	140	96	160	676

<b>VENDOR - 240 points</b>								
18	13. Technical support	60	60	40	60	60	40	
19	14. Availability of resources/support	40	60	40	60	40	60	
20	15. Quality of support	60	60	40	20	60	60	
21	16. Overall satisfaction	60	60	20	60	60	60	
22	Subtotal (Rows 18-21)	220	240	140	200	220	220	
23	(Vendor Subtotal) x (Weight Factor)	31	29	21	40	40	44	205

<b>TRAINING - 480 points</b>								
24	17. Quality of training materials	0	120	120	120	0	120	
25	18. Availability of trainers	0	120	120	60	0	120	
26	19. Quality of trainers	0	30	60	120	0	90	
27	20. Overall satisfaction with training	0	120	120	120	0	120	
28	Subtotal (Rows 24-27)	0	390	420	420	0	450	
29	(Training Subtotal) x (Weight Factor)	0	47	64	85	0	90	286

<b>IMPLEMENTATION - 88 points</b>								
30	21. How would you rate the vendor's involvement?	88	44	22	66	88	66	
31	(Implementation Score)x(Weight Factor)	12	5	3	13	16	13	62
32	Total Score per reference (Sum of all four categories)	127	177	188	278	152	307	

**Total Reference Score (Sum of Row 32): 1229**

6. Other Technical Requirements (Pass/Fail)

The Evaluation Team will review the Bidder's response in Appendix D, Form VI-5: Other Technical Requirements Response Form, to determine if the requirements have been met.

7. Demonstration of Software

**(Maximum Score = 2,190)**

a. Introduction

The Demonstration of Software will be performed in accordance with instructions provided in Section X.

b. Evaluation Process

The Evaluation Team will evaluate and award points for each of the demonstrated requirements based on the tasks and evaluation factors in Table IX-14. Scoring for each task will be based on the Criteria for Award of Points as defined in Table IX-13. The current software, CAiCE, was used as the benchmark.

Some of the Evaluation Factors in Table IX-14 use the term "interface". The following will apply when the term "interface" is used:

- An interface can be a method that allows the user to interact outside of the application:
  - An external program, e.g. VURBAN, a hydraulics program, or
  - An interconnection between programs, e.g. a DLL used in one application that runs another application.
- An interface can be a method that runs within the application:
  - A dialog box,
  - A key-in command, or
  - A VBA macro.

- A new instance of an interface can be any of the following:
  - Interaction with a new dialog box,
  - Interaction with a nested dialog box,
  - A key-in command,
  - The use of a VBA macro,
  - The modification of a file provided in the project data, e.g. creating a comma delimited file from a traverse report, or
  - A mechanism, e.g. a toolbar or menu drop down, that performs a function.
  
- The following will not be considered new instances of an interface:
  - A mechanism, e.g. a toolbar or menu drop-down, that initiates a routine or opens a dialog box,
  - File management commands, e.g. creating, saving, opening or closing folders and/or files,
  - Interaction with a file provided in the project data, e.g. copying and pasting coordinates from the file to a dialog box,
  - Confirmation prompts,
  - The use of tabs or other selection tools within a dialog box, or
  - The use of a dialog box that is opened more than once within the same task.

**Table IX-13 Criteria for Award of Points**

Points	Criteria
30 points	Demonstrated software exceeds current standards and any of the following comments apply: <ul style="list-style-type: none"> <li>• Performance was quicker than anticipated (if applicable); or</li> <li>• Demonstration exhibited efficient workflow; or</li> <li>• Software task replaces multiple menu items with a single interface; or</li> <li>• Software task exhibited a workflow or functionality superior to the current software.</li> </ul>
15 points	Demonstrated software meets current standards, but any of the following comments apply: <ul style="list-style-type: none"> <li>• Performance was as anticipated (if applicable); or</li> <li>• Software task exhibited a workflow or functionality equal to the current software.</li> </ul>
0 point	Demonstrated software does not meet current standards or any of the following comments apply: <ul style="list-style-type: none"> <li>• Performance was slower than desired (if applicable); or</li> <li>• Software task exhibited a workflow or functionality more difficult than the current software; or</li> <li>• Procedural workarounds were required to fully accomplish the requirement; or</li> <li>• Allotted time for Demonstration expired; or</li> <li>• Could not demonstrate.</li> </ul>

Table IX-14 identifies the tasks for demonstrating the software, the factors to be considered in the evaluation, and the points available. Some of the requirements have more than one set of evaluation factors that will be scored, these are identified in the "Demonstration #" column as "Evaluation Factor 1", "Evaluation Factor 2", etc. In addition, some of the mandatory requirements relating to the demonstration tasks are listed for information only.

At the end of the allotted time period, any tasks not demonstrated by the Bidder will be given a point value of zero.

The points awarded for each factor will be summed to obtain the total points earned for the Demonstration of Software.

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>Project Setup and Directory Structure</b>			
<b>DM1</b>	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Launch the software and demonstrate its interaction with MicroStation.</b></p> <p><b>Mandatory requirements M3 and M4.</b></p>	<b>30 points max</b>	
DM 1: Evaluation Factor 1	The software runs within MicroStation.	30	
	- OR - The software does not run within MicroStation but does provide an interface to MicroStation.	15	
	- OR - The software runs in another drafting software and does not provide an interface to MicroStation.	0	
<b>While creating a project:</b>			
<b>DM2</b>	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Demonstrate the level of control that a user has on how the project data structure is created.</b></p> <p><b>Mandatory requirement S51.</b></p>	<b>30 points max</b>	
DM2: Evaluation Factor 1	The project data is stored in user-defined locations.	30	
	- OR - The project data is automatically stored in multiple files within a user-specified directory.	15	
	- OR - The user has no control over project data structure.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM3	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>During the project setup, demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Set the working units: U.S. Survey Foot</li> <li>2. Set the horizontal datum: CCS 83, Zone 5</li> <li>3. Set the vertical datum: NGVD 29</li> <li>4. Set the stationing format: ##+00.00</li> <li>5. Set the elevation report accuracy: #0.00</li> <li>6. Set the coordinate report accuracy: #0.000</li> <li>7. Set the distance report accuracy: #0.000</li> <li>8. Specify which users can modify the survey data and which users can modify the design data</li> <li>9. Save and access the settings with another project</li> </ol> <p><b>Mandatory requirements M6 and M7.</b></p>	30 points max	
DM3: Evaluation Factor 1	<p>All of the features were demonstrated.</p> <hr/> <p>- OR -</p> <p>Seven or eight of the features were demonstrated.</p> <hr/> <p>- OR -</p> <p>Six or less of the features were demonstrated.</p>	30  15  0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>Photogrammetric and Field Data Import and DTM Development</b>			
<b>DM4</b>  (Timed Demonstration)	<p>(Two (2) evaluation factors will be scored for this requirement)</p> <p>Import and display the photogrammetric data from a 3D DGN file using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Photogrammetric data: <i>PhotoData.dgn</i></li> </ul> <p>Photogrammetric data attributes:</p> <ul style="list-style-type: none"> <li>• CURB breaklines: Level = 2 Line style = ph-Curb</li> <li>• ETW breaklines: Level = 2 Line style = ph-ETW</li> <li>• STRIPE breaklines: Level = 2 Line style = ph-LnStrp</li> <li>• WATER breaklines: Level = 6</li> <li>• CONT breaklines: Level = 7</li> <li>• SPOT points: Level = 8</li> <li>• BREAK breaklines: Level = 11</li> </ul> <p>Demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Assign the codes noted above to the points and breaklines</li> <li>2. Import the data without modifying the DGN file</li> <li>3. Save the import set up for subsequent use</li> </ol> <p><b>Mandatory requirements M13, M23, M24, and M157.</b></p>	60 points max	
DM4: Evaluation Factor 1	All of the features were demonstrated.	30	
- OR - Two of the features were demonstrated.	15		
- OR - One or none of the features were demonstrated.	0		

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM4: Evaluation Factor 2 <b>(TIMED)</b>	It took less than 10 minutes to set up and assign unique codes and import the data.	30	
	- OR - It took between 10 & 20 minutes to set up and assign unique codes and import the data.	15	
	- OR - It took greater than 20 minutes to set up and assign unique codes and import the data.	0	
<b>Photogrammetric and Field Data Import and DTM Development</b>			
DM5	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Import the field survey points and breaklines using the following parameters and information:</b></p> <ul style="list-style-type: none"> <li>• <b>Comma delimited ASCII file:</b> <i>SurveyData.txt</i></li> <li>• <b>The format of the file is: Point Name, Eastings, Northings, Elevation, Topo Code, Line Code</b></li> <li>• <b>Line Code format:</b> <ul style="list-style-type: none"> <li>○ <b>The beginning of a breakline is coded with a B</b></li> <li>○ <b>The end of a breakline is coded with an E</b></li> <li>○ <b>All other points in a breakline are coded with a C</b></li> <li>○ <b>Individual point shots do not have a line code</b></li> </ul> </li> </ul> <p><b>Mandatory requirements M23, M24, M233, M240, and M241.</b></p>	<b>30 points max</b>	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM5: Evaluation Factor 1	The software has a user interface that guides the user through dialog steps to determine the file format and then imports the survey data as points and breaklines.	30	
	- OR - The software has an interactive interface where the user defines the file format and then imports the survey data as points and breaklines.	15	
	- OR - The software could not import the comma-delimited file without manipulation and/or not all of the survey data points and breaklines were imported.	0	
DM6	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Identify the field survey points with elevations outside the elevation range of 2699 to 2906.</b></p> <p><b>Demonstrate as many of the following features as possible:</b></p> <ol style="list-style-type: none"> <li><b>1. An interface is used that lists the points</b></li> <li><b>2. An interface is used that sorts the list by elevation</b></li> <li><b>3. Dynamically navigate to the points</b></li> </ol> <p><b>Mandatory requirements M205 and M246.</b></p>	30 points max	
DM6: Evaluation Factor 1	All of the features were demonstrated	30	
	- OR - One or two of the features were demonstrated.	15	
	- OR - None of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM7	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>While resolving the conflict in point order in the field survey breakline coded SW, demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Use one interface</li> <li>2. Graphically manipulate the breakline</li> <li>3. Dynamically update the display</li> </ol> <p><b>Mandatory requirement M239.</b></p>	30 points max	
DM7: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Two of the features were demonstrated.	15	
	- OR - One or none of the features were demonstrated.	0	
DM8	<p>(Two (2) evaluation factors will be scored for this requirement)</p> <p>For Evaluation Factor 1, demonstrate how to display and resolve crossing breaklines using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Vertical difference at the crossing: &gt; 0.01'</li> </ul> <p>For Evaluation Factor 2, demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. An interface is used that lists and sorts the crossings</li> <li>2. Interactively track to the crossings one at a time</li> <li>3. Trim one of the breaklines at a crossing</li> <li>4. Insert a gap in one of the breaklines at a crossing</li> <li>5. Insert a common point in both breaklines as a batch process at three user selected crossings</li> </ol> <p><b>Mandatory requirement M247.</b></p>	60 points max	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM8: Evaluation Factor 1	Only the crossing breaklines within the user specified parameters are displayed.	30	
	- OR - Only crossing breaklines are displayed but not within the user specified parameters.	15	
	- OR - All of the breaklines are displayed	0	
DM8: Evaluation Factor 2	All of the features were demonstrated.	30	
	- OR - Four of the features were demonstrated.	15	
	- OR - Three or less of the features were demonstrated.	0	
DM9	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>While creating a single DTM of the field survey data and the photogrammetric data, demonstrate how the software can use an automated method of excluding the survey data with the following codes from triangulation (e.g. a selection set of codes or filters):</b></p> <ul style="list-style-type: none"> <li>• CLF</li> <li>• CULT</li> <li>• CULV</li> <li>• DI</li> <li>• MBGR</li> <li>• SDRN</li> </ul> <p><b>Mandatory requirements M23 and M24.</b></p>	30 points max	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM9: Evaluation Factor 1	An attribute or code can be assigned to the survey data that specifies if the elements will be triangulated. No filters are needed.	30	
	- OR - A selection set of codes and filter is used to create a selection set of elements that will be triangulated.	15	
	- OR - Survey data can not be excluded using an automated method.	0	
<b>DM10</b>	<b>(One (1) evaluation factor will be scored for this requirement)</b>  <b>While creating a DTM of the field survey data and the photogrammetric data, demonstrate how to remove the photogrammetric data lying within the limits of the field data.</b>  <b>Mandatory requirement M18.</b>	<b>30 points max</b>	
DM10: Evaluation Factor 1	The underlying photogrammetric data is removed while the DTM is created.	30	
	- OR - The underlying photogrammetric data is removed before the DTM is created.	15	
	- OR - The software can not remove photogrammetric data within the limits of the field data.	0	
<b>DM11 (Timed Demonstration)</b>	<b>(Two (2) evaluation factors will be scored for this requirement)</b>  <b>Triangulate and view the DTM of the field survey data and the photogrammetric data using the least number of interfaces.</b>  <b>Mandatory requirements M17 and M211.</b>	<b>60 points max</b>	
DM11: Evaluation Factor 1	A single interface is used.	30	
	- OR - Two to three interfaces are used.	15	
	- OR - Four or more interfaces are used.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM11: Evaluation Factor 2 <b>(TIMED)</b>	It took less than two minutes to triangulate and view the DTM.	30	
	- OR - It took between two and four minutes to triangulate and view the DTM.	15	
	- OR - It took greater than four minutes to triangulate and view the DTM.	0	
DM12	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Demonstrate the software's ability to create and display a freehand cross section/profile of the DTM using as many of the following methods as possible:</b></p> <ol style="list-style-type: none"> <li><b>1. Along a CADD element</b></li> <li><b>2. Along a multiple vector digitized location</b></li> <li><b>3. Along a single vector digitized location</b></li> </ol> <p><b>Mandatory requirement M29.</b></p>	<b>30 points max</b>	
DM12: Evaluation Factor 1	All of the methods were demonstrated.	30	
	- OR - Two of the methods were demonstrated.	15	
	- OR - One or none of the methods were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM13	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>While resolving exterior erroneous triangles, demonstrate as many of the following features possible:</b></p> <ol style="list-style-type: none"> <li><b>1. Erroneous triangles can be manually resolved</b></li> <li><b>2. A shape can be used to identify the erroneous triangles to be resolved</b></li> <li><b>3. Erroneous triangles can be automatically resolved whenever the DTM is triangulated</b></li> </ol> <p><b>Mandatory requirements M17, M22, and M35.</b></p>	30 points max	
DM13: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Two of the features were demonstrated	15	
	- OR - One or none of the features were demonstrated.	0	
DM14	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>While preparing the survey and photogrammetric data for delivery to Design, demonstrate as many of the following features as possible:</b></p> <ol style="list-style-type: none"> <li><b>1. The design process only requires the original ground DTM</b></li> <li><b>2. The original ground DTM can be delivered separately from the survey and photogrammetric data</b></li> <li><b>3. The original ground DTM is contained in a single file</b></li> </ol> <p><b>Mandatory requirement M41.</b></p>	30 points max	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM14: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Two of the features were demonstrated	15	
	- OR - One or none of the features were demonstrated.	0	
<b>Coordinate Geometry Import and Development</b>			
<b>Geometry for the "A1" (A Line), "WFR1"(WFR Line), "CD1" (CD1 Line), "D3" (D3 Line), and "SNW42" (Retaining Wall 124) alignments</b>			
DM15	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>Import alignments and profiles from the XML file as provided using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Geometry: A1-WFR-CD1-D3-SNW42.XML</li> <li>• Use one interface</li> </ul> <p><b>Mandatory requirement M44.</b></p>	30 points max	
DM15: Evaluation Factor 1	A single interface is used that does not require modifications to the XML file as provided.	30	
	- OR - A single interface is used after modifications to the XML file are performed.	15	
	- OR - More than one interface is used to achieve the task.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM16	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>Develop the superelevation of the "WFR1" line using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Station Range: 00+00 – 64+68.74</li> <li>• Based on the standard Superelevation tables <i>Demo_Super.tbl</i> and <i>Demo_Design_Speed.tbl</i></li> </ul> <p>Demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Automatically calculates a superelevation definition based on the above tables</li> <li>2. Allows modifications</li> <li>3. Resolves overlap errors automatically</li> <li>4. Capable of copying and pasting elements from one graphical diagram to another</li> </ol> <p><b>Mandatory requirement M130.</b></p>	30 points max	
DM16: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Three of the features were demonstrated.	15	
	- OR - Two or less of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>Geometry for the "D1" line</b>			
<b>DM17</b>	<p>(Two (2) evaluation factors will be scored for this requirement)</p> <p>Create an alignment for the "D1" line using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Traverse data: <i>D1-HA.txt</i></li> <li>• For purposes of demonstrating the integrity checker there is an intentional error in the bearing between STA 142+36.02 and STA 153+60.37. The correct bearing is N 58°08'56.9" E.</li> </ul> <p>For Evaluation Factor 1, demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Use an interface that guides the user through dialog steps to import the .txt file and store an alignment</li> <li>2. Use one interface to manually enter the alignment data</li> <li>3. Use an automated method of checking the alignment integrity</li> </ol> <p>For Evaluation Factor 2, demonstrate whether the alignment integrity checker can automatically correct an integrity issue.</p> <p><b>Mandatory requirements M93 and M99.</b></p>	<b>60 points max</b>	
DM17: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Two of the features were demonstrated.	15	
	- OR - One or none of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM17: Evaluation Factor 2	The alignment integrity checker has the option of automatically correcting the alignment integrity within a user defined tolerance.	30	
	- OR - The alignment integrity checker identifies issues but does not have the option of automatically correcting the alignment integrity within a user defined tolerance.	15	
	- OR - The software does not provide an alignment integrity checker.	0	
DM18	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Create a profile for the “D1” line using the following parameters and information:</b></p> <ul style="list-style-type: none"> <li>• <b>Profile data: <i>D1-VA.txt</i></b></li> </ul> <p><b>Demonstrate as many of the following features as possible:</b></p> <ul style="list-style-type: none"> <li>• <b>Use an interface that guides the user through dialog steps to import the .txt file and store a profile</b></li> <li>• <b>Use one interface to manually enter the profile data</b></li> </ul> <p><b>Mandatory requirement M109.</b></p>	30 points max	
DM18: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - One of the features was demonstrated.	15	
	- OR - None of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM19	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>Develop and display the superelevation of the “D1” line using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Station Range: 142+36.02 – 165+89.65</li> <li>• Superelevation diagram: <i>DEMO_SUPER_D1.pdf</i></li> <li>• Layouts: <i>DEMO_L03.pdf</i>, <i>DEMO_L05.pdf</i> and <i>DEMO_L08.pdf</i></li> </ul> <p>Demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Key-in entry</li> <li>2. Import from XML or Excel spreadsheet</li> <li>3. Allows modifications after it is stored</li> <li>4. Is capable of copying and pasting elements from one graphical diagram to another</li> </ol> <p><b>Mandatory requirements M131 and M132.</b></p>	30 points max	
DM19: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Three of the features were demonstrated.	15	
	- OR - Two or less of the features were demonstrated.	0	
<b>Geometry for the "D2" line</b>			
DM20	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>Calculate the alignment for the “D2” line using the least number of interfaces.</p> <ul style="list-style-type: none"> <li>• Layouts: <i>DEMO_L05.PDF</i> and <i>DEMO_L08.PDF</i></li> </ul> <p><b>Mandatory requirement M42.</b></p>	30 points max	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM20: Evaluation Factor 1	Four or less interfaces are used.	30	
	- OR - Five to seven interfaces are used.	15	
	- OR - Eight or more interfaces are used.	0	
DM21	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p>Create a profile of the “D2” line using the following information:</p> <ul style="list-style-type: none"> <li>• Profile data: <i>D2-VA.txt</i></li> </ul> <p>Demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Use an interface that guides the user through dialog steps to import the .txt file and store a profile</li> <li>2. Use one interface to manually enter the profile data</li> <li>3. The ability to solve for unknowns</li> </ol> <p><b>Mandatory requirements M109 and M115.</b></p>	30 points max	
DM21: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Two of the features were demonstrated.	15	
	- OR - One or none of the features were demonstrated.	0	
DM22	<p><b>(No evaluation factors will be scored for this requirement)</b></p> <p>Develop the superelevation using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Station Range: 152+22.49 – 165+45.64</li> <li>• Superelevation diagram: <i>DEMO_SUPER_D2.pdf</i></li> </ul> <p><b>Mandatory requirements M131, M132, and M133.</b></p>	This item is not being scored but will be used for demonstration of DM34.	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>Geometry for the “S.W. On-ramp”</b>			
<b>DM23</b>	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>Develop a best-fit horizontal alignment for the “S.W. ON-RAMP” using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Comma-delimited ASCII file: <i>BestFitPoints.txt</i></li> <li>• Format of the file: Point Number, Northings, Eastings, Description</li> <li>• Existing alignment data: <i>BestFitSketch.pdf</i></li> </ul> <p>While using a best-fit utility, demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Ability to fix as-built radii</li> <li>2. Ability to apply weighted factors to different topographic elements</li> <li>3. Ability to automatically identify horizontal curves and tangent elements</li> </ol> <p><b>Mandatory requirements M57 and M93.</b></p>	<b>30 points max</b>	
DM23: Evaluation Factor 1	All of the features were demonstrated..	30	
	- OR - One or two of the features were demonstrated.	15	
	- OR - None of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>Roadway Design</b>			
<b>Mainline rehabilitation and widening of the "A1" line</b>			
<b>DM24</b>	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>Perform roadway rehabilitation on the “A1” line using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Station Range: 123+22.32 – 129+50</li> <li>• Typical cross sections: <i>DEMO_XSECT_01.pdf</i></li> <li>• Layouts: <i>DEMO_L01.pdf</i>, <i>DEMO_L02.pdf</i>, and <i>DEMO_L03.pdf</i></li> <li>• Cross Slope Correction: +/- 2%</li> </ul> <p>Demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Read the existing terrain profile and perform user-defined profile smoothing</li> <li>2. Overlay the existing pavement with a cross-slope correction</li> <li>3. Perform auto-leveling while overlaying the existing pavement</li> <li>4. Perform all of the features in a single step</li> </ol> <p><b>Mandatory requirements M173, M175, M176, M177, and M180.</b></p>	<b>30 points max</b>	
DM24: Evaluation Factor 1	All of the features were demonstrated..	30	
	- OR - Three of the features were demonstrated.	15	
	- OR - Two or less features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM25	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>Perform roadway rehabilitation on the “A1” line using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Station Range: 146+37 – 159+50</li> <li>• Typical cross sections: <i>DEMO_XSECT_02.pdf</i> and <i>DEMO_XSECT_03.pdf</i></li> <li>• Layouts: <i>DEMO_L03.pdf</i>, <i>DEMO_L04.pdf</i>, <i>DEMO_L05.pdf</i>, and <i>DEMO_L08.pdf</i></li> </ul> <p>Demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Read the existing terrain profile and perform user-defined profile smoothing</li> <li>2. Overlay the existing pavement to match the existing cross-slope</li> <li>3. Perform all of the features in a single step</li> </ol> <p>Mandatory requirements M173, M175, M176, M177, and M180.</p>	30 points max	
DM25: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Two of the features were demonstrated.	15	
	- OR - One or none of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM26	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>Perform roadway rehabilitation and widening on the “A1” line using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Station Range: 130+00 – 136+25.65</li> <li>• Overlay pavement from centerline to 47.33’ Rt with 0.3’ AC</li> <li>• Widen to retaining wall (RW 124) lay out line ‘SNW42’ from 47.33’ Rt of centerline with 0.8’ AC, 0.6’ Lean Concrete Base pavement section</li> </ul>	30 points max	
	<p>Demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Read the existing terrain profile and perform user-defined profile smoothing</li> <li>2. Overlay the existing pavement with a cross-slope correction</li> <li>3. Perform auto-leveling while overlaying the existing pavement</li> <li>4. Widen the pavement to match the cross-slope of the overlaid lanes</li> <li>5. Perform all of the features in a single step</li> </ol> <p><b>Mandatory requirements M173-M182</b></p>		
DM26: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Four of the features were demonstrated.	15	
	- OR - Three or less features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM27	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Widen the pavement on the “A1” line while matching the cross-slope of the existing adjacent lane using the following parameters and information:</b></p> <ul style="list-style-type: none"> <li>• <b>Station Range: 160+00 – 165+00</b></li> <li>• <b>12’ Lane at 47.33’ Lt of centerline</b></li> <li>• <b>0.8’ Hot Mix Asphalt, 0.6’ Lean Concrete Base pavement section</b></li> </ul> <p><b>Mandatory requirements M174, M178, and M179.</b></p>	30 points max	
DM27: Evaluation Factor 1	The software analyzes the entire surface of the existing adjacent lane and determines the cross-slope.	30	
	- OR - The software analyzes user defined sample points of the existing adjacent lane and determines the cross-slope.	15	
	- OR - The software is unable to determine the cross-slope of the existing adjacent lane.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>DM28</b>	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Insert a median barrier on the “A1” line using the following parameters and information:</b></p> <ul style="list-style-type: none"> <li>• <b>Station Range: 123+22.32 – 136+25.65</b></li> </ul> <p><b>Demonstrate as many of the following features as possible:</b></p> <ol style="list-style-type: none"> <li><b>1. Use a library of median barriers</b></li> <li><b>2. Insert a shape to represent the barrier</b></li> <li><b>3. Apply a 0.3’ asphalt structural section underneath the barrier</b></li> <li><b>4. The centerline controls the location of the barrier</b></li> <li><b>5. Perform all of the features in a single step</b></li> </ol> <p><b>Mandatory requirements M152 and M183.</b></p>	<b>30 points max</b>	
DM28: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Four of the features were demonstrated.	15	
	- OR - Three or less of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM29	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>While designing the "A1" line, insert a Type 1 retaining wall using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Station Range: 130+00 – 136+25.65</li> <li>• Typical cross sections: <i>DEMO_XSECT_01.pdf</i></li> <li>• Layouts: <i>DEMO_L01.pdf</i>, <i>DEMO_L02.pdf</i>, and <i>DEMO_L03.pdf</i></li> <li>• Retaining wall layout line: "SNW42"</li> <li>• Standard Plan sheet: <i>Typ_1_retn_Wall.pdf</i></li> </ul> <p>Demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Use a library of walls</li> <li>2. Insert a shape to represent the wall</li> <li>3. Automatically recognizes cut/fill situations</li> <li>4. Automatically adjust the height of the wall to daylight</li> <li>5. The retaining wall layout line controls the location of the wall</li> <li>6. Perform all of the features in a single step</li> </ol> <p><b>Mandatory requirements M152, M155, and M183.</b></p>	30 points max	
DM29: Evaluation Factor 1	Five or more of the features were demonstrated.	30	
	- OR - Three or four of the features were demonstrated.	15	
	- OR - Two or less of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>Ramp design of the "D1" line</b>			
<b>DM30</b>	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>Design the "D1" line roadbed using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Station Range: 150+00 – 165+00</li> <li>• Roadbed: from ES to ES</li> <li>• Typical cross sections: <i>DEMO_XSECT_04.pdf</i></li> <li>• Layouts: <i>DEMO_L03.pdf</i>, <i>DEMO_L05.pdf</i>, and <i>DEMO_L08.pdf</i></li> <li>• Highway design manual: <i>BayTaper.pdf</i></li> </ul> <p>Demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Use the "D1" horizontal alignment, profile, and superelevation</li> <li>2. Constrain to control strings</li> <li>3. Layout tapers with user defined parameters</li> <li>4. Use a library of roadway structural sections</li> <li>5. Modify the design elements to demonstrate how they are dynamically linked to the roadway surface (i.e. when any elements are changed the design is updated automatically)</li> </ol> <p><b>Mandatory requirements M153, M156, M159, M160, and M161.</b></p>	<b>30 points max</b>	
DM30: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Three or four of the features were demonstrated.	15	
	- OR - Two or less of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM31	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>Design the "D1" line side slopes and benching using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Station Range: 150+00 – 165+00</li> <li>• Typical cross sections: <i>DEMO_XSECT_04.pdf</i></li> <li>• Layouts: <i>DEMO_L05.pdf</i>, and <i>DEMO_L08.pdf</i></li> </ul> <p>Demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Use the "D1" horizontal alignment, profile, and superelevation</li> <li>2. Use a library of side slopes and benching</li> <li>3. Define side slopes and benching with user-defined parameters</li> <li>4. Define catch points with user-defined parameters to adjust for varying site conditions</li> <li>5. Graphically manipulate the design</li> </ol> <p>Mandatory requirements M162, M163, M164, and M165.</p>	30 points max	
DM31: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Three or four of the features were demonstrated.	15	
	- OR - Two or less of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM32	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>While designing the "D1" line, insert a Type 1 retaining wall using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Station Range: 160+40 – 162+00</li> <li>• Typical cross sections: <i>DEMO_XSECT_04.pdf</i></li> <li>• No backfill is required behind the retaining wall.</li> <li>• Standard Plan sheet: <i>Typ_1_retn_Wall.pdf</i></li> </ul> <p>Demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Use a library of walls</li> <li>2. Insert a shape to represent the wall</li> <li>3. Automatically recognizes cut/fill situations</li> <li>4. Automatically adjust the height of the wall to daylight</li> <li>5. The retaining wall layout line controls the location of the wall</li> <li>6. Perform all of the features in a single step</li> </ol> <p><b>Mandatory requirement M183.</b></p>	30 points max	
DM32: Evaluation Factor 1	Five or more of the features were demonstrated.	30	
	- OR - Three or four of the features were demonstrated.	15	
	- OR - Two or less of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM33	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>While designing the "D1" line, construct a drainage swale/"v" ditch using the following parameters and information:</b></p> <ul style="list-style-type: none"> <li>• <b>Station Range: 158+20 – 159+60</b></li> <li>• <b>Typical cross sections:</b> <i>DEMO_XSECT_04.pdf</i></li> <li>• <b>Layouts: <i>DEMO_L03.pdf</i>, <i>DEMO_L05.pdf</i>, and <i>DEMO_L08.pdf</i></b></li> </ul> <p><b>Demonstrate as many of the following features as possible:</b></p> <ol style="list-style-type: none"> <li><b>1. Use a library of swales and "v" ditches</b></li> <li><b>2. Define the swales and "v" ditches with user-defined parameters</b></li> <li><b>3. Graphically manipulate the design</b></li> </ol> <p><b>Mandatory requirement M162.</b></p>	30 points max	
DM33: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Two of the features were demonstrated.	15	
	- OR - One or none of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>Ramp design of the "D2" line</b>			
<b>DM34</b>	<p>(Two (2) evaluation factors will be scored for this requirement)</p> <p>Design the “D2” line roadway including lanes, shoulders, side slopes and concrete barrier using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Station Range: 152+22.49 - 165+45.64</li> <li>• Typical cross sections: <i>DEMO_XSECT_04.pdf</i></li> <li>• Layouts: <i>DEMO_L05.pdf</i> and <i>DEMO_L08.pdf</i></li> <li>• Standard Plan sheet: <i>Typ60_barrier.pdf</i></li> </ul> <p>For Evaluation Factor 1, demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Use the “D2” horizontal alignment, profile, and superelevation</li> <li>2. Use a library of roadway structural sections</li> <li>3. Modify the design elements to demonstrate how they are dynamically linked to the roadway surface (i.e. when any elements are changed the design is updated automatically)</li> </ol> <p>For Evaluation Factor 2, demonstrate the ability to concurrently display the design in the following views:</p> <ol style="list-style-type: none"> <li>1. 3D</li> <li>2. Plan</li> <li>3. Cross section</li> <li>4. Superelevation and profile</li> </ol> <p>Mandatory requirements M149, M152, and M183.</p>	<b>60 points max</b>	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM34: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Two of the features were demonstrated.	15	
	- OR - One or none of the features were demonstrated.	0	
DM34: Evaluation Factor 2	All of the views were displayed.	30	
	- OR - Three of the views were displayed.	15	
	- OR - Two or less of the views were displayed.	0	
<b>Basin design</b>			
DM35	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Design a basin using the following parameters and information:</b></p> <ul style="list-style-type: none"> <li>• <b>Perimeter, elevations, and slope variables: <i>Basin.dgn</i></b></li> </ul> <p><b>Demonstrate as many of the following features as possible:</b></p> <ol style="list-style-type: none"> <li><b>1. Use multiple values for side slopes</b></li> <li><b>2. Perform smooth transitions between side slopes</b></li> <li><b>3. Graphically manipulate the side slopes</b></li> </ol> <p><b>Mandatory requirements M162, M164, and M167.</b></p>	<b>30 points max</b>	
DM35: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Two of the features were demonstrated.	15	
	- OR - One or none of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>Contour Grading</b>			
<b>DM36</b>	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Create and display contours across the surface of the “D1” line. Apply the following parameters using the least number of interfaces:</b></p> <ul style="list-style-type: none"> <li>• <b>Regular contours:</b> <ul style="list-style-type: none"> <li>○ even 2-ft elevations</li> <li>○ line weight = 1</li> <li>○ no labels</li> </ul> </li> <li>• <b>Index contours:</b> <ul style="list-style-type: none"> <li>○ even 10-ft elevations</li> <li>○ line weight = 3</li> <li>○ label with the elevation value</li> </ul> </li> </ul> <p><b>Mandatory requirements M27 and M28.</b></p>	<b>30 points max</b>	
DM36: Evaluation Factor 1	Two or less interfaces are used.	30	
	- OR - Three to four interfaces are used.	15	
	- OR - Five or more interfaces are used.	0	
<b>DM37</b>	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Create contours across the basin design from DM35. Graphically modify the location or elevation of any point in the basin and view the new contours.</b></p> <p><b>Mandatory requirement M27.</b></p>	<b>30 points max</b>	
DM37: Evaluation Factor 1	Contours respond instantly to changes.	30	
	- OR - Contours must be recalculated and/or redrawn.	15	
	- OR - Contours cannot be created without reloading information into the basin design.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>Earthwork Quantities</b>			
<b>DM38</b>	<p><b>(Two (2) evaluation factors will be scored for this requirement)</b></p> <p><b>Create a report showing the volume of embankment and excavation between the new and existing surfaces of the “D1” line. Apply the following features and parameters using the least number of interfaces:</b></p> <ul style="list-style-type: none"> <li>• <b>Use the average end area method</b></li> <li>• <b>Station Range: 150+00 – 165+00</b></li> </ul> <p><b>The report should include as many of the following items as possible:</b></p> <ol style="list-style-type: none"> <li><b>1. Area name</b></li> <li><b>2. Area quantity</b></li> <li><b>3. Incremental volume</b></li> <li><b>4. Cumulative volume</b></li> <li><b>5. Mass haul diagram</b></li> </ol> <p><b>Mandatory requirements M184, M188, and M207.</b></p>	<b>60 points max</b>	
DM38: Evaluation Factor 1	All of the items were reported.	30	
	- OR - Four of the items were reported.	15	
	- OR - Three or less of the items were reported.	0	
DM38: Evaluation Factor 2	A single interface is used.	30	
	- OR - Two to three interfaces are used.	15	
	- OR - Four or more interfaces are used.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM39	<p>(Two (2) evaluation factors will be scored for this requirement)</p> <p>Create a report showing the volume of proposed pavement structural section materials of the "A1" line. Apply the following features and parameters using the least number of interfaces:</p> <ul style="list-style-type: none"> <li>• Use the average end area method</li> <li>• Station Range: 123+22.32 -165+00</li> </ul> <p>The report should include as many of the following items as possible:</p> <ol style="list-style-type: none"> <li>1. Pavement layer name</li> <li>2. Pavement layer quantity</li> <li>3. Incremental volume</li> <li>4. Cumulative volume</li> <li>5. Units of measure</li> </ol> <p><b>Mandatory requirements M188, M189, M190, and M191.</b></p>	60 points max	
DM39: Evaluation Factor 1	All of the items were reported.	30	
	- OR - Four of the items were reported.	15	
	- OR - Three or less of the items were reported.	0	
DM39: Evaluation Factor 2	One interface is used.	30	
	- OR - Two to three interfaces are used.	15	
	- OR - Four or more interfaces are used.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>DM40</b>	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>Generate a report showing the volume of embankment and excavation between the new and existing surfaces of the “D2” line. Apply the following feature using the least number of interfaces:</p> <ul style="list-style-type: none"> <li>• Use the prismatic method</li> </ul> <p><b>Mandatory requirement M188.</b></p>	<b>30 points max</b>	
DM40: Evaluation Factor 1	Three or less interfaces are used.	30	
	- OR - Four to five interfaces are used.	15	
	- OR - Six or more interfaces are used.	0	
<b>Drainage Analysis and Development</b>			
<b>(NOTE: Hydraulics demonstrations can be performed anywhere that the DTM includes existing and/or roadway finished grade surfaces.)</b>			
<b>DTM Surface - Hydraulics Tools &amp; Hydrology</b>			
<b>DM41</b>	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>Create and display flow-paths that indicate directions and magnitude of the slopes at a user-defined point on the DTM.</p> <p><b>Mandatory requirement M221.</b></p>	<b>30 points max</b>	
DM41: Evaluation Factor 1	Software can display the flow-paths and indicate the slope magnitude from a user-defined point on the DTM.	30	
	- OR - Software can display the flow-paths from a user-defined point on the DTM, but cannot indicate the magnitude of the slope along the flow-path.	15	
	- OR - Flow-paths cannot be displayed from a user-defined point on the DTM.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM42	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Create and display slope arrows that indicate directions and magnitude of the slopes within a user-defined area on the DTM.</b></p> <p><b>Mandatory requirement M221.</b></p>	30 points max	
	DM42: Evaluation Factor 1		
- OR - Software can display the slope arrows on the DTM that indicate the magnitude of the slopes within a user-defined area on the DTM but the user-defined area is limited to a window size.		15	
- OR - Software can display slope arrows that indicate directions and magnitudes of the slopes, but not within a user-defined area on the DTM.		0	
DM43	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Create and display high points and low points within a user-defined area on the DTM.</b></p> <p><b>Mandatory requirement M221.</b></p>	30 points max	
	DM43: Evaluation Factor 1		
- OR - Software can display the high points and low points within a user-defined area on the DTM but the user-defined area is limited to a window size.		15	
- OR - Software can display the high points and low points but not within a user-defined area on the DTM.		0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM44	<p>(No evaluation factor will be scored for this requirement)</p> <p>Delineate a single on-site watershed boundary based on slope arrows and high/low points.</p> <p>Mandatory requirement M217.</p>	<p>This item is not being scored but will be used for demonstration of DM45.</p>	
DM45	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>Calculate the volume flow-rate (“flow”) in the area delineated in DM44 using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Intensity Duration Frequency Curve table: <i>IDF_TABLE.xls</i></li> <li>• Duration: 10 minutes</li> <li>• Intensity: based on 10-year frequency</li> <li>• C factor: 0.95</li> </ul> <p>Demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Determine the area</li> <li>2. Use the Rational Method for the volume flow-rate</li> <li>3. Create and graphically display an intelligent IDF curve</li> </ol> <p>Mandatory requirement M217.</p>	<p>30 points max</p>	
DM45: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Two of the features were demonstrated.	15	
	- OR - One or none of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>Storm Drains (FHWA HEC-22 Methodology)</b>			
<b>DM46</b>	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Determine the placement of a single roadway sag drainage inlet based on slope arrows and high/low points using the least number of interfaces.</b></p> <p><b>Mandatory requirements M220 and M221.</b></p>	<b>30 points max</b>	
DM46: Evaluation Factor 1	A single interface is used.	30	
	- OR - Two or three interfaces are used.	15	
	- OR - Four or more interfaces are used.	0	
<b>DM47</b>	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Perform inlet-spread analysis to determine two on-grade inlet locations using the least number of interfaces. Report the following calculations:</b></p> <ol style="list-style-type: none"> <li><b>1. Tributary “flow” at each on-grade and sag inlet</b></li> <li><b>2. Shoulder/gutter flow-depths</b></li> <li><b>3. Inlet interception and bypass</b></li> <li><b>4. Spread Width</b></li> </ol> <p><b>Mandatory requirement M220.</b></p>	<b>30 points max</b>	
DM47: Evaluation Factor 1	Two or less interfaces are used.	30	
	- OR - Three or four interfaces are used.	15	
	- OR - Five or more interfaces are used.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>DM48</b>	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p>In plan view, display and layout the on-grade and sag drainage inlets, storm drain mainline pipes, and outfall pipes from DM47 using the least number of interfaces. <b>(Ignore lateral pipes for demonstration)</b></p> <p><b>Mandatory requirement M220.</b></p>	<b>30 points max</b>	
DM48: Evaluation Factor 1	Two or less interfaces are used.	30	
	- OR - Three or four interfaces are used.	15	
	- OR - Five or more interfaces are used.	0	
<b>DM49</b>	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Utilizing information from DM48, demonstrate as many of the following features as possible:</b></p> <ol style="list-style-type: none"> <li><b>1. Determine storm drain mainline and outfall pipe slopes</b></li> <li><b>2. Generate a profile of storm drain system</b></li> <li><b>3. Graphically display the storm drain mainline and outfall pipe slopes and the profile of the storm drain system</b></li> <li><b>4. Dynamically update the graphic display</b></li> </ol> <p><b>Mandatory requirement M216.</b></p>	<b>30 points max</b>	
DM49: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Two or three of the features were demonstrated.	15	
	- OR - One or none of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM50	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p>Utilizing information from DM49, determine storm drain pipe sizes, calculate, and display the major/minor head losses using the least number of interfaces.</p> <p><b>Mandatory requirement M216.</b></p>	30 points max	
	DM50: Evaluation Factor 1		
DM51	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p>Utilizing information from DM50, generate and display hydraulic grade line (HGL) and energy grade line (EGL) using the least number of interfaces.</p> <p><b>Mandatory requirement M219.</b></p>	30 points max	
	DM51: Evaluation Factor 1		

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>Right of Way</b>			
<b>DM52</b>	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p>Create the R/W &amp; parcel boundaries from the original, unedited 2D DGN file, <i>RW_Parcel.dgn</i>, using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• R/W Level Name: 32 New RW L</li> <li>• Parcel Level Name: 38 Minor Land L</li> </ul> <p><b>Mandatory requirement M71.</b></p>	<b>30 points max</b>	
DM52: Evaluation Factor 1	<p>Geometry elements are created directly from the DGN file within MicroStation.</p> <p>- OR -</p> <p>Geometry elements are created directly from the DGN file through an interface with MicroStation.</p> <p>- OR -</p> <p>Can not create the R/W and boundaries from the original, unedited DGN file (e.g. file would require translation to another format.)</p>	30	
<b>DM53</b>	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p>Import points, POB1 and POE1, as provided, from a comma delimited ASCII file using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Comma-delimited ASCII file: <i>Easement-Points.txt</i></li> <li>• Format of the file: Point Name, Northings, Eastings</li> </ul> <p><b>Mandatory requirement M43.</b></p>	<b>30 points max</b>	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM53: Evaluation Factor 1	Software has a user interface that guides the user through dialog steps to determine the file format and then imports the points.	30	
	- OR - Software has a user interactive interface where the user defines the file format and then imports the points.	15	
	- OR - Software could not import the comma-delimited file without manipulation and/or not all points were imported.	0	
DM54	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Input and adjust a metes and bounds description using the following parameters and information:</b></p> <ul style="list-style-type: none"> <li>• <b>Metes and bounds description:</b> <i>MetesBounds.doc</i></li> <li>• <b>Beginning point:</b> POB1 from DM53</li> <li>• <b>Closing point:</b> POE1 from DM53</li> <li>• <b>There is an intentional error in the first course of the description which will be corrected in DM56</b></li> </ul> <p><b>Demonstrate as many of the following features as possible:</b></p> <ol style="list-style-type: none"> <li>1. <b>Perform a compass rule adjustment</b></li> <li>2. <b>Convert the description from meters to U.S. Survey Feet</b></li> <li>3. <b>Apply a grid factor of 0.99991234</b></li> <li>4. <b>Dynamically display the courses as they are entered</b></li> <li>5. <b>Perform all of the features within the same interface</b></li> </ol> <p><b>Mandatory requirements M71, M73, M74, M75, M76, M77, M78, M83, and M84.</b></p>	<b>30 points max</b>	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM54: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Four of the features were demonstrated.	15	
	- OR - Three or less of the features were demonstrated.	0	
DM55	<b>(One (1) evaluation factor will be scored for this requirement)</b>  <b>Annotate and display the resulting geometry from DM54 in a DGN file.</b>  <b>Mandatory requirements M3, M4, M78, M80, M81, M82, M83, M84, M103 and M104.</b>	<b>30 points max</b>	
	DM55: Evaluation Factor 1	The annotated geometry is dynamically displayed and saved directly to a DGN file within MicroStation.	30
- OR - The annotated geometry is displayed and saved to a DGN file through an interface with MicroStation.		15	
- OR - The annotated geometry can not be displayed and/or saved to a DGN file.		0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM56	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p>Re-enter and adjust the geometry from DM54 using the following parameters and information:</p> <ul style="list-style-type: none"> <li>• Change the first course of the description from 71.293 m to 74.341 m</li> </ul> <p>Demonstrate as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Perform a grant boundary line adjustment</li> <li>2. Modify the course from the previously entered geometry</li> <li>3. Dynamically display the geometry as the course is re-entered</li> <li>4. Perform all of the features within the same interface</li> </ol> <p><b>Mandatory requirements M71, M73, M74, M75, M76, and M78.</b></p>	30 points max	
DM56: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Three of the features were demonstrated.	15	
	- OR - Two or less of the features were demonstrated.	0	
DM57	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p>Re-annotate the resulting geometry from DM56 and update and display the DGN file created in DM55.</p> <p><b>Mandatory requirements M3, M4, M78, M80, M81, M82, M83, M84, M103, and M104.</b></p>	30 points max	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM57: Evaluation Factor 1	The re-annotated geometry is dynamically updated and displayed in the original DGN file directly within MicroStation.	30	
	- OR - The re-annotated geometry is updated and displayed in the original DGN file through an interface with MicroStation.	15	
	- OR - The re-annotated geometry can not be updated and displayed in the original DGN file.	0	
DM58	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Subdivide the parcels with the R/W, from DM52.</b></p> <p><b>Mandatory requirement M65.</b></p>	30 points max	
DM58: Evaluation Factor 1	The parcels were subdivided in a batch process.	30	
	- OR - The parcels were subdivided one at a time.	15	
	- OR - The parcels can not be subdivided.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>Plans Production</b>			
<b>DM59</b>	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>Create a base map of the "D1" line and save to a DGN file. Display the DGN file and identify the following features on the base map:</p> <ol style="list-style-type: none"> <li>1. Ramp alignment with annotated stationing</li> <li>2. Design edge of traveled ways</li> <li>3. Design edge of shoulders</li> <li>4. Design contours</li> <li>5. Design cut/fill lines</li> <li>6. Annotation of cut/fill lines to delineate when it switches between cut and fill (e.g. label with "C" for cut and "F" for fill)</li> </ol> <p><b>Mandatory requirements M3, M4, M27, M103, and M104.</b></p>	<b>30 points max</b>	
DM59: Evaluation Factor 1	All of the features were displayed.	30	
- OR - Three to five of the features were displayed.	15		
- OR - Two or less of the features were displayed.	0		

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>DM60</b>	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Using the base map created in DM59, create layout sheets using the following parameters and information:</b></p> <ul style="list-style-type: none"> <li>• <b>Scale: 1" = 50'</b></li> </ul> <p><b>Demonstrate as many of the following features as possible:</b></p> <ol style="list-style-type: none"> <li><b>1. Reference the base map DGN file</b></li> <li><b>2. Create a separate DGN file delineating the sheet boundaries and match lines</b></li> <li><b>3. Create a separate DGN file for each layout sheet</b></li> <li><b>4. Automatically orientate the layout sheets with the view rotated, aligning the bottom of the sheet to a horizontal view while keeping the base map coordinate correct</b></li> </ol> <p><b>Mandatory requirement M214.</b></p>	<b>30 points max</b>	
DM60: Evaluation Factor 1	All of the features were demonstrated.	30	
	- OR - Three of the features were demonstrated.	15	
	- OR - Two or less of the features were demonstrated.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM61	<p>(Two (2) evaluation factors will be scored for this requirement)</p> <p>Create a profile sheet of the “D1” line and save to a DGN file using the least amount of interfaces.</p> <p>Display the DGN file and identify as many of the following features on the profile sheet as possible:</p> <ol style="list-style-type: none"> <li>1. Horizontal Scale: 1"=50'</li> <li>2. Vertical Scale: 1"=5'</li> <li>3. Design profile</li> <li>4. Original ground profile</li> <li>5. Station and elevation of vertical points of intersections (VPI)</li> <li>6. Station and elevation of the beginning (BVC) and end (EVC) of vertical curves</li> <li>7. Length of vertical curve at VPI</li> <li>8. Grade of tangent sections in percent</li> <li>9. Match lines of adjoining sheets</li> <li>10. Earthwork quantities</li> </ol> <p><b>Mandatory requirements M122, M123, and M214.</b></p>	60 points max	
DM61: Evaluation Factor 1	<p>Nine or more of the features were displayed.</p> <p>- OR -</p> <p>Six to eight of the features were displayed.</p> <p>- OR -</p> <p>Fewer than six of the features were displayed.</p>	30  15  0	
DM61: Evaluation Factor 2	<p>A single interface is used.</p> <p>- OR -</p> <p>Two or three interfaces are used.</p> <p>- OR -</p> <p>Four or more interfaces are used.</p>	30  15  0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM62	<p>(One (1) evaluation factor will be scored for this requirement)</p> <p>Display a superelevation diagram of the “D1” line including as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Edge of traveled ways</li> <li>2. Edge of shoulders</li> <li>3. Stations at the transition points</li> <li>4. Stations at the beginning (BC) and end (EC) of horizontal curves</li> <li>5. Axis of rotation</li> <li>6. Superelevation rates</li> <li>7. Depict the superelevation above the profile</li> </ol> <p><b>Mandatory requirements M137-M142.</b></p>	30 points max	
DM62: Evaluation Factor 1	All of the features were displayed.	30	
	- OR - Six of the features were displayed.	15	
	- OR - Five or less of the features were displayed.	0	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
<b>Prepare Files for Construction Stakeout</b>			
<b>DM63</b>	<p>(Two (2) evaluation factors will be scored for this requirement)</p> <p>Create cross section plots of the “D1” line and save to a DGN file using the least amount of interfaces. Display the DGN file and identify as many of the following features on the cross section sheets as possible: Each sheet border shall include:</p> <ol style="list-style-type: none"> <li>1. Horizontal and vertical scale</li> <li>2. Horizontal and vertical gridlines with corresponding elevations and offset values</li> <li>3. Sheet number</li> <li>4. Total number of sheets</li> <li>5. Units or dimensions of measurements</li> <li>6. Time and/or date of plot</li> <li>7. Alignment name</li> </ol> <p>Each cross-section on the sheet shall include:</p> <ol style="list-style-type: none"> <li>8. Station</li> <li>9. Original ground</li> <li>10. Finished grade and sub-grade layers</li> <li>11. Finished grade offsets and elevations at cross-section pivot points such as design edge of travel ways, edge of shoulders, hinge points and catch points</li> <li>12. Point descriptors at cross-section pivot points such as ETW, ES, HP and CP</li> <li>13. The slopes between cross-section pivot points</li> <li>14. Earthwork area</li> </ol> <p>Mandatory requirements M30, M31, M196, and M197.</p>	<b>60 points max</b>	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM63: Evaluation Factor 1	A single interface is used.	30	
	- OR - Two interfaces are used.	15	
	- OR - Three or more interfaces are used.	0	
DM63: Evaluation Factor 2	13 or more of the features were displayed.	30	
	- OR - 12 of the features were displayed.	15	
	- OR - 11 or less of the features were displayed.	0	
DM64	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p><b>Create slope stake notes for the “D1” line including as many of the following features as possible:</b></p> <p><b>The page header shall include:</b></p> <ol style="list-style-type: none"> <li>1. Alignment name</li> <li>2. Project information</li> <li>3. Date and time of report</li> <li>4. Page number</li> </ol> <p><b>Each station shall include:</b></p> <ol style="list-style-type: none"> <li>5. Station label</li> <li>6. Catch point</li> <li>7. Right of way</li> <li>8. A diagram of the section</li> <li>9. Earthwork area</li> </ol> <p><b>Each offset shall include:</b></p> <ol style="list-style-type: none"> <li>10. Offset and elevation</li> <li>11. Offset name</li> <li>12. Cross slope</li> <li>13. Cut and fill to adjacent offset, towards CL</li> </ol> <p><b>Mandatory requirements M32 and M195.</b></p>	<b>30 points max</b>	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM64: Evaluation Factor 1	All of the features were included.	30	
	- OR - 12 of the features were included.	15	
	- OR - 11 or less of the features were included.	0	
DM65	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p>Create a Trimble Survey Controller DC file of the roadway definitions for the "D1" and "D2" lines including as many of the following features as possible:</p> <ol style="list-style-type: none"> <li>1. Horizontal alignments, profiles, and cross sections</li> <li>2. The cross sections contain a single contiguous finish surface without modification</li> <li>3. All data is written to a single DC file simultaneously</li> <li>4. Append the "A1" alignment directly to the original DC file</li> </ol> <p><b>Mandatory requirements M252 and M253.</b></p>	30 points max	
DM65: Evaluation Factor 1	All of the features are included in the file.	30	
	- OR - Three of the features are included in the file.	15	
	- OR - Two or less of the features are included in the file.	0	
DM66 (Timed Demonstration)	<p><b>(One (1) evaluation factor will be scored for this requirement)</b></p> <p>Export the existing ground DTM to a LandXML file format.</p> <p><b>Mandatory requirements M37 and M253.</b></p>	30 points max	

**Table IX-14 Demonstration of Software -  
Tasks, Evaluation Factors and Point Values (Continued)**

Demonstration #	Tasks and Evaluation Factors	Maximum & Individual Point Values	Earned Points
DM66: Evaluation Factor 1 <b>(TIMED)</b>	It took less than two minutes to export the data.	30	
	- OR - It took between two minutes and four minutes to export the data.	15	
	- OR - It took greater than four minutes to export the data.	0	

8. Final Technical Scoring Example**Step 1. Responsive Bids**

There are a total of 6454 non-cost points available. Bidders must achieve at least 70% (4518) of the total possible non-cost points in order to advance to the cost opening.

**Table IX-15: Final Technical Score Example**

<b>Bidder</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
Project Management Requirements (320 maximum)	220	280	300	100
System Administration Requirements (660 maximum)	594	212	573	43
Desirable Functional Requirements (1684 maximum)	1366	1400	1135	777
Reference (1600 maximum)	1376	1263	1550	175
Demonstration (2190 maximum)	1391	1949	2091	2029
<b>Total:</b>	<b>4947</b>	<b>5104</b>	<b>5649</b>	<b>3124</b>
Is the total score greater than 4518?	YES	YES	YES	NO

In this example, Bidder D failed to achieve at least 70% of the maximum points possible. The costs for this Bidder will not be opened. The Total Bidder Score for Technical Requirements will be calculated for Bidders A, B, and C as described in Step 2.

**Step 2. Calculation of Total Bidder Score for Technical Requirements:**

Each Bidder's score is divided by the highest score to determine their percentage of the maximum points possible:

Bidder A -  $(4947)/(5649)=0.876$  or 87.6%

Bidder B -  $(5104)/(5649)=0.904$  or 90.4%

Bidder C -  $(5649)/(5649)=1.000$  or 100%

Once the percentage of the maximum points has been determined, it is multiplied by the total maximum points possible (6454), to determine each Bidder's final score for Technical Requirements.

Bidder A -  $6454 \times 0.876 = 5654$

Bidder B -  $6454 \times 0.904 = 5834$

Bidder C -  $6454 \times 1.000 = 6454$

**Table IX-16: Total Bidder Score for Technical Requirements Example**

Bidder	A	B	C
Technical Score	5654	5834	6454

**E. Cost Points****(Maximum Score 2,766 points)**

Sealed Cost Proposals will not be opened until the Evaluation Team has completed the previous steps in the evaluation process. If a Bidder's proposal has been determined to be non-responsive during any of the steps, or the Bidder has failed to achieve at least 70% of the maximum non-cost points, the Cost Proposal will remain unopened. The maximum number of cost points are 2,766.

**All participating Bidders will be notified of the date and time of the Public Cost Opening.**

Determining cost points is a two-step process:

**Step 1:** The Evaluation Team will validate all cost tables for accuracy (math errors) and to ensure all items identified in the Bidder's Proposal (i.e., deliverables) have been included in the Cost Tables.

**Step 2: Calculation of Bidder Cost Score:**

There are a total of 2766 cost points possible.

## Bidder Final Proposal Costs:

Bidder A - \$1,100,000

Bidder B - \$3,000,000

Bidder C - \$1,740,000

The lowest final proposal costs of all Bidders is divided by each Bidder's final proposal cost to determine their percentage of the maximum points possible.

Bidder A -  $(1,100,000)/(1,100,000)=1.000$  or 100%Bidder B -  $(1,100,000)/(3,000,000)=0.367$  or 36.7%Bidder C -  $(1,100,000)/(1,740,000)=0.632$  or 63.2%

Once the percentage of the maximum points has been determined, it is multiplied by the total maximum points possible (2766), to determine each Bidder's final score for Cost.

Bidder A - Cost Point= $2766 \times 1.000 = 2766$ Bidder B - Cost Point= $2766 \times 0.367 = 1015$ Bidder C - Cost Point= $2766 \times 0.632 = 1748$ 

Bidder	A	B	C
Cost Score	2766	1015	1748

**F. Determination of Winning Proposal**1. Summarization of Final Proposal Points

All Bidders' points awarded for each area of the Evaluation are tallied to determine the total points awarded for each. Table IX-17 illustrates the maximum possible in each evaluation area.

**Table IX-17 – Maximum Possible Points for Each Evaluation Area**

Evaluation Area	Maximum Possible Points	
<b>Business and Technical Requirements:</b>		
Draft Project Management Plan	320	
System Administration Requirements	660	
Desirable Functional Requirements	1,684	
References	1,600	
Demonstration of Software	2,190	
<b>Subtotal:</b>		6,454
<b>Cost:</b>		2,766
<b>TOTAL POSSIBLE POINTS:</b>		<b>9,220</b>

## 2. Determination of the DVBE Incentive

The maximum incentive for this procurement is 5% of the points available, and is based on the amount of DVBE participation obtained, according to Table IX-18. For this RFP, the total points available are 9220.

**Table IX-18 - DVBE Participation Incentive**

<b>DVBE Participation of:</b>	<b>DVBE Incentive</b>	<b>DVBE Incentive Points</b>
5% or more = 5%	5%	461 points
4% to 4.99% inclusive = 4%	4%	369 points
3% to 3.99% inclusive = 3%	3%	277 points
2% to 2.99% inclusive = 2%	2%	184 points
1% to 1.99% inclusive = 1%	1%	92 points
Less than 1%	0%	0 points

Table IX-18 – DVBE Participation Incentive illustrates the incentive points available based on the Bidder's confirmed percent of DVBE participation.

## 3. Determination of Small Business Preference

The Small Business Preference will be applied after the scores for cost have been calculated. The 5% preference is calculated on the total number of points awarded to the highest scoring non-small business that is responsible and responsive to the proposal requirements.

Table IX-19, Scoring Example with DVBE Incentive and Small Business Preferences Applied, illustrates how DVBE incentives and Small Business Preferences would be applied.

<b>Table IX-19 Scoring Example with DVBE Incentive and Small Business Preferences Applied</b>				
	<b>Bidder</b>	<b>A</b>	<b>B</b>	<b>C</b>
1	Technical Requirement Points	6150	5500	6430
2	DVBE participation (% claimed)	5%	3%	GFE (0%)
3	DVBE points awarded	461	277	0
4	Subtotal of Non-Cost Points (Row 1 + Row 3)	6611	5777	6430
5	Cost Points	2450	2759	2202
6	Total Points with DVBE applied (Row 4+Row 5)	9061	8536	8632
7	Bidder Firm is a Small Business?	No	No	Yes
8	Proposal Meets Small Business Requirements?	No	Yes	Yes
9	Non-Technical points (none for this Procurement)	0	0	0
10	The Bidder's Cost bid that has the total Combined Highest Cost and Technical Points with DVBE applied	X		
11	Small Business Preference - Highest points from Row 6 that is not a small business, times 5%		(9061 x .05= 453)	(9061 x .05= 453)
12	Total Points with Small Business Preference Applied (Row 6 + Row 11)	9061	8989	9085
13	Subtraction of Preference Points from Non-Small Businesses		-453	
14	Final Points with DVBE Incentive and Small Business Preference Applied	9061	8536	9085

In the example, Bidder A has the most points before preferences are applied and is claiming 5% DVBE participation. Bidder B is a non-small business that is using California-certified small businesses to perform work that amounts to 25% of the value of the contract. Bidder B is also claiming 3% DVBE participation. Bidder C is a California-certified small business.

In this scenario, Bidder A receives 461 DVBE incentive points which are added to the technical and cost points to yield the highest point total before preferences are applied. Bidder B receives 277 DVBE incentive points. Bidder C receives the 5% small business preference.

After points were awarded for small business participation, Bidder C has the highest overall point total and would be recommended to receive the award.

#### 4. Winning Proposal Summary

The Evaluation Team will determine which responsive/responsible Bidder proposal has the highest total score after all points and preferences have been calculated.

#### 5. Contract Award

The contract award, if any, will be to the responsive/responsible Bidder having the highest total score.

**EXHIBIT IX-1 – PRELIMINARY REVIEW FORM**

Bidder Name: \_\_\_\_\_

<b>The response package includes the following:</b>	<b>YES</b>	<b>NO</b>
<b>Volume I – Response to Requirements</b> Received 1 master + 10 copies of Volume I		
<b>Volume II – Completed Contracts</b> Received 1 master + 1 copy of Volume II		
<b>Volume III – Cost Data</b> <i>(to be evaluated after cost opening)</i> Received 1 master + 10 copies of Volume III		
<b>Volume IV – Literature</b> Received 1 master + 10 copies of Volume IV		
Received (2) CD versions of Volume I, and III <i>(Vol. III validated at cost opening)</i>		
Received (2) CD versions of Volume IV (OPTIONAL)		
Received by time and date specified in RFP		
One complete set of all volumes containing original signatures marked <b>“Master Copy”</b>		
<b>VOLUME I – RESPONSE TO REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>
<b>Section 1: Cover Letter and Executive Summary</b>		
Proposal Cover Letter must be signed by authorized individual and indicate that the signer is authorized to bind the firm contractually, and identifies the signer’s title.		
Statement that the proposal is firm’s binding offer good for 180 calendar days from scheduled date for contract award.		
Statement indicating that the Bidder has available staff with the appropriate skills to complete performance under the contract for all services and provide all deliverables as described in this RFP.		
Statement accepting full Prime Contractor responsibility for coordinating, controlling, and delivering all aspects of the contract and any subcontractors on their team.		
Executive Summary		

**EXHIBIT IX-1 – PRELIMINARY REVIEW FORM (Continued)**

<b><i>The response package includes the following:</i></b>	YES	NO
<b>Section 2: Administrative Requirements Response (Section V)</b>		
Documentation of Productive Use requirements are met (Requirement A4)		
Form V-A – Customer Project References (Requirement A5)		
Form V-B – Proof of Workers Compensation and Employers Liability (Requirement A6.a)		
Letter of Bondability with all cost figures redacted (Requirement A7)		
Form V-C – Bidder Information and Background (Requirement A8)		
Form V-D – Key Personnel Qualifications Certification and Resumes (Requirement A9)		
Form I-C – Confidentiality Statement (Requirement A10)		
Form V-E – DVBE Participation Requirements (Requirement A13)		
TACPA Preference Claimed (Requirement A14a)?		
EZA Preference Claimed (Requirement A14b)?		
LAMBRA Preference Claimed (Requirement A14c)?		
Form V-F – Small Business Certification (Requirement A15)		
California Certificate of Good Standing for Prime Bidder and key subcontractors (Requirement A16)		

<b><i>The response package includes the following:</i></b>	YES	NO
Form V-G: Subcontractor Requirements and Bidder Declaration Forms (Requirement A17)		
Signed Payee Data Record STD.204 (Requirement A18)		
Form V-H – Administrative Requirements Response Matrix (Requirements A6b, A11, A12, and A19)		
<b>Section 3: Technical Requirements Response</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>• Project Management Requirements</li> </ul>		
<ul style="list-style-type: none"> <li>• System Administration Requirements</li> </ul>		
<ul style="list-style-type: none"> <li>• Mandatory Functional Requirements</li> </ul>		
<ul style="list-style-type: none"> <li>• Desirable Functional Requirements</li> </ul>		
<ul style="list-style-type: none"> <li>• Other Technical Requirements</li> </ul>		
<b>VOLUME II – COMPLETED CONTRACT</b>		
This volume must contain a completed contract with all Attachments. Submission of a contract with Caltrans unapproved modifications may cause the Final Proposal to be deemed non-responsive.		
<b>VOLUME III – COST DATA</b>		
Cost Proposal is submitted in a separate and sealed envelope.		

<b><i>The response package includes the following:</i></b>	YES	NO
<b>VOLUME IV - LITERATURE</b>		
<p>This volume will contain all technical and other reference literature necessary to support the responses to the requirements of this RFP (i.e., product “glossy” brochures, equipment technical specification brochures, technical or user manuals that may be advertised in response to the requirements, and other advertising materials). Literature must be tabbed, page numbered, indexed, and properly annotated so Caltrans can readily verify compliance with the stated requirements. <u>Any references to cost figures in the literature must be replaced with “XXXX”.</u></p>		
<p>Comments:</p>		

\_\_\_\_\_  
Procurement Official

\_\_\_\_\_  
Date

## **X. DEMONSTRATION OF SOFTWARE**

### **A. General**

The demonstration is intended to give Caltrans the opportunity to evaluate the software's performance. Bidders will be asked to demonstrate various tasks involved in a typical Caltrans project. A series of tasks was developed from a Caltrans project for an interchange reconstruction in the City of Victorville (District 8). The Caltrans project data files are included in the Bidder's Library, (see Section I), for use in conjunction with this demonstration only. During the Demonstration, all MicroStation files should be created using Caltrans seed files from the Bidder's Library.

The tasks as described in Table IX-14 will be demonstrated.

Only the proposed software and software that is included in the Caltrans base computer configuration can be used during the demonstration. See Section IV for a complete listing of the Caltrans base computer configuration.

### **B. Preparation**

The Bidder will be provided up to eight hours, between the hours of 8:00 am and 5:00 pm PT, the day before the demonstration to install and test the proposed software on two computers (one primary and one backup) furnished by Caltrans. The computers will be provided with the Caltrans configuration as defined in Section IV. Modification to the existing hardware (including the addition of external memory devices) and base software will not be permitted.

Full administrative rights will be provided for the installation and testing of the proposed software while all aspects of the demonstration shall be performed with a non-administrative user interface. The Bidder will be permitted to test the proposed software with the typical Caltrans user interface and may adjust settings as required. Caltrans staff will oversee and approve all software installation activities.

Following the installation of software by the Bidder, Caltrans will install the project data in the D: drive (40 GB partition) on the two available computers prior to the demonstration. No additional files can be loaded or accessed after this point. Internet access will not be allowed.

All demonstrations will be conducted at a Caltrans facility located in Sacramento, CA. The Evaluation Team will score the demonstration. The Bidder will be provided two consecutive eight-hour days to successfully complete the demonstration. The hours of the demonstration will be 8:00 am to 5:30 pm PT with a one-hour lunch and two 15-minute breaks. If Caltrans cancels a demonstration, in whole or in part, due to unforeseen circumstances, the Bidder will be given an opportunity to complete the demonstration at a later date. The Bidder will be expected to continue where they

left off if requirements were completed prior to the interruption. Should an unforeseen circumstance occur, the Evaluation Team will note the task in progress and the time of interruption.

After each Bidder's demonstration, Caltrans staff will remove and keep the hard drive that contains the Bidder's installed demonstration software. A new hard drive will be installed for each Bidder. Each removed hard drive will be stored in a secure location until contract approval, at which time it will be destroyed or reformatted.

### **C. Evaluation Process**

For each task, the Evaluation Team will award points using the criteria detailed in Section IX.

Throughout the demonstration the Bidder shall identify the Demonstration # to indicate the beginning of the task. For the timed demonstrations, Bidder's must advise the timer of the beginning and completion of the task by clearly announcing "start" or "stop", as appropriate. Once a timed event starts the timing continues until completed.

Each demonstration task is given one scoring opportunity. The Bidder shall not begin the next task until evidence of successful completion has been identified to the satisfaction of the Evaluation Team. Evidence of successful completion can include, but is not limited to:

- Requested data fully displayed (e.g. DTM displayed), or
- Requested features or results are identified, or
- Visual notification that the process is complete (such as pop up notification or use of hourglass during the process)