



**REQUEST FOR INFORMATION (RFI) ON
CONSULTING SERVICES FOR JOB ORDER CONTRACTING (JOC) PROGRAM**

I. REQUEST FOR INFORMATION SUMMARY

Product/Service Requested: **Information only at this time. SANDAG is seeking information on** tools or services that are available in the marketplace that could enhance its JOC Program

RFI Point of Contact: Susana Tello, Associate Contracts & Procurement Analyst
susana.tello@sandag.org
619-595-5368

Deadline for Questions Regarding RFI: 5 p.m. May 13, 2019

EOI DUE DATE AND TIME: 5:00 p.m.
May 29, 2019

II. GENERAL INFORMATION

A. Project Overview and Purpose

SANDAG's JOC Program is used for the performance of minor routine or recurring construction, or for the renovation, alteration, or repair of existing public facilities as outlined in SANDAG Board Policy 24.

The purpose of this Request for Information (RFI) is to gather information on the availability of innovative solutions, tools, or technologies that could enhance SANDAG's JOC program.

B. Scope of Services

Background/Current Environment

SANDAG's JOC Program has been in place for approximately 11 years. Since then, around 240 Job Orders with a cumulative value of over \$80 million have been issued. Sample projects completed via JOC include: railroad maintenance, bus and rail station repairs and upgrades, installation of irrigation systems, clearing of non-native plants, hydroseeding, plant establishment, fiber optic repairs, trolley system upgrades, traffic signal priority improvements, fence installations, flood erosion repairs, maintenance facility rehabilitation, street pavement rehabilitation, and installation of closed circuit TV and variable message signs at transit stations.

What SANDAG Is Seeking

SANDAG is seeking information from firms regarding any innovative solutions or technologies that can enhance and or improve the administration of SANDAG's JOC program. Respondents are encouraged to provide details on how their tools are aligned with SANDAG's JOC program or national JOC program best practices.

What SANDAG Is Offering

SANDAG is not offering compensation of any kind at this time. This RFI is being conducted solely for purposes of collecting information from industry regarding any new technologies available in the marketplace that could potentially enhance SANDAG's JOC Program. Respondents to this RFI may be invited for a product demonstration to showcase their product offering. Only those firms who respond to this RFI will be considered for product demonstrations.

III. TERMS AND CONDITIONS

A. No Commitment

This RFI does not commit SANDAG to award a contract, to defray any costs incurred in the preparation of an EOI pursuant to this RFI and/or product demonstrations, or to procure or contract for work. SANDAG may reject respondents without providing the reason underlying the declination. A failure to award a contract to any respondent shall not constitute a valid cause of action against SANDAG. SANDAG may reject all EOIs without providing the reason(s) underlying the declination. A failure to award a contract for any reason shall not be grounds for a cause of action against SANDAG.

B. Pre-Submittal Expenses

SANDAG shall not, in any event, be liable for any pre-contractual expenses incurred by respondents in the preparation of information and/or an EOI in response to this RFI. A respondent shall not include any such expenses as part of its submission.

Pre-submittal expenses are defined as expenses incurred by an entity in:

1. Any activities to support preparing its response to this RFI;
2. Submitting an EOI to SANDAG;
3. Product demonstration preparation and/or product demonstrations; or
4. Any other activity for which SANDAG has not executed a written contract.

C. Intellectual Property and Ownership of Documents and Other Work Deliverables

Intellectual property developed by a responding entity or third party shall remain the property of the responding entity or third party.

D. Information Only

EOIs received in response to this RFI are for obtaining information only. The submittal of Information-only packages shall not directly result in a contract, purchase order, or other procurement document authorizing expenditure of SANDAG funds.

E. Public Records

All EOIs submitted in response to this RFI become the property of SANDAG and public records and, as such, may be subject to public review. Documents protected by law from public disclosure will not be disclosed by SANDAG if clearly marked with the word "confidential" on each applicable page. Trade secrets may be marked as confidential only to the extent they meet the requirements of California Government Code Section 3426.1(d) To the extent that a Proposer marks any information as either confidential or a trade secret, the Proposer thereby agrees to defend and indemnify SANDAG in the event that SANDAG nondisclosure of the Cost Proposal is challenged in any legal action. Please see SANDAG Board Policy 015, Records Management Policy, which is available at sandag.org/legal, for information regarding the treatment of documents designated as confidential by SANDAG. Only information claimed to be a trade secret at the time of submittal to SANDAG and marked as "confidential" will be treated as a trade secret. Please see SANDAG's Public Records Request Guidelines, which are available at www.sandag.org/legal, for information regarding SANDAG's treatment of documents designated as confidential.

F. Public Information

A respondent who wishes to release information to the public regarding respondent selection, contract award, or data provided by SANDAG must receive prior written approval from SANDAG before disclosing such information.

IV. PROCUREMENT PROCESS

A. Questions Concerning the Request for Information

A Web page on Planet Bids will be developed, maintained, and devoted to this RFI. It can be accessed from <http://www.sandag.org/organization/rfps/registerinfo.asp>

All questions relating to the RFI must be submitted electronically through the SANDAG website and our bidding software (PlanetBids (PB) System). Emails, phone call, and faxes will not be accepted. Questions to SANDAG staff will not be addressed.

Responses to all timely questions received concerning this RFI will be posted on the Web page devoted to this RFI. All responses and all timely questions received concerning this RFI will be posted at least seven (7) days prior to the EOI due date. It is the responsibility of respondents to check the Web page for questions and

responses related to this RFI.

B. Product Demonstrations

A product demonstration may be held for respondents as a follow-up to this RFI. SANDAG may invite selected entities to showcase its solutions. Only responsive respondents may be invited for this event. Information on the demonstration agenda, procedure, and participants will be provided at a later date.

C. Procurement Deadline

SANDAG anticipates the following tentative schedule for this RFI and follow-up process:

Advertise and Issue RFI	April 29, 2019
Last Day to Submit Questions on RFI	5 p.m. May 13, 2019
EOIs Due	5 p.m. (PDT) May 29, 2019
Product Demonstrations.....	June - July 2019

D. Respondent Modification or Withdrawal of Submittals

Any EOI received prior to the date and time specified for the receipt of EOIs may be withdrawn by written request by the respondent. To be considered, any modification to an EOI must be received prior to the date and time specified in this RFI for receipt of EOI.

E. Amendments to Request for Information

SANDAG reserves the right to amend or cancel the RFI by addendum before the final EOI submittal due date. Revisions to the RFI shall be posted on the Web page devoted to this RFI at least three full business days prior to the deadline for EOI submittal. It is the responsibility of respondents to check the Web site for any revisions related to this RFI.

F. Pre-qualification

Participation in this RFI pre-qualifies firms to be considered for future product demonstrations.

G. Additional Information

Although under no obligation, SANDAG reserves the right to request additional information and/or clarification from any or all respondents submitting an EOI to this RFI.

V. SUBMISSION OF EXPRESSION OF INTEREST

A. Submission of Expression of Interest

An **e-mailed** electronic copy containing all required information including the Respondent Questionnaire as a coversheet shall be submitted in adobe Acrobat (PDF) format. Expressions of Interest (EOI) will be received until date and time as shown on the cover page and must be directed to Susana Tello at susana.tello@sandag.org.

The EOI shall be titled with the RFI Number as shown on the title page of this RFI. EOIs and/or modifications received subsequent to the date and time specified will not be considered.

B. Content and Format of Expressions of Interest

Expressions of Interest submitted in response to this RFI shall be prepared single-sided in the following format:

- **Section 1: The Respondent Questionnaire:** The Respondent Questionnaire (provided at the end of this RFI document) must be completed as the cover page. (1 page)
- **Section 2: Company History:** Provide information about your company, specifically including the items listed below: (maximum 1 page)
 - a. How many years has your company been in operation?
 - b. What is the business size?
 - c. Describe your firm's experience and areas of expertise, particularly in the areas of Job Order Contracting and Construction.
 - d. Describe your firm's experience with Public Agencies
 - e. Describe your firm's experience with California Public Works requirements
- **Section 3: Overview of Proposed Solution:** Describe your understanding of Job Order Contracting and how your solution could provide a value to SANDAG (maximum 1 page).
- **Section 4: Proposed Solution:** Describe your proposed solution and what features are implemented in each part of the solution. Describe what additional options are available in the solutions that are not included in the features. Wherever possible, provide supporting information including specifications; cut sheets (including for third-party software and equipment); process and workflow diagrams, and software and hardware architecture diagrams. As applicable, please include answers to the following questions (maximum 3 pages):
 - a. What type of system does your firm use to implement and develop a JOC program? Are there various products involved? If so, are they a suite, bundled, or separately offered?
 - b. Does your system have a limit on the number of allowed users and is it accessible by third parties?
 - c. Is your system available on-line through a web-based database?
 - d. What hardware and software is needed to use it?
 - e. Does your system make allowance for varying scale or size of a project? In other words, does the unit price structure change based on quantities?
 - f. Are there any reporting capabilities?
- **Section 5: Development of Unit Price Books:** Describe how your unit price book(s) are developed. As applicable, please include answers to the following questions (maximum 3 pages):
 - a. What methodology is used to develop the unit price book(s)?
 - b. What is the average development time for putting together a unit price book?
 - c. Do the unit price books include items for heavy civil construction such as grading, paving, retaining walls, flatwork, underground utilities, or track construction?
 - d. Do the unit price books include items for heavy civil electrical work such as traffic signals, street lighting, railroad signaling, underground conduit, and catenary systems for transit?
 - e. Are specifications/descriptions for each item provided?
 - f. When developing specifications/descriptions for each item, what standards, if any, does your firm use?
 - g. What markets are reviewed to develop the pricing structure for the items?
 - h. How are price escalations and/or inflation accounted for?
 - i. How frequently is your unit price book(s) updated?
 - j. Is there room for customization of the items to ensure the agency's needs are met?
 - k. Does your system allow for items not originally included in the unit price books to be

added later? If so, how?

- **Section 6: Training and Support:** Provide any detail on training required to migrate, configure, install, deploy, and maintain these products and services. Please address the following (maximum 2 pages):
 - a. What type of training is offered to the agency and its respondents?
 - b. Is ongoing support provided?
 - c. How many representatives are available?
 - d. Product warranty
 - e. Maintenance, upgrades, and miscellaneous support
- **Section 7: Pricing Structure:** Provide information on fees and costs for the short term and long-term usage of the product or service (maximum 1 page).

SANDAG RESPONDENT QUESTIONNAIRE

***(RESPONDENT TO COMPLETE AND RETURN FORM AS COVER PAGE TO EXPRESSION OF
INTEREST)***

Name of Company: (include DBA if applicable)

Address:

Legal Status (i.e., Sole Proprietorship, Partnership, Corporation):

Respondent Point of Contact for SANDAG Project Manager:

Contact Name and Title _____

Contact Email: _____

Provide a high-level description of product / solution(s) offered: