District Department of Transportation

Request for Information (RFI)
CAPTION: Reeves ITS Network Location move and new ITS network redesign

RFI Number- DCKA-2014-I-0006

1. Introduction

1.1. Purpose

Gather information in regards to Fiber network connection availability from Service provides located in District of Columbia.

1.2. Background

Per the District of Columbia Government's agreement to acquire land for a future soccer stadium, DDOT will lose access to the Reeves Center at 14th and U St, NW. This building houses much of the telecommunications equipment, servers, and data processing equipment DDOT uses for its traffic management system. This includes more than 1600 traffic signals, 136 CCTV cameras and several types of traffic detectors. DDOT's current telecommunications system is based on an aging twisted-pair copper infrastructure using serial type communications. This architecture requires that all field equipment communicate on a copper pair on a multi-drop channel back to a central head-end where it connects to a bank of modems and connects to the server equipment. The CCTV cameras use DSL technology over the same copper network to the head-end, where the video is distributed to a number of different sources over a more modern Center-to-Center IP based network.

Since DDOT is losing access to the Reeves Center in approximately seven months, all of these communications channels must be redirected to a different location. The serial communications must be converted to a modern Ethernet IP based network where it can be put on an Internet Service Provider's (ISP) network or carried via fiber optics to DDOT's Center-to-Center network. As a result, these copper cables must be intercepted in the field and a series of network hubs needs to be designed and constructed, where they are converted to Ethernet and connected to an ISP. Depending on the location of the ISP Points of Presence (POPs), several blocks of fiber connections may need to be established, and building entries designed and constructed. All of this is unknown at this point and the solution will need to be determined after several site investigations and coordination with stakeholders, particularly ISPs.

1.3. Overview of the RFI Process

The objective of the RFI is to gather information to assist the DDOT in its consideration of available resources/methods to fulfill the need/goal identified above. The RFI method is not a competitive solicitation method and, as a result, does not satisfy the requirement for competitive bidding. The RFI method is no more than an information gathering tool and such information gathered may or may not be used to develop a competitive solicitation. Suppliers are not required to respond to an RFI and a supplier's failure to respond to an RFI will not prohibit the supplier's participation in any competitive solicitation that may result from the RFI. However, suppliers are strongly encouraged to respond to RFIs as this is a great way to ensure the DDOT is aware of the suppliers' available goods and services.

1.4. Schedule of Events

The schedule of events set out herein represents DDOT's best estimate of the schedule that will be followed. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFI will be publicly posted prior to the closing date of this RFI. After the close of the RFI, the DDOT reserves the right to adjust the remainder of the proposed dates on an as needed basis with or without notice, if necessary.

Description	Date
Release of RFI	11/15/2013
Deadline for Submitting Questions	11/21/2013
Responses to Questions	11/26/2013
Submission for RFI due	12/2/2013

1.5. Primary Point of Contact

Kirk Benson – Program Compliance Specialist
kirk.benson@dc.gov
(202) 671-2268

1.6. Definition of Terms

Any special terms or words that are not identified in this RFI Document may be identified separately in one or more attachments to the RFI. Alternatively, DDOT will provide responses to Respondent questions in accordance with the schedule set forth Section 1.4 of this document

2. Instructions to Respondents

By submitting a response to the RFI, the respondent is acknowledging that the respondent:

1. Has read the information and instructions,
2. Agrees to comply with the information and instructions contained herein.
3. Understands both the District of Columbia and the respondent shall execute NCND agreements for the confidentiality of any information received by or divulged by the District Department of Transportation.

2.1. General Information and Instructions

2.1.1. Submitting Questions

All questions concerning this RFI must be submitted in writing via email to the Issuing Officer identified in Section 1.4 "Primary Point of Contact" of this RFI.

2.1.3. Right to Amend or Cancel the RFI

DDOT reserves the right to amend this RFI. Any revisions must be made in writing prior to the RFI closing date and time. By submitting a response, the Respondent shall be deemed to have accepted all terms and agreed to all requirements of the RFI (including any revisions/additions made in writing prior to the close of the RFI whether or not such revision occurred prior to the time the supplier submitted its response) unless expressly stated otherwise in the supplier's response. **THEREFORE, EACH SUPPLIER IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED RFI AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE SUPPLIER'S RESPONSE PRIOR TO THE CLOSE OF THE RFI.** Respondents are encouraged to frequently check the RFI for additional information. Finally, DDOT reserves the right to cancel this RFI at any time.

2.1.4. Costs for Preparing Responses

Each response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for

developing the response and participating in this RFI process is the sole responsibility of the supplier. DDOT will not provide reimbursement for such costs.

2.1.5. Public Access to Procurement Records

DDOT will not publicly disclose proprietary information obtained as a result of this RFI. To the full extent that it is protected by law and regulations, information identified by a respondent as Proprietary or Confidential will be kept confidential. Although all comments received will be carefully reviewed and considered for inclusion in a possible later action, DDOT makes not comment to include particular recommendations. Respondents will not be notified of the results of any review.

2.2. Submittal Instructions

Please carefully review all information contained in the RFI, including all documents available as attachments or available through links. Any difficulty accessing the RFI or opening provided links or documents should be reported immediately to the Primary Point of Contact (See Section 1.5).

2.2.1 Preparing a Response

Responses to this RFI shall be submitted no later than 2:00 PM on Monday, December 2, 2013. RFI submissions will be accepted as email attachments only. All responses must be sent to the attention of Mr. Kirk Benson, per the email address provided in Section 1.5, with **"Response to RFI No.: DCKA-2014-I-0006 "** in the subject line.

An email confirmation of receipt will be sent from DDOT within seven (7) calendar days of receipt to the designated point of contact.

2.2.2. RFI Response Format

A. DDOT requests that RFI responses be provided in electronic format. For electronic format information, responses are preferred as files that can be opened and manipulated (searched, sorted, and filtered) using standard office automation and engineering products such as Microsoft Word, Microsoft Excel, and Bentley Systems MicroStation. Responses provided in image format (e.g. pdf) will also be accepted. Responses that provide portions of the information requested will also be considered, but influence of such responses may be reduced.

Responses should include:

- Title Page; inclusive of the the RFI subject, the name of the responder's firm, local address, telephone, designated point of contact information (name, email and phone numbers) and the date.
- Table of Contents; includes a clear identification of the material by section and page number.

Please note that RFI responses, including attachments, must not exceed 20 pages in length.

B. Respondents are required to return a completed Non- Disclosure Agreement (see attachment A)

3. Requested Information

3.1 Firm Overview

Provide a brief overview of your firm and provide descriptions of similar projects completed.

3.2 Existing Network Overview

Provide a brief overview of your existing Fiber network that would form the basis of the solution for this application.

3.3 Proposed Methodology

At a high level, describe the approach your firm would use to deliver this project and the capability of developing a solution that meets or exceeds all DDOT requirements.

3.4 Deployment

Describe the steps involved to implement and deploy the application. Identify the steps your firm typically performs along with those typically performed by your clients. Identify typical build out service costs associated with implementation activities.

3.5 Netwrok Development Process

Describe the Network development process that you would use to extend your current capabilities to meet the requirements.

3.6 Customer Support

Describe the customer support services provided by your firm and any special features that set your firm apart from the competition in this area.

3.7 Network Connection Requirements

DDOT is asking these service providers to provide information in regards to their fiber network for the following information:

1. Do you have a connection at 55 M St SE? If not, how far away is your nearest point of presence (POP)? Provide address for this location.
2. Do you have a connection at 2720 MLK SE? If not, how far away is your nearest point of presence? Provide address for this location.
3. Please provide locations of your POPs within a 1000 ft radius of 14th and U St NW.
4. Please provide locations of your POPs within a 1000 ft radius of 16th and U St NW.
5. Provide a map showing your fiber runs in the District. This request is not meant to obtain design specific details (i.e., # of fiber strands, # of conduits, location of junction boxes etc.) but rather a high-level map of your presence in the District. This information will be helpful in our planning effort to upgrade/expand Intelligent Transportation Systems in the District.
6. Please provide the best contact for us to continue this dialog.

3.8 Cost Models

Without indicating specific pricing, please include information about a pricing model that you would deem appropriate for an implementation plan for DDOT.

3. List of RFI Attachments

The following documents make up this RFI. Any difficulty locating or accessing the following documents should be immediately reported to the Primary Point of Contact.

A. Confidentiality Agreement

CONFIDENTIALITY AGREEMENT

It is understood and agreed by the District of Columbia's Department of Transportation (DDOT) and prospective respondents, that the prospective contractor may be provided certain confidential information that is and must be kept confidential.
Conversely, the District may receive confidential information and agrees to maintain that confidentiality of any information received.

This agreement encompasses and is designed to provide for the protection of all proprietary and confidential information that may be provided to the respondents. This agreement is also designed to preserve the integrity and confidentiality of the District of Columbia's information gathering process and of all proprietary documents, including, but not limited to, plans, drawings, specifications, documents and information that may be protected under patent, and or, trade secret laws, technical or business information, drawing and or illustrations, research and development, production, costs, profit and margin information, and current and future business plans and models, regardless of whether such information has been designated as "Confidential" for purposes of this document,

The District and the respondent hereby certify and agree as follows;

1. Not to disclose any of the confidential and or proprietary information obtained from DDOT or "the respondent" to anyone unless specifically required to do so by law.

2. "The respondent" shall not, without the prior written consent of DDOT and/or "the respondent," use or duplicate this confidential information for any purpose other than to perform services for the Project or disclose in any manner whatsoever, Confidential information to any of its employees or any third party except as provided in this Agreement.

3. "The respondent" shall disclose Confidential Information only to those employees of "the respondent" or DDOT who are directly involved in gathering information on the Project and "the respondent" and/or DDOT shall be responsible to advise each such employee that s/he is bound by the terms and conditions of this Agreement.

4. This Confidentiality Agreement shall not apply to information which at the time of disclosure is already in the public domain or is public knowledge.

5. To the best of "the respondent" and DDOT's knowledge and belief, all confidential information received, reviewed or sent including all copies thereof, is the exclusive property of the sender/ submitter of the information. No license or other right is granted to either party or any third party respecting the use of confidential information by virtue of this Agreement. Unless authorized in writing by the respondent and DDOT, DDOT and " the respondent" shall return or destroy the confidential information received from "the respondent" and DDOT, including all copies thereof, within five (5) days of the conclusion of this agreement.

6. In the event of any breach of the terms of this Agreement, DDOT and "the respondent" shall be entitled to obtain from any court of competent jurisdiction injunctive relief as well any other legal remedies to which DDOT and/or "the respondent" may be entitled.

7. The obligations of confidentiality under this Agreement shall continue for a period of two (2) years from the date of this agreement.

Failure to sign this confidentiality agreement will prevent the contractor's or respondent from moving to the RFP phase of this procurement.

The laws of the District of Columbia shall govern this agreement.

.RECIPIENT OF CONFIDENTIAL INFORMATION:

Name (Print or Type):_____

_____
Signature of Authorized Representative (Respondent):

Date:_____

_____
Deputy Chief Contracting Officer

Date:_____

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