



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219 2000

Gregory A. Whirley
Commissioner

January 17, 2012

ADDENDUM NO. 1 TO ALL BIDDERS:

Reference – Request for Proposal: RFP #155-11-CS
Commodity: Intelligent Transportation Systems On Call Services
Dated: December 12, 2011
For Delivery to: VDOT
Proposal Due: January 26, 2012
Pre-Proposal Conference: January 11, 2012

The above is hereby changed to read:

1. **Reference page 1:** Changed to read, "Sealed proposals will be **RECEIVED** until **February 2, 2012 2:00 PM** for Furnishing the Goods and/or Services Described Herein."
2. **Reference page 1:** Changed to read, "Sealed Proposals will be **OPENED** in Public on **February 3, 2012 2:00 PM** at VDOT, 1201 E. Broad St., 1st Floor, Richmond, VA 23219"
3. **Reference Page 6, Section IV, A. 3. i):** Delete, item 6
4. **Reference Page 8, Section V, 2. E.:** Changed the second sentence to read, "The entire proposal shall be limited to 60 typed pages front and back (excluding resumes limited to one page front and back, commitment letters, Small Business Subcontracting Plan, pricing schedule, tabs/section dividers, signed RFP and any addenda)."
5. **Reference Page 10, Section V, B.7.:** Changed the second sentence to read, "The contract management team, including the Consultant Contract Manager."
6. **Reference Page 10, Section V, B. 8.:** Delete and replace with the following,
8. Cost
Offeror shall provide pricing for each in accordance with Pricing Schedule Form, Attachment A. Pricing shall be provided in an hourly rate for each classification that represents the maximum rate that could be charged. The Commonwealth desires an hourly rate inclusive of any direct or indirect cost associated in providing the services described herein. Contractor shall not charge the Commonwealth for travel time. The Commonwealth will only pay for actual hours worked on projects associated with Task Orders fully executed by the designated personnel for the Commonwealth and the Contractor.

Travel expenses will be separate from the hourly rate noted above and will be defined as a non-salary direct expense. Travel expenses will be limited to transportation, lodging, meals and other incidental travel expenses and shall not exceed the maximum amounts for such expenses in VDOT's current travel policies and procedures. Current policies of the agency will be provided to the contractor at the time the work plan is defined. Travel expenses shall be limited to only those expenses that are necessary for providing essential services to the Commonwealth in accordance with the resulting contract. All travel expenses must be pre-approved by the designated Commonwealth personnel executing the Task Order or designee. Expenses that are not pre approved will not be reimbursed.

7. **Reference Page 11, Section V, B.9.:** Change the third sentence to read,
In addition, please include a resumé for each Consultant Contract Manager, Consultant Task Leads and all staff to work under this contract in an appendix to your proposal.

8. **Reference Page 13, Section VII, A. Task Order.:** Add the following after the last paragraph,
Contractor(s) should provide a schedule of costs and fees schedules, personnel wage rate sheets and other costs. The firm shall provide specific fixed billable hourly rates for each class of employee, specialist, and/or sub-consultant. Such specific rates of compensation are to include an hourly breakdown, direct salary cost, salary additives, fixed-fee or profit, (lump sum services may be requested at VDOT OSD discretion) other direct cost should be set forth as independent cost items. Please note specific project assignments may establish fixed unit pricing and the not-to-exceed amount for each project assignment. Reimbursements for actual travel costs incurred may be paid, subject to VDOT OSD Task Manager and Contract Manager Approval at the current allowable Virginia Department of Accounts current travel rate. See Attachment G for current allowable travel costs as guidance.

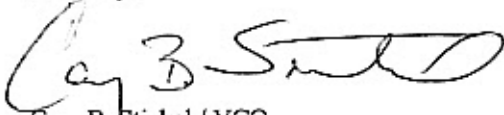
Equipment and Materials which are considered to be outside of the fixed billable hourly rate cost structure may be billed using a list price or better cost structure.

Other ITS services (considered to be outside of the fixed billable hourly rate cost structure may be billed using a list price or better cost structure.

9. **Reference Page 35-38 Section XII Attachments, Attachment A.:** Delete and replace with the attached pages 35-38.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Sincerely,



Cary B. Stickel / VCO
Contract Officer
Phone: 804-786-2753

Name of Firm

Signature / Title

Date

Print Name

XIII. ATTACHMENTS

Attachment A
System Operations ITS/On Call Services Pricing Schedule

Contract Subject Area – Central Office Contract	Hourly Rate
General Support	
Consultant Contract Manager (CCM)	
ITS/Operations Program Manager	
ITS/Operations Project Manager	
ITS/Operations Analyst	
** Senior Transportation Engineer	
** Transportation Engineer	
** Senior Systems Engineer	
** Systems Engineer	
** Engineering Intern	
Systems Administration Specialist	
GIS Project Manager	
GIS Analyst	
Research Scientist	
Research Analyst	
Senior Administrative Assistant	
Administrative Assistant	
Financial Assistant	
**Engineering Services listed above on the Pricing Schedule are intended for non professional services only.	
Traveler Information	
Travel Information Program Manager	
Travel Information Project Manager	
Travel Information Analyst	
Statewide/Regional ITS-Operations Strategic Planning	
ITS Architecture Program Manager	
ITS Architecture Project Manager	
ITS Architecture Analyst	
ITS Standards	
ITS Standards Program Manager	
ITS Standards Project Manager	
ITS Standards Analyst	

Addendum 1
RFP 155-11-CS

Contract Subject Area – Central Office Contract	Hourly Rate
Software and Systems Integration	
Systems Integration Program Manager	
Systems Integration Project Manager	
Systems Integration Analyst	
Telecommunications	
Telecommunications Program Manager	
Telecommunications Project Manager	
Telecommunications Analyst	
Connected Vehicle Initiatives	
IVI Program Manager	
IVI Project Manager	
IVI Analyst	
Data Management	
Data Analysis Program Manager	
Data Analysis Project Manager	
Data Analyst	
Incident Management (IM)	
Incident Management Program Manager	
Incident Management Project Manager	
Incident Management Analyst	
Emergency Transportation Management (ETM)	
ETM Program Manager	
ETM Project Manager	
ETM Analyst	
Performance Management	
Performance Management Program Manager	
Performance Management Project Manager	
Performance Management Analyst	
Congestion Management	
Congestion Management Program Manager	
Congestion Management Project Manager	
Congestion Management Analyst	

**Addendum 1
RFP 155-11-CS**

Contract Subject Area – Central Office Contract	Hourly Rate
Contract Subject Area – Central office Contract	
Emerging Technology Initiatives	
Program Manager	
Project Manager	
Analyst	
Operational Support Services	
Program Manager	
Project Manager	
Analyst	

**Attachment A
Pricing Schedule**

The rates provided for a given location (Central Office) will be used to evaluate the cost portion for the contract to be awarded for that location.

In addition, Offerors shall provide a table in their proposal that lists the individuals that are being proposed for each of the 68 positions. With the exception of the Consultant Contract Manager (CCM), more than one person may be listed for a given position, and a given person may be listed under more than one position.

Upon contract award, tasks will be developed by only using the positions and corresponding rates provided in Pricing Schedule. If determined necessary by VDOT, additional positions may be added under the contract(s) through a mutually agreed Contract Modification.

Positions listed under the specific Contract Subject Areas fall into one of three general position types: Program Manager, Project Manager, and Analyst. The following provides a general description of the qualifications expected for each position type.

Program Manager

At minimum eight (8) years of progressive, senior-level experience with the activities listed under the corresponding Contract Subject Area in Section IV, Statement of Needs. Program Managers shall have proven expertise in the management of staff, and control of costs and resources and demonstrated capability in managing multiple complex projects. Program Managers should have a Bachelor's degree from an accredited college or university with a major suitably related to the associated Contract Subject Area. A Master's Degree is preferred.

Project Manager

At minimum five (5) years of progressive, mid-level experience with the activities listed under the corresponding Contract Subject Area in Section IV, Statement of Needs. Project Managers shall have proven expertise in the management and control of costs and resources and demonstrated capability in managing multiple complex projects. Project Managers should have

Addendum 1
RFP 155-11-CS

a Bachelor's degree from an accredited college or university with a major suitably related to the associated Contract Subject Area.

Analyst

At minimum three (3) years of progressive experience with the activities listed under the corresponding Contract Subject Area in Section IV, Statement of Needs. Analysts should have a Bachelor's degree from an accredited college or university with a major suitably related to the associated Contract Subject Area.

General Support

Several generic positions have been identified under the General Support category. These positions may be utilized in support of any of the specific Contract Subject Areas as determined necessary by VDOT. Engineering Services listed on the Pricing Schedule are intended for non professional services only.