

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

Equipment and Procurement Division

REQUEST FOR PROPOSALS

RFP-15-002P

Statewide Weather Forecast Service

Proposals must be submitted
no later than **9:00 a.m. CDT**
July 23, 2014

No submissions or modifications
will be accepted after this deadline.

To constitute a valid submission, proposal must:

- (1) Be submitted by the prescribed date and time (Paragraph 2.3),
- (2) Address all the requirements set forth herein;
- (3) Contain the required Bid Bond (Paragraph 1.6);
- (4) Contain Page 6 completed as indicated.

For further information regarding this RFP contact
Danny Keene, Division Head
AHTD Equipment and Procurement Division
at (501)569-2672 or
by email at
danny.keene@arkansashighways.com

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT
Equipment and Procurement Division
Request for Proposals
RFP-15-002P
Statewide Weather Forecast Service

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ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT
Equipment and Procurement Division
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Section 1.0 INTRODUCTION

- 1.1 **Scope of Proposal:** The Arkansas State Highway and Transportation Department, hereinafter called either “AHTD” or “the Department,” is soliciting proposals for a Statewide Weather Forecast Service. The successful bidder will be required to furnish weather forecast services and related reports to each of AHTD’s ten (10) Districts per these contract specifications. The weather forecast service is to be available to Department personnel twenty-four (24) hours a day, seven (7) days per week during the period from November 1 to March 31 of the contract year. The Proposer shall also be capable of providing related meteorological services for the entire effective period of the contract. Such services are to conform to accepted standards and practices employed in the science of meteorology. All weather forecasts shall be produced, reviewed, filtered and/or interpreted by a staff meteorologist prior to being distributed to each District office.
- 1.2 **Point of Contact:** This Request for Proposals (RFP) is issued by the Arkansas State Highway and Transportation Department, Equipment and Procurement Division.

Questions concerning submission of a proposal in response to this RFP should be addressed to:

Danny Keene, Division Head
Equipment and Procurement Division
Arkansas State Highway and Transportation Department
P. O. Box 2261
Little Rock, AR 72203
Phone: (501) 569-2667
Fax: (501) 569-2679

Questions concerning technical content and requirements of this RFP should be addressed to:

John Mathis, Assistant State Maintenance Engineer
Maintenance Division
Arkansas State Highway and Transportation Department
P.O. Box 2261
Little Rock, AR 72203
Phone: (501) 569-2658
Fax: (501) 569-2014

Inquiries may be referred to other Department employees for detailed answers or clarifications. Written inquiries are encouraged and will be responded to in writing. Oral communications shall not be binding on the Department and can in no way modify the terms, conditions, or specifications of this RFP or relieve the successful Vendor of any obligations resulting from this RFP. Proposers are expected to raise any questions they have concerning the RFP document at this point in the RFP process. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions, amendments, or supplements will be provided to all recipients of this initial RFP and all who have requested information in writing.

- 1.3 **Proposer Qualifications:** Proposals shall contain all pertinent data relating to the Proposer’s organization, personnel and experience that would substantiate its qualifications and capabilities to provide the systems, support and communications requested in this RFP. All information must be provided for the prime and any sub-Proposers. Proposers that do not provide the following information will be considered non-responsive and their proposals will be disqualified.
- a. **Details of Proposer Background:**
- (1). Full name, address and telephone number of the organization.
 - (2). Date established.
 - (3). Ownership (public company, partnership, subsidiary, etc.)

- (4). Description of the company position in the industry.
- (5). The Department reserves the right to request general financial information.
- (6). Description of past and current litigation, if any, related to systems or services similar to those included in this proposal.
- (7). Proposer shall have a minimum of four (4) full time meteorologists on staff.
- (8). Provide the experience levels and areas of expertise of the four (4) qualified meteorologists heretofore mentioned.

b. **Proposer Client Information:**

- (1). Provide the number of Department of Transportation clients and/or other State/Local Government clients that have purchased your products.
- (2). References - The following type of customer references are preferred, if available: a Department of Transportation client, a state/local government client or a client located within the State of Arkansas. The Proposer shall provide the following descriptive items for at least three customers:
 - (a). Company name, address and telephone number.
 - (b). List of the systems and/or services the customer purchased.
 - (c). Date(s) the systems and/or services were purchased.
 - (d). Contact reference: This reference shall include the names, current addresses and telephone numbers of at least two technical contacts. The Proposer will ensure that this information (names, current address and telephone numbers) has been verified within thirty (30) days prior to the Proposal Submission Date.

- 1.4 **Disadvantaged Business Enterprise Participation:** Although no DBE percentage goal is established for this project, the proposal shall include DBE participation to the extent practical.
- 1.5 **Information Restrictions:** All information received by AHTD regarding this RFP is restrictive and will not be available before award of the job to the successful vendor.
- 1.6 **Required Bonding:** Bid Bond in the amount of \$1,000.00 required of all bidders at time of bid opening or proposal will be rejected. **Personal and company checks are not acceptable as Bid Bonds. Performance Bond only** (no checks of any kind allowed) in the amount of 100% of total bid price will be required of successful bidder prior to providing goods/services.
- 1.7 **Choice of Law & Choice of Forum:** This RFP and any resulting contract shall be governed by and construed in accordance with the laws of the State of Arkansas. Any proceeding relating to any cause of action of any nature arising from or relating to this RFP or contract may be brought only before the appropriate forum in Pulaski County, Arkansas.
- 1.8 **Ethics:** *“It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the Proposer for the purpose of securing business.”* Ark.Code.Ann. § 19-11-708(a).

Section 2.0 PREPARING AND SUBMITTING A PROPOSAL

- 2.1 **General Instructions:** The evaluation and selection of the successful vendor will be based on the information submitted in the Proposer's proposal plus references. ***Failure to respond to each of the requirements in the RFP will be the basis for rejecting a proposal.***
- 2.2 **Incurring Costs:** The Department is not liable for any cost incurred by Proposers in replying to this RFP.
- 2.3 **Time and Place for Submission of Proposals:** Proposers must submit five (5) copies of a completed proposal, ***along with all materials required herein for acceptance of their proposal*** by ***9:00 a.m. CDT, July 23, 2014.*** RFP Number should be clearly marked on all packaging containing the proposal.

Mail To:

Arkansas State Highway and Transportation Department
Equipment and Procurement Division
P.O. Box 2261
Little Rock, AR 72203

Deliver To:

Arkansas State Highway and Transportation Department
Equipment and Procurement Division
11302 West Baseline Road
Little Rock, AR 72209

- 2.4 **Late Proposals:** Proposals received after the date and hour established will be considered late proposals and will be automatically disqualified. Late proposals will be returned unopened.
- 2.5 **Unsigned Proposals:** Page 6 of this RFP must be signed and included with proposal to constitute a valid submission. The signature must be original (not stamped or photocopied) and in ink. Unsigned and improperly signed proposals will be automatically disqualified.
- 2.6 **Withdrawing or Modifying Proposals:** A proposal that has been submitted may be withdrawn, modified, or corrected by a Proposer prior to the date and time set for submission. Telegrams or letters received before the date set for submission of proposals will be accepted and attached to the proposal, and the proposal will be considered withdrawn, modified, or otherwise changed accordingly. RFP Number should be clearly marked on all packaging/envelopes containing proposal documents. No proposal may be withdrawn, modified, corrected, or otherwise changed after the date and time set for submission.
- 2.7 **Assignment:** No award resulting from this RFP may be assigned, sold, or transferred without the prior written consent of AHTD. Furthermore, no obligation incurred pursuant to this RFP and resulting contract may be delegated without prior written consent of AHTD.
- 2.8 **Default and Remedies:** Non-performance of any requirement, term or condition resulting from this RFP shall constitute default. Upon default, the Department shall issue a written notice of default providing a period in which the Vendor/Proposer shall have seven (7) days to cure said default. If the Vendor/Proposer remains in default beyond the seven (7) days, or if the default is repeated during the term of the contract or any extension thereof, the Department may, in its sole discretion, terminate the contract(s) or remaining portion thereof and exercise any remedy provided by law.
- 2.9 **References:** Proposers must submit a list of clients for whom furnishing of a Weather Forecast Service has been performed. Any references shall include a point of contact name, address, and telephone number. Information obtained from reference contacts will be used in determining the successful bidder.

Section 3.0 TECHNICAL PROPOSAL

- 3.1 **Communications Requirements:** Forecast advisories shall be classified as either "Routine" or "Emergency". All weather advisories (both Routine and Emergency) will be transmitted to each District by electronic mail (email). The Department will provide to the Proposer an email distribution list of employees that are to receive the forecasts via email. For informational purposes only, there may be up to 20 email addresses per district. This number will vary by district. The required information will be submitted in paragraph format.

The Proposer will provide as part of the contract, a twenty-four (24) hour toll free "1-800", or equivalent, telephone service for use by the Department in obtaining weather information and forecast clarification from the Proposer. A meteorologist shall be on duty twenty-four (24) hours per day for consultation during the time period(s) the contract is in effect. The Proposer shall not limit the number of times Department personnel can utilize the toll- free telephone service during the contract period.

The Proposer will provide a password protected Internet web page for the exclusive use of AHTD personnel. The web page shall post the Routine and Emergency weather advisories by District in written form. The web page shall be updated within thirty (30) minutes after the Routine or Emergency weather advisory is transmitted to each District office. The Proposer shall also update the webpage to reflect any revised weather forecasts in addition to the original Routine or Emergency Weather Advisory. AHTD will provide to the Proposer a list of employees that are to receive a user id and password to gain access to this web page. Other means of communicating forecast information to the Districts must be approved by the Department. All costs in transmitting weather forecasts to the Department must be included in the bid price.

3.2 **Routine Weather Advisory:** Routine Weather Advisory shall be issued to all designated personnel twice during each scheduled workday (Monday-Friday), utilizing the following schedule:

The first forecast shall be issued between the hours of 6:30 a.m. to 7:30 a.m. Central Standard Time. The second forecast shall be issued between the hours of 2:00 p.m. to 3:00 p.m. Central Standard Time.

Routine Weather Advisories shall be issued to all designated personnel once each weekend/holiday day, and shall be issued between the hours of 8:00 a.m. to 9:00 a.m. Central Standard Time.

Routine Weather Advisories shall include the forecast for the five (5) day period succeeding the time of issue, except that advisories issued on days preceding an official holiday, which result in an extended holiday weekend, shall include a general forecast for the entire weekend and/or holiday period, including the first normal workday following the extended holiday weekend. Routine Weather Advisories shall contain the sky conditions, precipitation probability and type, beginning and ending times, amounts predicted, air temperatures (high and low), pavement temperatures (high and low), forecasted time below freezing, winds (direction, speed and gusts), storm direction, percent chance for frost on bridges and pavements, dew points, drifting of snow (when applicable), refreeze of melted snow (when applicable), and forecaster's comments.

REVISIONS: Revisions should be issued to the original forecast when there is a major change anticipated in the frost prediction, temperature, and/or precipitation as originally forecasted. Department personnel may request updates to the Routine Weather Advisories on an as needed basis.

3.3 **Emergency Weather Advisory (Snow and/or Ice Storm Warning):** The Emergency Weather Advisory is to serve as a winter storm (snow and/or ice) warning. The Emergency Weather Advisory shall contain detailed information on the type of precipitation to expect, beginning time, ending time, amount of precipitation, wind speed and direction, and air and pavement temperature conditions both during and after the storm.

The Advisory shall also contain a statement on pavement conditions to expect during the storm, the area(s) of the District that will be affected (by county), storm, amount of precipitation that has fallen along the path of the storm at the time of each forecast/update, and forecaster's comments.

An Emergency Weather Advisory shall be issued to each District whenever weather conditions are developing which may affect roadway pavement conditions within that District. The initial advisories shall be issued at least four (4) hours prior to the start of the storm; however, this may vary depending on the development of the storm.

Once issued, the Proposer will update the Emergency Weather Advisories throughout the course of the storm, a minimum of every four (4) hours or sooner if conditions change from the previous forecast. Updates or revisions to the initial Advisory will be emailed to all designated personnel.

The Proposer will provide an "All Clear", or similar indication, to each district when the winter storm precipitation has ceased or if the predicted storm does not develop as anticipated.

3.4 **Contract Period:** The entire effective contract period begins the date the notice to proceed is issued to the Proposer and continues for twelve (12) consecutive months.

The service period for the weather forecasting services described herein is from November 1 through March 31 of the contract year.

Section 4.0 PRICE PROPOSAL

- 4.1 **Pricing:** Proposers must submit detailed explanation of services provided, including one lump sum cost. Services accepted will be paid for at the lump sum price bid for “Statewide Weather Forecast Service”, which price shall be full compensation for the implementation of the service.

Section 5.0 EVALUATION AND AWARD

- 5.1 **Evaluation:** Proposals will be evaluated on the extent of services offered, ability to provide those services, references, and experience. Representatives from the Maintenance Division (State Maintenance Engineer and Assistant State Maintenance Engineer), a District Engineer, and the Division Head of Equipment and Procurement will review the proposals received and may ask selected proposers to make a formal presentation to the Evaluation Committee.
- 5.2 **Award:** Any award will be made based upon the evaluation of all proposals received in response to this solicitation and the determination of the proposal considered to be the most advantageous to the Department. The Department reserves the right to accept or reject any and all proposals submitted, and to waive any minor technicalities when it is in the best interest of the Department.

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***** This Page MUST be completed, properly signed, and returned for proposal to be considered. *****

Section 6.0 OFFER AND ACCEPTANCE

6.1 Offer:

I, the undersigned, affirm that this proposal is made on behalf of the below-named individual/company, for whom I have legal authority to commit to the terms and conditions set forth in the RFP and this response, to which I/we agree to be bound if this proposal is found acceptable by the Department; and that this proposal is made without any collusion or coercion on the part of any person, firm, corporation or other entity.

Company: _____ Address: _____

Representative: _____ City: _____

Title: _____ Phone: _____ Fax: _____

E-mail Address: _____

Federal Tax ID or Social Security No.: _____

Signature: _____ Date: _____
(Must be legible, original, no photocopies, and in ink)

6.2 Acceptance (FOR AHTD USE ONLY):

Accepted: _____

By: _____ Date: _____

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

NOTICE OF NONDISCRIMINATION

The Arkansas State Highway and Transportation Department (Department) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the Department does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in the Department's programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to Joanna P. McFadden Section Head - EEO/DBE (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address:

Joanna.Mcfadden@arkansashighways.com.

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.