



LOS ALAMOS

INCORPORATED COUNTY OF LOS ALAMOS

101 Camino Entrada, Building 3
Los Alamos, New Mexico 87544 (505) 709-5503
Procurement Division

April 10, 2024

TO ALL HOLDERS OF SOLICITATION DOCUMENTS FOR:

**Request for Proposals No. RFP24-58
RFP Name: Traffic Asset Management Software**

Addendum No. 3

This Addendum No. 3 forms a part of the Solicitation Documents and modifies, as noted below, the original Solicitation Documents identified above.

This Addendum provides responses to written questions received along with the pre-proposal conference presentation (including attendance list) and a Word version of Exhibit F functionality requirements.

All other provisions of the Solicitation Documents shall remain unchanged. This Addendum No. 3 is hereby made a part of the Solicitation Documents to the same extent as those provisions contained in the original documents and all itemized listings thereof.

Each Respondent is requested to acknowledge receipt of this Addendum No. 3 with the Proposal Forms.

I hereby acknowledge receipt of this Addendum No. 3.

Signed _____ Print Name _____ Date _____

Title _____ Company _____

Proposer Questions and County Responses

#	Question	Answer
1	Regarding yesterday's pre-proposal meeting, are there any slides you could share with us from the meeting? Additionally, would you be able to share a list of interested parties or groups that attended the meeting yesterday?	The pre-proposal conference slides with attendance list is attached to this Addendum 3. The recording is available here: https://transcripts.gotomeeting.com/#/s/576de90a23b6d455d6246dca6c8694117bf977f918a40d08f50fb37fe8603c4c
2	For the Sandbox Demo, would the vendor have an opportunity to do a 30-minute orientation on the sandbox to help with their experience with a system they may not be familiar with?	County's preference is that any instruction necessary to access any sandbox environment or online video libraries during the evaluation period be provided by Offeror in writing. However, if further instruction is necessary to access a sandbox environment or video library, Offerors may provide such instructions during their scheduled software demonstration times. Such instruction should be factored into the allotted demonstration times, which will not be extended to accommodate additional instruction for the sandbox environment. County declines to agree to any user or license agreements Offeror may require for County to access a sandbox environment or online video library during the evaluation period of the RFP. Exhibit F with all functionality requirements is attached for reference.
3	On page 28, the agreement reads "SECTION U. TERMINATION: 1. Generally. The [County Manager/County Utilities Manager] may terminate this Agreement with or without cause upon ten (10) days prior written notice to Contractor. Upon such termination, Contractor shall be paid for Services actually completed to the satisfaction of County at the rate set out in Section C. Contractor shall render a final report of the Services performed to the date of termination and shall turn over to County originals of all materials prepared pursuant to this Agreement." I would ask that we change this to our standard agreement termination language	The County cannot negotiate agreement terms at this time with an Offeror who has not yet been recommended for award. Please include any of your firm's requested agreement deviations or exceptions in your Proposal for County's consideration.
4	You do own the Data and can export the data for free at any time on your own. If you are open to changing the language here and could provide the language which would be acceptable if you don't agree with ours that would be great.	Also see answer to question 3 above. Please also include in your cost proposal any of the charges for data export.
5	Does the County require a PMP certification from a member of our implementation team?	The County does not require a PMP certification as part of the proposal response.
6	What electronics (mobile devices, tablets, Windows devices such as Surface Pro's) are/would be available in the field? Is/would there be a standard for electronics in the field to employees or do they use personal devices? Do "Windows 10 devices" include Surface Pros and/or Laptops?	See Addendum #2 questions and answers. Yes the County uses Surface Pro's and laptops. Crews will mostly use iPhone 14 or newer and iPads current edition in the field.

April 2, 2024 Pre-Proposal Presentation

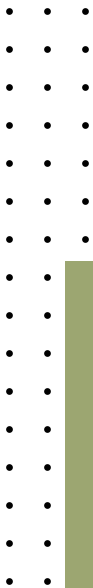
The pre-proposal presentation is available on the following pages. These slides provided in this pre-proposal presentation are for informational purposes only and may summarize some of the content contained within the RFP. If there is a conflict between information contained in these slides and the RFP, the RFP supersedes this presentation.

Word Version of Exhibit F

A Word version of Exhibit F is provided to allow proposers to easily enter responses to the technical requirements.

PRE-PROPOSAL ATTENDANCE

Company	Name	Email
iWorQ Systems	McKade Brady	mbrady@iworq.com
MS2	Jess Helmlinger	jd@ms2soft.com
AtkinsRealis	Lisa Schoenfelder	lschoenfelder@atkinsrealis.com
Brightly Software	Hannah Carrillo	rfp@brightlysoftware.com



These slides provided in this pre-proposal presentation are for informational purposes only and may summarize some of the content contained within the RFP. If there is a conflict between information contained in these slides and the RFP, the RFP supersedes this presentation.

R F P 2 4 - 5 8
T R A F F I C
A S S E T
M A N A G E M E N T
S O F T W A R E

P R E - P R O P O S A L C O N F E R E N C E

A P R I L 2 , 2 0 2 4

AGENDA

Introduction

- Introductions
- Background Information

Scope of Services

- Exhibit E: County Technology Standards Requirements for On-Premise, Hybrid, or Cloud/Hosted Solutions and Technology Questionnaire
- Exhibit F: Software Features and Functionality Sheet
- Exhibit G: Training Descriptions
- Exhibit H: Cost Summary Sheet

RFP Process and Timeline

- Proposal Development
- RFP Timeline
- Scoring Process

Submission

- Submitting Your Proposal
- Prospective Bidder's Responsibilities
- Questions and Answers

INTRODUCTIONS

Offerors should note that the County is working with a Procurement Consultant, Calyptus Consulting Group, Inc. ("Calyptus"), on this solicitation. Offerors may receive information related to this solicitation from individuals from Calyptus. For procurement process or project specific information, contact the following and include all contacts listed on all correspondence sent via e-mail:

1. Jaime Kephart, Contract Manager, at jaime.kephart@lacnm.us or (505)709-5503
2. Ellen Harvey, Senior Analyst, Calyptus Consulting Group, Inc., at eharvey@calyptusgroup.com.
3. Dr. George Harris, Consultant, Calyptus Consulting Group, Inc. at gharris@calyptusgroup.com.
4. Aaron Park, Project Manager, at aaron.park@lacnm.us.
5. As an additional courtesy to interested parties, this RFP and related documents may also be downloaded from the County's website at <https://lacnm.com/bids>.



BACKGROUND

The Incorporated City and County of Los Alamos ("County") is seeking a qualified service provider to provide a fully hosted Traffic Asset Management Software ("Software") Software as a Service ("SaaS") for the County Traffic and Streets Division ("TS") that complies with all federal, state, and local laws, rules and regulations, to manage the County's TS assets, signs, markings, signals, flashers, streetlights, asphalt, sidewalks, curb and gutter, etc., and to provide project implementation and management services to implement the Software ("Project").

TS currently uses Esri for asset management of streetlights, school flashers, bus stops, bus shelters, and ADA ramps, parcel information, utility easements and drainage easements.



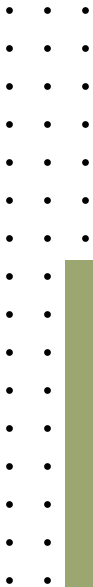


SCOPE OF
SERVICES

AND EXHIBITS

SCOPE OF SERVICES

- 1. Licensing and/or Subscription and Service Level Agreement
- 2. Maintenance and Support Services
- 3. Warranty
- 4. Data Security and Ownership
- 5. Software Functionality and Technical Specifications (see Exhibit F)
- 6. System Users and Use
- 7. Integration with or Migration to County Systems
- 8. County Technical Standards (see Exhibit E)
- 9. Compliance with Laws, Regulations, and Industry Standards and Audit Reports
- 10. Project Initiation Meeting
- 11. Project Management
- 12. Project Implementation
- 13. Training and Consulting
- 14. Additional Optional Services or Functionality





RFP PROCESS
AND TIMELINE

PROPOSAL FORMAT

- It is the County's preference that Proposals be in 8.5X11 inch format and not exceed 100 pages (excluding Exhibits or attachments); general marketing materials should not exceed 10 pages
- If submitted electronically, Proposal documents should be submitted in PDF format
- Sequence the Proposals as shown on the following slides using the same header names
- When responding to sections from the scope of work, responses should restate each section from the RFP Scope of Services to facilitate review
- County declines to sign any non-disclosure agreements or confidentiality agreements submitted by potential Offerors prior to those Offerors submitting a response to this RFP or any part of the RFP.



PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
1	Cover Sheet	<ul style="list-style-type: none">• Provide the full legal name of the Contractor who will execute the contract, and the name, phone number, and e-mail address of the primary person responsible for responding to questions and communication related to the RFP.• Reference the RFP number and name.
2	Cover Letter	<ul style="list-style-type: none">• Size of company or organization.• Length of time in business.• Include qualifications and a narrative description of the characteristics that set the company apart such as unique examples of service or added value, and any recognition or endorsements received.• Describe the company's financial growth history and viability.
4	Executive Summary	<ul style="list-style-type: none">• Provide a clear, concise overview of the Proposal.



PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
5	Proposed Staff Qualifications and Experience	<ul style="list-style-type: none"> • Demonstrate knowledge, skills, and experience of all staff proposed to accomplish the work during Project Implementation and those required to adequately maintain the System after initial Project Implementation throughout the term of an agreement with the County. • Detail background and experience of the individual to be assigned as the single point of contact for the Project. • Provide a list of any subcontractors or third parties who will be used to provide any Services throughout the term of an agreement, describe Offeror's relationship with them, and briefly describe their qualifications and abilities to provide the Services. • Provide the number of years Offeror has been providing the proposed Software. County's preference, though not a requirement, is that Offeror's have been Offering and providing to customers the proposed Software for a minimum of ten (10) years.



PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
6	Previous Client Implementation and References	<ul style="list-style-type: none"> Information provided in Proposals will be used for evaluation purposes. The County reserves the right to contact some or all the references to verify any information provided and to request that references provide additional information. If previous client reference information is confidential, you may state so, however, evaluation scores will reflect Offeror’s inability to include requested reference information in the Proposal. Provide references for at least three projects completed in the last three years for similar work and implementation. References should include company name, address, contact name, position, telephone number, and the period during which services were provided. Provide the start and end date of services and note if reference is still a current client.



PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
7	Software Requirements (Scope Section 1)	<ul style="list-style-type: none">• Demonstrated understanding of the requirements and ability to provide the requested services as described in the Scope of Services. Offerors should provide a clear narrative and provide any information specifically requested in the Scope of Services for each of the sections listed. Restate the section from the Scope of Services when responding.<ul style="list-style-type: none">○ Section 1.1. - Licensing and/or Subscription○ Section 1.2. - Maintenance and Support Services and SLA, including any additional governing documents referenced therein.○ Section 1.3 - Warranty○ Section 1.4. - Data Security and Ownership



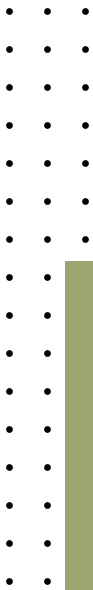
PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
8	Software Functional Descriptions, Technical Specifications, and Integration with or Migration to County Systems (Scope Section 2)	<ul style="list-style-type: none"> • Demonstrated understanding of the technical requirements and ability to provide the requested services as described in the Scope of Services. Offerors should provide a brief summarized narrative to demonstrate their understanding of Section 2 of the Scope of Services. Restate the section from the Scope of Services when responding. • Describe in more detail, using Exhibit F, whether the proposed Software Solution provides the features and functionality requested. This document will also be provided to Offerors as an MS Word document to facilitate responses.



PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
8	<p><i>(Continued)</i></p> <p>Software Functional Descriptions, Technical Specifications, and Integration with or Migration to County Systems (Scope Section 2)</p>	<ul style="list-style-type: none"> If Offerors provide a demonstration or "sandbox" version of the proposed Software or offers an online demonstration or video library, describe how the County may obtain access. This is a preferred, but not a required component of the RFP response and is not a scored Evaluation Criteria. County declines to sign any non-disclosure agreements or confidentiality agreements prior to receiving access to a demonstration or "sandbox" version of proposed Software or online libraries. County will provide names and e-mail addresses for all County Evaluation Committee members for the purpose of granting accounts and access.



PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
9	County Technical Standards (Scope Section 3)	<ul style="list-style-type: none"> Using Exhibit E - County Technology Standards Requirements for On-Premise, Hybrid, or Cloud/Hosted Solutions, describe Offeror's ability to conform to the applicable County requirements for hybrid or cloud-hosted Solutions. This document will also be provided to Offerors as an MS Word Document to facilitate responses.
	Compliance with Laws, Regulations, and Industry Standards and Audit Reports (Scope Section 4)	<ul style="list-style-type: none"> Demonstrated understanding of the requirements and ability to provide the requested services as described in this section of the Scope of Services. Offerors should provide a clear narrative and provide any information specifically requested in the Scope of Services for each of the sections listed. Restate the section from the Scope of Services when responding.



PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
10	Proposed Project, Initiation, Management and Implementation Plan (Scope Sections 5 - 7)	<ul style="list-style-type: none"> Demonstrate understanding of and ability to provide and conform to the requested Project Initiation, Management, and Implementation services as described in the Scope of Services. Offerors should provide a clear narrative, approach and methodology for Project Management and Implementation; provide a project schedule (tabular and with detailed narrative) with all estimated tasks, phases, deliverables, Project milestones, the County responsibilities, and any other pertinent Project Implementation steps clearly defined at each stage of implementation. Restate the section from the Scope of Services when responding.



PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
11	Training and Consulting (Scope Section 8)	<ul style="list-style-type: none"> • Demonstrate understanding of and ability to provide and conform to the requested Training and Consulting services as described in the Scope of Services. Restate the section from the Scope of Services when responding. <ul style="list-style-type: none"> ○ Offerors should provide a brief summarized narrative to demonstrate their understanding of Section 8 of the Scope of Services. ○ Using Exhibit G Tab 05, provide the requested information for all training offered throughout the term of an agreement.
12	Additional, Optional, and Future Functionality and Services (Scope Section 9)	<ul style="list-style-type: none"> • Demonstrate understanding of this requirement by providing the information requested in this Section. Restate the section from the Scope of Services when responding. <ul style="list-style-type: none"> ○ Section 9 ○ Section 9.1 ○ Section 9.2 ○ Section 9.3



PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
13	Exhibit G - Cost Proposal	<ul style="list-style-type: none"> • Provide Total Costs Proposed for all years of an agreement using Exhibit G - Cost Proposal. • Please note that the County Code of Ordinances, Sec. 31-111 – Types of Contracts states the following: “Subject to the limitations of this section, any type of contract which is appropriate to the procurement and which will promote the best interests of the county will be used, provided that the use of a cost-plus-a- percentage-of-cost contract is prohibited.” County cannot accept proposed cost+ pricing. • Provide costs for all services, including optional services, for up to all potential fifteen (15) years of the term of the Agreement. County’s desire is for all costs for all possible options to be included in Proposals for County consideration.



PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
13	<p><i>(Continued)</i> Exhibit G - Cost Proposal</p>	<p>County will consider, but is under no obligation to accept proposed future year unit prices or price escalations, which may include but are not limited to price escalations based on a specified dollar amount, a specified percentage, a capped not-to-exceed dollar amount or percentage (e.g., annual increases will never exceed the lesser of \$1,000.00 or 3%, per year over the prior year's fee amounts), or some other formula (e.g., a specific Producer Price Index or Consumer Price Index). If proposing such a price escalation mechanism for future years of an agreement, Offerors should also clearly describe the process and timing for Offeror to notify County of any such increase and the process by which County would approve such an increase in future years. County, at its sole discretion, reserves the right to accept any given proposed fees and price escalation mechanism and process for any agreement term length. Should an Offeror choose not to provide pricing or a <u>price escalation mechanism and process</u> for all fifteen (15) years, the County, for purposes of cost evaluation, shall apply an escalation rate of 5% per year for each year not proposed to the final costs included in the Offeror's response.</p>



PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
13	<p><i>(Continued)</i></p> <p>Exhibit G - Cost Proposal</p>	<ul style="list-style-type: none"> Describe costs for reimbursable or direct costs, if any. County's preference is that all reimbursable costs for travel and direct costs be rolled into proposed subscription and service fees. However, County may consider Proposals where reimbursable or direct costs are passed through to County. Reimbursable or direct costs, including travel or training materials purchased by Offeror in the performance of Services under the Contract, that have been pre-authorized by the County, may be billed at actual cost to the County with a copy of the invoice from Offeror's supplier, and with any proposed administrative invoice processing fee. Describe how and when all fees will be charged to County both during implementation and after Go-Live with the understanding that County cannot pay in advance for services not actually provided.



PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
14	Submission of County's Standard Sample Service Agreement with Deviations or Exceptions Noted or Acknowledgment of No Deviations or Exceptions.	<ul style="list-style-type: none">• Offeror should note any deviations or exceptions to Exhibit A in Offeror's response. Provide the original language with the County's standard terms and any suggested edits or acknowledge that Offeror has no deviations or exceptions. Offerors should note that the Confidential Information Disclosure Statement noted as "Exhibit X", is an Exhibit to the Sample Services Agreement and should be included in Offeror's review of the Sample Service Agreement.



PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
14	Submission of County's Standard Sample Service Agreement with Deviations or Exceptions Noted or Acknowledgment of No Deviations or Exceptions.	<ul style="list-style-type: none"> • Offerors should provide with their Proposal any of their own standard contractual terms or provisions the County will be asked to consider if Offeror is selected for award. This may include, but is not limited to, such things as a sample Master Services Agreement or Licensing Agreement and any additional governing documents referenced within those sample standard agreements. Offerors should note if their own standard contractual terms or provisions conflict with those provisions provided in Exhibit A, and should provide any suggested edits to Exhibit A. The County may consider, but is under no obligation to accept, any of Offeror's contractual terms or provisions included in Offeror's Proposal. • County may, but is not required to, negotiate changes in contract terms and provisions. The Services Agreement as finally agreed upon must be in form and content acceptable to County.



PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
15	Valid Licenses, Permits, Trainings and Certifications	<ul style="list-style-type: none"> Offerors should describe all applicable pertinent licenses, permits, bonds, registrations and/or certificates they possess to carry out the Services required in the State of New Mexico. County reserves the right to independently verify any information submitted in response to this Proposal Response Component.
16	Additional Documents to Submit with Proposals	<ul style="list-style-type: none"> In addition to all other components requested in the Proposal Format and Scope of Services section, submitted Proposals should include, but may not be limited to the following: <ul style="list-style-type: none"> Exhibit C: Certification Regarding Debarment, Suspension, and other Responsibility Matters <ul style="list-style-type: none"> Exhibit D: Campaign Contribution Disclosure Form Exhibit E: Verification of Authorized Offeror Signed copies of any addenda issued.



PROPOSAL DEVELOPMENT

#	Section Title	Submission Information
17	Virtual Software Demonstrations	<ul style="list-style-type: none">• As described in Virtual Software Demonstrations below, the County requests Software demonstrations.<ul style="list-style-type: none">○ Offerors should acknowledge in their Proposals that they have read and understand the virtual Software demonstration requirements as stated herein.○ Offerors should acknowledge in their Proposals that they will be able to provide such virtual demonstrations.○ Offerors should acknowledge in their Proposals that the individuals specified in the Virtual Software Demonstrations section can be available at the demonstrations.○ Offerors should acknowledge in their Proposals that if, after initial review of Proposals, they are found to be non-responsive or non-responsible, they will not be scheduled to provide a demonstration.



RFP TIMELINE

- The estimated dates of the RFP process are strictly for informational purposes only, are tentatively planned as follows, and at the County’s discretion, may be subject to change without prior notification:

RFP Process	Estimated Dates
Advertise RFP	March 21, 2024
Non-Mandatory Pre-Proposal Meeting	April 2, 2024
Date Questions are due	April 20, 2024
Date Proposals are Due	April 25, 2024
Demos, Evaluation, and Selection	April 26 - May 24, 2024
Contract Preparation and Review Period	May 25- July 18, 2024
Award Contract/Council Approval (Council Approval required for agreements of \$300,000.00 or greater.)	July 30, 2024



SCORING PROCESS

- The Evaluation Committee reviews and evaluates the submittals. Interviews are only for the purpose of clarification and may be used for adjusting the final score.
- For proposals that qualify for preference, the following procedure will apply. The total evaluation score with or without the cost factor of each proposal received from a qualifying vendor shall be multiplied by 1.05. After application of the factor, the contract shall be awarded to the highest score. If one or more scores are equal, the same procedure shall be followed with respect to the next category of offerors listed, and the next, until an offer qualifies for award. The priority of categories of offers is as follows: (1) Local business; (2) Resident business.
- Award shall be made to the responsible Offeror whose proposal is determined in writing by the Evaluation Committee to be the most advantageous to the County, taking into consideration the evaluation criteria set forth in the solicitation.



PROPOSAL EVALUATION CRITERIA

#	Criteria	Max Points
1	Software Features and Functionality (Exhibit F) and Demonstrations	30
2	Ability to Provide the Scope of Services	25
3	Proposed Staff Qualifications, Experience References	10
4	Proposed Project Initiation, Management, and Implementation Plan	10
5	Cost Proposal	15
6	Ability to Provide Services and Pricing <u>or a Price Escalation Mechanism and Process</u> for a Full Fifteen (15) Year Agreement Term <ul style="list-style-type: none"> • Fifteen (15) Years = 5 points • Seven (7) to Fourteen (14) = 3 points • Less than Seven (7) Years = 0 points 	5
7	Completed Forms, Valid Licenses, Permits, Training, and Certifications	5
Total Points		100





SUBMISSION

SUBMITTING YOUR PROPOSAL

- Proposals in response to this RFP may be submitted either in paper form, in a sealed envelope, or electronically by email. Only one of the following submission methods is required:
 1. Emails should be addressed to: lacbid@lacnm.us. Subject line must contain the following information: RESPONSE - RFP24-58 Traffic Asset Management Software.

OR

2. Sealed proposals in one (1) clearly labeled unbound original, three (3) bound copies and one (1) USB flash drive or CD, will be accepted at the Office of the Chief Purchasing Officer, Procurement Division - 101 Camino Entrada, Building 3, Los Alamos, NM 87544



PROSPECTIVE BIDDER'S RESPONSIBILITIES



Review this presentation, along with requirements and key dates (email presentation); Send questions by 4/20/24 at 2:00pm Mountain Time



Review the entire RFP and complete Technical Proposal and all required attachments



Complete Cost Proposal



Submit finished proposal by the due date in the RFP timeline (April 25, 2024, by 2:00pm Mountain Time)





PLEASE ASK
QUESTIONS AND
FOLLOW UP IN
WRITING

**PLEASE IDENTIFY
YOURSELF**