

City of Philadelphia
Office of Innovation and Technology
and the Streets Department
1401 JFK Blvd – Suite 840
Philadelphia, PA 19102



REQUEST FOR INFORMATION (RFI)

This document contains a Request for Information (RFI) for a system to manage street openings in the Right Of Way in order to coordinate work between utilities, and paving operations from both PennDOT and the City. The information obtained from this RFI will be used by the City as a basis for further discussion and the development of an RFP. Suppliers wishing to respond to this RFI should read this document carefully and follow the guidance for responding.

Right of Way Street Opening Coordination & Paving Operations Management Replacement for existing system Guaranteed Pavement Information System (GPIS)

Posted: Thursday, July 18, 2013

Response Due:

Monday, August 12, 2013 @ 05:00 p.m. (Local Philadelphia Time)

ATTENTION: Marion Storey, Information Services Director for Streets

Phone (215) 686-5031

marion.storey@phila.gov

Request for Information

1. Administrative Information

1.1 Philadelphia Office of Innovation and Technology (OIT)

The Philadelphia Office of Innovation and Technology (OIT) is the central IT organization that oversees the technology infrastructure for the City. OIT works with the city's IT Community to develop a comprehensive portfolio of online services and technology solutions that meet the needs of the city's diverse residents, businesses, government entities, and employees.

1.2 Philadelphia Streets Department (Streets)

The Philadelphia Streets Department (Streets) is the agency responsible for managing and regulating the roadway right of way for the City. As such, Streets is required to issue street opening permits, which allow companies to excavate city streets in order to install or maintain their infrastructure. Streets is also responsible for paving city maintained streets, and coordinating work within state maintained streets.

1.3 Committee of Highway Supervisors

The Committee of Highway Supervisors is a coordinating committee of utilities and other right-of-way users which advise Streets to support the development and maintenance of the infrastructure installed under the City's streets and sidewalks. The goals of the Committee are to:

- Minimize disruption to the roadways by coordinating the scheduling of work;
- Identify conflicts with planned projects and resolve them
- Prevent frequent and unnecessary openings in pavements and to promote system and economy in repaving over breaks made for underground work.

2. Request for Information (RFI)

OIT and Streets are seeking product and services information with general cost requirements from qualified companies for furnishing an application that will replace the existing Guaranteed Pavement Information System (GPIS). The purpose of this pre-funding inquiry is to give eligible entities within this market space an opportunity to inform the City on core competencies, latest available technology trends and solutions, associated costs and any additional technical information that may be relevant to this effort. The City expects, but cannot guarantee, that it will later issue one or more subsequent Request for Proposals (RFPs) for replacement of this current GPIS.

OIT and Streets encourage all entities that may be interested in submitting proposals in response to any subsequent RFP to prepare a response to this RFI in order for the City to plan and identify sufficient resources for such a project. Responses to this RFI are considered non-binding proposals and are only used to assist the City perform its due diligence and gather information

for planning and specification preparation purposes. For the purpose of this RFI, the Paving and Utility Coordination Information System (PUCIS) is defined by the following two major functional areas:

1. Street Opening Permitting Process
2. Pavement Improvement Projects

2.1 City's Specific Requirements

- 1) See Appendix B – Section 1 for desired functionality currently found in GPIS
- 2) See Appendix B – Section 2 for additional functionality desired as a result of this project.

2.2 System Service Requirements

- 1) Support multiple simultaneous users
- 2) Allow data access from internal City systems (e.g.: ArcMap, Crystal Reports)

2.3 System Implementation Requirements

- 1) Support Windows Active Directory Log-ins for internal City users
- 2) Data should be stored in a MS SQL Server Database if managed by the City, or an accessible database if managed externally
- 3) Web based either via Citrix deployment or Browser application with minimal plug-ins
- 4) Street Centerline entities stored in database for cross referencing with other systems (arc ids and node ids) or some other proven method for cross reference.
- 5) Configuration tools for users, drop downs, GIS reference layers, labels, etc.
- 6) Support for custom fields

2.4 Approximate User Base

City Users (includes multiple departments) – 50 log-ins
Utility Users – 100 log-ins;
Normal access: 5 to 10 simultaneous users

2.5 Information Being Requested

For the purposes of this initiative, the RFI process will be used to gather information and recommendations for:

- Deploying a Street Opening Coordination & Paving Operations Management System;
- Acquiring Rough Order of Magnitude (ROM) Cost for this project; and
- Getting insight into the Responders capabilities, experience, and offerings.

3. RFI – Additional Information:

- The City seeks to implement a “state of the art” Software solution to replace the Guaranteed Pavement Information System which will satisfy all of the City’s current requirements, as specified in this RFI, yet be easy to maintain and easy and inexpensive to upgrade and expand to satisfy future needs for additional functionality and/or processing capacity. The City requests that Respondents offer their “best” solutions that will satisfy the requirements set forth in this RFI. **The City prefers a solution hosted in a cloud/(SaaS, IaaS, PaaS) environment where vendor is responsible for establishing and maintaining the software, infrastructure and/or platform within defined service levels and consumption-based economics.** An option that involves on-premise private or hybrid cloud solution in the City’s data center would be considered as an alternative.
- The City owns all the code related to this application and would share this code if the decision is made to continue with a custom application. Code includes Visual Basic 6 front end, with SQL Server 2000 store procedures and functions. The VB 6 code is limited to SQL Server 2000 in that it uses information from the database that is no longer supported in newer versions of SQL Server. City requires any custom applications to be at least Visual Basic .Net 2010 and support SQL Server 2008.
- The City will schedule a webinar to give vendors an opportunity to discuss the city’s requirements. Send request for details to Marion.storey@phila.gov.

4. Instructions for Responding to this RFI

4.1 Who May Respond

Responses should be entities with experience supporting Right of Way coordination. Response to this RFI will not preclude a responding entity from submitting a response to any subsequent RFP on this topic that the City may issue.

4.2 How to Respond

One electronic copy in machine-readable format (MS Word format or PDF) should be sent to marion.storey@phila.gov. Please use the RFI template provided in Appendix A for your responses. Your proposal should also include:

- A cover letter which summarizes your response and includes areas to which you are responding and must also indicate if supporting documentation is included in your response.
- The response itself, covering any or all of the areas of information requested by this RFI.

It’s encouraged that you limit the size of your response to approximately 50 pages including supporting documentation. Responses must be received no later than Friday, May 31, 2013 5:00 PM (Local Philadelphia Time).

4.3 RFI Response Contact, Review and Clarification Process

This RFI is issued with the intent to survey industry to obtain information that provides guidance, which may be used in the preparation of RFP. Based on those responses, the Review Committee will augment its roadmap which may result in one or more RFPs. To fully comprehend the information contained within a response to this RFI, the Review Committee may request further clarification in the form of brief verbal communication by telephone, written communication, electronic communication, or a presentation to the RFI Review Committee. Companies responding to this RFI shall designate a single contact within that company for receipt of all subsequent information regarding this RFI. The name of this contact will be made available to the Review Committee.

4.4 Distribution of RFI Responses and Copyrighted Material

Copies of all documentation submitted in response to this RFI will be available to the Evaluation Committee for review purposes. According to the City's Policies and Procedures, proprietary and confidential material shall not be included in any response to the OIT. If copyrighted material is sent in response to this RFI then a statement waiving that copyright for use by the OIT is required and a limited waiver of copyright that allows the OIT Review Committee to make up to twenty-five (25) copies for review purposes is required.

Appendix A (RFI Response Template)

1. Template for Right of Way Coordination

1. General Information		
1.1	Firm Name:	
1.2	Street Address:	
1.3	City, State, Zip:	
1.4	Primary Business:	
1.5	Point of Contact:	
1.6	Title:	
1.7	Voice:	
1.8	Fax:	
1.9	Email:	
1.10	Willing to make a presentation for City, if requested?	Yes No
1.11	Parent Company (PC) Name:	
1.12	PC Street Address:	
1.13	PC City, State, ZIP:	
1.14	PC Primary Business:	
2. Technical Information		
2.1.	Please explain how your company's approach to Right of Way Management.	
2.2.	Explain your company's involvement in other projects to support Right of Way Management.	
2.3.	How would your solution meet the implementation requirements specified in this RFI?	
2.4.	Please provide Rough Order of Magnitude (ROM) Cost for the following considering all the requirements provided in the RFI. <ul style="list-style-type: none"> i. Software OTC/development/licensing ii. Implementation iii. Maintenance iv. Other Components 	

2.5	Please propose a time line for the completion of the project.
2.6	Describe past successes you've had in delivering similar solutions.
2.7	In this deployment, provide a list of what you view as the City's responsibilities versus what your company will do for the City.
2.8	Based on your understanding of the scope of this project, what challenges or areas of concern do you have?
2.9	Provide a sample staffing model including level of expertise.
2.10	How would you propose that we transition from our current system to the new system?