



**Request for Proposals**

**for**

**Toll 49 Message Boards**

RFP Issue Date: July 22, 2019

Proposals Due: 3:00 PM CT August 5, 2019

## **INTRODUCTION**

The North East Texas Regional Mobility Authority (the “NET RMA”), a regional mobility authority and political subdivision of the State of Texas governed by the provisions of Texas Transportation Code, Chapter 370 (the “RMA Act”), is requesting proposals from qualified firms or teams (individually or collectively, the “Proposers”) interested in providing marketing consulting services for the NET RMA, as more fully described in the Scope of Services section that follows (the “Services”).

The NET RMA was established as a regional mobility authority in Texas on October 28, 2004 by the Texas Transportation Commission. The NET RMA is granted powers under state law to develop “transportation projects”, as defined in the RMA Act, including the authority to study, design, construct, operate, expand, enlarge, and extend a turnpike project within the jurisdictional limits of the NET RMA (currently Smith, Gregg, Cherokee, Rusk, Harrison, Bowie, Wood, Panola, Titus, Van Zandt, Upshur, and Kaufman Counties). The NET RMA acts through its Board of Directors.

The NET RMA is responsible for the operation and maintenance of Segments 1, 2, 3A, 3B, 4, and 5 of Toll 49, a tollway located in Smith County (“Toll 49”). Segment 4 of Toll 49 extends from I-20 north to US 69 above Lindale, TX and recently opened to traffic in November 2018. The NET RMA is currently pursuing the development of future segments of Toll 49, including Segments 6 and 7. The NET RMA also plans to pursue the future development of additional roadway projects and other transportation and mobility projects as authorized under the RMA Act.

The safety of the traveling public is an integral aspect of the NET RMA’s responsibility for the operation and maintenance of Toll 49. In an effort to enhance Toll 49, the NET RMA desires to purchase electronic roadside message boards to provide travelers with various information such as notices of accidents, traffic congestion, roadwork zones, or speed limits, and other safety messages. The anticipated specifications of the message boards and expected levels of service are described herein and shall sometimes be referred to as the “services” in the context of this Request for Proposals (the “RFP”).

## **SCOPE OF GENERAL GOODS AND SERVICES**

- **Specifications for the Message Boards:** The message boards must, at a minimum, provide for the following features and capabilities:
  - Remote programming & location monitoring
  - Full-matrix display message board
  - Radar-based speed monitoring system
  - Device or increased secured battery device storage
  - Equipped with a 2 & 5/16 inch hitch
- **Specifications for Services Related to the Provision and Maintenance of Message Boards:**
  - The selected Proposer shall deliver the message boards to locations(s) designated by the NET RMA, including unloading and set up.
  - Proposer must be able to provide maintenance services within 5 days of receiving a request from the NET RMA. In the event that the maintenance services require additional time, a temporary replacement message board must be provided to the NET RMA for use until the maintenance services are complete.
- **Estimated Quantities:** The NET RMA seeks to purchase three (3) message boards.
- **Time of Performance:** The selected Proposer shall be required to deliver the message boards within 2 weeks of the NET RMA’s execution of a payment order.

## **RESPONSE CONTENT**

Responses to the items that follow will be used by the Selection Committee (as defined below) to evaluate the proposals to provide the Services. Each item should be specifically addressed. Failure to respond to each item and failure to submit all attachments may result in a proposal being deemed non-responsive and not eligible for further consideration.

- Name, address, telephone number, fax number, e-mail address, and title of the Proposer's principal contact for purposes of this RFP to whom questions or requests for additional information should be directed.
- Describe the functions and capabilities of the message boards.
- Describe the quality and experience of the staff that will facilitate the delivery of the message boards.
- Describe the approach to maintenance service requests.
- Provide a fee for the purchase of the three message boards.
- Provide a fee schedule for maintenance services.

## **REQUIREMENTS AND DEADLINES**

This RFP seeks information that will enable the NET RMA to properly evaluate the abilities of responding Proposers. Limit your response to not more than twenty (20) pages, and respond directly to issues set forth in the preceding Section (Response Content).

Questions concerning the RFP must be directed (via email or in writing) to:

North East Texas Regional Mobility Authority  
1001 ESE Loop 323, Ste 420  
Tyler, Texas 75701  
Attn: Maintenance Director  
Email: mark.mcclanahan@netrma.org

Questions must be received by 3:00 p.m., C.S.T. on July 29, 2019. Responses to questions posed may be posted on the NET RMA website. Interested parties are responsible for monitoring the NET RMA website for information, updates, or announcements regarding this RFP.

Responses to the RFP should be delivered by 3:00 PM CT on August 5, 2019 as follows:

3 copies (and 1 additional electronic copy on a USB thumb drive) to:

North East Texas Regional Mobility Authority  
1001 ESE Loop 323, Ste 420  
Tyler, Texas 75701  
Attn: Maintenance Director

One copy of the response shall be marked original and bear all original signatures.

**EVALUATION AND SELECTION**

Responses will be reviewed by a Selection Committee designated by the Executive Director of the NET RMA. The Selection Committee will evaluate the responses to this RFP and may make a recommendation to the NET RMA Board of Directors as to the Proposer whose proposal is the most advantageous to the Authority, considering price and the evaluation factors in the RFP. The final selection, if any, will be made by the NET RMA Board of Directors, and the Board will not be bound by the recommendation of the Selection Committee. The Selection Committee may request oral presentations. The following will be the scoring criteria used by the Selection Committee to evaluate each proposal:

|   |            |
|---|------------|
| <b>Proposer’s Experience and Level of Service</b> | <b>20%</b> |
| <b>Fee Proposal</b>                               | <b>80%</b> |

**MISCELLANEOUS**

- Public Information Act. All responses to this RFP shall be deemed, once submitted, to be the property of the NET RMA. Responses may be subject to public disclosure under the Texas Public Information Act (“PIA”). Any material believed by the Proposer to be proprietary, confidential, or otherwise exempt from disclosure under the PIA should be clearly marked as such. If the NET RMA receives a request for public disclosure of all or any portion of a response, the NET RMA will use reasonable efforts to notify the proposer of the request and give the proposer an opportunity to assert, in writing to the Office of the Attorney General, a claimed exception under the PIA or other applicable law within the time period allowed under the PIA.
- Cost of Responses. All costs directly or indirectly related to preparation of a response to this RFP and in any oral presentation required to supplement and/or clarify the RFP shall be the sole responsibility of, and shall be borne by, the Proposer.
- Proposer’s Acknowledgment. By submitting a response to this RFP, each proposer unequivocally acknowledges that the proposer has read and fully understands this RFP, and that the proposer has asked questions and received satisfactory answers from the NET RMA regarding any provisions of this RFP with regard to which the proposer desired clarification.

All written and electronic correspondence, printed material, exhibits, appendices, photographs, and reports submitted in response to all sections of this RFP process are, upon their receipt by the NET RMA, the property of the NET RMA and may not be returned.

- Anti-Lobbying Prohibition. During the pendency of this procurement, Proposers may not contact the NET RMA Board of Directors nor, except as provided herein, any NET RMA staff or consultants concerning this procurement. All contact with the NET RMA is to be through the NET RMA contact designated in the Section (Requirements and Deadlines) above. Any Proposer violating the anti-lobbying prohibition through the actions of a representative or others acting on its behalf may be disqualified from consideration in this procurement.
- Confidentiality. The NET RMA is governed by laws and regulations that make certain information confidential as well as specifying how public information is released. The Proposer shall not divulge any information relative to NET RMA’s business to a third party without prior written approval of the NET RMA. The selected Proposer(s) may be required to sign a non-disclosure agreement.