



**Pavement Management System
Request for Proposal
RFP# 21-22-31**

Proposal Due Date: May 3, 2022

Contact Person: Jon Hoggard

Title: Systems Analyst IV

Phone Number: 252-329-4827

Email Address: jhoggard@greenvillenc.gov

Pavement Management System RFP 21-22-31

Date: April 12, 2022

Subject: Pavement Management System RFP 21-22-31

Contact: Jon Hoggard

The City of Greenville Engineering Department is now accepting proposals for a Pavement Management System. The requirements for submitting a Proposal are stated in the attached Request for Proposal (the "RFP").

Sealed proposals endorsed Pavement Management System to be furnished to the City of Greenville (the "City") will be received by the Information Technology Department at 200 W. 5th Street until May 3, 2022 5:00 PM ET. The City reserves the right to reject any or all proposals.

This RFP outlines a description of the services sought and the documents interested companies will be required to submit as one (1) electronic copy of the Proposal on a CD or flash drive and one (1) original Proposal signed in ink by a company official authorized to make a legal and binding offer. The RFP must be submitted in a sealed box or opaque envelope plainly marked with the Proposal number and service description as follows:

Request for Proposals
Attention: Jon Hoggard
[Name of Company Submitting Proposal]
Pavement Management System
RFP# 21-22-31

Written questions concerning this RFP may be submitted to the contacts identified in Section Three of this document.

SECTION ONE: GENERAL INSTRUCTIONS

1. READ, REVIEW AND COMPLY: It shall be the Proposer's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to Proposer or elsewhere in this RFP document.

2. LATE PROPOSALS: Late proposals, regardless of cause, will not be opened or considered, and will automatically be disqualified from further consideration. It shall be the Proposer's sole responsibility to ensure delivery at the designated office by the designated time.

3. ACCEPTANCE AND REJECTION: The City reserves the right to reject any and all proposals, to waive any informality in proposals and, unless otherwise specified by the Proposer, to accept any item in the proposal.

4. WITHDRAWAL OF PROPOSAL: No proposal may be changed or withdrawn after the time of the proposal due date. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing to the Financial Services Manager.

5. CONFLICT OF INTEREST: Each Proposer shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.

6. EQUAL EMPLOYMENT OPPORTUNITY: The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Greenville, N.C. By submitting a proposal, the company is attesting that they are an Equal Opportunity Employer.

7. MINORITY/WOMEN-OWNED BUSINESS ENTERPRISE (MWBE) PROGRAM: It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (MWBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of MWBE companies in supplying goods and services for the completion of this project. All companies submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible. Questions regarding the City's MWBE Program should be directed to the MWBE Office at (252) 329-4462.

8. LOCAL PREFERENCE: The City of Greenville has adopted a Local Preference Policy, Resolution No. 056- 13, and a Professional and other Services Policy, Resolution No. 057-13 that may

pertain to this project. For more information please see the City of Greenville's webpage: www.greenvillenc.gov/government/financial-services/purchasing

9. REHABILITATION ACT AND ADA: Federal law prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

10. TAXES: Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the City is exempt.

11. CITY RIGHTS AND OPTIONS: The City, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this RFP at any time.
- To cancel this RFP with or without the substitution of another RFP.
- To take any action affecting this RFP, this RFP process, or the Services subject to this RFP that would be in the best interests of the City.
- To issue additional requests for information or clarification from Offerors or to allow corrections of errors or omissions.
- To require one or more Service Providers to supplement, clarify or provide additional information in order for the City to evaluate the Responses submitted.
- To negotiate a contract with a Service Provider based on the information provided in response to this RFP.

12. PUBLIC RECORDS: Any material submitted in response to this RFP will become a "public record." Proposers must claim any applicable exemptions to disclosure provided by law in their response to this RFP. Proposers must identify materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The City reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

13. ACCURACY OF RFP AND RELATED DOCUMENTS: Each Company must independently evaluate all information provided by the City. The City makes no representations or warranties regarding any information presented in this RFP, or otherwise made available during this procurement process, and assumes no responsibility for conclusions or interpretations derived from such information. In addition, the City will not be bound by or be responsible for any explanation or conclusions regarding this RFP or any related documents other than those provided by an addendum issued by the City. Companies may not rely on any oral statement by the City or its agents, advisors, or consultants.

If a Company identifies potential errors or omissions in this RFP or any other related documents, the Company should immediately notify the City of such potential discrepancy in writing. The City may issue a written addendum if the City determines clarification necessary. Each Company requesting an interpretation will be responsible for delivering such requests to the City's designated representative as directed in Section Three of the RFP.

14. EXPENSE OF SUBMITTAL PREPARATION: The City accepts no liability, and Companies will have no actionable claims, for reimbursement of any costs or expenses incurred in participating in this solicitation process. This includes expenses and costs related to Proposal submission, submission of written questions, attendance at pre-proposal meetings or evaluation interviews, contract negotiations, or activities required for contract execution.

15. PROPOSAL BINDING: This proposal is binding for a period of ninety (90) days.

SECTION TWO: GENERAL TERMS AND CONDITIONS

1. NON-DISCRIMINATION: The City of Greenville does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.

2. NON-COLLUSION: Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.

3. PAYMENT TERMS: The City agrees to pay all approved invoices Net Thirty (30) days from the date received and approved. The City does not agree to the payment of late charges or finance charges assessed by the seller or vendor for any reason. Invoices are payable in U.S. funds.

4. GOVERNING LAW: Any agreement, contract or purchase order resulting from this invitation to bid, request for proposals or request for qualifications or quotes, shall be governed by the laws of the State of North Carolina.

5. SERVICES PERFORMED: All services rendered under this agreement will be performed at the Seller's own risk and the Seller expressly agrees to indemnify and hold harmless The City of Greenville, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.

6. INDEPENDENT CONTRACTOR: It is mutually understood and agreed the Seller is an independent contractor and not an agent of the City of Greenville, and as such, Seller, his or her agents and employees shall not be entitled to any City employment benefits, such as but not limited to vacation, sick leave, insurance, worker's compensation, pension or retirement benefits.

7. VERBAL AGREEMENT: The City will not be bound by any verbal agreements.

8. INSURANCE REQUIREMENTS: Contractor shall maintain at its own expense (a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; City of Greenville, 200 W. Fifth St. Greenville, NC 27834 shall be named as additional insured. (b) Professional Liability insurance in an amount not less than \$1,000,000 per occurrence-if providing professional services; (c) Workers Compensation Insurance as required by the general statutes of the State of North Carolina and Employer's Liability Insurance not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit; (d) Commercial Automobile Insurance applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of Services.

9. E-VERIFY COMPLIANCE: The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, The Proposer represents that their company and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.

10. IRAN DIVESTMENT ACT: By submitting a proposal, the vendor certifies that: (i) it is not on the Iran Final Divestment listed created by the N.C. State Treasurer pursuant to N.C.G.S. 147-86.58; (ii) it will not take any actions causing it to appear on said list during the term of any contract with the City, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on said list.

SECTION THREE: PROPOSAL

1. INTRODUCTION: The City would like to acquire a Software-as-a-Service (SaaS) system to create and maintain a pavement management program. This program should allow the agency to maintain a street network inventory and support a long-term maintenance, rehabilitation and/or replacement strategy for the street network.

2. BACKGROUND: The City is currently using PAVER as a part of our existing TransMap Road Inventory to manage its street network of more than 730 lane miles. The functionality and general ease-of-use of the current software is lacking and a more comprehensive, accessible, and user-friendly system is needed.

3. DESCRIPTION OF SERVICES (SCOPE OF WORK):

- Licensing, implementation, configuration, and training of the Pavement Management System
- Definition of network inventory for a complete and accurate representation of the City's maintained street network

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- Importing of existing TransMap/PAVER pavement condition data (including GIS map and related pavement condition data)

4. TERMS OF AGREEMENT: The system should be licensed and delivered in a cloud-hosted environment, i.e. Software-as-a-Service (SaaS), whereas all software delivery, application security, hosting, storage, system maintenance, updates, upgrades, backup and recovery services is provided based on an annual service subscription.

5. PAYMENT: Specific payment terms will be negotiated as part of the final agreement.

6. PROPOSAL CONTENTS:

- A. LETTER OF TRANSMITTAL
- B. COMPANY BACKGROUND AND HISTORY
- C. QUALIFICATIONS
- D. PROJECT APPROACH
- E. LIST OF REFERENCES
- F. COST
- G. WORK PLAN & SCHEDULE
- H. SOFTWARE REQUIREMENTS (Responses by Proposer on their ability to meet requirements)

7. QUESTIONS: Written questions regarding this RFP will be accepted until the deadline specified in the Procurement Schedule. Questions must be delivered via email to the persons identified below. Please insert **RFP# 21-22-31** in the subject line of the email.

Name	Title	Email
Angelene Brinkley	Purchasing Manager	aebrinkley@greenvillenc.gov
Jon Hoggard	Systems Analyst IV	jhoggard@greenvillenc.gov

Answers to questions will be provided via addendum on the City's Financial Services (Current Bid Opportunities) website by the deadline specified in the Procurement Schedule.

8. PROCUREMENT SCHEDULE:

Event	Date and Time
Issuance of RFP	April 12, 2022 5:00 PM ET
Deadline to Submit Questions	April 26, 2022 5:00 PM ET
Deadline to Provide Answers	April 29, 2022 5:00 PM ET
Proposal Due	May 3, 2022 5:00 PM ET
Demonstrations	May 11, 20 10:00 AM ET, May 17 1:00 PM ET
Notification of Award	August 1, 2022 5:00 PM ET

9. SUBMISSION REQUIREMENTS:

- The proposal must contain all of the information as requested in **SECTION THREE: PROPOSAL CONTENTS** in order to be deemed responsive. It is preferred that responses to items A – G be identified as sections of a single proposal document and responses to item H be provided as a separate document.
- **LETTER OF TRANSMITTAL:** In the Letter of Transmittal, the Company must identify if they are a certified Historically Underutilized Business (HUB) by the NC HUB Office.
- **LETTER OF TRANSMITTAL:** In the Letter of Transmittal, the Company must identify one preferred demonstration date from those listed in **SECTION THREE: EVALUATION CRITERIA** in the event they are requested to provide a demonstration. Allocation of demonstration dates for vendors will be on a first come first serve basis.
- **SOFTWARE REQUIREMENTS:** The Company must record their response to each specification listed in the provided requirements spreadsheet (item H) and submit it with the proposal document.

10. EVALUATION CRITERIA: Responses will be evaluated to ensure that all requested information about the company, their products, and services is included as requested. Additional evaluation may include a product demonstration (in-person and with a maximum duration of 2 hours) at the City of Greenville Public Works building located at 1500 Beatty Street, Greenville, N.C. In the event your company is selected for additional evaluation, please indicate one of the following demonstration dates as a preference:

Demonstration Date	Demonstration Time
Wednesday, May 11, 2022	10:00 AM – 12:00 PM ET
Tuesday, May 17, 2022	1:00 PM – 3:00 PM ET
Friday, May 20, 2022	10:00 AM – 12:00 PM ET

The City’s key stakeholders will review the proposal and participate in the demonstrations which may include questions regarding any of the items offered as a response to the RFP.

- Respondent’s Qualifications & Experience (40%)
 - Project understanding, knowledge of subject matter, expertise, and approach
 - Project team’s (including subcontractor’s) staff assigned to the project
 - Company’s (or team’s) relevant and current experience with similar projects, especially with pavement management systems
 - Consultant’s and subcontractor’s references

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- System Capabilities to Meet Requirements (30%)
 - Demonstrated capabilities
 - Completeness and quality of responses to specific requirements
 - Cost proposal

- Approach, Work Plan & Schedule (30%)
 - Work plan and schedule by task
 - Workload distribution
 - Practices to ensure clear communication and coordination between the solution provider(s) and agency staff

11. MINORITY/WOMEN-OWNED BUSINESS ENTERPRISE (MWBE) PROGRAM: Some proposals may require MWBE documents to be submitted with the proposal. Please contact the City's MWBE Office at (252) 329-4462 to understand these requirements.