



***COLORADO DEPARTMENT OF TRANSPORTATION
REQUEST FOR INFORMATION***

DATE June 12, 2008

RFI NUMBER: HAA RFI08HQ03AH

Return All Bids To:

Colo. Dept. of Transportation
Purchasing Office
4201 E. Arkansas Ave. Room 150
Denver, CO 80222

Purchasing Agent: Alexis Holdman

Tel: 303-757-9626 Fax: 303-757-9669

All questions regarding this RFI must be directed to this CDOT Purchasing Agent.

Vendors please note: This request is for informational purposes only. It is possible that this product/service will be put out to bid at a later date. However pricing requested on this RFI is for budgetary purposes only and will not result in the purchase of a permitting system.

NO AWARD WILL RESULT FROM THIS RFI.

1. RESPONSE DELIVERY:

Note: There is no formal opening for Requests For Information. Fax responses of 15 pages or less are acceptable and may be faxed to 303-757-9669.

1.1 BRIEF DESCRIPTION OF GOOD OR SERVICE REQUEST:

Information is requested for the development and implementation of a fully automated, state-of-the-art Oversize/Overweight permitting system, per the included scope of work and specifications.

2. SOLICITATION RESPONSE SUBMITTAL:

2.1 RESPONSE DEADLINE

Responses to this RFI MUST be received in the Purchasing Office no later than: 2:30 pm, July 18, 2008.

3. RESPONSE REQUIREMENTS:

Read this Request For Information (RFI) thoroughly before responding.

Inquiries regarding this RFI must be submitted in writing (preferably by email to – alexis.holdman@dot.state.co.us) no later than 2:30 pm July 8, 2008.

3.1. Responses to this solicitation

All responses require the return of the entire, completed form and shall be signed by an authorized agent of the firm. Vendor will provide the original and two (2) copies of this response, including any attachments. Also provide a contact name and phone number.

4. Disclosure of Responses

Information gathered by this RFI process is subject to Colorado Revised Statutes § 24-72-201 et seq., Public (Open) Records.

CDOT reserves the right to release information submitted in response to this RFI for review by other entities within the State for the purpose of compiling and analyzing possible options, developing budgets and preparing an IFB/RFP. CDOT will not release submitted information for any other reason, or to any other entities, until such time that an RFP has been prepared and subsequently issued. At such time, all materials shall be made available for public disclosure, with the exception of those materials determined by CDOT to be confidential and/or proprietary information, as identified in Section 1.4 of this RFI.

5. Confidential and/or Proprietary Information

Any restrictions by CDOT or other entities of the State to review the material contained within the response, outside of the process identified in Section 1.3 of this RFI, shall be clearly stated in the response itself. Written request for confidentiality and/or proprietary information shall be submitted by the respondent, with its response, with justification for considering the materials confidential and/or proprietary. The respondent must state specifically what elements of the response are to be considered confidential and/or proprietary information.

Confidential and/or proprietary information must be readily identified, marked and packaged separately from the rest of the response. **Co-mingling of confidential and/or proprietary information with non-confidential and/or proprietary information is NOT acceptable.** Neither a response, in its entirety, nor response cost information will be considered confidential and/or proprietary information. Materials not considered confidential and/or proprietary information to an IFB/RFP process will not be considered confidential and/or proprietary information for this RFI process.

6. RESPONSE ATTACHMENTS:

Respondents are encouraged to submit a brief company profile along with a list of relevant projects and references.

With your response, you may also submit specifications and descriptive literature, including picture(s), of any products being offered.

7. SCOPE OF WORK OR SPECIFICATIONS:

Background

The CDOT Permits Office is responsible for the issuance of Oversize/Overweight truck permits. The Permits Office issues approximately 60,000 permits annually and expects this number to continue to increase yearly. Five Permit Writers and one Lead Permit Writer, covering the office hours of 7:30 a.m. to 5 p.m. Monday through Friday, accomplish the issuance of permits. CDOT is currently using a proprietary permitting system for permit issuance, which does not include automated routing.

Some functions of the current process are automated. Various data fields are entered into the existing software program. The Permit Writer manually enters and verifies the route, along with the generated restrictions, to confirm if the vehicle passes/fails on the designated route. The system generalizes the bridge weight limit restrictions and pilot escort requirements, based on the vehicle configuration and axle weights, applies the related restrictions; and then permits are printed in the Permit office, electronically faxed or emailed to the customers.

Some companies have established escrow accounts. Escrow accounts are funds from companies, which are on deposit with CDOT and used to purchase permits. The Permit Office staff enters the deposits into the permitting system. The permitting system automatically charges the account when the permits are issued. In the reporting function of the system, the Permit Office staff has the ability to generate an escrow activity report for a specific period.

The system has integrated credit card software that automatically performs the steps necessary to obtain credit card approvals. It also integrates and connects with the financial institutions to approve online credit transactions and transmit financial information on various account types directly to the institution on a daily basis. In addition, there is fax generating software which dials into the carrier's fax machine and sends out the permits. Permits can be emailed to carriers as a .pdf file attachment.

The Colorado enforcement agencies (Port of Entry [POE] and Colorado State Patrol [CSP]) have the capabilities, via a secured Internet login, of viewing and printing the contents and status of permits issued by CDOT once logged into the system.

The current permitting system has a web component that allows online users to submit oversize/overweight applications directly into the Permit Office work queue. The user of the online system can access the system with an assigned User ID and password or as a "Guest" user. Automated permit issuance is limited to only one type of permit, annual permits.

The current system produces useful statistical reports, used for Federal reporting, financial reconciliations, and CDOT analysis. Samples of the reports include escrow accounting; credit card and cash activity reports; Permit Writer activity reports; renewal notices; and audit reporting documents. Both the Permit Office and Accounting staff generate the reports utilize the reports on a daily basis.

CDOT is looking to have a system that incorporates the current system functionality along with performing structure/bridge analysis, automated routing, and automated permit issuance.

OVERVIEW/SCOPE

The scope of this RFI is to solicit detailed information from companies that have developed and implemented a complete Oversize/Overweight permitting and routing system in the United States and/or Canada.

The goal of the CDOT Permits Office is to implement a fully automated, state-of-the-art system [hereinafter “the system”] to streamline the issuing, tracking, and reporting of permits; including an internet based component to allow the customer to access permits 24 hours per day, 7 days per week; and provide for the integration and sharing of data with other departments. We are looking for a system that will perform the following functions:

- 24 x 7 automatic issuing and tracking of permits via internet for vehicles or loads that will operate within or through Colorado.
- User-friendly verification of issued by Colorado’s enforcement agencies.
- Reduced staff demand due to self-issue permits
- Automatic routing and verification of restrictions and bridge weights.
- Contain an Automatic Bridge checking component to reduce wait times for CDOT staff and customers.
- Electronic data sharing with Depts. of Public Safety and Revenue.
- Provide a method to process payments via an escrow account or a credit card.
- System support via ongoing maintenance.
- Ability to issue regional permits based on the Western Association of State Highway and Transportation Officials (WASHTO) permitting standards.
- Automated data sharing with CDOT Accounting and Bridge units, and GIS.
- Ability for CDOT Administrator to add permit types, change fees, maintain restrictions, add or modify structure inventory information
- User-friendly application for end-users (CDOT staff and Internet users) to enter applicant data, vehicle information, and routes.

Objectives

CDOT’s Bridge data is managed using AASHTOWare Pontis, with the route analysis performed using AASHTOWare/VIRTIS/OPIS. The road attribute data is managed in ESRI SDE/Oracle. CDOT designates the routes (highways) with an alphanumeric identifier. The system must be able to incorporate the co-routes, travel directions for feature clearances and highway segments based on the data.

Provide the details of the permitting systems that are in place. CDOT is specifically looking for systems that are developed, proven and currently implemented and the type of on-going maintenance requirements.

Details within the RFI should include, but not limited to:

Specify the minimum requirements for equipment/hardware/software and operating platform(s), database platforms, etc.

Security measures built into the system

In what way the users (in-house and web-based) will access the system and define the information available to the different user levels.

Describing the functionality of the system from entering the applications, through the route and vehicle analysis, to issuing of the permits.

Explain the steps required to configure CDOT roadway and Bridge data to allow automated route selection and analysis.

Explaining design of the system to accept and process the payments (credit card, escrow, cash, and checks) for issued permits.

Providing sample data entry screens.

Including samples of the reports generated by the system and describing means to selecting or designating search criteria.

The system's complexity or ease for the end users to move around the permit application.

The functionality of the system to process and issue Western Regional or similar regional permits.

REQUIREMENTS

CDOT is requesting information from vendors that have operational Oversize/Overweight permitting systems in the U.S. and/or Canada. The permitting system must be flexible enough to provide functionality using CDOT's bridge and road attribute data along with complying with CDOT's security policies.

Describe how the users (CDOT, law enforcement and industry) will access the system both internally and online. Provide copies of sample reports that the system generates, clearly titled and requested report period.

Describe how the system converts vehicle configurations, consisting of vehicle/load size dimensions and axle/weight specifications, and apply the necessary rules, regulations, and roadway attributes to issue an oversize/overweight permit for the specific vehicle.

Describe how the system will generate routes and/or perform route analysis for structures and roadway attributes and perform clearance verification.

Describe the security features utilized for the Internet application, submission of applications and payments. This must be accomplished by employing state-of-the-art industry security and encryption standards. CDOT will be responsible for security at the CDOT Computing Network level while the permit vendor must demonstrate that security at the application level will restrict unauthorized access to the system, the data, and to the network. The RFI will need to detail how the vendor will continue to update the system with industry standards as they are developed within the projected life of the system.

Describe the reporting capabilities and functionality (including selection of specific data for reports and generating renewals for annual permits). Provide examples of reports generated by the system.

The customized permitting system, along with automatic routing, e-commerce and payment processing components, must be delivered as a complete package within an agreed specified timeframe. Also, on the Pricing Page, provide the estimated time required to customize the system.

References

<http://198.187.128.12/colorado/lpext.dll?f=templates&fn=fs-main.htm&2.0>

Section 42-4-501 through 42-4-511.2 of the Colorado Revised Statutes. (Colorado statutes related to height, weight, and width of vehicles or loads.)

<http://www.dot.state.co.us/truckpermits/rulesregsread.pdf>

Rules and Regulations of the State of Colorado Department of Transportation Pertaining to Transport Permits for the Movement of Extra-Legal Vehicles or Loads. Amended July 30, 1999.

<http://www.dot.state.co.us/Truckpermits/index.cfm>

CDOT Business Center Extra-Legal Vehicle Permits Home Page. This site is designed to provide information about rules and obtaining permits for moving extra-legal vehicles and loads through Colorado.

<http://www.dot.state.co.us/truckpermits/PermitApplication.pdf>

CDOT Transport Permit Application Form (CDOT Form # 100).

<http://www.dot.state.co.us/Rules/601-9%20LVC%20Rules%201991-Dec02.pdf>

Rules and Regulations of the State of Colorado Department of Highways Pertaining to Operation of Longer Vehicle Combinations on Designated State Highway Segments. March 1991.

http://www.dot.state.co.us/truckpermits/permit_page%202.cfm

Permit Restrictions Sheet. This addendum is attached to each permit issued by the CDOT Permits Office.

<http://www.dot.state.co.us/TruckPermits/Restrictions.htm>

Current/Updated Restrictions for Moving Extra-Legal Vehicles or Loads in Colorado.

<http://www.dot.state.co.us/truckpermits/faqs.cfm>

Permit information from the Colorado Transport Permits Office.

8. PRICING & SIGNATURE PAGES:

The estimated prices below are for budgetary purposes only and will not result in a purchase.

ESTIMATED TIME REQUIRED TO CUSTOMIZE THE SYSTEM

ESTIMATED COST: \$ _____

9. SIGNATURE PAGE

CDOT reserves the right to reject any and all bids or parts thereof, and to waive informalities or irregularities. By submission of a bid, bidder agrees to the State of Colorado terms and conditions, as published on Colorado BIDS

Vendor Name: _____ Signature: _____

Vendor Address: _____ Name (Print): _____

City, State, Zip: _____ Title: _____

Phone: _____ E-mail Address: _____

FEIN/SSN: _____ Website: _____

FAX: _____

Date: _____

By your signature, you are verifying that you have read and accepted this solicitation in its entirety, that you are expressly authorized to sign, and that you agree to provide the goods and/or services as outlined in this solicitation in accordance with the terms and conditions and any special provisions.