



Florida Department of Transportation

RON DESANTIS
GOVERNOR

11201 North McKinley Drive
Tampa, FL 33612

JARED W. PERDUE, P.E.
SECRETARY

September 22, 2025

ADDENDUM NUMBER 1

TO: PROSPECTIVE BIDDERS AND PLAN HOLDERS

PROPOSAL/CONTRACT ID: E7U60-R0

FINANCIAL PROJECT NUMBER(S): 417741-6-82-01

COUNTY(IES): District Wide

PROJECT NAME: D7 Regional Transportation Management Center (RTMC) Operations Contract

PROPOSALS DUE: October 2, 2025

BID SOLICITATION NOTICE (BSN) REVISION

PAGE 1:

The BSN has been revised to reflect the following information:

In accordance with the Request for Proposal (RFP), Technical and Price Proposals (bids) will be accepted via e-mail to District7.Contracts@dot.state.fl.us until 11:00 AM Local Time on Thursday, October 2, 2025. Bid Express will not be used for this project.

REQUEST FOR PROPOSAL (RFP) REVISIONS

The following revisions have been made to the RFP:

13.3. PART II: PRICE PROPOSAL – (Contract Number) (Proposer Name)

~~Each Proposer shall submit an original bid bond within five (5) days of the due date of the Price Proposal in order to complete their respective submittal package.~~ Original Bid/Proposal Bond must be received by the District Contracts Office on or before 11:00 AM on 10/2/2025.

This shall be submitted to the address below:

Florida Department of Transportation
D7 Procurement – District Contracts Office
11201 N McKinley Dr, MS 7-700
Tampa, Florida 33612

14. PRESENTING THE TECHNICAL PROPOSAL (Page 6)

Construct the Technical Proposal using 8-1/2" x 11" paper, plus up to four (4) larger foldout pages. Use a type size of twelve (12) point or larger Times New Roman font. Use margins no less than 1" at top and 1/2" at bottom and sides. In the language of the Technical Proposal, do not use ambiguous words such as may, might, should, etc.; use only definitive statements of what the Proposer will or will not accomplish. The entire Technical Proposal is limited to a maximum of 35 total pages, not counting bindings, covers, dividers, table of contents, required forms (i.e., addenda acknowledgements, bid bonds, etc.), and resumes. The larger foldout pages will count as one page each.

15.3.1. TECHNICAL PROPOSAL, 1b. Staffing Plan (Page 8)

Please reference *Exhibit "A" Scope of Services* with regards to the required minimum roles and respective number of staff. ~~The minimum staffing levels are considered key personnel for this contract.~~ Key personnel to be listed in the proposal are those identified in Exhibit A, Scope of Services, Section 3.8 Staffing and Hours of Operation, Items A and B.

EXHIBIT A - SCOPE OF SERVICES REVISIONS

The following revisions have been made to the Scope of Services:

3.8 STAFFING AND HOURS OF OPERATION (Page A-11)

D. RTMC Manager or Assistant RTMC Manager shall be available on-call outside these hours and weekends to provide 24/7/365 guidance/directions to RTMC operations staff as and when needed and to be reachable by the DEPARTMENT for immediate response when contacted. Other staff when on-call are expected to provide immediate response when contacted. If needed, on-call staff shall report to the RTMC within two hours of contact.

F. Operator scheduled shifts are to be a minimum of four (4) hours, and not to exceed twelve (12) hours per day unless approved by the DEPARTMENT on a case-by-case basis. Any changes to the shift schedules shall be approved by the DEPARTMENT.

3.8.2 DEPARTMENT and RTMC Hours of Operation (Page A-12)

~~Typically, the DEPARTMENT conducts its routine business 8:00am through 5:00pm, Monday through Friday. The DEPARTMENT's Offices are usually closed on holidays and weekends. The RTMC operates 24/7/365 unless otherwise directed.~~

The RTMC operates 24/7/365.

The DEPARTMENT conducts its routine business 8:00am through 5:00pm, Monday through Friday. The DEPARTMENT's Offices are closed on holidays (identified in Section 3.8.1) and on weekends.

4. SERVICES TO BE PROVIDED BY VENDOR (Page A-16)

~~The DEPARTMENT shall request services on an as-needed basis. There is no guarantee that any or all of the services described in this CONTRACT will be assigned during the term of this CONTRACT. Further, the VENDOR provides these services on a nonexclusive basis. The DEPARTMENT, at its option, may elect to have any of the services set forth herein performed by other vendors or DEPARTMENT staff.~~

4.1.2 VENDOR's Project Manager (Page A-19)

The VENDOR's Project Manager shall notify the DEPARTMENT's Contract Manager, via email, immediately any/all uncovered staffing absences from work (i.e., absences with no staff coverage for position). This notification shall include the employee's name, date, and hours for the missed coverage. Uncovered staffing absences shall be assessed as outlined in the Performance Requirements and Measures under Section 13 of this document.

Table 4.2-1: Number of Incidents by Type and Month (Page A-22)

Type	January 2025	February 2025	March 2025
Wrong-Way Driver	27	19	17
Scheduled Road Work	348	15	317
Disabled Vehicle	469	271	466
Debris on Roadway	2,998	2,738	2,906
Crash	318	302	323
Congestion	598	565	595
Abandoned Vehicle	204	193	222
Miscellaneous*	532	452	461
Total	5,494	4,555	5,307

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Disabled Vehicle	2,998	2,738	2,906
Scheduled Road Work	348	403	317
Wrong-Way Driver	27	19	17
Miscellaneous*	469	494	466
Total	5,494	5,166	5,307

4.2.1 RTMC Operations Training and Certification (Page A-24)

~~Staff training shall be conducted off-site at the VENDOR's facility only.~~ The portion of the training that is shadowing an Operator can be performed on the RTMC floor. Any other Operator training required shall be performed offsite at the Vendor's selected facility.

4.2.7 Executive Assistant (Page A-31)

t. Acknowledges public inquiries within ~~24 hours~~ one (1) working day and provides a response no more than two (2) working days after notification of a public inquiry (performance).

4.4.1 Minimum RTMC Control Room Managed Lanes Staffing (Page A-37)

At a minimum, the following full-time on-site positions shall be identified and scheduled at the RTMC to support the Express Lanes facilities during weekdays, weekends, and holidays:

- Managed Lanes Shift Leader: Minimum one (1) Managed Lanes Shift Leader shall be scheduled during one shift between 6:00am and 10:00pm.
- Managed Lanes Operators: Minimum one (1) Managed Lanes Operator shall be scheduled during one shift between 6:00am and 10:00pm.
- This effectively means the Shift Leader and the Operator alternate shifts.
- The Freeways Shift Leader shall be responsible for both the Freeways and the Managed Lanes from 10:00pm to 6:00am.

Freeways Shift Leaders and Managed Lanes Shift Leaders shall be cross-trained to be able to cover each other on breaks. ~~The Freeways Shift Leader shall also function as Shift Leader for both Freeways and Managed Lanes operations during the times no Managed Lanes Shift Leader is scheduled.~~

4.5 OPERATIONS SERVICES – ARTERIALS (Page A-39)

FDOT District 7 is expanding several active arterial management initiatives as part of the TSM&O Program, which include: Smart work zones, active arterial management, arterial ITS infrastructure, connected vehicle deployments, Integrated Corridor Management (ICM), and signal retiming efforts. The ICM efforts include but are not limited to corridors with CV technology deployment, such as the I-4 Florida's Regional Advanced Mobility Elements (I-4 FRAME) project. The VENDOR shall support the DEPARTMENT on the operations of these initiatives. The VENDOR shall manage and operate the arterial TSM&O infrastructure in District 7. The VENDOR shall staff arterial operations at the RTMC, providing the necessary managerial, professional, and support

staff to implement and execute Monday through Friday from 6:00am to 8:00pm all of the services documented in the latest version of the District 7 RTMC SOP.

4.7.3.2 Weekly Reports (Page A-53)

The VENDOR shall be required to prepare and distribute the reports listed below, **by end of business on the Tuesday of the following week**:

- Weekly RTMC Report
- Weekly DMS Usage Report

Samples of these reports are included in Attachment II.

4.7.3.5 Annual Reports and Deliverables (Page A-55)

The VENDOR shall be required to prepare and distribute the reports shown below, **within 21 days after the end of the year**:

- FDOT District 7 TSM&O Annual Reports – these are annual summaries of the quarterly reports listed above, summarized for the entire year (fiscal or calendar to be determined).

4.8.4.1 ITS Device Failure Tickets (Page A-60)

The VENDOR shall monitor, troubleshoot, and diagnose failures of ITS devices to determine if the failure is IT- (network) or ITS- (field infrastructure) related. If the failure is IT-related, the IT staff is responsible for appropriate resolution. If the failure is ITS field infrastructure-related, the IT staff is responsible for preliminary troubleshooting of the ITS. This initial troubleshooting shall be done remotely from the RTMC. If the initial troubleshooting does not resolve the failure, the VENDOR shall notify the ITS Maintenance Contractor to perform additional troubleshooting and repairs. ~~The VENDOR shall be responsible for creating the device failure tickets in the DEPARTMENT's IT service ticketing system (ServiceDesk) and notifications using MOMS within 15 minutes from the moment tickets become available (performance).~~

The VENDOR shall be responsible for creating device tickets in the DEPARTMENT's IT service ticketing system (ServiceDesk) and also for creating notifications using MOMS within 15 minutes of logging the initial issue within ServiceDesk, during normal IT staff working hours (6:00am to 7:00pm) (performance).

4.8.7.3 Major Software/Firmware Updates (Page A-62)

The VENDOR shall have ~~three months~~ **30 days unless otherwise requested by the DEPARTMENT** to implement a major update when one of the preceding conditions has been met. Major updates shall adhere to all DEPARTMENT change policies and

procedures and shall be fully tested by the VENDOR and accepted by the DEPARTMENT prior to deployment into the production environment.

12.1 DELIVERABLES DUE DURING THE TRANSITION PERIOD (Page A-75)

1. Section 3.2 - At least ~~ten (10)~~ thirty (30) days before the end of the transition period, the VENDOR shall submit a Quality Management System (QMS) for record keeping and documentation to support the overall operations of the RTMC (deliverable). The VENDOR shall provide the name of the QMS to be implemented and a description of the record management system. Once approved by the DEPARTMENT, the VENDOR shall implement the QMS to all documents produced for this CONTRACT by the VENDOR, including documents created before the QMS approval and implementation.

Table 13.1: Performance Deliverables, TSM&O Public Information and Customer Service (Page A-79)

TSM&O Public Information and Customer Service				
4.2.7	Tour Requests	Acknowledge and schedule	≤ 2 working days from request	\$100 per occurrence per day
4.2.7	Public information requests from PIO	Acknowledge	≤ 2 working days from inquiry	\$250 per occurrence per day
		Respond	≤ 7 days from inquiry	\$250 per occurrence per day
4.2.7	Provide accurate information and responses to PIO requests	Upon discovery	Each occurrence	\$500 per occurrence

AMENDMENT NOTIFICATION

If you are a BID DOCUMENT HOLDER, please acknowledge receipt of this Addendum on the Bid Document.

Sincerely,

Lily Mohler, Contract Analyst III
FDOT – District 7, District Contracts
Lindsey.Mohler@dot.state.fl.us
(813) 975-6472