

**STATE OF DELAWARE**

**REQUEST FOR INFORMATION**



**Delaware Department  
of Transportation**

**ELECTRONIC RED LIGHT ENFORCEMENT SYSTEM**

**RFI - 2013-01**

**RESPONSES DUE DATE/TIME: Tuesday, March 12, 2013 at 2:00 p.m. (local time)**

**Responses shall be submitted to:**

**STATE OF DELAWARE  
DEPARTMENT OF TRANSPORTATION  
CONTRACT ADMINISTRATION  
800 BAY ROAD, DOVER, DE 19901**

**ISSUED: February 20, 2013**

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**Please review and follow the information and instructions contained in these documents. Should you need additional information, please contact DeIDOT Contract Administration via e-mail at [dot-ask@state.de.us](mailto:dot-ask@state.de.us) or call 302-760-2207.**

## **1. Overview & Authority**

### ***1.1 Purpose***

The Delaware Department of Transportation (DelDOT) is issuing this Request for Information (RFI) to gather information on securing an electronic red light enforcement system to be operated statewide.

### ***1.2 Intent of this RFI***

The intent of this Request for Information (RFI) is to obtain information on available electronic red light enforcement systems from vendors who have experience in developing and implementing systems of this type. This information may be used for the preparation and selection of technology, and/or the creation of a Request for Proposals (RFP) document for the purpose of obtaining this system and equipment or services. DelDOT is not obligated to issue or award any contract subsequent to issuance of this RFI nor any RFP request that may result from this RFI.

### ***1.3 Scope & Cost***

Vendors shall be responsible for any liability or cost incurred in connection with responding to this RFI, and any subsequent RFP request. Vendors shall fully bear the costs associated with pre-contract activities, including submissions, proposal preparation, demonstrations, and/or communications.

### ***1.4 Inquiries & Communication***

Should the vendor have any questions as to the intent or meaning of any part of this proposal, they must contact DELDOT prior to the response due date to guarantee a timely reply.

All inquiries concerning this RFI must be submitted to the following department address, no other DELDOT department or employee may be contacted and responses from any other department or person shall have no effect on this RFI:

Contract Administration  
Delaware Department of Transportation  
800 Bay Road  
Dover, Delaware 19901  
302-760-2207  
302-760-2254 Fax  
[dot-ask@state.de.us](mailto:dot-ask@state.de.us)

### ***1.5 RFI Schedule***

RFI Issued: February 20, 2013

RFI Responses Due by: 2:00 p.m. (local time) on Tuesday, March 12, 2013

### ***1.6 Confidentiality and Delaware Freedom of Information Act***

DELDOT is subject to the state's Freedom of Information Act (FOIA). For further information, see "FOIA regulations" under 'Information' on DelDOT's website; [www.deldot.gov](http://www.deldot.gov).

Vendors shall specifically designate those portions of their submissions which they believe to be proprietary and, therefore, or otherwise, privileged under the Delaware Freedom of Information Act.

DELDOT shall act accordingly and endeavor to maintain the confidentiality of those portions of vendor submissions marked "Confidential" in accordance with the FOIA regulations.

Vendors should include a redacted version of their response for this purpose. A copy or copies of each redacted submission may be kept as part of the agency file and open to inspection by any person permitted by law.

As this RFI is part of the procurement and advertisement process, any requests for information submitted in response to this RFI will not be released until after the RFP process has ended and a contract for a DELDOT Electronic Red Light Enforcement System has been executed.

### ***1.7 Right to Amend***

DELDOT reserves the right to amend or supplement this RFI, giving equal information and cooperation by way of an issued addendum to all interested contractors as a result of any such amendment.

### ***1.8 Liability for Errors***

While DELDOT has used considerable efforts to ensure an accurate representation of information in this RFI, the information contained in the RFI is supplied solely as a guideline for vendors.

The information is not guaranteed or warranted to be accurate by the DELDOT nor is it necessarily comprehensive or exhaustive.

Vendors acknowledge and understand that it is their responsibility to obtain clarifications concerning this RFI.

Nothing in this RFI is intended to relieve vendors from forming their own opinions and conclusions with respect to the matters addressed in this RFI.

### ***1.9 Use of this RFI***

This RFI document, or any portion thereof, may not be reproduced or used for any purpose other than the preparation of a response by the vendor.

### ***1.10 Submission***

RFI responses must be received no later than specified in Section 1.5 to guarantee consideration. Responses are to be sent to:

Delivery Service:

STATE OF DELAWARE  
DEPARTMENT OF TRANSPORTATION  
CONTRACT ADMINISTRATION  
800 BAY ROAD  
DOVER, DE 19901  
RE: ERLE

Via e-mail:

Send response to [dot-ask@state.de.us](mailto:dot-ask@state.de.us) . Be sure to include 'Electronic Red Light Enforcement System RFI-2013-01' in the subject line.

### ***1.11 Format***

An electronic, or original (so marked) and two (2) paper copies of the RFI response should be submitted. Responses to this RFI shall be formatted to correspond with the appropriate section and sub-section number as indicated in Section 3. *Information Requested*. An electronic version of the original and a redacted (so marked) response should also be submitted on a CD or via EMAIL.

### ***1.12 Oral Interviews, Presentation, and/or Demonstration***

During the review of RFI submissions DeIDOT may request a meeting with select vendors for further clarification and/or demonstration of technology and procedures included in the RFI submission. Notification of any request for clarification, demonstration, or further communications will be made by e-mail.

In accordance with Section 1.3 Scope & Cost above, contractors shall be responsible for all costs associated with this RFI, subsequent RFP, and any demonstrations or meetings that may be requested by DELDOT during this process.

### ***1.13 Completeness***

Although DELDOT prefers that RFI responses are as complete and comprehensive as possible, the vendor may provide partial responses if all the information requested in this RFI cannot be reasonably provided.

## **2. Background and Services Overview**

In 2001, the State of Delaware passed legislation to allow locations across the state to be equipped with cameras for the video enforcement of red light running violations. The first camera was activated in 2004 in Dover; subsequent cameras were activated in other municipalities and in unincorporated areas of the state. Currently, there are 30 authorized intersections equipped with electronic red light cameras.

The Delaware Code allows DeIDOT to install and monitor traffic light violation enforcement systems. DeIDOT is responsible for identifying intersections with high crash incidents as potential candidates for the placement of electronic red light camera systems. In addition, DeIDOT qualifies the engineering of any new cameras installed. DeIDOT also manages the contract through which the camera systems are installed and maintained, and through which violations are captured, processed, and collected. DeIDOT also bears fiduciary responsibility for the accounting and auditing of the program.

The current contract for the electronic red light enforcement system expires in June 2014. DeIDOT intends to continue its Electronic Red Light Safety Program (ERLSP) on an open-end basis. This RFI is offered to interested service providers in the industry to gather information for the creation of a new contract for the continuation of the ERLSP. It is assumed the interested contractors will provide complete, turnkey installation, operational and financial work for the program; however, the respondents to this RFI are encouraged to propose alternative business models to DeIDOT for consideration.

### **3. Information Requested**

Responses to this RFI shall be formatted to correspond with the appropriate section and sub-section number as indicated.

#### **3.1 Experience**

##### **3.11 Vendor's Organizational Overview**

Provide a description of the company including the organizational structure, number of years providing similar services, number of employees, and physical location(s).

##### **3.12 Project Understanding**

Provide a brief description of the company's understanding and experience in providing electronic red light enforcement systems.

#### **3.2 Successful Installations**

##### **3.21 Description of Project**

Describe any electronic red light enforcement system and functionality offered by your company. Please provide information on where your system is currently being used or has been implemented.

Please provide the following information for each successful system and equipment installation project performed.

###### **3.21.1 Client:**

Name of the jurisdiction and client organization(s) for which the system and equipment was implemented.

Name and contact information of a client reference knowledgeable about the project and your company's role.

###### **3.21.2 Timeline:**

Timeline of the project implementation.

Reasons for any significant delays in the project.

###### **3.21.3 Scope:**

Electronic Red Light Enforcement System

Type of Equipment used

Type of Installation, location and type of structures used

Software and/or Hardware

Citation Processing

Processing time from event to sending violation information to Client

Reporting

Security

**3.21.4 Size**

Number of central/field offices  
Number of intersection/camera locations  
Number of transactions/day

**3.21.5 New Technology Implemented**

Type of Implementation  
Technologies used; equipment; hardware; software  
List of any specific functions such as reporting, financing, etc.

**3.21.6 Related Activities**

Please identify if your company performed any of the following:  
End User Training  
Inter Agency Data Transfer  
Communication between multiple agencies within the same organization

**3.21.7 Estimated Cost**

Please identify preferred billing methodology and respond to the following:

Billing interval (monthly, per violation, per volume, etc.)  
Identify if equipment is leased or purchased  
Identify one-time equipment costs and/or on-going per transaction costs.  
Annual cost to Client for maintenance of hardware and/or software?

**3.3 Technical Solution**

**3.31 System Description**

Please provide the following information about systems you offer:

Equipment Description: Provide a narrative describing the equipment. Include brief descriptions of major system components and their technical specifications. Multiple diagrams can be included. Advise if your company manufactures the equipment, or if there are proprietary issues with the equipment used.

Type of Implementation: Describe the type of development effort required: custom development, customization of existing implementation.

Hardware Requirements: Describe the hardware infrastructure required to support the system.

Describe how your company handles the following. Advise if outsourced:

Equipment  
Installation engineering  
Installation  
Citation Processing  
Fines Collection  
Reporting supplied to Client  
Security of information  
Training  
Maintenance and Support

### **3.32 Alternative Pricing Models**

Identify the vendor's preferred pricing model for bidding purposes as well as any alternative pricing models that would be acceptable.

## **3.4 *General Approach***

### **3.41 Request for Proposal Information**

If the Department issues a Request For Proposal (RFP) document for this equipment what would be the recommended way of structuring the RFP for pricing and consideration of selection?

What are the most important aspects for the state to consider when choosing a vendor?

What are the most important aspects for the vendor in determining pricing?

What would you recommend the state to use for selection criteria?

What information would you recommend the state provide in the advertisement documents?