

STAFF REPORT



MEETING DATE:	4/28/15
SUBJECT:	Authorize Request for Proposals (RFP) for On-Call Geographic Information Systems (GIS) Support Services
AGENDA ITEM:	5-12
STAFF CONTACT:	Daniel Wayne, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the executive director to issue a request for proposals (RFP) for on-call geographic information systems (GIS) support services not to exceed a total of \$60,000 over a three-year term.

DISCUSSION:

The agency routinely employs GIS technology in support of agency planning, performance measures, and public and stakeholder communications. Services are also needed to maintain the FarNorCalGIS website and server. For the last three years, the agency has contracted with VESTRA Resources for these services. This agreement is now expired and a new competitive procurement process is needed. The agency recently added planning staff with GIS expertise. As a result, the need for GIS support services is projected to be \$60,000, or less than half of the previous three-year budget of \$125,000.

The attached draft RFP defines the scope, estimated budget, duration, and other needs. Specific work tasks performed under on-call technical service agreements must be authorized in writing by the executive director and require a scope of work, budget, and deliverables.

ALTERNATIVES:

The board may modify the scope, budget, and terms of the RFP, or continue this item to request more information.

FINANCING:

Total expenditures over the three-year term will not exceed \$60,000 and can be reimbursed with Federal Highway Administration Metropolitan Planning (FHWA PL) funds.

A handwritten signature in blue ink, appearing to read "D. Little", is written over a horizontal line.

Daniel S. Little, AICP, Executive Director

Attachments: Draft Request for Proposals for On-Call GIS Support Services

Draft

REQUEST FOR PROPOSALS

On-call Geographic Information Systems (GIS) Support Services

Issued **[Insert Date]**

Submittals are due by 5:00 PM on **[Insert Due Date]**

Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001
(530) 262-6190



Overview

The Shasta Regional Transportation Agency (SRTA) is seeking a qualified consultant to provide on-call geographic information systems (GIS) services required for agency planning, performance measures, and public and stakeholder communications. The selected consultant shall also provide technical support needed for the maintenance and development of the FarNorCalGIS regional GIS server (located at Shasta College) and www.FarNorCalGIS.org.

Although SRTA has in-house GIS expertise, support is needed on occasion to accomplish large work tasks and to meet project deadlines. In a typical year, SRTA requests technical support services in the neighborhood of \$15,000; however, the exact amount will vary in a given year based on identified needs. This will be a 'Time-and-Materials' contract for a three-year term and not-to-exceed \$60,000.

Additional information regarding SRTA, the agency's work program, and documents referenced in this RFP is available online at www.srta.ca.gov.

Project Scope of Work

Task #1: On-call GIS services

Whereas this procurement is for on-call services, there is no set scope of work or specified deliverables. The following is a representative list of typical on-call services and work tasks that may be requested:

- Development and programming of GIS applications;
- Maintenance of SRTA's GIS datasets and geodatabases, in accordance with SRTA's standards;
- Collecting and processing geospatial data;
- Creating custom maps for documents, reports, and presentations;
- Conducting spatial analysis;
- Creating map viewers for project websites;
- Maintenance of regional parcel base; and
- Providing GIS technical assistance and training to staff.

Any and all work performed under the on-call services agreement shall be initiated by a work order that includes a scope of work, budget, and deliverables.

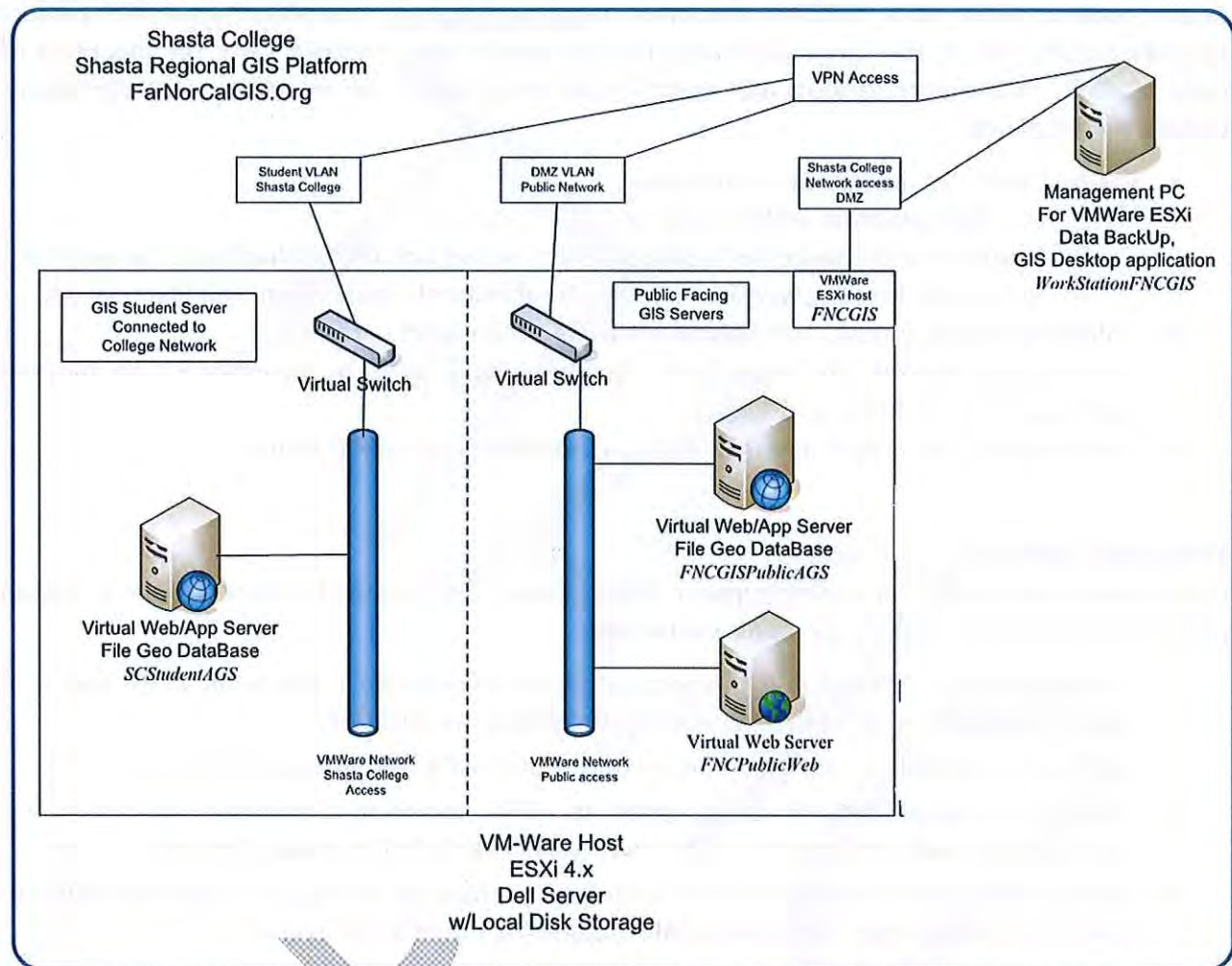
Task #2: FarNorCalGIS.org maintenance

FarNorCalGIS is a collaborative work group and online web-portal jointly developed by SRTA, Shasta College, and the Far North Regional GIS Council. FarNorCalGIS was created to minimize the technical barriers associated with inter-jurisdictional and interregional planning and coordination. Accomplishments to date include:

- Standardization and merging of various regional GIS data;
- Establishment of a centralized server at Shasta College for storing and retrieving regional GIS data;

- Development of an online user interface (www.FarNorCalGIS.org) designed to make GIS products more approachable, accessible, and meaningful to the broad range of individuals directly involved, affected, or otherwise interested in local and/or regional planning and decision making processes; and
- Integration of vocational training opportunities as part of Shasta College's GIS certificate program.

The following diagram illustrates the basic structure of FarNorCalGIS:



SRTA serves as FarNorCalGIS project administrator, meaning that SRTA owns the regional server hardware and is responsible for identifying, seeking, and managing funding for the platform and its ongoing maintenance and development. SRTA leads any procurement processes, including contracting for consultant services. Consistent with their role in the North State Super Region (www.superregion.org), SRTA also facilitates participation from regional transportation agencies representing California's sixteen-county North State.

Shasta College serves as FarNorCalGIS project host, meaning that the college physically houses the server hardware, maintains educational software licensing, and hosts the FarNorCalGIS website. Shasta College also integrates server-side technology and management into their GIS certificate

program. This includes facilitating student interaction with the platform and developing public-private sector partnerships that involve GIS students in community-based projects.

The Far Northern Regional GIS Council (FNRGC), a collaborative organization of private, public, and educational sector GIS users throughout California's North State, serves on the FarNorCalGIS Steering Committee and appoints members to the FarNorCalGIS Management Committee, responsible for day-to-day decision making regarding content and data standards.

Under contract with SRTA, VESTRA Resources (www.vestra.com) completed an initial project feasibility study, set up the server, and has provided routine maintenance since the inception of FarNorCalGIS. Anticipated services and specific work tasks under the on-call services agreement include the following:

- FarNorCalGIS.org maintenance, including:
 - Maintain platform architecture and access records;
 - Support maintenance and replacement of server and related hardware, as needed;
 - Assist with keeping website 'live' and troubleshoot issues when website is down;
- Collection, development, and maintenance of FarNorCalGIS datasets;
- Develop new datasets and maps for hosting on FarNorCalGIS, in accordance with adopted policies and procedures; and
- Development and programming of web and mobile device applications.

Proposal Contents

Consultants interested in providing support services specified in this RFP must submit a written proposal containing the following required elements:

1. Transmittal letter stating that the proposal is a firm offer for a minimum of 90 days and signed by an officer authorized to contractually bind the business;
2. Description of the firm and a list of all in-house GIS-related services provided;
3. Contract manager that will be assigned to SRTA, including a summary of his or her qualifications and work experience (resume may be included as an attachment);
4. Representative list of similar services successfully rendered, including the general nature of work provided, budget, and contact information for the client reference.
5. Consultant Contract DBE Information (see attached Caltrans Local Assistance Procedures Manual: Exhibit 10-02).
6. Fee schedule, including hourly rates consistent with the job titles and functional responsibilities shown in Figure 1. If different job titles will be used when invoicing SRTA, please provide these titles *and cross-reference to the most appropriate job title from the list below*. For equipment classifications, provide cost per specified unit.

Figure 1 – Fee Schedule Categories

Common Job Title	Functional Responsibilities
Business Analyst	Provides for collection of client requirements, documentation of requirements, and subsequent Use Case development.
Configuration Management Specialist	Designs, develops, and supports build, source control, defect tracking, and other infrastructure used to develop and manage software assets. Performs official builds and monitors tool usage to ensure consistency, maintainability, and reproducibility of the software assets.
Corporate Monitor (Oversight)	Provides executive oversight for project teams, participates in initial and close out project meetings with clients, responsible for client executive relationships and overall project execution.
Data Analyst/Conversion Specialist	Analyzes data sets, implements data quality analysis techniques, provides data mapping solution, and prepares necessary reports/plans specific to data conversion.
Database Engineer	Provides database development in SQL environments. Implements designs, provides data conversion support and database evolution.
Documentation Specialist	Provides written documents to support user manuals, training guides, system administration and information resources both in paper and online formats. Integrates documentation into Web information resources.
GIS Specialist	Provides application development in GIS to include integration of demographic and street data with applications. Provides Geocoding support, GPS, and GIS training.
Network Engineer	Provides networking integration and implementation, using tools, applications, and development languages. Skilled in networking hardware (routers, ISP, firewall).
Program Manager	Oversees work being performed on multiple projects, either for multiple customers or for multiple projects being performed for one client.
Programmer/Analyst	Provides application development specific to specifications. Language skills include C/C++, JAVA, VB, Delphi, SQL
Project Manager	Oversees project implementation, provides status reports and manages budgets, timeliness, and quality of deliverables.
QA/Test Specialist	Provides for and performs testing and quality assurance efforts for software applications. Provides test scripts for various stages of software quality assurance phases.
Systems Administrator	Provides infrastructure analysis and support. Responsible for information technology related activities for specific projects.
Systems Engineer	Provides technical solutions to integration problems using hardware, software, applications, networks, and user resources.
Technical Management	Oversees all technical aspects of software development, quality assurance and/or business delivery. Responsible for working with specific staff and clients to lead and direct relevant technical aspects of a specific project.
Senior Business Analyst	Provides for collection of client requirements, documentation of requirements and subsequent Use Case development.

Senior Configuration Management Specialist	Designs, develops, and supports build, source control, defect tracking, and other infrastructure used to develop and manage software assets. Performs official builds and monitors tool usage to ensure consistency, maintainability, and reproducibility of the software assets.
Senior Database Engineer	Provides database designs and system administration. Oversees implementation of relational and object oriented datasets. Manages database integration efforts.
Senior GIS Specialist	Provides Geographic Information System designs. Oversees integration of GIS with data and applications. Manages teams of GIS specialists.
Senior Network Engineer	Provides system integration oversight and design. Oversees network integration with applications and data. Provides security design and ensures networking requirements are met. Manages teams of networking specialists.
Senior Programmer/Analyst	Provides application management and direction. Assesses development tools, identifies application development milestones, oversees programming quality and adherence to standards, and establishes acceptance test criteria.
Senior Systems Engineer	Provides technical direction and vision. Identifies objectives and supervises adherence to requirements. Oversees modular implementations with emphasis on the end user.

Equipment Classifications
Letter or legal size black and white copy or print
Letter or legal size color copy or print
11x17 black and white copy or print
11x17 color copy or print
18x24 black and white or color copy or print
24x26 black and white or color copy or print
36x48 black and white or color copy or print
Vehicle mileage

Questions, Timeline, and Contact Information

Inquiries concerning this RFP must be submitted in writing via email no later than 5:00 pm on **[Insert date here]** to:

Daniel Wayne, Senior Transportation Planner
dwayne@srta.ca.gov

Responses to questions will be posted on SRTA's website on **[Insert date here]**. Interested applicants are encouraged to subscribe to SRTA's bid posting webpage at <http://www.srta.ca.gov/bids.aspx> to receive notices when information and RFP addenda become available. The following RFP schedule is anticipated:

Tasks	Deadline
Release RFP	TBD
Questions Due	TBD
SRTA Response to Questions	TBD
Proposals Due	By 5:00 P.M. on Date TBD
Evaluation and Ranking of Proposals	TBD
Interviews (if necessary)	TBD
SRTA Board of Directors Approval	TBD
Contract Start	TBD

Proposal Evaluation

Proposals received shall be reviewed by an evaluation panel according to criteria and weighting shown in Figure 2. The consultant evaluation panel is typically composed of SRTA staff and may include representative(s) from SRTA partner agencies and/or Caltrans. The Executive Director will forward the results of the evaluation to the SRTA Board of Directors for approval.

Consultants may be invited to interview at the discretion of SRTA. Should interviews be requested, SRTA will provide a list of questions including how they will be scored before the interviews. Presentations may be allowed, with a specified time limit.

Figure 2 – Scoring Criteria

Criteria	Points
Responsiveness of proposal	10
Qualifications, experience and credentials of the firm and project team	20
References	10
DBE participation level	5
Fee schedule	15
Total:	100
Interviews (if needed)	15

SRTA currently has a Disadvantaged Business Enterprise (DBE) goal of zero (0) percent for this contract. However, participation of qualified DBE firms is strongly encouraged. Consultants must fill out Exhibit 10-O2: Consultant Contract DBE Information (attached). Failure to submit Exhibit 10-O2 may result in the proposal being considered non-responsive.

Contract Amount

The maximum amount available through this procurement is \$60,000 over a term of three years.

Standard Consulting Agreement

SRTA's standard Technical Services Agreement (TSA) will be used for the agreement between SRTA and the selected consultant. A sample copy of SRTA's TSA is included for reference in Attachment

C. Consultants should review the sample TSA and indicate whether they have any issues and indicate any requested changes. SRTA may consider addenda to the TSA during the negotiation process with the highest ranked proposal. The contract will not be in force until approved by the SRTA Board of Directors and written authorization to proceed has been furnished.

Protest Procedure

All protests must be in writing within five (5) business days from the results notification and at least ten (10) days prior to a SRTA Board of Directors meeting for the protest to be considered. Protests should be signed by the protesting party or authorized agent, include a description of the desired relief or corrective action, and be delivered to the SRTA executive director. The protest must stipulate an issue of fact concerning the following points:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator(s);
- Errors in computing the score; and/or
- Non-compliance with procedures described in this RFP or SRTA's established policies.

SRTA will only consider protests based on the above matters. SRTA will reject protests without merit if they address issues such as: 1) an evaluator's professional judgment on the objective quality of a proposal; or 2) SRTA's assessment of its own and/or other agencies needs or requirements.

Proposal Submittal

Please submit one (1) original proposal and three (3) copies (total of four proposals) to:

Shasta Regional Transportation Agency
Attn: Dan Wayne, Senior Transportation Planner
1255 East Street, Suite 202
Redding, CA 96001

Submittals must be received before **5:00 PM on [Insert day of week and date here]**. No proposals will be accepted after this time, even if postmarked prior to the deadline. Please note that the cost of preparing and submitting a proposal, pre-contract meetings, contract negotiations and participating in an interview (if held) are at the sole expense of the proposer. SRTA reserves the right to reject any or all proposals, and to waive any informality, technical defect, or clerical error in any proposal at SRTA's discretion. Solicitation of proposals in no way obligates SRTA to contract with any firm or individual. The decision to approve and award a contract is at the discretion of SRTA.

Additional Information

Public Records Act: All proposals submitted in response to the RFP will become the exclusive property of SRTA. At such time the SRTA executive director recommends a proposal to the board of directors and such recommendation appears on the board agenda, all proposals submitted in response to the RFP shall become a matter of public record and shall be regarded as public

records. If there are any trade or proprietary secrets included by the consultant, the consultant may provide a different copy of the proposal that would be acceptable to release to the public. If an alternate document is not made available to SRTA by the consultant, then the original proposal, as submitted, will be released as requested. Proprietary information can include secret formulas, processes, and methods used in production. It can also include a company's business and marketing plans, salary structure, customer lists, contracts, and details of its computer systems. In some cases, the special knowledge and skills that an employee has learned on the job are considered to be a company's proprietary information.

Modification or Withdrawal of Proposal: Any proposal received prior to the deadline may be withdrawn or modified either personally, through e-mail, or by written request of the consultant. To be considered, the modification must be received in writing, with the same number of copies as the original proposal, prior to the deadline. Negligence on the part of a proposer in preparing the proposal confers no right of withdrawal of the proposal after the proposal has been opened. No proposal may be withdrawn for a period of 60 days following the proposal deadline.

RFP Addendum(a): Any changes to the RFP will be made by written addendum(a) issued by SRTA, and shall be considered part of the RFP. The RFP deadline may be extended dependent upon the nature of the changes issued. Upon issuance, such addenda shall be incorporated into the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation and be forwarded to prospective consultants and posted on-line. It will be the consultant's responsibility to assure that all addenda are incorporated into the proposal as required according to all the terms and conditions for submittal of the proposal. In no event will SRTA modify the RFP with less than five (5) days remaining to the deadline, without extending the RFP deadline.

Verbal Agreement or Conversation: No prior, current, or post-award verbal conversations or agreement(s) with any officer, agent, or employee of SRTA shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

Special Funding Considerations: Any contract resulting from this RFP will be financed with funds available to SRTA. The contract for this service is contingent upon the provision of these funds to SRTA. In the event these funds are reduced or eliminated, SRTA reserves the right to terminate or revise any contract.

Alternatives: Consultants may not alter any requirement of the RFP in the response to the RFP. If the consultant brings to SRTA's attention, at least fifteen (15) days before the RFP deadline, a more efficient and/or alternative way to reach the end product than the scope delineates, SRTA reserves the right to cancel the RFP and re-bid the project. Since SRTA desires to enter into one contract to provide all of the intended services, only those proposals to provide all services will be considered.

Buy America: Buy America regulations apply to federally assisted procurements, typically development and/or construction activities subject to a NEPA determination, exceeding certain amounts. Buy America Regulations require the consultant to provide goods produced or manufactured in the US, unless the federal government has granted a waiver authorized by those regulations.

Equal Employment Opportunity/Affirmative Action: In awarding a contract to a consultant, SRTA includes language within the contract which requires the consultant to certify their compliance with federal regulations.

Audit and Indirect Costs: As required by 49 U.S.C. Section 5325(b)(3), all federally assisted contracts and subcontracts including program management, architectural engineering, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping or related services must be performed (i.e. a consultant cannot incur and invoice the agency any unallowable, unallocable, or unreasonable costs prohibited by the Federal Acquisition Regulations (FAR) and/or the contract terms and conditions) and audited in accordance with FAR Part 31 cost principles. The consultant, its sub-consultants, and sub-recipients must accept FAR indirect cost rates for one-year applicable accounting periods established by a cognizant federal or state government agency, if those rates are not currently under dispute, and these established rates will apply for purposes of contract estimation, negotiation, administration, reporting, change order, options, and payments, not limited by administrative or de facto ceilings.

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