

ADDENDUM 1

REQUEST FOR PROPOSALS

2023 Shasta Coordinated Transportation Plan
SRTA Solicitation Number: S-00019

NOTE: The pages in this addendum have been taken from the original RFP and updated in red font.

Issued: March 21, 2023

Contract Capacity: Estimated budget of \$162,995

Performance Period: Project to be completed by April 28, 2024

Payment Method: Cost reimbursement.

Submissions Due: 3:00 p.m. PDT/PST on April 11, 2023

Contact Person: ~~Kimiko Taguchi, Associate Transportation Planner~~ Keith Williams, Senior Transportation Planner

Interested applicants must [subscribe](#) to SRTA's bid posting webpage to receive notices when information and possible RFP addenda become available.

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



Table of Contents

<i>Procurement Summary</i>	<i>3</i>
<i>About The Shasta Regional Transportation Agency (SRTA)</i>	<i>4</i>
2022 SRTA Board of Directors	4
About the Shasta Region	4
Agency Partners	4
<i>Project Background.....</i>	<i>5</i>
<i>About Your Proposal</i>	<i>6</i>
Project Scope of Work.....	6
Project Schedule/Timeline	6
Proposal Contents.....	7
Pre-Proposal Conference	8
Addenda and Questions About This RFP	8
Procurement Schedule.....	8
Proposal Submittal	9
Proposal Evaluation.....	<u>109</u>
Contract Amount and Award	11
Options	11
<i>Additional Information and Terms</i>	<i>11</i>
<i>Attachment.....</i>	<i>14</i>

TASK #4 JUNE 2023 – JANUARY 2024

June 2023	Stakeholder Workshop #1 at special SSTAC meeting
August 16, 2023	Stakeholder interviews Interview responses, summary of interview data Transportation Service Agency Workshop
September 2023	Stakeholder Workshop #2 at SSTAC meeting
January 2024	Stakeholder Workshop #3 at special SSTAC meeting

TASK #5 MAY 2023 – AUGUST 2023

August 16, 2023	Transportation Needs Summary Draft Strategy Development Draft Prioritized Projects List Draft Implementation Plan
-----------------	--

TASK #6 AUGUST 2023 - DECEMBER 2023

September 1, 2023	Presentation materials to SRTA staff
Mid-September, 2023	Present Draft at SSTAC
October 12, 2023	Presentation materials to SRTA staff
October 26, 2023	Present Draft at SRTA BOD

TASK #7 JANUARY 2024 – ~~FEBRUARY~~ April 2024

Early March 2024	Presentation materials to SRTA staff
Mid-March 2024	Present Final at SSTAC
Early April 2024	Presentation materials to SRTA staff
April 2024	Present Final at SRTA BOD

Proposal Contents

Written proposals shall not exceed 35 pages (excluding attachments). At a minimum, the following information should be included and clearly labeled:

1. Transmittal letter--signed by an officer who may contractually bind the business, with a description of the firm containing the firm name, firm address, firm's status as a DBE or non-DBE, age of the firm, NAICS code, and annual gross receipts (may be a range). The proposal shall be a firm offer for a minimum of 90 days and contain a statement to that effect. The proposal shall contain a statement that all activities performed within the proposed scope of work will be performed at a not-to-exceed price.
2. Statement of understanding of the scope of work that illustrates the consultant's familiarity with regional transportation planning, state and regional goals, and transit operations in non-urban areas.

3. List of the personnel on the project team, including a summary of their qualifications and work experience (resumes may be included as an attachment). This includes sub-consultants proposed for use.
4. Representative list of similar projects completed within the last five years including: project description and services provided, budget and schedule performance, and contact information for the client reference.
5. Work plan and schedule to complete the project scope of work identifying milestones and deliverables.
6. Cost proposal worksheet, including: fee schedule on a time (by personnel) and materials basis; cost by task; and total cost to complete the project. The cost proposal shall be fully inclusive of all services, overhead, and direct expenses.
7. How the respondent heard of the procurement.

Pre-Proposal Conference

A pre-proposal conference will be held via Zoom on March 28, 2023. Please indicate your interest in the pre-proposal conference to the contact person via email. The conference will be recorded and may be posted to the SRTA website afterwards. By attending the conference, you are consenting to being recorded. Questions asked during the conference may be responded to during the conference or via written collective response on the SRTA website by the deadline below.

Addenda and Questions About This RFP

Interested applicants must subscribe to SRTA's bid posting webpage at <http://www.srta.ca.gov/bids.aspx> so that they are notified of any addenda to the RFP or responses to questions received. All questions regarding this RFP will be responded to collectively and made available for all interested applicants via the bid posting webpage on SRTA's website.

Questions may be submitted via email to srta@srta.ca.gov in advance of the pre-proposal conference to be addressed by SRTA staff during the meeting. After the pre-proposal conference, questions will continue to be taken via email from prospective vendors until 3:00 p.m. on ~~April~~ **March 31~~11~~**, 2023. All responses to questions will be posted on the [SRTA website](#) no later than April 4, 2023.

Procurement Schedule

The anticipated procurement schedule is shown below in Table 1. Firm deadlines are shown in bold text.

Table 1 – Procurement Schedule

Tasks	Deadline
Release RFP	March 21, 2023
Interested Vendor Questions Due	3:00 p.m. PDT, March 31, 2023
Pre-Proposal Conference	1:00 p.m. PDT, March 28, 2023
SRTA Response to Vendor Questions	No later than April 4, 2023
Vendor Proposals Due	3:00 p.m., PDT, April 11, 2023 (no postmarks accepted)
Evaluation and Ranking of Proposals	April 11 – 17, 2023
Interviews (if necessary)	April 11 – 17, 2023
Consultant-SRTA contract negotiation, including budget and scope of work	April 11 – 24, 2023
SRTA Board of Directors Approval	April 27, 2023
Contract Start	May 1, 2023

Proposal Submittal

Please submit consultant proposals via email, USPS, or delivery to:

Shasta Regional Transportation Agency
~~Kimiko Taguchi~~Keith Williams, Associate Senior Transportation Planner
 1255 East Street, Suite 202
 Redding, CA 96001
srta@srta.ca.gov

Proposal submittals must be received at the SRTA office before 3:00 p.m. PST/PDT on April 11, 2023. No proposals will be accepted after this time. **Postmarks are not acceptable.** Proposal receipt will be acknowledged by email.

The cost of preparing and submitting a proposal, pre-contract meetings, 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.

Proposal Evaluation

A panel will be formed to evaluate the proposals via consensus scoring and make a recommendation in consultation with the executive director, which will then go to the SRTA Board of Directors for approval. The proposal evaluation will be based on the scoring criteria presented in Table 2.

Table 2 – Proposal Scoring Criteria

Criteria	Maximum Possible Points
Thoroughness of proposal at addressing the project's scope of work and the project's overarching objectives	20 25
Qualifications and similar experience of the consulting firm and project team, including sub-consultants.	20
Cost and value of services to be provided	20
Examples of well-developed ideas to meet project objectives	10 15
Ability <u>of consultant</u> to conduct <u>necessary, effective, and</u> extensive <u>public</u> outreach for <u>SRTA and its partners to use in</u> future grant applications	10 15
Ability of consultant to conduct the necessary effective outreach public outreach component of the project	5
DBE participation level	5
Total	100

In circumstances where a recommendation cannot be made based on the proposals alone, the highest ranked consultants may be invited to an interview where they may give a brief presentation of no more than 15 minutes followed by up to 15 minutes of Q&A. SRTA will evaluate the interview using the criteria presented below in Table 3, and the interview score will then be added to the proposal score above to determine the final ranking. The evaluation panel will then make a recommendation based upon the final cumulative ranking in consultation with the executive director, which will go to the board of directors for approval.

Table 3 – Interview Scoring Criteria (if conducted)

Criteria	Maximum Possible Points
----------	-------------------------

Quality of consultant's presentation (content and visuals)	20
Quality of responses to interview questions	20
Qualifications and experience of the consultant team	10
Total	50

Contract Amount and Award

The anticipated start date is May 1, 2023, ~~and the project should end by with a~~ April 28, 2024 ~~contract expiration~~. Consultant selection will be based on a combination of funding availability and the value of the services to be provided. The total amount budgeted within the Overall Work Plan for this effort is \$162,995.

Barring any delays (i.e., the need for a budget amendment, extension of the RFP response date, etc.), the SRTA Executive Director will schedule the proposed technical services agreement for consideration by the SRTA Board of Directors on April 27, 2023. The agreement is not in force until approved by the SRTA Board of Directors and written authorization to proceed is provided to the selected consultant.

Options

SRTA intends to contract for an initial term of 1 year, but reserves the option to extend the contract annually for up to an additional year beyond the initial one-year period, provided there is no change to the maximum contracted compensation. Such extensions would not be automatic and would be entered into writing by both parties before becoming effective.

Additional Information and Terms

Standard Consulting Agreement

SRTA's standard Technical Services Agreement (TSA) will be used for the agreement between SRTA and the selected consultant. SRTA's TSA template is provided by separate attachment (Attachment B to the RFP distribution).

Protest Procedure

All protests will follow the SRTA protest procedures for procurements as delineated in the attachment.

Debriefing

SRTA will provide an informal debriefing to interested consultants not selected for this contract upon request once a final contract has been negotiated and executed.

Public Records Act

All proposals submitted in response to the RFP will become the exclusive property of SRTA. At such time as a contract is executed, all bids and proposals related to that contract become a