

REQUEST FOR QUALIFICATIONS: SRTA Environmental Support Services

Issued March 16, 2017

Submittals are due by 2:00 PM on April 10, 2017

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



Need

The Shasta Regional Transportation Agency (SRTA) serves as the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Agency (RTPA) for the cities of Anderson, Redding and Shasta Lake, and the county of Shasta. SRTA studies the region's transportation needs, plans and programs transportation improvements, and pursues all potential funding sources. SRTA periodically requires the need of environmental support services for various projects. Typically this only was needed when preparing an environmental impact report (EIR) for the agency's Regional Transportation Plan. However, SRTA anticipates that other environmental analysis needs may arise in the future and desires to acquire one or two vendors to provide on-call environmental support services.

Typical needs may include, but are not limited to:

- Preparing environmental documents for SRTA's Regional Transportation Plan (RTP)
- Preparing environmental documents for other transportation or land use studies
- Air quality monitoring
- Air quality modeling with the California Air Resources Board's EMFAC2014 model or other air quality models
- Providing technical support or training
- Reviewing environmental notices and assisting SRTA in preparing comments on projects

SRTA will be updating its RTP March 2017 through June 2018. The last RTP was adopted in June 2015 and included a programmatic EIR. Based on an initial evaluation of changes for the next RTP we anticipate an addendum environmental document may be necessary.

Projects through this Request for Qualifications (RFQ) may be funded by Federal Highway Administration Planning (FHWA PL) funds, Planning Programming and Monitoring funds, or other eligible federal or state funds. The budget for projects under this RFQ is a minimum of \$75,000, with up to a maximum of \$150,000 with SRTA Board of Directors approval. This RFQ is for a term of three years.

The vendor(s) awarded contracts from this RFQ may provide services to multiple projects. These services are required to address the agency's fluctuating needs when SRTA staff are unavailable to perform required environmental work or when highly specialized environmental expertise is required that staff does not possess.

Intent

SRTA issues this RFQ seeking qualifications from vendors who are familiar with assisting regional agencies through the environmental process and who are particularly experienced and well-versed in:

- Project Management & Invoicing
- Data Collection
- Public Meetings
- Preparing Notices
- Air Quality Monitoring
- Air Quality Modeling
- Greenhouse Gas Reduction modeling and mitigation strategies (AB 32 & SB 375)
- Report Preparation
- Responding to Comments
- CEQA/NEPA compliance

Schedule

SRTA will follow the timetable listed below:

- Issue RFQ: March 16, 2017.
- Deadline for vendor questions: March 22, 2017, by 5:00 P.M.
- Deadline for SRTA responses to vendor questions: Monday, March 27, 2017.
- Deadline for vendor submittal of Statement of Qualifications (SOQ): Monday, April 10, 2017, by 2:00 P.M.

RFQ Contact Person

Questions concerning this RFQ may be directed to the contact listed below, where they will be collected and responded to collectively. All questions, in writing, must be submitted no later than 5:00 PM on March 22, 2017. **Oral questions will not be taken or responded to.** Responses to questions will be posted by the end of the day on SRTA's website on March 27, 2017. All interested applicants are encouraged to register for the mailing list so that they are notified appropriately, should any changes to the RFQ occur (<http://srta.ca.gov/bids.aspx>).

Brett Setterfield

Assistant Transportation Planner

bsetterfield@srta.ca.gov

530-262-6188

Vendor Qualifications

The intent of this RFQ is to enable SRTA to evaluate vendor experience, qualifications, and capabilities. Responders are to submit a written narrative addressing each of the below numbered items:

1. Relevant EIR Preparation Experience

- A. MPO/RTPA clients (Please list no more than five MPO/RTPAs.)
- B. Other municipal or regional clients (Please list no more than five, including name of the jurisdiction)
- C. If no previous government experience, please explain relevant experience (Please list other clients; list no more than five.)
- D. Air quality monitoring and greenhouse gas reduction modeling related to AB 32 and SB 375.
- E. References (Please list a minimum of three references and no more than five, including all contact information below.)
 1. Client Name
 2. Client Contact Person
 3. Phone and Fax Numbers
 4. Client Address
 5. Website Address

2. Company Profile

- A. Number of years in business
- B. Office location(s) (Include business address)
- C. Organization Chart

D. Rate schedule (including job titles), other expenses for services/products, as applicable

3. Team Members/Roles (list all personnel to be assigned to this project)

- A. Name, title, role (e.g., *project management, air quality monitoring, public meeting facilitation, data collection, report preparation*)
- B. Qualifications of key personnel proposed for the contract
- C. Office location of project manager/main point-of-contact

4. Vendor Service Capabilities (Describe all available)

- A. Preparing addendum, supplemental, and/or other Environmental Impact Reports
- B. Developing and executing public meeting strategy
- C. Oversee all aspects of the EIR process, including data collection, notice of preparation, air quality modeling, draft and final EIR preparation
- D. Other - identify any proprietary software, on-going commitments, and/or other third party potential expenses to SRTA for EIR preparation provided by your firm.

If a vendor fails to satisfy any of the requirements in this RFQ, the vendor may be considered non-responsive and the proposal may be rejected.

Deliverables

To respond to this RFQ, please complete and return your statement of qualifications (SOQ) regarding items *1 through 4* under the above Vendor Qualifications section. SOQ's shall be a **maximum of 15 pages** or less.

Evaluation Criteria

A consultant selection committee will evaluate the SOQs using the below evaluation criteria and will also perform random reference checks.

Table 1 – Consultant Qualifications Criteria Evaluation

Criteria	Scoring
Experience	15
Qualifications of Staff	10
Vendor Service Capabilities	15
Total:	40

Vendor Selection Process

The selection committee will select a vendor or vendors by the following process:

1. Based on both the above evaluation criteria weighting and information received from references, the committee will score the vendors to select one or two vendors for entering into a contract.
2. The selected vendor(s) will be provided a copy of SRTA's technical services agreement to review and prepare an appropriate on-call services scope of work. The vendor(s) will also include the rates provided in their Statement of Qualifications.
3. The technical services agreement will be valid for three years or when the contract budget has been exhausted, whichever comes first.

4. As project needs arise, SRTA will develop a work order and contact the vendor(s) to prepare a scope of work and associated costs. Once an agreement on the scope of work and budget is reached, SRTA will issue an authorization to proceed with the work.

Response Deadline

The deadline for Statements of Qualifications (SOQs) is **Monday, April 10, 2017, at 2:00 PM**. Submit three hard copies and one electronic PDF (no facsimiles) to: Shasta Regional Transportation Agency, 1255 East Street, Suite 202, Redding, CA 96001. Please address responses to the attention of Brett Setterfield, and mark on the outside: "SRTA Environmental Support Services SOQ."

Hard copy submittals that are not received on, or before, the specified deadline will not be accepted—no exceptions. SRTA reserves the right to request follow-up information or clarification from vendors in consideration. The electronic PDF of the SOQ may be submitted via email to bsetterfield@srtac.ca.gov.

Other Information

Each response to this RFQ, and any resultant interviews, and follow-up scoping and/or negotiating meetings/sessions, shall be done at the sole cost and expense of each respondent vendor and with the express understanding that no claims against SRTA for reimbursement will be accepted until work on a specific project commences after the execution of the technical services agreement.