

REQUEST FOR QUALIFICATIONS: SRTA Legal Counsel

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

RFQ issued Tuesday, May 18, 2021

**Statements of Qualifications must be received no later than
12:00 PM PST on Wednesday, June 9, 2021**

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



2021 SRTA Board Members and Agency Partners

Board Members

Greg Watkins, Chair
Baron Browning, Vice Chair
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Mary Rickert
Mark Mezzano

Affiliation

City of Shasta Lake
City of Anderson
City of Redding
County of Shasta, District 1
County of Shasta, District 2
County of Shasta, District 3
Redding Area Bus Authority

Agency Partners

Caltrans, District 2
City of Anderson
City of Redding
City of Shasta Lake
County of Shasta
Redding Area Bus Authority (RABA)
Dignity Health Connected Living (DHCL)
Healthy Shasta
North State Super Region (NSSR)
Pit River Tribe
Redding Rancheria (Yana, Wintu, Pit River)

Need

The Shasta Regional Transportation Agency (SRTA) serves as the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Agency (RTPA) for Shasta County, including the cities of Anderson, Redding and Shasta Lake. SRTA studies the region's transportation needs, prepares transportation-related plans and programs, and administers various transportation funding programs and grants. More information can be found on SRTA's website: www.srta.ca.gov

SRTA seeks qualifications of vendors to provide legal counsel to SRTA for up to a five-year period.

Intent

SRTA seeks qualifications from vendors who are experienced in representing public agencies, particularly local jurisdictions and/or regional planning agencies. SRTA anticipates that services will include:

- Reviewing and approving agreements;
- Reviewing new agency policies and updates;
- Attending some SRTA Board of Directors and sub-committee meetings—approximately three per year; and
- Responding to other circumstances and questions, as they arise.

SRTA contracts up to about \$19,000 annually for legal counsel services; however, actual average cost over the last five-year period is under \$10,000 annually.

Schedule

SRTA will follow the timetable listed below:

- Issue RFQ: Tuesday, May 18, 2021
- Deadline for vendor written questions: Monday, May 24, 2021, 5:00 PM PST
- Deadline for SRTA vendor questions response: Wednesday, May 26, 2021, 5:00 PM PST
- Deadline for vendor submittal of Statement of Qualifications (SOQ): Wednesday, June 9, 2021, 12:00 PM PST

RFQ Contact Person

Questions concerning this RFQ will be responded to collectively, in writing, and made available for interested applicants via the SRTA website. All questions must be submitted **in writing** no later than 5:00 PM PST, Monday, May 24, 2021, to the below contact person. Questions taken from prospective vendors, and responded to by SRTA staff, will be reported on the SRTA website no later than Wednesday, May 26, 2021, at 5:00 PM PST. All interested applicants are encouraged to register for the SRTA bid posting webpage at <http://www.srta.ca.gov/bids.aspx> so that they are notified of any addenda to the RFQ, or for responses to questions received.

Daniel S. Little, AICP

Executive Director

dlittle@srta.ca.gov

530-262-6191

Vendor Qualifications

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

1. Relevant Public Agency Experience

- A. MPO/RTPA clients
- B. Other municipal or regional clients
- C. If no previous government experience, please explain relevant experience (Please list other clients, up to five.)
- D. References (Please list a minimum of three references, including all contact information below.)
 - 1. Client Name
 - 2. Client Contact Person
 - 3. Phone and Fax Numbers
 - 4. Client Physical Address
 - 5. Website Address
 - 6. Type of Services Rendered
 - 7. Years of Service Provided to Client

2. Company Profile

- A. Number of years in business
- B. Office location(s) (Include business address)
- C. Rate schedule by job title, as well as rates for other expenses for services/products, as applicable

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

- A. Name, title, role
- B. Qualifications of primary personnel proposed for the contract (including licenses and certifications)
- C. Office location of project manager/main point-of-contact

4. Information for SRTA Reporting

- A. Name
- B. Address
- C. Disadvantaged Business Enterprise (DBE) or Not
- D. Age
- E. NAICS Code
- F. Annual Gross Receipts (May Be a Range)

Additionally, please identify any proprietary software, on-going commitments, and/or other third-party potential expenses to SRTA for legal services provided by your firm.

Deliverables and Response Deadline

To respond to this RFQ, please complete and return your statement of qualifications (SOQ) regarding items one through three in the above Vendor Qualifications section.

The deadline for SOQs is Wednesday, June 9, 2021, by 11 AM PST. Please submit by either email to srta@srta.ca.gov, or hard copy to:
Attn: Daniel S. Little, AICP, Executive Director
Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001

If sending hard copies, please include three (3) copies and mark on the outside: "SRTA Legal Counsel SOQ."

Submittals that are not received on, or before, the specified deadline will not be accepted—no exceptions; postmarks not acceptable. SRTA reserves the right to request follow-up information or clarification from vendors in consideration.

Evaluation Criteria

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

Figure 1 – Consultant Qualifications Criteria Evaluation

Criteria	Maximum Points
Overall Experience of Firm	20
Qualifications of Staff	30
Vendor Service Capabilities	25
Value	25
Total:	100

Establishing a Vendor List and Future Selection Process

A selection committee will select vendors for consideration, establish a list, and select the SRTA Legal Counsel vendor by the following process:

1. Based on both the above evaluation criteria weighting, and information received from references, the committee will select vendors for further consideration.
2. The committee **may** interview the vendors selected, either using conferencing or in-person, for further consideration.
3. The committee may select multiple vendors and establish a ranked list of providers pre-approved to provide SRTA legal services. The list will be valid for five years, at which time SRTA will issue a new RFQ.
4. SRTA will select the top-ranked vendor from the list and will negotiate a scope of work for SRTA Legal Counsel services.
5. SRTA and the selected vendor will enter into a technical services agreement for an initial term of up to three years, with provisions for renewals for up to two additional years. The technical services agreement will include the rates provided in the submitted SOQ. An escalation rate, for future years, may be included in the SOQ submittal.

6. SRTA may enter into technical services agreements with other approved firms on the list if the technical services agreement with the original provider is terminated, or if supplemental or specialized services are subsequently needed.

In unusual circumstances where a recommendation cannot be made based on the SOQs alone, the highest ranked consultants may be invited to an interview. Presentations will be allowed, with a time limit specified prior to the interview. Should interviews be held, SRTA will evaluate the interview using the criteria presented below in Figure 2, and the interview score will then be added to the statement score to determine the final ranking. The evaluation panel will then make a recommendation based upon the final ranking, which will go to the executive director for approval.

Figure 2 – Interview Scoring Criteria (if conducted)

Criteria	Maximum Points
Understanding of Representation Needs	10
Experience with Similar Kinds of Work	15
Quality/Experience of Team	15
Familiar with State and Federal Regulations for MPOs/RTPAs	10
Total:	50

SRTA Technical Services Agreement

SRTA's standard Technical Services Agreement (TSA) will be used for the agreement between SRTA and the selected consultant. SRTA's draft TSA template is provided by separate attachment ([Attachment A](#)) to the RFQ distribution.

Public Records Act

All proposals submitted in response to the RFQ will become the exclusive property of SRTA. At such time as a contract award is recommended to the agency, all statements of qualifications become a matter of public record and will be regarded as public records and subject to the Public Records Act (Gov. Code Section 6254 et. seq.).

In the event of litigation concerning the disclosure of any records, SRTA's sole involvement will be as a stakeholder, retaining the records until otherwise ordered by a court. The proposer, at its sole expense and risk, shall be fully responsible for any, and all, fees for prosecuting or defending any action concerning the records and shall indemnify and hold SRTA harmless from all costs and expenses, including attorney's fees, in connection with, any such action.

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.

Modification or Withdrawal of SOQ

Any SOQ 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 (email acceptable) prior to the deadline. SOQs may be withdrawn following the submittal deadline for good cause; please consult with the RFQ contact person to discuss this.

RFQ Addendum or Addenda

Any changes to the RFQ will be made by written addenda issued by SRTA, and shall be considered part of the RFQ. The RFQ 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. Any addenda will be posted on-line only. It will be the consultant's responsibility to assure that all addenda are incorporated into the SOQ as required according to all the terms and conditions for submittal of the SOQ. In no event will SRTA modify the RFQ with less than five (5) days remaining to the deadline, without extending the RFQ 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 RFQ, or any contract resulting from this procurement.

Special Funding Considerations

Any contract resulting from this RFQ 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 objectives and deliverables of the RFQ in the response to the RFQ. If the consultant brings to SRTA's attention, at least ten (10) days before the RFQ deadline, an alternative end product than the RFQ delineates, SRTA reserves the right to cancel the RFQ and re-bid the project.

DBE

SRTA has determined that disadvantaged business enterprises (DBEs), as defined in 49 CFR Part 26, will have the opportunity to compete fairly for contracts financed, in whole or in part, with federal funds. SRTA encourages respondents to include the participation of DBE businesses within your proposal.

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.



Daniel S. Little, AICP, Executive Director
Shasta Regional Transportation Agency (MPO)