

REQUEST FOR QUALIFICATIONS: SRTA On-Call Architectural and/or Engineering Support Services

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

RFQ issued September 14, 2018

**Statements of Qualifications must be received no later than
5:00 PM PDT on October 12, 2018**

**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. More information about SRTA is available on our website at www.srta.ca.gov.

SRTA is the owner of a two-story building located at 1255 East Street in Redding, California. The 10,250 square-foot building was constructed in 1997 and sits on an approximately 21,000 square-foot lot. The balance of the lot consists of sidewalks, landscaping and an exterior parking area of 39 stalls (nine compact, 28 standard, and two accessible). The interior of the building consists of three suites: Suite 101 encompasses the entire first floor and is currently leased, while Suites 201 (also currently leased) and 202 (occupied by SRTA) encompass the second floor.

SRTA purchased the building in 2015. A remodel of the second floor, along with some exterior site and HVAC improvements, was completed in October 2016. SRTA anticipates initiating several building maintenance and upgrade projects in the near future, including (but not limited to):

- tinting or replacing windows;
- repairing or replacing fencing;
- replacing the roof;
- replacing first-floor HVAC units;
- stucco work; and
- construction of a bicycle storage facility.

The priority and order of these potential projects, and exact nature of the improvements is not yet defined, so SRTA is issuing a Request for Qualifications to vendors to provide architectural and/or engineering support services on an on-call basis.

Intent

SRTA seeks qualifications from vendors who are particularly experienced and well-versed in providing architectural and/or engineering support services to provide a “turn-key” approach, whereby the firm(s) will provide assistance to SRTA throughout every step of the process, including but not limited to: design development, cost estimation, permitting, construction document phase, bidding phase, construction phase, and construction completion. This includes bidding and contracting provisions unique to public agencies.

Schedule

SRTA will follow the timetable listed below:

- Issue RFQ: Friday, September 14, 2018
- Deadline for vendor questions: Friday, September 28, 2018, by 5:00 PM PDT
- Deadline for SRTA responses to vendor questions: Tuesday, October 2, 2018, by 5:00 PM PDT
- Deadline for vendor submittal of Statement of Qualifications (SOQ): Friday, October 12, 2018, by 5:00 PM PDT

RFQ Questions and Contact Person

Questions

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 PDT on Friday, September 28, 2018, 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 Tuesday, October 2, 2018, at 5:00 PM PDT.** 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.

Contact Person

Michael Kuker
Assistant Transportation Planner
mkuker@srta.ca.gov
530-262-6204

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. **Transmittal Letter** signed by an officer who may contractually bind the business, including a description of the firm. The SOQ shall identify ongoing consultant commitments and how SRTA's needs and schedule fit within those commitments. The letter should also note how the respondent heard of the RFQ.
2. **Relevant Architectural and/or Engineering Support Services Experience**
 - A. Public agency clients (Please list name of jurisdiction; list no more than five.)
 - B. If no previous experience working with public agencies, please explain relevant experience (please list other clients; list no more than five.)
 - C. References (Please list a minimum of three references and no more than five, including all contact information below.)
 - a. Client name
 - b. Client contact person
 - c. Phone number and email address
 - d. Client physical address
 - e. Website address
 - f. Type of services rendered
 - g. Budget of project
 - h. Length of project
2. **Company Profile**
 - A. Number of years in business
 - B. Office location(s) (Include business address)
 - C. Organization chart
 - D. Rate schedule by job title and other expenses for services/products, as applicable.

- E. Disadvantaged Business Enterprise (DBE) designation and certification information, if applicable

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

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

4. Vendor Service Capabilities (Describe all available)

- A. Assist SRTA in prioritizing potential remodel/upgrade projects in most effective order.
- B. Develop conceptual plans and cost estimates
- C. Develop plans and specifications for bidding/construction purposes
- D. Provide review plan sets to city of Redding
- E. Assist with securing all necessary building permits and forms, as needed
- F. Prepare contract documents that comply with all applicable laws and regulations, including applicable provisions of the California Public Contract Code.
- G. Prepare and assist with distribution of necessary bid documents
- H. Conduct pre-bid meeting and on-site walk with potential contractors
- I. Assist SRTA in review of bids, awarding of contract, and preparation of contract documents with selected bidder.
- J. Provide construction observation services
- K. Other (as needed)

Additionally, please identify any proprietary software, on-going commitments, and/or other third-party potential expenses to SRTA for on-call architectural and/or engineering support 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 1 through 4 in the above Vendor Qualifications section.

The deadline for submissions of SOQs is **Friday, October 12, 2018, at 5:00 PM PDT**. Submit by either email to srta@srta.ca.gov or hard copy to:

Attn: Michael Kuker, Assistant Transportation Planner
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: "On-Call Architectural and/or Engineering Support Services."

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. SRTA has an adopted disadvantaged business enterprise (DBE) goal of 4.8%. Firms that demonstrate current DBE registration will receive five (5) points during the evaluation process.

Table 1 – Consultant Qualifications Criteria Evaluation

Criteria	Scoring
Overall Experience of Firm	20
Qualifications of Staff	30
Vendor Service Capabilities	25
Value	20
DBE	5
Total:	100

Establishing a Vendor List and Future Selection Process

A selection committee will select a vendor or vendors and establish a vendor list by the following process:

1. Based on the evaluation criteria consensus scoring and information received from references, the committee will select one vendor for on-call architectural and/or engineering support services. Furthermore, said committee will place qualified vendors on an on-call architectural and/or engineering support services list—to be valid for three years.
2. If needed, vendor(s) may be invited to participate in a phone or in-person interview.
3. As project needs arise, SRTA will select the top-ranked vendor with whom to proceed with contract negotiations. As noted above, SRTA expects to contract with at least one firm immediately regarding on-call architectural and/or engineering support services with an estimated budget of up to \$50,000.
4. Selected vendor(s) will be provided a copy of SRTA's technical services agreement to review and proceed with contract negotiations. The technical services agreement will also include the rates provided in the submitted SOQ.
5. If agreement on a fair and reasonable price is reached, SRTA and the vendor will enter into a technical services agreement.
6. If agreement on a fair and reasonable price cannot be reached, negotiations will be terminated and SRTA will proceed to negotiate with the next most qualified vendor, etc.

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.