

REQUEST FOR QUOTES (RFQ): SRTA Travel Data Purchase

Issued May 30, 2018

Submittals are due by 4:00 PM on June 13, 2018

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



Intent

The Shasta Regional Transportation Agency (SRTA) seeks quotes from vendors for travel data to be used to help evaluate the Shasta Region's current transportation patterns and trends, and to plan for future needs.

Need

SRTA (www.srta.ca.gov) is a small, independent government agency responsible for regional transportation planning activities for the Shasta Region. SRTA studies the region's transportation needs, pursues potential funding sources for projects, and works with government agencies, non-profits, and the public to determine what future improvements are needed. A detailed understanding of the nature and recurring patterns of regional travel is fundamental to these activities.

SRTA is looking for vendors who can provide travel data that ideally includes, but is not limited to, the following measures:

- Origin and destination points
- Activities or trip purpose (i.e. work, home to work, school, escort, personal business, shopping, meal, social/recreation, home)
- Tours or trip chains
- Identification of trips that are external or internal to or from the Shasta Region
- Mode of travel (i.e. auto, transit, bicycle, foot)
- Personal vehicles versus commercial vehicles
- Travel times and VMT
- Volume and speed
- Time of day (i.e. AM Peak, PM Peak, Off-peak, and daily)
- Date and day of week
- Other measures that will be useful for regional transportation planning

The data will be used to help evaluate the transportation needs of the area and develop an integrated, context-appropriate range of both local and interregional transportation choices. The travel data should be accessible through an easy-to-use, intuitive interface that includes query tools, mapping, and requires little to no onboarding. A certain level of technical support is expected to be included in the purchase price. The budget for this purchase is no more than \$50,000 and SRTA is seeking the maximum usable data within this amount. This purchase will be funded with federal and/or state funds.

Quote Format and Content

At a minimum, qualifying quotes must include the following:

1. **Transmittal letter**, signed by an officer who may contractually bind the business, stating the quote shall be a firm offer for a minimum of 90 days and contain a statement to that effect. The letter should also note how the respondent heard of this RFQ.
2. **Description of the firm**
3. **List of available measures** included in the data and a description of how the data can be accessed or queried. Please refer to the bulleted list in the above section.
4. **Representative list of similar clients**, no more than three, within the last five years, including: services provided and client reference.

5. **A cost quote** inclusive of all services, overhead, and direct expenses. Fees may be based on a one-time or subscription rate and should be clearly indicated. Any additional on-call support fees or other services should also be clearly identified.

Schedule

SRTA will follow the timetable listed below:

- Issue RFQ: Wednesday, May 30, 2018
- Deadline for written vendor questions: Wednesday, June 6, 2018 by 4:00 PM
- Deadline for SRTA responses to vendor questions: Friday, June 8, 2018
- Deadline for vendor submittal of quote: Wednesday, June 13, 2018 by 4:00 PM.

Questions

All inquiries must be submitted in writing no later than 4:00 PM on June 6, 2018 to the below contact person(s). **Questions taken from prospective vendors, and responded to by SRTA staff, will be posted on the [SRTA website](http://www.srta.ca.gov/bids.aspx) no later than Friday, June 8, 2018.** 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 RFQ, or for responses to questions received.

Contact Person(s)

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

or Daniel S. Little, AICP
Executive Director
dlittle@srta.ca.gov
530-262-6190

Deliverables

To respond to this RFQ, please complete and return your quote regarding items 1-5 under the above Quote Format and Content section. SRTA requests that the submittal be no more than 10 pages total, including attachments.

Evaluation Criteria

A vendor selection committee will evaluate vendor(s) quotes using the below evaluation criteria and may also perform random reference checks.

Table 1 – Vendor(s) Quotes Criteria Evaluation

Criteria	Scoring
Overall Experience of Firm	25
Utility and Quantity of Available Travel Measures	30
Intuitive User Interface and Ease of Access to Data	20
Overall Value	20
DBE	5
Total:	100

Vendor 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 scoring and information received from references, the committee will select one vendor from whom to purchase travel data. Furthermore, said committee will place qualified vendors on a travel data vendor list—to be valid for three years.
2. The highest ranked vendor(s) may be invited to participate in a phone or in-person interview.
3. Selected vendor(s) will be sent a purchase agreement.

Response Deadline

The deadline for submission of quotes is June 13, 2018 at 4:00 PM. Quotes must be submitted electronically to srta@srta.ca.gov. Submittals that are not submitted 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.

Other Information

The cost of preparing and submitting a quote and conducting a site visit are at the sole expense of the respondent. SRTA reserves the right to reject any or all quotes, and to waive any informality, technical defect, or clerical error in any quote at SRTA's discretion. Solicitation of quotes 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 the SRTA executive director or board of directors.