

REQUEST FOR QUALIFICATIONS: SRTA Legal Counsel

Issued May 17, 2016

Submittals are due by 5:00 PM on June 6, 2016

Interested applicants are encouraged to subscribe to SRTA's bid posting webpage at <http://www.srta.ca.gov/bids.aspx> to receive notices when information, and possible RFQ addenda become available.

**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 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 \$30,000 annually for legal counsel services; however, actual average costs are typically under \$5,000 annually.

Schedule

SRTA will follow the timetable listed below:

- Issue Request for Qualifications (RFQ): Tuesday, May 17, 2016
- Deadline for vendor questions: Wednesday, May 25, 2016 by 5:00 PM
- Deadline for SRTA responses to vendor questions: Friday, May 27, 2016
- Deadline for vendor submittal of Statement of Qualifications (SOQ): Monday, June 6, 2016 by 5:00 PM

RFQ Contact Person

Questions concerning this RFQ will be responded to collectively, and made available for all interested applicants via the SRTA website. All email inquiries must be submitted no later than 5:00 PM on Wednesday, May 25, 2016, to the below contact person. **No oral questions will be taken or responded to.** Responses to questions will be posted on the [SRTA website](http://www.srta.ca.gov) no later than Friday, May 27, 2016. Interested applicants must view or subscribe to SRTA's bid posting webpage at <http://www.srta.ca.gov/bids.aspx> to be notified of responses to questions received, or any RFQ addenda released.

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 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
- D. References - Please list a minimum of three references including all contact information below:
 - 1. Client Name
 - 2. Client Contact Person
 - 3. Phone Number and Email Address
 - 4. Client Address
 - 5. Website Address
 - 6. Year(s) and Nature of Work Provided to Client

2. Company Profile

- A. Number of years in business
- B. Office location(s) (include business address)
- C. Organization chart or equivalent description
- D. Rate schedule, other expenses for services, products and transportation, as applicable

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

- A. Name, title, role
- B. Qualifications of key personnel proposed for the contract
- C. Office location of project manager/main point-of-contact

Evaluation Criteria

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

Table 1 – Vendor Qualifications Criteria Evaluation

Criteria	Scoring
Experience	20
Company Qualifications	20
Value	10
Total:	50

Establishing a Vendor List and Future Selection Process

The selection committee will establish a vendor list and select future vendors 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 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.
5. SRTA and the selected vendor will enter into a technical services agreement for an initial term of up to two years, with provisions for renewals for up to three additional years.
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.

Response Deadline

The deadline for SOQs is **Monday, June 6, 2016 at 5:00 PM**. Submit an electronic PDF to srta@srta.ca.gov, or by delivery to Shasta Regional Transportation Agency, 1255 East Street, Suite 202, Redding, CA 96001. No proposals will be accepted after this time, even if postmarked prior to the deadline. Please address responses to the attention of Daniel S. Little, AICP, Executive Director, and mark the subject as "SRTA Legal Counsel SOQ."

Submittals that are not received on, or before, the specified deadline will not be accepted—no exceptions. SRTA reserves the right to request clarifications from vendors in consideration.

Other Information

Each response to this RFQ, and any resultant interviews and follow-up or negotiations, shall be done at the sole cost and expense of each vendor.

If selected, no claims against SRTA for reimbursement will be accepted until after the execution of a technical services agreement.



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