

REQUEST FOR QUALIFICATIONS (RFQ)

On-Call Geographic Information Systems (GIS) Support Services

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

RFQ issued August 22, 2018

**Statement of Qualifications must be received
no later than 5:00 PM PST on September 12, 2018**

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



2018 SRTA Board of Directors

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

Project Background and Need

The Shasta Regional Transportation Agency (SRTA) is seeking a qualified consultant to provide on-call geographic information systems (GIS) services in support of agency planning, performance measures, and public and stakeholder communications. The selected consultant shall also provide technical support needed for the maintenance and ongoing development of the FarNorCalGIS regional GIS program and www.FarNorCalGIS.org website.

Although SRTA has in-house GIS expertise, support is needed on occasion to accomplish large work tasks and to meet project deadlines. This will be a 'Time-and-Materials' contract for a three-year term and not-to-exceed \$50,000. The contract may be extended annually, for an additional two years, with no increase to maximum compensation.

Additional information regarding SRTA, the agency's work program, and documents referenced in this RFQ are available online at www.srta.ca.gov.

Requested 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 numbered item below:

1. Transmittal letter signed by an officer who may contractually bind the business.
2. Company profile, including:
 - Location of business;
 - Number of years in business;
 - Range of services provided, and
 - Key personnel in charge of project management.
3. Statement of understanding of GIS and related technical services; including, but not limited to the items outlined in the Additional Technical Guidance and Assumptions section of this RFQ.
4. Technical and Professional Qualifications, including:
 - Experience performing similar work, including specific relevant projects successfully completed.
 - Professional references that can vouch for the quality and timeliness of relevant work products previously completed. Please include: a) organization name; b) client address and website; and c) contact person, email address, and telephone number.
 - Organizational capacity and readiness, including: a) how soon after contracting that work would commence, and b) lead time required in response to task orders.
5. Fee schedule, including hourly rates by job title.

Upon execution of a technical services agreement, work will be requested via task orders. The selected vendor(s) will provide a work plan, timeline, and a not-to-exceed fee for the task order consistent with this RFQ. All task orders shall be approved in writing by SRTA prior to beginning billable work.

Additional Technical Guidance and Assumptions

This procurement is for on-call services, there is no set scope of work or specified deliverables. The list included below is a representative list, but not exclusive, of typical on-call services and work tasks that may be requested:

- Development and programming of GIS applications;
- Maintenance of SRTA's GIS datasets and geodatabases, in accordance with SRTA's standards;
- Collecting and processing geospatial data;
- Creating custom maps for documents, reports, and presentations;
- Conducting spatial analysis;
- Creating map viewers for project websites;
- Maintenance of regional parcel base;
- Providing GIS technical assistance and training to staff;
- Development, maintenance, and training related to SRTA's ArcGIS Online account; and
- Providing support to the FarNorCalGIS group and website, including technical assistance and guidance with regard to supporting infrastructure, and the potential for a change from current server technology to a web-hosted solution.

FarNorCalGIS is a collaborative work group and online web-portal jointly developed by SRTA, Shasta College, and the Far North Regional GIS Council. FarNorCalGIS was created to minimize the technical barriers associated with inter-jurisdictional and interregional planning and coordination. Accomplishments to date include:

- o Standardization and merging of various regional GIS data;
- o Establishment of a centralized server at Shasta College for storing and retrieving regional GIS data;
- o Development of an online user interface (www.FarNorCalGIS.org) designed to make GIS products more approachable, accessible, and meaningful to the broad range of individuals directly involved, affected, or otherwise interested in local and/or regional planning and decision making processes; and
- o Integration of vocational training opportunities as part of Shasta College's GIS certificate program.

SRTA serves as FarNorCalGIS project administrator, meaning that SRTA owns the regional server hardware and is responsible for identifying, seeking, and managing funding for the platform and its ongoing maintenance and development. SRTA leads any procurement processes, including contracting for consultant services. Consistent with its role in the North State Super Region (California's sixteen-county North State, www.superregion.org), SRTA also facilitates participation from regional transportation agencies.

Shasta College serves as FarNorCalGIS project host, meaning that the college physically houses the server hardware, maintains educational software licensing, and hosts the FarNorCalGIS website. Shasta College also integrates server-side technology and management into its GIS certificate program, including student interaction with the platform and the development of public-private sector partnerships that involve GIS students in community-based projects.

The Far Northern Regional GIS Council (FNRGC), a collaborative of private, public, and educational sector GIS users throughout California's North State, serves on the FarNorCalGIS Steering Committee and appoints members to the FarNorCalGIS Management Committee, which is responsible for day-to-day decision making regarding content and data standards.

Anticipated FarNorCalGIS-related services and specific work tasks under the on-call services agreement include the following:

- o Maintain FarNorCalGIS.org platform architecture and access records;
- o Support maintenance and replacement of server and related hardware, as needed, including support related to the potential change from the current server technology to a web-hosted solution;
- o Assist with keeping website 'live' and troubleshoot issues when website is down;
- o Collection, development, and maintenance of FarNorCalGIS datasets;
- o Develop new datasets and maps for hosting on FarNorCalGIS, in accordance with adopted policies and procedures; and
- o Development and programming of web and mobile device applications.

Any and all work performed under the on-call services agreement shall be initiated by a task order that includes a scope of work, budget, and deliverables.

Evaluation Criteria

Submittals will be evaluated based on the following:

Criteria	Scoring
Project understanding	15
Technical qualifications and experience	40
Value	40
Disadvantaged Business Enterprise (DBE) Participation	5

Vendor Selection Process

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

1. Based on both the above evaluation criteria weighting, and information received from references, the committee will select one vendor to provide on-call GIS support services.
2. The highest ranked vendor(s) may be invited to participate in a phone or in-person interview.
3. 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.
4. If agreement on a fair and reasonable price:
 - A. cannot be reached, negotiations will be terminated and SRTA will proceed to negotiate with the next most qualified vendor, etc.
 - B. is reached, SRTA and the vendor will enter into a technical services agreement.

Procurement Schedule

Release RFQ	August 22, 2018
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Deadline to Submit Questions	5:00 PM PST, August 29, 2018
Response to Written Questions Posted Online	August 31, 2018
Submittal Deadline (postmarks not accepted)	5:00 PM PST, September 12, 2018
Evaluation and Ranking of Qualifications	September 13 - 19, 2018
Interviews (if needed)	September 17 – 19, 2018
Fully Executed Technical Services Agreement	September 26, 2018 (anticipated)

Project Budget

A budget of up to \$50,000 over three-years (with a possible extension for an additional two years) has been estimated.

Questions and Contact Information

Questions concerning this RFQ will be responded to collectively and made available for interested applicants via the SRTA website. All email inquiries must be submitted no later than 5:00 PM PST on August 29, 2018, to the below contact person. All responses to questions will be posted on the SRTA website (<http://www.srta.ca.gov/bids.aspx>) no later than August 31, 2018. Interested applicants must subscribe at this webpage to receive notifications regarding any addenda to the RFQ, or for responses to questions received.

Contact Person:

Julie McFall

Associate Transportation Planner

srta@srta.ca.gov

530-262-6188

Standard Consulting Agreement

SRTA's standard Technical Services Agreement (TSA) is the basis for the agreement between SRTA and the selected vendor. The TSA template is available on the SRTA web posting for this procurement.

Protest Procedure

Any protests to the executive director recommendation must be made promptly under SRTA's purchasing and contracting policies available on the SRTA website under Financial and Accounting Policies & Procedures.

Debriefing

SRTA will provide an informal debriefing to interested vendors not selected for this contract, once a contract has been negotiated and accepted by the parties.

Submittal of Qualifications

Please submit requested qualifications to:

Shasta Regional Transportation Agency
Attn: Julie McFall, Associate Transportation Planner
1255 East Street, Suite 202
Redding, CA 96001
srta@srta.ca.gov

Submittals must be received electronically or at the SRTA office no later than **5:00 PM PST on September 12, 2018**. No submittals will be accepted after this time. **Postmarks are not acceptable.**

Disclaimers

Cost to Prepare Submittals: The cost of preparing and submitting qualifications, pre-contract meetings, and participating in an interview are at the sole expense of the prospective vendor. SRTA reserves the right to reject any or all submittals, and to waive any informality, technical defect, or clerical error in any submittal at SRTA's discretion. Solicitation of qualifications 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 SRTA.

Public Records Act: All submittals in response to the RFQ will become the exclusive property of SRTA. At such time, the SRTA Executive Director recommends a vendor to the SRTA Board of Directors and such recommendation appears on the board agenda, all qualifications submitted in response to the RFQ shall become a matter of public record. If there are any trade or proprietary secrets included by the vendor, the vendor may provide a different copy of the submittal that would be acceptable to release to the public. If an alternate document is not made available to SRTA by the vendor, then the original submittal will be released. Proprietary information can include secret formulas, processes, and methods used in production. It can also include a company's business and marketing plans, salary structure, customer lists, contracts, and details of its computer systems. In some cases, the special knowledge and skills that an employee has learned on the job are considered to be a company's proprietary information.

Modification or Withdrawal of Submittal: Any submittal received before the deadline may be withdrawn or modified either personally, through e-mail, or by written request of the vendor. SRTA must receive the modification in writing before the deadline in order to be considered. Submittals may be withdrawn following the deadline for a 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 submittal 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 vendor's responsibility to assure that all addenda are incorporated into the submittal as required according to all the terms and conditions. In no event will SRTA modify the RFQ with less than five (5) days remaining to the deadline, without extending the submittal 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 is 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.

DBE Requirement: SRTA has determined that disadvantaged business enterprises, 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 has a disadvantaged business enterprise (DBE) goal of 4.8% for federal fiscal years 2017/2018/2019. SRTA encourages respondents to include the participation of DBE businesses within your submittal, if available and feasible.

Equal Employment Opportunity/Affirmative Action: In awarding a contract to a vendor, SRTA includes language within the contract which requires the vendor to certify their compliance with federal regulations.