

REQUEST FOR QUALIFICATIONS (RFQ): SRTA Audio and Video Services

Issued March 28, 2016.

Submittals are due by 3:00 PM on April 15, 2016.

**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.

SRTA owns the building located at 1255 East Street, Redding, California and is remodeling the second floor of the building (suites 201 and 202) in two phases from April 4, 2016, through August 2, 2016, to fit the needs of the agency. As part of the remodel, SRTA is building a new conference room and needs to outfit the space with audio and video equipment that meets SRTA's expanding communication, collaboration and conferencing needs. Therefore, SRTA seeks qualified vendors to assist in the planning, selection and possible installation, training of staff, and possible ongoing support and maintenance services of the audio and video systems.

Intent

SRTA issues this Request for Qualifications (RFQ) seeking qualifications from vendors who are particularly experienced and well-versed in audio and video system design, planning, and installation; providing audio and video system training; and maintenance and support of audio and video systems.

Schedule

SRTA will follow the timetable listed below:

- Issue RFQ: Monday, March 28, 2016.
- Deadline for vendor questions: Tuesday, April 5, 2016, by 5:00 PM.
- Deadline for SRTA responses to vendor questions: Friday, April 8, 2016, by 5:00 PM.
- Deadline for vendor submittal of Statement of Qualifications (SOQ): Friday, April 15, 2016 by 3:00 PM.

RFQ Contact Person

Questions concerning this RFQ may be directed to the contact listed below, where they will be collected and responded to collectively. ***SRTA will only take written questions. No oral questions will be answered or responded to.*** All questions, in writing, must be submitted no later than 5:00 PM on April 5, 2016. Responses to questions will be posted on SRTA's website on April 8, 2016. All interested applicants are encouraged to register for the mailing list (<http://www.srta.ca.gov/bids.aspx>) so that they are notified appropriately, should any changes to the RFQ occur. The RFQ contact is:

Sean Tiedgen, AICP
Senior Transportation Planner
stiedgen@srta.ca.gov
530-262-6185

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 Audio and Video Equipment Systems Experience

- A. MPO/RTPA clients (Please list no more than five MPO/RTPAs.)
- B. Other municipal or regional clients (Please list name of jurisdiction; list no more than five.)
- C. If no previous government experience, please explain relevant experience (please list other clients; list no more than five.)
- D. References (Please list a minimum of three references and no more than five, including all contact information below.)
 - 1. Client Name
 - 2. Client Contact Person
 - 3. Phone and Fax Numbers
 - 4. Email
 - 5. Client Address
 - 6. Website Address

2. Company Profile

- A. Number of years in business
- B. Office location(s) (Include business address)
- C. Organization Chart
- D. Rate schedule, other expenses for services/products, as applicable

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

- A. Name, title, role (e.g., *project management, audio technician, installer, software developer, computer programmer*)
- B. Qualifications of key personnel proposed for the contract
- C. Office location of project manager/main point-of-contact

4. Desired Vendor Service Capabilities (Describe all available)

- A. Design, plan, build and installation of audio and video systems;
- B. Design, installation, and integration of wired and wireless networks, telecommunications and videoconferencing equipment;
- C. Maintenance and support of audio and video systems, telecommunication devices, wired/wireless networks, electronic devices, and associated software; and
- D. Other.

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

Deliverables

To respond to this RFQ, please complete and return your Statement of Qualifications (SOQ) regarding items *1 through 4* under the above Vendor Qualifications section.

Evaluation Criteria

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

Table 1 – Consultant Qualifications Criteria Evaluation

Criteria	Scoring
Experience	15
Qualifications of Staff	10
Vendor Service Capabilities	15
Total:	40

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. This group of vendors will be provided a copy of SRTA's technical services agreement.
3. The committee may interview the vendors selected for further consideration.
4. The committee will select a list of up to five vendors for an audio and video services list—to be used for future projects, as applicable. The list will be valid for three years, at which time SRTA will issue a new RFQ.
5. As project needs arise, SRTA will interview the best-qualified vendors from the list for the applicable project(s) and select the top-ranked vendor with whom to negotiate a scope of work and associated costs.
6. 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 consultant, etc.
 - B. is reached, SRTA and the consultant will enter into a technical services agreement.

Response Deadline

The deadline for Statements of Qualifications (SOQs) is **Friday, April 15, 2016, at 3:00 PM**. Submit three hard copies and one PDF (no facsimiles) to stiedgen@srta.ca.gov, Shasta Regional Transportation Agency, 1255 East Street, Suite 202, Redding, CA 96001. Please address responses to the attention of Sean Tiedgen, AICP, Senior Transportation Planner, and mark on the outside: "SRTA Audio and Video Services SOQ."

Hard copy submittals that are not received 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

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.