



Solano Transportation Authority

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SOLANO TRANSPORTATION AUTHORITY

Member Agencies:

Benicia • Dixon • Fairfield • Rio Vista • Suisun City • Vacaville • Vallejo • Solano County

One Harbor Center, Suite 130, Suisun City, CA 94585-2473 • Telephone (707) 424-6075 / Facsimile (707) 424-6074
Email: staplan@sta-snci.com • Website: sta.ca.gov

November 4, 2011

To: Consultant

RE: Request for Qualifications (RFQ 2011-06) for Transit Consultant Pre-Qualified List for Project Management Services and Solano Transportation Authority (STA) Finance Services

Dear Consultant:

The STA is seeking qualifications for a Transit Consultant for Project Management Services and STA Finance Services. STA intends to develop a pre-qualified list.

Qualified organizations are invited to submit seven (7) copies of qualifications as described under proposal requirements in the RFQ. Qualifications are to be received **no later than Friday, December 2, 2011 at 3:00 p.m. to:**

Solano Transportation Authority
Attn: Liz Niedziela
Transit Program Manager/Analyst
One Harbor Center, Suite 130
Suisun City, CA 94585

If you are interested in receiving a copy of the RFQ, you can either call the STA at (707) 424-6075 to request a copy be mailed to you, or you can download the RFQ as a PDF file from the STA website, <http://www.sta.ca.gov/>.

Qualified individuals and/or firms are invited to submit qualifications for our consideration. Please deliver seven (7) copies of your qualifications to the STA office no later than 3:00 p.m. Friday, December 2, 2011. Note that this deadline is firm, and late submittals will not be accepted. If interviews are required, they will be held on Thursday, December 8, 2011.

The STA has adopted a Local Preference Policy which encourages the hiring of local firms; this Policy can be found at <http://www.sta.ca.gov/Content/10027/JobRFPs.html>. While there is no adopted goal for this project, firms are still encouraged to utilize the services of local firms in the preparation of a response to this RFQ.

We look forward to receiving qualifications from your firm. If you have any questions regarding this RFQ, please contact Liz Niedziela, Transit Program Manager/Analyst at eniedziela@sta-snci.com.

Sincerely,

Daryl K. Halls,
Executive Director



REQUEST FOR QUALIFICATIONS (Project 2011-06)

**Transit Consultant Pre-Qualified List
for
Project Management Services
and
STA Finance Services**

Release Date: November 4, 2011

QUALIFICATIONS DUE: 3:00 PM, Friday, December 2, 2011

Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585



REQUEST FOR QUALIFICATIONS (Project 2011-06)

**Transit Consultant Pre-Qualified List
for
Project Management Services
and
STA Finance Services**

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SECTION 1 — INTRODUCTION

The Solano Transportation Authority's (STA) Mission is to improve the quality of life in Solano County by delivering transportation projects to ensure mobility, travel safety and economic vitality.

The STA serves as the Congestion Management Agency (CMA) for Solano County and is responsible for coordinating countywide transportation plans, programs and projects under a Joint Powers Authority among the Cities and County of Solano. The agency also manages the rideshare programs for Napa and Solano Counties, and allocates various federal, state and regional transportation funds.

To facilitate efficient transit related plans and projects, STA is establishing a List of Qualified Consultants (the List). The STA intends to identify prospective qualified Consultants with relevant Transit Project Management experience to oversee transit related Planning, Projects and support STA Staff on Transit Finance and Technical projects. Those respondents found to be qualified will be placed on STA Transit's pre-qualified list. Although this List will not necessarily preclude a full public procurement process, the intention is that Consultants will be selected from this List for most projects. The selected consultants will be asked for a proposal related to the specific project. The List is expected to be in place for a period of approximately two years from the Submission Time of this RFQ. At that time, the List may be refreshed by requesting new submissions or updates to submissions received from qualified consultants already on the List.

STA is planning on moving forward with the below projects and will begin releasing Request for Proposals as early as October 2011. STA intends to select consultants from the List to provide Project Management Services and STA Staff Support for the following plans and projects:

Project Management Services for:

- Community Based Transportation Plan – East Fairfield
- Mobility Management Program
- I-80/I-680/I-780/State Route (SR) 12 Transit Corridor Study
- Solano County Coordinated Short Range Transit Plan (SRTP)

STA Finance Services

- Transit Finance and Technical Projects as needed

STA intends to select a consultant from the List to provide STA staff assistance on Transit Finance and Technical Projects as needed. Some of the projects could include the Intercity Funding Agreement Calculations and Reconciliations and Transit Sustainability Plan.

SECTION 2 — SERVICES TO BE PROVIDED

The STA intends to retain selected consultants from the List to provide Project Management Services required for oversight of Consultant selected for the development of Transit Plans and Studies in Solano County.

The selected Project Manager will work closely with STA and the contracted consultant team to develop the study or plan. The Project Manager will be responsible to insure the timely delivery of the phases of the projects that meet the identified tasks and scope and needs of the stakeholders. Due to the nature of these Plans and Studies, the Project Manager must have extensive experience in working with Consultant team in delivery complex, multi faceted transit projects.

The Project Manager will provide the following services:

DEVELOP ORGANIZATION AND PROCEDURES

- Develop Scope of Work for Request for Proposals as needed
- Provide vision, goals and objectives for the entire Project Team(s)
- Process and make recommendations for changes in scope, schedule and budget if required.

COMMUNICATION PLAN

- Prepare and distribute agendas, minutes and reports for various project meetings in conjunction with consultant team members
- Establish and operate a document/correspondence management and distribution system
- Manage the public relations plan for the projects
- Oversee the preparation of necessary exhibits
- Make presentations on behalf of the projects
- Make certain that meeting places are arranged and that necessary equipment is available
- Assist in public meetings
- Prepare quarterly progress reports for the STA Board
- Make as needed written reports and presentations to the SolanoExpress Intercity Consortium, STA Technical Advisory Committee (TAC), the STA Board, and other governmental agencies as needed.

BUDGET CONTROL

- Oversee the regular management of the projects to insure they are completed on time and within budget
- Recommend any changes to the project(s) to mitigate potential cost overruns
- Recommend approval of any scope changes that are beyond the approved budget and independent project contingency
- Prepare financial allocation reports and requests

SCHEDULE CONTROL

- Oversee the development, approval and monitor the independent project schedules
- Implement methods to keep the projects on schedule
- Report to the STA Transit Program Manager/Analyst on independent project progress
- Develop monthly reports on progress and percent complete

INTER-AGENCY COORDINATION

- Work agencies to assist the STA staff to obtain necessary approvals of these projects
- Carry out communication per the Communication Plan
- Assure information moves agency to agency
- Monitor agency activities

QUALITY ASSURANCE

- Review all reports, studies and communications produced by consultant(s)
- Ensure consistency between independent projects and technical reports that are incorporated into final reports and studies
- Hold the consultants directly responsible for the completion of the tasks for the project

CONTRACT ADMINISTRATION

- Provide overall coordination and management
- Monitor progress on the projects
- Review and recommend payment of invoices

RISK MANAGEMENT

- Identify potential risk issues
- Develop risk management plan(s) as required for the projects
- Minimize scope, cost and schedule changes
- Develop contingency plans for scope, cost and schedule changes if needed

SECTION 3 – PROJECT BACKGROUND

A. STA Finance Services

The selected consultant will serve multiple roles offering transit finance and technical assistance to the STA. The consultant is required to provide a high level of expertise and assist the STA in completing several transit projects. In the past year, support was provided for the Intercity Transit Funding Agreement's calculations and reconciliations. Additional support will include in terms of financial expertise is developing a Long Range Sustainability Plan for the Solano County Transit Operators. Anticipated specific projects are listed below.

B. Community-Based Transportation Plan – East Fairfield

The goal of the Metropolitan Transportation Commission (MTC)'s Community Based Transportation Plan (CBTP) Program is to advance the findings of the Lifeline Transportation Network Report in the 2001 Regional Transportation Plan (RTP). The Lifeline report identified transit needs in economically disadvantaged communities throughout San Francisco Bay Area,

and recommended initiation of community-based transportation planning as a first step to address them. Likewise, the Environmental Justice Report for the 2001 RTP also identified the need for the MTC to support local planning efforts in low-income communities throughout the region.

The CBTP Program is designed to be a collaborative process to ensure the participation of key stakeholders, such as community based organizations (CBOs) that provide services within low-income neighborhoods, local transit operators, and county Congestion Management Agencies (CMAs). Each planning process must involve a significant outreach component to engage the direct participation of residents in the community.

As a result of this planning process, potential transportation improvements specific to low-income communities would be identified and cost-estimates developed to implement these improvements. This information, including prioritization of improvements considered most critical to address, will be forwarded to applicable transit agencies, CMAs, and MTC for consideration in future investment proposals such as countywide expenditures plans and Short Range Transit Plans (SRTPs). Funding opportunities would be explored to support them, and an outline for an action plan to implement the solutions would be developed.

C. Mobility Management Program

Develop a Mobility Management Program for Solano County. Mobility Management is a system of managing transportation resources that aims to improve specialized transportation for seniors, people with lower incomes, and people with disabilities, using a wide range of services and options. A Mobility Management program would optimize all transportation resources in a community, particularly those other than traditional fixed route systems.

Mobility Management emphasizes:

- Movement of people instead of vehicles
- Customer needs and the discrete travel needs of *individual* consumers, the entire trip, not just that portion of the trip on one mode or another
- Improvements to the effectiveness, efficiency, and quality of the travel services being delivered
- Design and promotion of transit-oriented development, livable communities, and energy efficient sustainable communities
- Improvements in the information available about those services

Many of the strategies suggested by participants of the Solano Transportation Study for Seniors and People with Disabilities during outreach for this project included duties of a Solano County Mobility Manager. These include:

- Operations, such as ride-sharing, volunteer driver programs, and coordination of community-based transportation services
- Technology, such as a senior- and disabled-friendly web site with transportation information
- Information, including travel training, senior driver training, outreach to underserved

populations, information on private options such as taxis, personal assistants, private shuttles, etc.

- Land use, including efforts to encourage transit-supportive and transit-oriented development

The Project Manager may be assigned the task to write the scope of work for the RFP for this Program.

D. Solano County Coordinated Short Range Transit Plan (SRTP) and I-80/I-680/I-780/SR 12 Transit Corridor Study

This plan will include a dedicated subsection for each transit operator covering the requirements of the Short Range Transportation Plan. The transit operators that will be included in this plan are Solano County Transit (SolTrans), Fairfield and Suisun Transit (FAST), Vacaville City Coach, Dixon Redit-Ride and Rio Vista Delta Breeze.

This plan also includes County Level Coordination analyzing two specific transit issues/priorities areas in Solano County. The first specific area is to update the I-80/I-680/I-780/SR12 Transit Corridor Study. Updating the Transit Corridor Plans for I-80/I-680/I-780/SR 12 will provide guidance and coordination for future investments. Specifically, SolanoExpress bus and integration into the forthcoming county express lanes and Freeway Performance Initiative on I-80 and I-680. The Transit Corridor Study will not only address transit services, but also update the facilities and connections needed to support these services into the future.

The second specific area will be an enhanced coordinated analysis in addressing Mobility Needs for People with Disabilities in Solano County in a cost effective manner. Some of the areas of analysis will include the Intercity Taxi Scrip Program, non-profit partnerships, and a program that assist paratransit users that are able to transfer to fixed route. The specific analysis will be consistent with the recommendations contained in the Solano Transportation Study for Seniors and People with Disabilities which is currently in draft form and scheduled to be adopted by the STA Board in December after review by the Solano Seniors and People with Disabilities Transportation Advisory Committee.

SECTION 4 –DISADVANTAGED BUSINESS ENTERPRISE (DBE) / NON-DISCRIMINATION

Policy

It is the policy of the STA to ensure nondiscrimination on the basis of race, color, sex or national origin in the award and administration of DOT-assisted contracts. It is the intention of the STA to create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to the STA's construction, procurement and professional services activities.

Pursuant to 49 CFR Section 26.13, the STA is required to make the following assurance in every DOT-assisted contract and subcontract:

Request for Qualifications, Project No. 2011-06
Project Management Services

Solano Transportation Authority
November 4, 2011

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract, or in the administration of its DBE Program, or the requirements of 49 CFR, Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR, Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE Program, as required by 49 CFR, Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

The STA recommends that bidders/proposers review the STA's DBE Program, which is available on the STA website at <http://www.sta.ca.gov/Content/10027/JobRFPs.html>. This contract is not funded with federal funds and therefore the contract does not have required DBE goals.

Equal Employment Opportunity

The STA encourages prospective Consultants to actively recruit minorities and women for their respective workforces. The STA requests copies of any nondiscrimination or equal opportunity plans that the prospective Consultants have in place.

SECTION 5 - CONFIDENTIALITY SECTION

The master copy of each response to this RFP shall be retained for official files and will become a public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law (Government Code section 6250 et seq.). Each Responding Firm may clearly label part of a submittal as "CONFIDENTIAL" if the Responding Firm agrees to indemnify and defend the STA for honoring such a designation. The failure to so label any information that is released by the STA shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the STA, the STA will notify the Responding Firm of the request and delay access to the material until seven working days after notification to the Responding Firm. Within that time delay, it will be the duty of the Responding Firm to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

SECTION 6 — RFQ SUBMITTAL REQUIREMENTS

Please prepare your qualifications in accordance with the following requirements.

Qualifications: Shall not exceed a total of 10 single-sided, 8.5" x 11" pages.

Transmittal Letter: The proposal shall be transmitted with a cover letter describing the firm's interest and commitment to the proposed project(s). The letter shall state that the qualifications shall be valid for two year period and should include the name, title, address, telephone number, and e-mail address of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the firm to negotiate a contract with STA shall sign the cover letter.

Address the cover letter as follows:

Liz Niedziela, Transit Program Manager/Analyst
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, California 94585

Project(s) Understanding: This section shall clearly convey the consultant understands of the nature of the work, including coordination with and approvals from STA and other agencies.

Approach: This section shall provide the firm's proposed approach for providing the services.

Qualifications and Experience: The proposal shall provide the qualifications and experience of the consultant that will be available for these projects. Please emphasize the specific qualifications and experience from projects similar in complexity to this project. Replacement of the Project Manager will not be permitted.

Additional Relevant Information: Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of 2 single-sided pages).

References: Provide at least three references (names and current phone numbers) from recent work (previous three years) similar to these projects. Include a brief description of each project associated with the reference, and the role of the respective team member.

Submittal of Qualification: Seven (7) copies of your qualifications are due at the STA offices no later than the time and date specified in Section 6, below. Envelopes or packages containing the proposals should be clearly marked, "**Qualifications Enclosed.**"

Work Plan Hours: Provide a sample Work Plan for each of the sub-tasks listed in Section 3 above and indicate the number of anticipated hours by the Project Manager per project. The estimated level of hours for other staff, if anticipated, can be summarized in general categories.

Cost Proposal: A cost proposal for each of the sub-tasks in Section 3 should be submitted in a separate sealed envelope titled "**Consultant Cost Proposal.**" The cost submittal should indicate the number of anticipated hours by the Project Manager. The estimated level of hours for other staff, if anticipated, can be summarized in general categories.

SECTION 7— SELECTION PROCESS AND PROJECT SCHEDULE

The overall process will be to evaluate the technical components of all the qualifications with a potential interview completely independent from the cost component. The qualifications and potential interview will be evaluated and scored on a 100 point total basis using the following criteria:

1. Qualifications and specific experience of Project Manager.
2. Project understanding and approach, including an understanding of STA, Transit Operators in Solano County and MTC. Including reviews, approvals and coordination processes.
3. Experience with similar types of projects.
4. Satisfaction of previous clients.

STA may interview the prospective consultants after review of the qualifications. Should interviews be held, they would on Thursday, December 8, 2011. The proposed Project Manager shall attend the interview. The evaluation/interview panel may include representatives from STA and other agencies, but the specific composition of the panel will not be revealed prior to the interviews. Costs for travel expenses and proposal preparation shall be borne by the consultant(s).

Once the List has been determined, STA staff will start contract negotiations with a pre-qualified consultant. No consultant is guaranteed any work associated with this pre-qualification but will be contacted as projects arise. The STA reserves the right to award a contract to one consultant for all three sub-tasks or separate contracts for each of the subtasks depending on the skill and qualifications of the consultants.

| RFQ and Consultant Selection Schedule | |
|---|---|
| RFQ Issued | Friday, November 4, 2011 |
| Questions e-mailed to Liz Niedziela | Wednesday, November 18, 2011 |
| Answers to questions posted on STA website | Monday, November 21, 2011 |
| Proposals due to STA | Friday, December 2, 2011 3:00 pm |
| Notification of Consultants to be interviewed | Monday, December 5, 2011 |
| Consultant interviews | Thursday, December 8, 2011 |
| Consultants notified of selection | December 14 – December 31, 2011 |

If you have any questions regarding this RFQ, please contact:

Liz Niedziela
Transit Program Manager/Analyst
eniedziela@sta-snci.com
Phone (707) 424-6075