



REQUEST FOR QUALIFICATIONS (RFQ #2012-01)

For the
Solano Yolo BikeLinks Map Update

In
Solano County

Release Date: January 12, 2012

RESPONSES DUE:

3:00 PM, WEDNESDAY, JANUARY 26, 2012

Two (2) complete hard copies and one digital copy (CD or flash drive) of each response must be received before 3:00 p.m. PST on January 26, 2012

Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585-2473

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INTRODUCTION

The Solano Transportation Authority (STA) is a Joint Powers Authority comprised of members including the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo, and the County of Solano. The STA serves as the Congestion Management Agency for Solano County and is responsible for countywide transportation planning and programming of State and Federal funding for transportation projects within the county and through its Solano Transit Consortium, coordinates various fixed route and Solano Paratransit Services.

Bicycle and pedestrian transportation are integral components to the overall transportation system. For non-motor travelers, STA provides resources to support their transportation needs. The Solano Yolo BikeLinks Map is the premier tool developed to help bicyclists of all experience levels to navigate throughout Solano County and to and from Sacramento and Yolo Counties.

BACKGROUND

The Solano Yolo BikeLinks Map shows popular bicycle routes and connections between cities in and adjacent to Solano County. The routes also include connections to Sacramento and Yolo Counties. In partnership with the Yolo-Solano Air Quality Management District (YSAQMD), the STA proposes to develop an update to the map. Currently, the STA's Solano Yolo BikeLinks Map identifies routes based on classification and usability; however, the symbology does not topography, indications of route steepness, or links to transit centers.

The existing map is not in a format that can be easily manipulated for updates. STA is seeking a consultant to re-create the map using existing shapefiles into a format that can be easily updated by staff in the future.

FINAL PRODUCT

The final product will be a color map (33"H x 27"W or comparable size) of Solano County's bicycle routes based on the existing 2011 Solano Yolo BikeLinks Map and guidance from STA staff. The map shall be provided in an electronic format that can be edited by STA staff with all data sources used with references and key sheet. The data shall be created using ArcGIS. The graphic layout shall be created in CorelDraw X3 or other equivalent software approved by STA. The map must also be accessible in a separate web-optimized PDF format. Printing of the maps will be 5,000 full color printed and folded Solano Yolo BikeLinks Maps (33"H x 27"W or comparable size).

LOCAL PREFERENCE POLICY

The STA has adopted a Local Preference policy which encourages the hiring of local firms which can be found at <http://www.sta.ca.gov/Content/10027/JobRFPs.html>. The participation goal for local firms for this Project has been established at 9 percent (%). Additional points will be provided through the evaluation process for those firms who meet or exceed this goal. The STA has prepared a database of contact information for local firms for convenience purposes only and without guarantees as to the ability of such firms to provide the services. This database can be obtained by contacting STA at (707) 424-6075.

SCOPE OF SERVICE TASKS

The STA, in coordination with YSAQMD, intends to retain a qualified and committed professional planning firm to work closely with STA and YSAQMD to prepare the Solano Yolo BikeLinks Map Update via the following major tasks:

1. Budget and Schedule
2. Coordinate with STA and YSAQMD Staff
3. Meet with the Solano Bicycle Advisory Committee
4. Inventory of Shapefiles Needed to Construct Map
5. Use of ArcGIS and CorelDraw X3
6. Final Document: Updated Solano Yolo BikeLinks Map and Adoption

The following details each task with task deliverable information:

Task 1. Budget and Schedule

Develop detailed project budget and schedule.

- Task 1.1 Kick off meeting with STA and selected consultant to negotiate final task budget and determine final schedule with milestones to complete the map update.

Deliverable
1) Finalized budget and detailed project schedule

Task 2. Coordinate with STA and YSAQMD Staff

Coordinate with STA and YSAQMD to provide comments and recommendations for map update.

- Task 2.1 Contact YSAQMD staff by email or telephone; in-person meetings can be arranged as needed through guidance by STA staff. STA staff will provide contact information.

Deliverable
1) Meeting schedule and meeting results

Task 3. Inventory of Shapefiles Needed to Construct the Map

- Task 3.1 Develop an inventory of shapefiles needed to create the map; files will be provided by STA staff

- Task 3.2 Create a key to track shapefiles and metadata

Deliverable
1) List of shapefiles
2) Shapefile reference key with metadata

Task 4. Meet with the Bicycle Advisory Committee (BAC)

Present the Solano Yolo BikeLinks Map Update Draft to the BAC to take comments and answer questions.

Task 4.1 Attend one BAC meeting when map draft is completed

Deliverable
1) Map with BAC member notations

Task 5. Use of ArcGIS and CorelDraw X3

Task 5.1 Review Solano Yolo BikeLinks Map and applicable bike maps provided by STA

Task 5.2 Based on review of maps, map the bicycling routes throughout the project area using ArcGIS. Use of ArcGIS – Application of multiple GIS layers including (but not limited to) bike routes, chevrons, hillshades, local roads, major employment areas, and transit centers

Task 5.4 Use of CorelDraw X3 – Create a print-ready design template for the color map on a 33”H x 27”W or comparable size layout

Deliverable
Draft BikeLinks Map for review comprised of the following parts: <ul style="list-style-type: none">a) GIS map of routes and symbologyb) CorelDraw X3 print-ready design template with photos, safety information, and textc) Draft BikeLinks Map incorporating a) and b) in CorelDraw X3

Task 6. Final Document: Updated Solano Yolo BikeLinks Map and Adoption

Task 6.1 Complete a draft map based on information obtained in previous tasks

Task 6.2 Work with STA and YSAQMD staff to circulate draft to for final comments

Task 6.3 Complete final maps

Task 6.4 Provide Solano Transportation Authority with all relevant electronic files for future plan updates and duplication

Deliverable
1) Final Document and Electronic Files

Task 7. Final Product: 5,000 full color prints of Solano Yolo BikeLinks Map

- Task 7.1 Print 5,000 full color prints of the Solano Yolo BikeLinks Map
- Task 7.2 Fold the Solano Yolo BikeLinks Maps
- Task 7.3 Deliver the printed and folded maps to the Solano Transportation Authority

Deliverable
1) 5,000 folded full color prints of the Solano Yolo BikeLinks Map

Proposed Project Timeline

Task	Timeframe
Task 1. Budget and Schedule	Week of February 6 th , 2012
Task 2. Coordinate with YSAQMD staff	Week of February 6 th , 2012
Task 3. Inventory of Shapefiles Needed to Construct Map	Week of February 6 th , 2012
Task 4. Meet with Bicycle Advisory Committee	March 1 st , 2012
Task 5. Use of ArcGIS and CorelDraw X3	February 6 th – March 8 th , 2012
Task 6. Final Document: Updated Solano Yolo BikeLinks Map	March 15 th , 2012
Task 7. Final Product: 5,000 full color prints of Solano Yolo BikeLinks Map	Week of March 19 th – April 5 th , 2012

RFQ SUBMITTAL REQUIREMENTS

Please prepare your qualifications in accordance with the following requirements.

1. *Qualifications:* The qualifications (excluding resumes and the transmittal letter) shall not exceed a total of 10 single-sided, 8.5" x 11" pages. A **copy of the RFQ** and resumes shall be included in an appendix. Include sample mapping projects or similar examples of past projects.
2. *Transmittal Letter:* The qualifications shall be transmitted with a cover letter describing the firm's/team's interest and commitment to the proposed project. The letter shall state that the qualifications shall be valid for a 90-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the firm/team to negotiate a contract with STA shall sign the cover letter.

Address the cover letter as follows:

Sara Woo, Associate Planner
 Solano Transportation Authority
 One Harbor Center, Suite 130
 Suisun City, California 94585

3. *Project Understanding:* This section shall clearly convey that the consultant understands the nature of the work, and issues related to providing an electronic update to the Solano Yolo BikeLinks Map.
4. *Approach and Management Plan:* This section shall provide the firm's/team's proposed approach and management plan for providing the services. Include an organization chart showing the proposed relationships among consultant staff, STA staff and any other parties that may have a significant role in the delivery of this project.
5. *Qualifications and Experience:* The qualifications submittal shall provide the qualifications and experience of the consultant team that will be available for the Solano Yolo BikeLinks Map Update. It is expected that team members would include planning expertise in transportation facilities mapping. Please emphasize the specific qualifications and experience from projects similar to this project for the Key Team Members. Key Team Members are expected to be committed for the duration of the project. Replacement of Key Team Members will not be permitted without prior consultation with and approval of the STA.
6. *Staffing Plan:* The qualifications shall provide a staffing plan (by quarter) and an estimate of the **total hours** (detailed by position) required for preparation of the concept plan. Discuss the workload, both current and anticipated, for all Key Team Members, and their capacity to perform the requested services for the Solano Yolo BikeLinks Map according to your proposed schedule. Discuss the firm/team's approach for completing the requested services for this project within budget.
7. *Work Plan and Schedule:* This section shall include a description and schedule of how each task deliverable of the project will be completed. The Work Plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and include durations for the performance of each task, milestones, submittal dates and review periods for each submittal. Discuss the firm/team's approach for completing the requested services for this project on schedule. **The project is expected to commence no later than February 6th, 2012, all mapping elements, draft documents completed by March 8th, 2012 and final map submitted by March 15th, 2012.**
8. *Cost Control:* Provide information on how the firm/team will control project costs to ensure all work is completed within the negotiated budget for the project. Include the name and title of the individual responsible for cost control.
9. *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).
10. *References:* For each Key Team Member, provide at least three references (names and current phone numbers) from recent work (previous three years). Include a brief description of each project associated with the reference, and the role of the respective team member.
11. *Submittal of Qualifications:* Two (2) hard copies and one digital copy (CD or flash drive) of your qualifications are due at the STA office **no later than 3:00 p.m., January 26, 2012**. Envelopes or packages containing the qualifications should be clearly marked, "**Solano Yolo BikeLinks Map Update.**"

12. *Cost Proposal:* A cost proposal should be submitted in a **separate sealed envelope titled “Solano Yolo BikeLinks Map Update.”** The cost submittal should indicate the number of anticipated hours by the Project Manager and Key Team Members. The estimated level of hours for other staff can be summarized in general categories. The maximum consulting services budget has been set at \$17,000 for this project. No change orders that require cost increases will be allowed. The project is funded by Transportation Fund for Clean Air (TFCA) Program and Yolo-Solano Air Quality Management District (YSAQMD) funds.

SELECTION OF CONSULTANT & CRITERIA

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

1. Qualifications and specific experience of Key Team Members.
2. Project understanding and approach, including an understanding of ArcGIS mapping techniques, symbology, and aesthetic map presentation.
3. Experience with similar types of projects.
4. Satisfaction of previous clients.
5. Schedule and capacity to provide qualified personnel.

If needed, two or more of the firms/teams may be invited to an interview on or about **January 30, 2012**. The Project Manager and Key Team Members should 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 qualifications preparation shall be borne by the consultants.

STA staff will provide the appropriate notice and schedule for the interviews. STA staff will select the most qualified consultant or consultant team based primarily on experience, ability to contain costs and conducting very similar projects. Recent experience in Solano County is desirable.

Once the top firm/team has been selected, STA staff will negotiate a services contract with the selected firm/team.

Note: The master copy of each response to this RFQ shall be retained for official files and will become a public record after the award of a contract unless the qualifications or specific parts of the qualifications 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.

SELECTION SCHEDULE

January 26, 2012	Qualifications are due no later than 3:00 PM at the offices of the Solano Transportation Authority, One Harbor Center, Suite 130, Suisun City, CA 94585. <i>Late submittals will not be accepted.</i>
January 30, 2012	Tentative panel interview date. STA selects recommended firm.
<u>February 6, 2012</u>	Project commences
March 15, 2012	Final Solano Yolo BikeLinks Map completed
April 5, 2012	5,000 folded full color prints for Solano Yolo BikeLinks Map delivered

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

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