



**REQUEST FOR PROPOSALS
(RFQ #2012-10)**

For the
Public-Private Partnership Feasibility Study
In
Solano County

Release Date: June 8, 2012

RESPONSES DUE:
3:00 PM, Friday, July 13, 2012

Five (5) complete hard copies and one digital copy (CD or flash drive) of each response must be received before 3:00 p.m. PST on Friday, July 13, 2012

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

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DISCLOSURE: 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.

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, project delivery, and programming of State and Federal funding for transportation projects within the county and through its SolanoExpress Transit Consortium, coordinates and funds various intercity fixed route and mobility services.

BACKGROUND

As STA and Solano County's transit operators begin work on the first Solano Coordinated Short Range Transportation Plan (SRTP), the plan's tasks include prioritizing transit corridor needs and strategies, such as intercity transit services as well as capital needs. Prior studies have identified many potential Park and Ride Lots as well as envisioned various Transit Centers of Regional Significance along I-80, such as additional phases of the Fairfield Transportation Center, the Vacaville Transportation Center, and the Transit Center at Curtola/Lemon in Vallejo. While Regional Measure 2 funds have advanced the first phases of these centers, such as the construction of phase 1 of the Vacaville Transportation Center, subsequent phases remain unfunded. Additional operations and maintenance funds are needed to maintain quality service and provide security at these facilities.

Purpose:

The STA Public-Private Partnership Feasibility Study will evaluate the potential for P3 agreements to accelerate the delivery, operations, and maintenance of capital projects and facilities, as various needs are identified in any of the following plans and studies:

- Solano Coordinated Short Range Transportation Plan (SRTP, in progress),
- I-80/I-680/I-780/SR 12 Transit Corridor Study (update in progress),
- STA Safe Routes to Transit Plan, and
- STA's Alternative Fuels Study (in progress).

FINAL PRODUCT

The final product will be a STA Public-Private Partnership (P3) Feasibility Study that will evaluate the potential for P3 agreements and innovative mixed-use/shared-use designs to accelerate the delivery of transit centers, train stations, and fund the operations & maintenance of existing and future facilities. \$150,000 is budgeted to complete this project.

LOCAL PREFERENCE POLICY

The STA has adopted a Local Preference Policy which encourages the hiring of local firms. 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 RFP. 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 and the Local Preference Policy can be viewed at <http://www.sta.ca.gov>.

POTENTIAL DELIVERABLES AND APPROACH

Potential Deliverables:

The following list of potential deliverables is based on preliminary review of other P3 suitability and feasibility studies, draft Caltrans P3 guidelines, and P3 Steering Committee member requests. Proposing firms are encouraged to modify this list of potential deliverables within their proposal. If firms choose not to include elements of any potential deliverable listed below, firms are required to discuss this decision briefly in the proposed approach and deliverables section.

1. Introduction: Public-Private Partnerships & Transit Projects
 - 1.1. Overview of various P3 models compared to traditional models
 - 1.1.1. Legislative Authority
 - 1.1.2. Design-bid-build, Design-build-finance, Design-Build-Finance-Operate-Maintain
 - 1.2. Examples of Transit P3s
 - 1.2.1. Bay Area, California, and National P3s
 - 1.2.2. Lessons Learned from Past P3s
 - 1.3. Feasibility Analysis Methodology and Criteria
2. Suitability: Existing Transit Centers, Future Phases, and Additional Potential
 - 2.1. Current I-80 Transit Centers and Development Progress
 - 2.1.1. Dixon
 - 2.1.1.1. Dixon Multimodal Transportation Center
 - 2.1.2. Fairfield
 - 2.1.2.1. Fairfield Transportation Center
 - 2.1.2.2. Fairfield/Vacaville Train Station
 - 2.1.3. Suisun City
 - 2.1.3.1. Fairfield/Suisun Train Station
 - 2.1.4. Vacaville
 - 2.1.4.1. Vacaville Transportation Center
 - 2.1.5. Vallejo
 - 2.1.5.1. Curtola Parkway & Lemon Street Transit Center
 - 2.2. Project costs and operating & maintenance (O&M) costs from STA Plans & Studies
 - 2.2.1. Solano Coordinated Short Range Transportation Plan (SRTP),
 - 2.2.2. I-80/I-680/I-780/SR 12 Transit Corridor Study,
 - 2.2.3. STA Safe Routes to Transit Plan, and
 - 2.2.4. STA's Alternative Fuels Study
 - 2.3. Increasing Suitability with additional potential uses and designs
 - 2.3.1. Shared-use, mixed-use
 - 2.3.2. Nearby land uses and multimodal connections
 - 2.3.3. Automated Parking Fee Collection
 - 2.3.4. Automated security
 - 2.3.5. Solar Panels

- 2.3.6. Advertising
- 2.3.7. Alternative Fueling
- 3. Relationships: Potential P3 Partners
 - 3.1. Issue Request for Interest (RFI) based on planned projects and additional potential uses & designs
 - 3.1.1. Finance/Investment Partners (e.g., Meridiam, National Standard)
 - 3.1.2. Land Developers (local, regional, non-profit)
 - 3.1.3. Small Business/Franchise Owners
 - 3.1.4. Transit Service Providers
 - 3.1.5. Parking Enforcement Service Providers
 - 3.1.6. Alternative Fuels Providers
- 4. Revenue: Available P3 grants and financing
 - 4.1. Revenue Generation
 - 4.1.1. Parking Fees
 - 4.1.2. Tenant Leases
 - 4.1.3. Solar Panels
 - 4.1.4. Advertising
 - 4.1.5. Alternative Fueling
 - 4.2. Federal TIFIA & PABs
 - 4.3. Milestone or Availability Payments
 - 4.4. Concessions
- 5. Risk: Allocation of Risk between Public and Private Partners
 - 5.1. P3 Models Transfer Risk, by Project
 - 5.1.1. Design-Bid-Build
 - 5.1.2. Design-Build-Finance
 - 5.1.3. Design-Build-Finance-Operate-Maintain
- 6. Feasibility: P3 Transit Center Projects in Solano County
 - 6.1. Analysis Methodology
 - 6.1.1. Project Selection Attributes
 - 6.1.2. Screening and Selection Process
 - 6.1.3. Project Suitability
 - 6.2. Feasibility Analysis meetings with each project area and potential partners
 - 6.3. Risk Analysis & Cost Assumptions
 - 6.4. Qualitative & Quantitative Analysis of P3 delivery and O&M models
 - 6.5. Recommended P3 projects in Solano
 - 6.6. Comparison of delivery alternatives to P3 delivery recommendations
- 7. Implementation: P3 Delivery Models for Feasible Projects
 - 7.1. P3 agreements and management structures
 - 7.1.1. Dedicated P3 authority and staff
 - 7.1.2. Consistent & Clear P3 Policies (addressing unsolicited proposals)
 - 7.2. Procurement/advertisement process for recommended P3s (industry review meetings, RFQ, pre-proposal, RFP)
 - 7.3. Draft & Final P3 Feasibility Study

Potential Approach

Selected consultants will work closely with STA staff and the STA's Public-Private Partnership Steering Committee (P3S), composed of transit operators, public works staff, planners, and finance staff, who help build, operate, and maintain transit centers along I-80 & train stations to produce a Public-Private Partnership Feasibility Study. Steering committee members may be expanded to include potential P3 partners and are estimated to meet about four times over the course of a year to complete the study.

Potential Steering Committee Meetings and Agenda Items

- 1) Introduction to P3s and Examples,
 - a. potential deliverables under item 1
- 2) Individual suitability meetings with agency staff and potential partners,
 - a. potential deliverables under items 2.3, 3.1, and 6.2
- 3) Review Feasibility Analysis,
 - a. potential deliverables under items 6.2 to 6.5
- 4) Review Implementation Steps and Final study document.
 - a. potential deliverables under item 7

Potential Project Timeline

The timeline below is based on the potential deliverables and approach described in earlier sections. The proposal may deviate from this potential project timeline with the exception of beginning the project and completing a revised scope of work.

Task	Timeframe
1. Begin project	08-03-2012
2. Revise Project Budget and Scope of Work	08-06-2012 to 08-10-2012 (1 week)
3. Complete deliverables	08-13-2012 to 04-30-2013 (9 months)
4. Present draft and final feasibility study to STA Advisory Committees and STA Board	05-01-2013 to 06-30-2013 (2 months)

RFP SUBMITTAL REQUIREMENTS

Please prepare your proposal in accordance with the following requirements.

1. *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 proposal 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:
Sam Shelton, Project Manager
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, California 94585

2. *Proposal Format:* The proposal (excluding resumes and the transmittal letter) shall not exceed a total of 10 single-sided, 8.5" x 11" pages. A **copy of the RFP** and resumes shall be included in an appendix. Include examples of past projects.
3. *Submittal of Proposal:* Five (5) 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., Friday, July 13, 2012**. Envelopes or packages containing the qualifications should be clearly marked, "**Public-Private Partnership Feasibility Study.**"
4. *Proposal Sections:* The Proposal shall include the following sections:
 - a. *Project Understanding:* This section shall clearly convey how the consultant understands the nature of the work.
 - b. *Approach and Proposed Deliverables:* This section shall provide the firm's/team's proposed approach and detailed descriptions of proposed deliverables leading to the final deliverable of a STA Public-Private Partnership Feasibility Study. 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. This section should discuss the respondent's view on the challenges that may arise from developing each deliverable and their approach and capacity to solve such problems. This section is expected to be the focus of the proposal's content.
 - c. *Qualifications, Experience, and References:* This section shall provide a description of the relevant qualifications and experience of the consultant team that will be available for the project. It is expected that team members would include transportation project planning & delivery expertise, P3 finance expertise, and collaborative discussion experience. 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.

For each Key Team Member, provide at least three references (names and current phone numbers) from recent relevant work (previous three years). Include a brief description of each project associated with the reference, and the role of the respective team member. Detailed résumés or CVs for all Team Members may be included as part of an appendix document that does not count towards the proposal maximum of 10

pages.

- d. *Work Plan, Schedule, and Budget (with staffing detail)*: This section shall include a single table describing how each deliverable of the project will be completed, on time, and on budget. The Work Plan should be in sufficient detail to demonstrate a clear understanding of the project and the expected number of hours key team members may potentially spend developing each deliverable. The schedule should show the expected sequence of tasks and include durations of each task, milestones, submittal dates and review periods for each submittal. As noted earlier as part of the proposed project timeline, **the project is expected to commence no later than July 25th, 2012, with the presentation of draft and final feasibility study documents to STA Advisory Committees and the STA Board by June 30, 2013.** \$150,000 is budgeted to complete this project.
- e. *Cost Control*: Provide information on how the firm/team will control project costs to ensure all work is completed within the budget for the project. Include the name and title of the individual responsible for cost control.

SELECTION OF CONSULTANT & CRITERIA

The overall process will be to evaluate the following components of the proposal completely and independently from the proposed budgeted cost. 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 P3 feasibility analysis, financing, and transportation project planning and delivery.
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 between July 25, 26, or 27.

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.

SELECTION SCHEDULE

June 8, 2012	RFP Issued by STA
June 22, 2012	RFP questions due to STA staff. Submit all questions by email to Sam Shelton at sshelton@sta-snci.com .
June 27, 2012	RFP question responses posted online at www.sta.ca.gov .
July 13, 2012	Proposals 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>
July 25, 26, or 27, 2012	Tentative panel interview date range. STA selects recommended firm.
August 3, 2012	Project commences
Between May 1, 2013 and June 30, 2013	Present final feasibility study to STA Advisory Committees and STA Board

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

Sam Shelton
Project Manager
Phone (707) 399-3211
Fax (707) 424-6074
sshelton@sta-snci.com