



## Request for Qualifications (RFQ) for Transit Technical Services

### PROJECT SUMMARY SHEET

**Project Name:** Transit Technical Services

**Solicitation Issuance Date:** December 3, 2013

**Project Description:** Provide various transit technical services to MTD as described in the enclosed scope of work on an as needed basis.

**Project Location(s):** MTD Olive Terminal, 550 Olive Street, Santa Barbara, CA 93101; MTD Transit Center, 1020 Chapala Street, Santa Barbara, CA 93101; other MTD facilities located in the Santa Barbara area.

**Pre-Submittal Meeting Date/Time:** Tuesday, December 10, 2013, at 2:00 PM (**Mandatory**)

**Pre-Submittal Meeting Location:** MTD, 550 Olive Street, Santa Barbara, CA 93101

**Requests/Clarifications Deadline:** Friday, December 13, 2013, at 5:00 PM

**Submittal Due Date/Time:** Thursday, January 9, 2014, at 2:00 PM

**Submittal Due Location:** MTD Administrative Offices, 550 Olive Street, Santa Barbara, CA 93101 Reception Desk on 2<sup>nd</sup> Floor

**Submittal Contents:** Statement of Qualifications (including SF330); and Bidder Information, References & Suppliers, Lobbying Certification, and Acknowledgement of Addenda forms. Submittals without these completed items, signed and dated where specified, may be considered non-responsive & may be rejected.

**Contract Award Date:** Tuesday, January 21, 2014 (projected)

**Solicitation Contact:** Jerry Estrada, Assistant GM/Controller, (805) 832-3024, [jestrada@sbmtd.gov](mailto:jestrada@sbmtd.gov)

**Type of Solicitation:** Negotiated procurement based on evaluation of qualifications to perform the scope of work and negotiation of fair and reasonable pricing.

**Type of Contract:** Indefinite Delivery-Indefinite Quantity with Fixed Price Delivery Orders

**Estimated Contract Amount:** \$120,000

**Contract Period:** Three (3) years projected to begin in February, 2014

**Licenses Required:** Current licenses as required by the State of California for each person performing under a contract based on this RFQ.

**Other Requirements:** Contractor office must be located within 150 road miles of MTD.

Check MTD website at <http://www.sbmtd.gov/business-and-employment/active.html> for updates.

**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
**Request for Qualifications for Transit Technical Services**  
***SOLICITATION INSTRUCTIONS***

**1. PRE-SUBMITTAL ACTIVITIES**

**1.1 RFQ CONTENTS & CONTRACT DOCUMENTS**

The Santa Barbara Metropolitan Transit District (MTD) is issuing this *Request for Qualifications (RFQ) for Transit Technical Services* to engage the services of a qualified firm on an as-needed basis for a three-year period beginning in February, 2014. These *Solicitation Instructions* provide direction on preparing submittals and describe the evaluation, review and contract award process. Attached are required forms and certifications to be completed and included as part of the submittal. The attached [\*Scope of Work\*](#) specifies the type of services and projects that MTD anticipates during the contract term. Additional terms and conditions are included in the [\*MTD Master Agreement\*](#) and [\*Federal Transit Administration Contract Provisions\*](#) (all solicitation documents are included herein and available on MTD's website at <http://www.sbmtd.gov/business-and-employment/active.html>).

**1.2 PRE-SUBMITTAL MEETING (NON-MANDATORY)**

There is a non-mandatory pre-submittal meeting to review the RFQ process and tour MTD facilities. The meeting will be at 2:00 pm on Tuesday, December 10, 2013 and will start in the downstairs auditorium at MTD's Administrative Offices located at 550 Olive Street, Santa Barbara.

**1.3 COMMUNICATIONS, REQUESTS & CLARIFICATIONS**

MTD will consider requests for clarifications or changes to the RFQ until Friday, December 13, 2013, at 5:00 PM. To be considered, such communications must be via e-mail to Jerry Estrada at [jestrada@sbmtd.gov](mailto:jestrada@sbmtd.gov). Change requests must be provided with sufficient information supporting the request to allow MTD to make a fair and reasonable determination.

**1.4 RFQ MODIFICATIONS & ADDENDA**

MTD reserves the right to amend this RFQ through written addenda. No other form of communication with any officer, employee or agent of MTD shall be binding upon MTD. Addenda will be posted to MTD's website and concurrently sent via e-mail to all parties known to have received the RFQ. However, MTD's e-mailing of addenda does not relieve the submitter of its responsibility to ensure that it has obtained any issued addenda by checking the MTD website.

**1.5 RFQ & CONTRACT TERMINOLOGY**

In this solicitation and the resultant contract, MTD may interchangeably use the terms "bid," "offer," "proposal" or "submittal" to mean your response to this solicitation. Also, MTD may interchangeably use the terms "bidder," "offeror," "submitter" or "proposer" meaning you as the responder to this solicitation. In addition, the terms "successful bidder," "successful offeror," "successful proposer," "successful submitter," "supplier," "vendor," "consultant," "architect" and "contractor" have the same meaning as the party to which a contract is awarded.

**1.6 GEOGRAPHIC DISTANCE FROM MTD**

To be considered for proposal evaluation, the offeror must have an office with client access within 150 miles of MTD's Administrative Office located at 550 Olive Street, Santa Barbara, CA 93101. Such distance shall be determined using the **driving** distance calculated by the *Google Maps* public webpage using the specific address of the offeror's closest office.

## 2. SUBMITTAL PREPARATION & SUBMISSION

### 2.1 MTD FORMS

Bidder Information—Submittal shall include the fully completed [Bidder Information form](#) included in this RFQ.

References & Suppliers—Submittal shall include the [References & Suppliers form](#) included in this solicitation. Note that only the credit references, including the offeror's bank, are required for this solicitation. **Please be certain to list contact names and phone numbers that are accurate and current.**

Lobbying Certification—Submittal shall include the signed and dated [Lobbying Certification form](#) included in this RFQ.

Acknowledgement of Addenda—If there are any RFQ addenda, bidder shall acknowledge receipt of such in their submittal by including the [Acknowledgement of Addenda form](#) in this RFQ. Failure of a bidder to receive or acknowledge any addenda shall not relieve it of any requirements or information included in such addenda.

### 2.2 BIDDER-PREPARED DOCUMENTS

Statement of Qualifications—A submittal indicating the qualifications of the offeror to perform the attached Scope of Work is required. It shall include the information and be formatted as follows:

- Cover Letter. Letter shall be signed by an officer authorized to bind the offeror contractually and shall address the below matters (**Review of contract documents by legal counsel is advised**).
  - Offeror's interest and willingness to enter into a contract with MTD to perform as-needed Transit Technical services as described in the attached [Scope of Work](#); and certify to the effect that the offeror would exert its "best efforts" in fulfilling its responsibilities therein.
  - Offeror's willingness to accept the contract terms and conditions included in the [MTD Master Agreement](#), the [Federal Transit Administration Contract Provisions](#), and the [Scope of Work](#). If there are any contract terms that the offeror will not accept or proposes modifications to, the specifics of such should also be addressed in the cover letter or an attachment thereto. MTD is limited in its ability to alter the terms and will assess whether it would be able to contract with the offeror under the offeror's proposed contract revisions.
  - Offeror's ability and willingness to obtain insurance meeting the requirements indicated in [Exhibit A to the Master Agreement](#).
  - Description of the Firm
  - Prior Experience with Similar Projects
  - Key Project Personnel Résumés
  - Description of Key Partners, Subs & Suppliers

### 2.3 SUBMITTAL LOCATION & DEADLINE

One original and three complete copies of all required submittal documents shall be submitted in a non-transparent, sealed envelope plainly marked on the exterior with the name of the bidder and the following: "Transit Technical Services Submittal." Submittals must be delivered to: Santa Barbara Metropolitan Transit District, 2<sup>nd</sup> Floor Reception Desk, 550 Olive Street, Santa Barbara, CA 93101. If using a delivery service, submittals must be enclosed in the specified envelope packaging within the delivery service packaging. Fax or e-mail submittals will not be considered. **Submittals will be**

**accepted by MTD until Thursday, January 9, 2014 at 2:00 PM (local time).** Unless due to the fault of MTD, submittals received after such time cannot be considered and will be returned to the submitter unopened. There will be no public opening of submittals at the deadline or otherwise.

#### **2.4 WITHDRAWAL OF SUBMITTALS**

A bidder may withdraw a submittal any time prior to the submittal deadline by submitting a written request executed by the bidder's authorized representative. Any such withdrawal does not prejudice the right to resubmit a submittal by the submittal deadline.

#### **2.5 SUBMITTAL STIPULATIONS**

Submittals submitted as a result of this solicitation become the property of MTD. MTD will not pay any cost incurred by a bidder resulting from preparation or delivery of its submittal. MTD reserves the sole right to review, accept, or reject submittals; or to cancel this solicitation in whole or in part if it is in MTD's best interest to do so.

### **3. EVALUATION & PRICE PROPOSAL**

#### **3.1 QUALIFICATIONS EVALUATION**

MTD will evaluate submitted Statements of Qualifications to determine the most qualified offeror using the following criteria which are listed in relative order of importance:

- Demonstrated successful experience performing projects similar to those in the Scope of Work.
- Experience and technical expertise of personnel proposed to work on anticipated MTD projects.
- Familiarity with federal and State of California funded projects and associated requirements.

As part of the evaluation process, MTD will call references and may conduct interviews with proposer(s) it determines as likely to be the most qualified. Such interviews are for information gathering and clarification only and will not involve price discussions or negotiations. MTD may conduct interviews in person or by phone. Any proposer requested to be interviewed shall make its best effort to be available within three (3) non-holiday weekdays of such request.

#### **3.2 BIDDER RESPONSIBILITY**

When MTD determines the most highly qualified offeror, MTD will assess its responsibility, which in this solicitation is defined as satisfactory performance in previous contracts and having the financial capacity to undertake the project. MTD will use the reference information provided in the submittal and other information, as needed, for this determination. If the most highly qualified firm is found not responsible, it will no longer be considered and the responsibility of the offeror determined as the next most qualified will be assessed. This process will continue until the firm with the most highly qualified submittal that is also responsible has been determined.

#### **3.3 PRICE PROPOSAL**

The most highly qualified responsible offeror will be requested to provide MTD with a price proposal which shall identify billable labor, service, and material classifications and unit rates during the contract period for both the offeror and the subcontractors identified. The price proposal will be subject to review by MTD to determine if it is fair and reasonable. The offeror may be requested to provide additional information to support the proposed unit pricing (applicable information would be kept confidential to the extent allowable by law). MTD may request revised price proposals or negotiate with the offeror if deemed necessary to obtain fair and reasonable pricing. If the offeror's best and final price proposal is determined by MTD to not be fair and reasonable, MTD will reject the offeror's price proposal and discontinue discussions. In such case, MTD will request the next most highly qualified, responsible

offeror to submit a price proposal to determine its price reasonableness. This process will be repeated until a qualified, responsible offeror with a fair and reasonable price proposal is determined.

### **3.4 PRE-AWARD DELIVERABLES**

Upon determination of the most qualified, responsible offeror with a fair and reasonable price proposal and prior to consideration of contract award, MTD will request the following from the offeror:

Professional Licenses—Photocopies of currently valid professional licenses required by the State of California for individuals, including subcontractors, identified in the Statement of Qualifications or otherwise as potentially performing work under a contract resulting from this RFQ.

Insurance Certificate—A certificate of insurance showing the coverage types and dollar limits stipulated in [Exhibit A to the Master Agreement](#), which must name MTD as an additionally insured for applicable liability policies.

### **4. CONTRACT AWARD**

Upon determination of the most qualified, responsible offeror with a fair and reasonable price proposal satisfactorily providing the items required in Section 3.4 above, staff will prepare a recommendation for contract award to be considered by either the MTD General Manager or the MTD Board of Directors.

If the award recommendation is approved, it is the intent of MTD to execute the contract documents as soon as practical after such award. The contract will be composed of the [MTD Master Agreement](#), the [Federal Transit Administration Contract Provisions](#), the [Scope of Work](#) and relevant portions of the Contractor's submittals and price proposal.

### **5. PROTEST PROCEDURES**

MTD has established procurement protest procedures to ensure uniform, timely, and fair consideration of complaints received by MTD concerning its procurement activities. Such procedures are available on MTD's website at: <http://www.sbmtd.gov/business-and-employment/purchasing.html>



**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**

**Request for Qualifications for Transit Technical Services**

***REFERENCES & SUPPLIERS***

Business Name of Bidder: \_\_\_\_\_

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***Credit References***

Include your primary bank and two firms that you **currently** purchase materials or services from on credit:

Bank Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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***Work References***

Include three recent clients for which you provided **similar services** to the project:

Client Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Client Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Client Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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***Suppliers***

Provide the following information for any **significant** suppliers to be used in the project:

Firm: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Firm: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Firm: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Firm: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**

**Request for Qualifications for Transit Technical Services**

***LOBBYING CERTIFICATION***

The undersigned Contractor certifies that to the best of his or her knowledge and belief:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

\_\_\_\_\_  
Authorized Official Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Authorized Official Name

\_\_\_\_\_  
Authorized Official Title

\_\_\_\_\_  
Business Name of Bidder

**(Signer must match authorized official shown on Bidder Information Form)**

**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
**Request for Qualifications for Transit Technical Services**  
**ACKNOWLEDGEMENT OF ADDENDA**

The undersigned acknowledges the Bidder's receipt of the following addenda to this RFQ and has incorporated information or changes in said addenda within its submittal (if no addenda were received, write "None" in the first blank):

Addendum No.	_____	dated	_____
Addendum No.	_____	dated	_____
Addendum No.	_____	dated	_____
Addendum No.	_____	dated	_____

Note: It is the Bidder's responsibility to ensure it receives all addenda which are posted on the MTD website at <http://www.sbmt.d.gov/business-and-employment/active.html>.

\_\_\_\_\_  
Authorized Official Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Authorized Official Name

\_\_\_\_\_  
Authorized Official Title

\_\_\_\_\_  
Business Name of Bidder

(Signer must match authorized official shown on Bidder Information form)

**Santa Barbara Metropolitan Transit District**  
**Transit Technical Services**  
**Scope of Work**

- I. Background Overview—The Santa Barbara Metropolitan Transit District (“MTD”) is a California special district providing public transportation to the South Coast of Santa Barbara County. MTD bus service is key to enabling thousands of people to get to and from work, school, medical facilities, etc. on a daily basis. As a public service provider, it is imperative that MTD facilities and systems be maintained and upgraded as necessary in order that those services may be provided in an effective and efficient manner.
  
- II. General Description—The Contractor shall provide consultation, research, project management, and project implementation services to MTD on an as-needed, project by project basis. MTD currently has plans to proceed with the following projects for which services may be required: Automated Vehicle Location System, Smartcard Fare Collection System, and Photovoltaic System. Professional services may also be required in connection with other MTD projects or programs such as its Battery-Electric Vehicle Program.
  
- III. Transit Technical Service Requirements—Contractor shall provide research, assessment, project management and consultation services as needed for the following projects:
  - A. Automated Vehicle Location System—MTD is currently conducting a solicitation for the acquisition and installation of an Automated Vehicle Location (AVL) system. The Transit Technical Service contractor will likely be assigned the role of project implementation manager and be MTD’s liaison with firm hired to provide the AVL system. The AVL system will result in a turnkey system that shall provide the following five primary ITS enhancements:
    - Automatic Vehicle Location
    - Time of Arrival Information
    - Route & Schedule Adherence
    - Onboard Video Surveillance
    - Yard Wireless Network
  
  - B. Smartcard Fare Collection—MTD is interested in working with local entities such as the University of California Santa Barbara (UCSB) and Santa Barbara Community College (SBCC) to implement bus pass technology that will be inter-operable with MTD’s GFI Odyssey Fare Revenue Collection system and student identification products administered by UCSB and SBCC.
  
  - C. Photovoltaic System—MTD desires to implement a photovoltaic system at Olive Terminal to generate electricity for either onsite usage or sale to a public utility. Such a system would make use of it’s large flat roof areas for solar panels. The most likely roof areas include the bus canopy adjacent to the shop and the bus charging canopy structure in the southeast corner of the facility.
  
  - D. Battery-Electric Vehicle Program— MTD’s Battery-Electric Vehicle program was introduced in the late 1980’s with the introduction of two 22’ lead-acid battery-electric shuttles. The program has expanded to a current size of 19 shuttles powered by a mix of battery types including lead-acid, NiCad and Lithium ION. The Transit Technical Consultant will be required to provide the following services:
    - Research & Assessment (Transit & Battery Industry)
    - Procurement (Buses, Batteries, Chargers)

- Reporting (Board & Technical reports)
- Program Evaluation
- Grant Applications

E. Work with MTD, the City of Santa Barbara, the County of Santa Barbara, the public, or other parties as necessary during applicable stages of the project(s).

IV. MTD Responsibilities—MTD shall be responsible for the following tasks:

- A. Provide access to available and applicable MTD documentation as needed.
- B. Pay or provide reimbursement for the cost of planning and permit fees associated with a project.

V. Procedure to Order Services—When project services are needed, MTD will issue to the Contractor a Request for Quotation (RFQ) which will include a description of the preliminary project scope of work. Such requests will typically be for a fixed price quote, although other contract types may be requested. In response, the Contractor shall provide MTD with a quote for the project work that includes a price breakdown of: professional services by labor category and hours; materials (e.g., plans) or other services by type and quantity; and a description and price for any other components of the quote. Other than the labor or material unit prices fixed by the Transit Technical Services contract, components of the quote are subject to review by MTD. Additional information may be requested to assist MTD in evaluating that the quote is fair and reasonable.

VI. Changes—Any changes to the Transit Technical Services contract and orders issued thereunder shall be supported by a change order. Change orders will include detailed costs and the rationale for the change and must be approved in advance by MTD prior to the Contractor proceeding with the change.

VII. Complete Projects—This Scope of Work does not include a complete description of all services or processes that may be required to carry out each ordered project or task. This Scope of Work is provided only for matters considered key to the project. Except as described herein, Contractor shall provide all Transit Technical services necessary to properly complete each ordered project.