



## **Request for Quotations:**

# **Consulting Services to Develop and Facilitate Workshop on Open-Source GIS Tools for Transit Planning**

Issue Date: August 30, 2021

Deadline for Submissions: September 30, 2021

## **Consulting Services to Develop and Facilitate Workshop on Open-Source GIS Tools for Transit Planning Request for Quotations RFQ Number: 387151-011**

### **What This Is**

The Community Transportation Association of America, through its National Center for Applied Transit Technology (N-CATT), is soliciting bids from consultants to develop content for and then facilitate a virtual, hands-on workshop for transit agency managers and staff. The workshop will help the target audience upgrade their skills and knowledge on using open-source GIS tools (ex. QGIS, R, etc.) for transit planning analysis.

**Interested parties must follow the instructions and format set forth in this Request for Quotations, for which responses are due no later than 11:59pm Eastern Time on September 30, 2021.**

### **About N-CATT**

The National Center for Applied Transit Technology's (N-CATT) goal is to improve and make more efficient small-urban, rural and tribal transit service by assisting local transit agencies in understanding, selecting, and otherwise planning to incorporate new technology into service. N-CATT helps transportation agencies, managers, and decision-makers, such as board members or public officials, identify promising technologies, practices, and opportunities that accomplish agencies' goals or resolve particular challenges.

The recent burst of technology-based innovations in transportation has largely focused on dense urban areas. N-CATT seeks to spread the benefits of these developments to smaller transportation agencies and providers that lack the resources and capacities of large-urban systems to research, analyze, and test new products that could enhance their services. This includes educating system managers and helping them to encourage influential stakeholders to support needed technological advancements.

Among its activities, N-CATT hosts resources such as guidebooks, podcasts, and webinars on its website for interested agencies to engage with as it relates to them. In addition, N-CATT provides technical assistance in various formats: hands-on workshops, State Technology Summits for priority-setting with the state Department of Transportation, and Innovative Technology Strike Teams for one-on-one technical assistance with N-CATT, consultants, and recipient transit agencies.

### **Overview of Data Workshop**

#### **Target Audience**

General managers, operations managers, fleet managers, who are interested in data visualization and analysis using an open-source GIS tool but have little to no prior experience

### **Desired Outcomes**

1. Attendees understand the fundamentals and principles of GIS
2. Attendees feel comfortable with the interface and basic functions (including but not limited to types of data, coordinate reference systems, map production and design, joins, vector spatial analysis, spatial analysis, databases) of an open-source GIS software (ex. QGIS, R, etc.)
3. Attendees have a tool or set of tools to frame what they hope to address, the data they have, and the data they need
4. Attendees understand how to collect and refine data in a standard format for the agency to minimize information loss, ensure decision-makers work with the same set of information
5. Attendees get hands-on experience using an open-source GIS tool to perform at least one transit planning analysis
6. Improve confidence in working independently in an open-source GIS software

### **General Framework**

1. Pre-Workshop
  - a. Attendees document relevant data
  - b. Attendees identify challenge(s) they hope to address
  - c. Attendees fill out a survey on their comfort/familiarity with the subject matter
2. Part 1: What We Know Now
  - a. Discuss attendee survey responses to ensure understanding of questions, comments, knowledge, and comfort level
  - b. Provide basic approaches to the topic
  - c. Identify which open-source GIS software is best suited for this workshop
3. Part 2: Upgrading Skills
  - a. Facilitator walks attendees through sample situation and decisions facilitator would make, with explanations. Sample situation should be designed around “average” of attendees’ skills, comfort, and system demographics to ensure it is relatable
4. Part 3: Applying to Home
  - a. Facilitator helps attendees apply the concepts to their own data sets
5. Part 4: Conclusions

## Scope of Work and Project Timeline

CTAA anticipates the selected consultant will perform the following steps:

1. Workshop Framework: **This task to be completed by October 29, 2021**
  - a. Kick-off meeting with N-CATT staff
  - b. Finalize workshop framework with N-CATT
2. Workshop Development: **This task to be completed by December 31, 2021**
  - a. Develop and administer a survey to gauge attendees’ knowledge and comfort level with the subject matter
  - b. Incorporate feedback into workshop content to meet attendees where they are

- c. Develop materials on the fundamentals of the subject matter, including examples
  - d. Develop relatable “Sample Situations” to walk attendees through basic spatial analyses
  - e. Develop sample datasets that can serve as effective teaching tools
  - f. Develop example lists of useful spatial data or databases for agencies
  - g. Develop example lists of useful collection devices for agencies
  - h. Develop other elements that will contribute to the desired outcome outlined in the framework above
3. Workshop Facilitation: **This task to be completed by February 25, 2022**
- a. Utilize the materials developed during workshop development according to the framework to facilitate an 8-hour virtual workshop (which may be held over multiple days).
  - b. Provide answers to follow-up questions or materials for two weeks following workshop
  - c. N-CATT will be present to provide troubleshooting assistance and assist in other aspects as requested by facilitator

### **Price**

CTAA intends to execute a fixed-price contract with the selected consultant. Travel is not expected for this contract. The terms of this contract will be for milestone payments based on the above scope of work, to be made to the consultant upon completion and acceptance of all work and work products under each task.

### **Term of the Agreement**

CTAA has been awarded a one-year cooperative agreement with the FTA to operate N-CATT. The consultant’s contract with CTAA will end with the completion of Task 3.

## **Bid Requirements**

CTAA will accept and review bids that contain the following information:

- 1) A 1-page cover sheet with:
  - a. Bidder’s name / Firm Name
  - b. telephone number,
  - c. email address,
  - d. physical and mailing address, and
  - e. A one-paragraph summary abstract of the bid that states (i) qualifications to perform the indicated work (one sentence), (ii) how the bidder intends to approach the indicated work (maximum of three sentences), (iii) the names, titles, corporate affiliations and pertinent experience of all individuals the bidder intends to have conduct the indicated work (one sentence per individual), and (iv) the fixed price, exclusive of travel for which the bidder is prepared to perform this work.
- 2) A narrative of no more than one page in length that demonstrates the bidder’s experience and qualifications in a manner that demonstrates their ability to conduct work similar in nature and scope to what is requested, and to produce timely work products that CTAA will find not just acceptable, but exemplary, and that demonstrates an understanding of how rural, small-urban and

tribal transit systems are – or could be – using GIS practices to help achieve their goals and missions. CTAA will look for demonstrations that the bidder is able to create content that the target audience can relate to and apply to their situations.

- 3) A narrative of up to two pages in length that explains – in sufficient detail – how the bidder would carry out the three tasks detailed in the above workshop framework and scope of work. This narrative may include suggestions within the above Framework, or even suggestions for improving upon it. The narrative should include reasoning behind certain decisions. CTAA will look for evidence that the bidder will hold a workshop from which attendees feel they have additional tools or knowledge to work with (see Desired Outcomes above).
- 4) A staffing plan that includes:
  - a. A narrative of no more than two pages in length that names the individuals who will carry out this work, briefly explaining each person’s role(s) in the project and identifying which individual will be CTAA’s principal point of contact concerning the work to be performed,
  - b. For each individual being proposed by this consultant, a one-page resume or CV that describes that individual’s qualifications and experience and summarizes previous work performed by the individual that is relevant to this solicitation, and
  - c. The fixed price for which the bidder is prepared to perform this work
- 5) Three references from relevant projects, as well as contacts (names, email addresses, and phone numbers) with whom N-CATT staff may communicate to discuss consultant’s skills and experience relative to this RFQ.
- 6) Statement that the consultant has legal authority to work in the United States. This statement shall include a DUNS number; all consultants and subcontractors must be registered in SAM
- 7) Statement that the consultant is not debarred or suspended from contracting with the federal government
- 8) CTAA does not anticipate bids from teams of more than one consulting firm or entity. However, if any of the individuals being proposed are not employees of the firm submitting this bid, an acceptable bid must include a letter or other signed statement from the submitter’s proposed partner(s) agreeing to be included in this bid, and the bid must include items (4) through (8) from the above list for every proposed subcontractor or other external partner that is included in this bid. If the bidder has roles for which some portion of the staffing is “to be determined,” the above staffing plan must include a convincing explanation for how the bidder will address that staffing need without jeopardizing timely and satisfactory completion of the work being proposed.
- 9) Three work samples that highlight consultants’ ability to perform the work outlined above, preferably that are similar in type or topic to that described in this RFQ. The samples should reflect the work of the individuals in the staffing plan so that CTAA can directly gauge consultants’ work quality. Samples can include links to on-line products they have created that are similar in nature to what CTAA is seeking in this solicitation. CTAA will look for

demonstrations that project staff understand the target audience and have experience with providing educational workshops.

### **Disadvantaged Business Enterprise Participation**

If more than 50 percent of the staff-hours proposed to be spent by employees of a certified DBE, that bid will receive additional consideration, as detailed under "Selection Criteria," below.

## **Selection Criteria and Process**

CTAA staff will review the submitted bids that are received at or prior to 11:59pm (Eastern Time) on September 30, 2021. Staff will contact the references listed in each responsive consultant's bid, but will not engage in any other communication with the bidder or their employees or proposed partners prior to making its decision.

In reviewing consultants' submissions to this RFQ, CTAA will apply the following selection criteria:

Understanding of work to be done	5 points  1 = Does not meet expectations  3 = Meets expectations  5 = Far outperforms expectations
How the consultant proposes to carry out the described work to CTAA's satisfaction within the indicated time frame and within the consultant's proposed budget.	5 points
Proposed staffing plan, in terms of its reasonableness and in terms of the skills and qualifications of proposed staff.	5 points
Work samples, in terms of topic coverage, types of documents, and quality of the writing to explain whatever topics are discussed.	5 points

Consultant's references	3 points  1 = Does not meet expectations  2 = Meets expectations  3 = Exceeds expectations
Cost, scored relative to other bids	2 points  Scored relative to other bids
DBE status: if at least 50% of the staff-hours proposed on this project will be performed by employees of an entity that is a certified DBE in one or more states where it currently does business, the bid will receive 1 additional point	0 or 1 points

This opportunity is open to all:

- Who are able to receive federal funding and are not excluded or affiliate with an excluded organization from receiving federal dollars
- American organizations (E.O. 14005 Made in all America, by all of America's Workers)
- Small and minority businesses; women-owned small businesses, and labor surplus firms

Bidders should be aware that this workshop is part of a research project funded through a cooperative agreement between CTAA and the Federal Transit Administration (FTA), and they must be experienced and able to carry out work that must comply with applicable FTA regulations, policies and guidelines. Bidders without prior experience working with FTA or its grantees will need to be sure their submissions demonstrate a capacity to carry out FTA-funded work.

The selected bidder and subcontractors must be registered in SAM.gov and must remain in good standing. If a bidder is not yet registered in SAM, they must begin the registration process before submitting their bid. A contract cannot be awarded to a bidder whose registration in SAM is not active.

CTAA reserves the right to request additional information before making an award. CTAA also reserves the right to seek clarification from any bidder or offeror about any statement in its bid or bid that CTAA finds ambiguous.

Selection will be made based on best value.

**Submission Instructions**

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Please submit your bid as a single document, in PDF format, to [moreno@ctaa.org](mailto:moreno@ctaa.org) no later than 11:59pm Eastern Time on September 30, 2021. No hard copy submissions will be accepted.

CTAA reserves the right to reject any and all bids in response to this RFQ, and may terminate this solicitation without notice at any time prior to entering into a contract for the indicated work to be performed.