

n-catt



**National Center
for Applied Transit
Technology**

Request for Quotations:

**Strategic Technology Technical Assistance
Team (STTATs) Follow-Up Support**

Issue Date: August 3, 2022

Deadline for Submissions: August 18, 2022

Technical Assistance Consultant Services Request for Quotations RFQ Number: 387152-004

What This Is

The Community Transportation Association of America, through its National Center for Applied Transit Technology (N-CATT), is soliciting quotes from consultants to support N-CATT in providing follow-up technical assistance services to three transit agencies through the Center's STTATs program. The consultant responding to this RFQ will work closely with N-CATT staff to address the technology challenges identified by the recipient organizations and provide materials (e.g. implementation plans, solicitations) that help the agencies to begin making progress on those challenges.

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 August 18, 2022.

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 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 STTATs for one-on-one technical assistance with N-CATT, consultants, and recipient transit agencies.

Overview of Services Required

The contract for STTATs consultant services will be held between the consultant and the Community Transportation Association of America, which operates N-CATT.

General Framework

CTAA will select one consultant based on submitters' qualifications relative to the project's needs.

The selected consultant will work with CTAA on the scope of work described below to build on TA work provided in the previous project year.

1. Task 1: Support Organization 1 in RFP development.
 - a. Advise the technical assistance recipient on how best to integrate technology specifications into their RFP
 - b. Provide suggestions to recipient for best practices based on technical and subject matter expertise that help the recipient improve their RFP
 - c. Help recipient understand questions that vendors ask about RFP and how recipient's goals inform their answers
 - d. **Deliverable:** Information and advice that results in an RFP (written by TA recipient) that recipient can distribute and that all parties feel will help recipient accomplish their goals
2. Task 2: Support Organization 2 on Concept of Operations (ConOps) and Specification Development.
 - a. Provide guidance to recipient on development of Concept of Operations
 - b. Hold one (1) in-person workshop to support specifications and ConOps development
 - c. **Deliverables:** ConOps workshop; Technical Specifications document
3. Task 3: Provide guidance to Organization 3 on an Alternatives Analysis for fare payment technology.
 - a. Hold one (1) meeting to finalize alternatives analysis
 - b. Provide guidance to recipient on comparing available fare payment technologies
 - c. Support recipient in developing initial cost estimates to replace/upgrade current fare system
 - d. **Deliverables:** Alternatives Analysis meeting; Alternatives Analysis report that can help transit staff with decisionmaking
4. Task 4: Provide guidance to Organization 1 on implementation plan.
 - a. Provide assistance to agency as they develop implementation plan
 - b. Provide advice to recipient on implementation efforts and plans, including feedback and suggestions on their implementation plan
 - c. **Deliverables:** Provide information that helps recipients understand vendor questions and the answers that will help them accomplish their goals; Provide feedback to recipient on implementation efforts
5. Task 5: Support Organization 3 on implementation plan for a fare payment system.
 - a. Provide advice to recipient on implementation efforts and plans, including feedback and suggestions on their implementation plan

- b. Hold one (1) meeting to support implementation plan development
- c. **Deliverables:** Implementation Plan workshop; provide feedback to recipient on implementation efforts

A description of the organizations can be found below:

Recipient organizations

Descriptions of each recipient organization: (names will only be provided to selected consultant)

- **Organization 1:** System on a rural island with daily fixed-route service on hourly headways, with over 2,500 daily trips and a fleet of about 60 vehicles. Fare collection is currently all-cash.
- **Organization 2:** Midwestern group of 6 counties that are mostly rural but include two small-urban areas, all of whom contract through the region's Council of Governments. The agencies utilize the same dispatching software with separate contracts and struggle to coordinate demand-response trips across systems and county lines. The fleet consists of a mix of medium- and light-duty buses, as well as minivans, and is on the older side.
- **Organization 3:** Small-urban system in Appalachia with approximately 2-dozen routes, a small, transit-supportive downtown and limited service to two neighboring towns. All routes begin at the downtown transit station, the fleet is in good condition with a mix of hybrid, electric, and diesel buses.

Price

CTAA intends to execute a fixed-price contract with the selected consultant, exclusive of travel. Unless negotiated differently to both parties' satisfaction, the term of this contract would 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. Consultant may be asked to travel to destinations within the U.S. approximately three times during the term of the contract. Consultant will be directly reimbursed for travel costs.

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 all Tasks.

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, for each organization for which the bidder indicates interest.

- 2) A narrative of no more than three pages in length that explains – in sufficient detail – how the bidder would carry out the three tasks detailed above; the bidder’s understanding of working with small transit agencies and factors relevant to technology implementation in such regions, and; 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.
- 3) 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 price for which the bidder is prepared to perform this work, **for each organization for which the bidder indicates interest**
- 4) 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
- 5) Statement that the consultant is not debarred or suspended from contracting with the federal government
- 6) 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. All subcontractors must also be registered in SAM.
- 7) 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. 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.

- 8) Please indicate your organization’s current travel and pandemic-related safety protocols.

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 August 18, 2022. Staff 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
Overall experience of company and demonstrated results, including quality and relevance of past work	5 points
Cost, exclusive of travel	2 points Scored relative to other bids
DBE status: if at least 50% of the staff-hours proposed on this project	0 or 1 points

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	
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Bidders should be aware that this 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.

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 that CTAA finds ambiguous.

Selection will be made based on best value.

Submission Instructions

Please submit your bid as a single document, in PDF format, to moreno@ctaa.org no later than 5:00pm Eastern Time on August 18, 2022. 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.