

n-catt



**National Center
for Applied Transit
Technology**

Request for Quotations:

**Consultant Services to Develop Fact Sheets
and Work sheets on Transit Technology Topics**

Issue Date: January 9, 2023

Deadline for Submissions: January 25, 2023

Fact Sheet and Work Sheet Production Services Request for Quotations RFQ Number: 387152 008

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 produce fact sheets and work sheets on a variety of transit technology topics. The consultant(s) responding to this RFQ will work closely with N-CATT staff to address the most effective information to improve readers' understanding of the topics.

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 January 25, 2023.

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, Technology Summits for priority-setting with the state Department of Transportation, and Strategic Technology Technical Assistance Teams for one-on-one technical assistance with N-CATT, consultants, and recipient transit agencies.

Overview of Services Required

CTAA will establish a fixed-price contract with the consultant to provide the services described below.

General Framework

CTAA will select one consultant to develop the fact sheets and work sheets (below) based on bidders' qualifications.

Work sheets: For each topic, the selected consultant will work with CTAA to develop products that help transit agency staff walk through decision-making; workflow; or other processes that help to better understand how the concept applies in practice and how the technology can be used.

The work sheet topics are as follows:

1. Systems thinking for new scheduling and dispatch software.
2. Organizing and cataloging data. Data inventory to make it most effective collaborating across people.
3. Supplemental checklist items for technology procurements.
4. Selecting Battery Electric Bus (BEB) charging infrastructure (wireless, overhead, wired).
5. Using GTFS-RT for service interruptions.

Fact sheets: For each topic, the selected consultant will work with CTAA to develop products that serve as quick references to provide a general understanding of the content, and practices agencies might consider to implement that technology in their work.

The fact sheet topics are as follows:

1. Tech-enabled fare policies. For example, how technology enables agencies to implement policies like fare-capping.
2. Bus stop technology. For example, upgrades for bus stops and examples of solar-powered signs, real-time info, and other tech that enhances the passenger experience and activates public space at bus stops.

The selected consultant will work with CTAA to finalize content needs; develop relevant content, and; provide finalized products for publication on N-CATT's website. CTAA will look for a consultant with overall knowledge of the transit industry and who has the capacity to interview experts on specific topics where needed. Products should be research-based and include references when outside sources are used.

The topics described above are general. We encourage consultants to provide suggestions and ideas in their narratives for the best way to present the material to the target audience.

Desired Outcomes

These fact sheets and work sheets are intended to provide N-CATT's target audience with tools to build a high-level understanding of transit technologies that they might incorporate into their systems, and how they might go about applying them to their work. N-CATT intends that:

1. Readers will increase their understanding of the topic, and have a better grasp of potential strategies for approaching these technologies.
2. Readers will be able to use the information as an introduction to help them determine if a technology is appropriate to their context, and to serve as a gateway to further research if so.
3. Readers will have a sense of the costs and benefits related to each technology.
4. Readers and N-CATT staff can identify case studies from which to learn and replicate.

Scope of Work and Project Timeline

CTAA anticipates the selected consultant will perform the following steps:

- 1. Task 1: Outline and Format.**
 - a. Hold a kickoff call with N-CATT staff to solidify vision for fact sheets/work sheets and lay out work plan for remaining tasks.
 - b. Prepare a methodology for developing the products' content.
 - c. **Deliverable:** Work plan.
- 2. Task 2: Content Development.**
 - a. Using the Work Plan from Task 1, research content and draft the fact sheets and work sheets
 - b. Meet periodically with N-CATT staff to discuss progress, identify issues to be addressed early on, and present early versions to help guide development
 - c. Present first drafts to N-CATT staff
 - d. **Deliverable:** First drafts of each fact sheet and work sheet to be reviewed by N-CATT staff
- 3. Task 3: Final Drafting.**
 - a. Incorporate feedback from N-CATT staff on Task 2 deliverable
 - b. Incorporate feedback from FTA and/or Advisory Council for a final draft, if applicable
 - c. **Deliverables:** Second draft for external review; Final draft incorporating external review notes

The timeline for each deliverable will be discussed with CTAA. However, all work will be finished by May 31, 2023.

Price

CTAA intends to execute a fixed-price contract with the selected consultant. There will be no travel for this project. The term 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

The consultant's contract with CTAA will end with CTAA's acceptance of all deliverables.

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 for which the bidder is prepared to perform this work.
- 2) A narrative of no more than one page in length that explains – in sufficient detail – how the bidder would carry out the tasks detailed in the scope of work above and accomplish the desired outcomes for the fact sheets/work sheets; the bidder's understanding of working with small transit agencies and factors relevant to the topic, 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. We encourage bidders to provide suggestions on the best way of presenting the information for each topic described above.
- 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 fixed price for which the bidder is prepared to perform the work.
- 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. The samples should reflect the work of the individuals in the staffing plan so that CTAA can directly gauge consultants’ work quality.

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 January 25, 2023. Staff will not engage in any communication with the bidders 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	<p style="text-align: center;">5 points</p> <p style="text-align: center;">1 = Does not meet expectations</p> <p style="text-align: center;">3 = Meets expectations</p> <p style="text-align: center;">5 = Far outperforms expectations</p>
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.	<p style="text-align: center;">5 points</p>
Proposed staffing plan, in terms of its reasonableness and in terms of the skills and qualifications of proposed staff.	<p style="text-align: center;">5 points</p>

Work samples, in terms of topic coverage, types of documents, and quality of the writing to explain whatever topics are discussed.	5 points
Cost	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 proposal 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

Bidding consultants 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

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Please submit your response as a single document, in PDF format, to carpenter@ctaa.org no later than 11:59pm Eastern Time on January 25, 2025. 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.