



REQUEST FOR QUALIFICATIONS (RFQ)

The Santa Cruz County Regional Transportation Commission (RTC) invites qualified consultants to submit qualifications and cost rates for:

Voice and Data Request for Proposal Document Preparation

You are invited to submit a Statement of Qualification (SOQ) along with a fee schedule for a Voice and Data Request for Proposal (RFP) document preparation and project implementation assistance. Submissions are due to Santa Cruz County Regional Transportation Commission (RTC), 1523 Pacific Avenue, Santa Cruz, CA 95060 **by 5:00 pm on Friday, April 12, 2013**. Submissions should be made to the attention of Yesenia Parra, whom you may contact for further information at 831-460-3200 or info@sccrtc.org.

BACKGROUND

The Santa Cruz County Regional Transportation Commission (RTC) is a state-designated public agency with regional transportation planning responsibilities that cross city-county boundaries. The organization currently has 17 staff members with a satellite office in Watsonville.

The objective of the RTC is to replace a 16 year old phone system and to include data upgrades where appropriate.

CONSULTING SERVICES

RTC staff does not have the resources or the required knowledge in-house to write a Request for Proposals (RFP) to replace our existing voice and data equipment. The RTC is seeking the services of a consultant to help write and issue an RFP that will define the current and future needs of the RTC for voice and data. Consulting services include:

- Meet with RTC project manager (s) to determine the needs of the the RTC and how new system (s) will be used
- Take inventory of current systems

- Provide a list of potential vendors to distribute RFP to
- Prepare and lead a bidder's pre-proposal conference
- Respond to vendor questions in coordination with RTC staff
- Evaluate proposals in coordination with RTC staff
- Participate in vendor interviews
- Assist with contract negotiations
- Assist with transition plan, implementation and training

SUBMITTAL REQUIREMENTS

Interested and qualified consultants or consultant teams are required to submit a statement of qualifications (SOQ) to provide the consulting services listed above. Consultant team will not be able to submit an RFP for voice and data equipment. The SOQ should include:

1. The consultant's method or approach to providing the required consulting services;
2. Listing of tools employed by the consultant in providing the required services;
3. References with existing and past clients;
4. Resumes of personnel expected to provide the required services;
5. Listing of potential additional services which may be useful to the RTC;
6. Fee schedule which includes the hourly rates for all personnel expected to provide services and all costs expected to be paid by the RTC.
7. An estimate of time required to complete the project and a proposed timeline of work tasks , with the date of final completion of the project
8. A breakdown of the firms rates, fees and charges for services, for a total project cost.

The required materials and information shall be submitted on reproducible paper or as printable electronic files by regular mail, delivery service or electronic mail. Regardless of the submittal method used, the SOQ with all the required components must be submitted to the RTC **by 5:00 pm on Friday, April 12, 2013**. All proposals submitted in response to this RFQ will become the property of the RTC and will not be returned.