

On-Call Transportation Planning Services

Request for Qualifications Pre-Submittal Conference



San Francisco
County Transportation
Authority

November 18, 2021

SFCTA Planning Roles



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San Francisco Transportation Plan (SFTP) / Countywide Planning

Congestion Management Program

Neighborhood Transportation Plan (NTP) Planning Studies

Policy Studies

Corridor and Area Planning Studies

Scope of Services



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Six general areas of expertise:

- A. Transportation Planning
- B. Corridor and Area Planning Studies
- C. Travel Demand Management (TDM)
- D. Neighborhood/Community Based Planning
- E. Policy Analysis and Research
- F. Outreach and Communications



Required areas of expertise by all firms or teams of firms:

- Project Management
- Model/Data Analysis
- Design and Cost Estimation

Submittal Requirements



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DBE Requirements



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RFQ > Section VII

DBE Goal: 12%

By the proposal due date, firms must:

- Be certified by the California Unified Certification Program (DBE certification)
- Submit:
 - Exhibit 10-O1 - Local Agency Consultant Proposal DBE Commitment
 - Exhibit 15-H - DBE Information - Good Faith Efforts (if goal is not achieved)

Additional Response Requirements



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RFQ > Section V

- **By the proposal due date, firms must also submit:**
 - **Exhibit A - Debarment and Suspension Certification**
 - **Exhibit B - Terminated Contracts**
 - **Exhibit C - Workforce Data Spreadsheets**
 - **Exhibit E - Matrix of Areas of Expertise**
 - **Exhibit 10-H - Cost Proposal (separate from technical proposal)**
 - **Exhibit 10-Q - Disclosure of Lobbying Activities**



RFQ > Section VI

Proposal

1. **Proposal Information and Understanding of Project Objectives (30 points)**
2. **Technical and Management Approach (35 points)**
3. **Capabilities and Experience (35 points)**



RFQ > Section VI

Contract and Task Order Assignment

1. Pre-qualification will be in effect for an initial 3-year period, with two one-year extension options
2. SFCTA intends to execute contracts before or concurrently with a first task order
3. Task orders will identify needed expertise, and pre-qualified firms may be invited to submit proposals and/or participate in oral interviews
4. SFCTA will establish DBE/SBE/LBE goals for each task order request, based on the project's funding sources and scope of work
5. New sub-consultants may be proposed for a task order, subject to SFCTA review and acceptance of qualifications

Selection Process Schedule



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DUE DATE	SELECTION PROCESS
November 29	5:00 PM deadline for respondents to submit written questions to info@sfcta.org
December 6	Written responses to questions issued; addenda if necessary
December 15	2:00 PM deadline for responses due electronically. Late submissions not accepted.
January 3, 2022	Invitation to Interview issued to short list of respondents (if necessary)
Week of January 10	Interviews (scheduled if necessary)
January 2022	Selection committee's recommendation to Community Advisory Committee for award
February 2022	Recommendation to Transportation Authority Board for award
February 2022	Transportation Authority Board awards contract

Presentation Materials

Slide deck and list of attendees will be posted to [SFCTA.org/contracting](https://sfcta.org/contracting)



The screenshot shows the website's navigation bar with the following elements:

- San Francisco County Transportation Authority logo and name
- Language options: English, Español, Filipino, 中文
- Navigation menu: Projects & Studies, Funding, Policies & Initiatives, Tools & Data, What's Happening, About Us
- Search bar with a magnifying glass icon and the text "Search"

The main content area features the heading "Work with Us" and a sub-menu with three options:

- Contracting & Procurement (highlighted with an orange underline)
- Disadvantaged & Local Business
- Jobs & Internships

The "Contracting & Procurement" section contains the following text:

Welcome to the Transportation Authority's Contracting and RFPs page. Here, you'll find information about current contracting and procurement opportunities, along with qualifications, deadlines, informational meeting dates, and more.

[Learn about DBE/LBE/SBE certifications and programs.](#)

[Sign up to receive email notifications of future RFPs.](#)

Questions & Answers



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Thank you.

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