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REQUEST FOR PROPOSALS

for

Establish Electronic Records Management System
for the Del Norte Local Transportation Commission

Prepared for: Del Norte Local Transportation Commission

Prepared by: Tamera Leighton, Executive Director
1301-B Northcrest Drive, #16
Crescent City, California 95531

July 29, 2011

REQUEST FOR PROPOSALS (RFP) TO ESTABLISH ELECTRONIC RECORDS MANAGEMENT SYSTEM FOR THE DEL NORTE LOCAL TRANSPORTATION COMMISSION

A. BACKGROUND

The Region

The region served by the Del Norte Local Transportation Commission, the Regional Transportation Planning Agency (RTPA) for Del Norte County, exists totally within the boundaries of Del Norte County. Del Norte County is California's northernmost coastal county, with a land area of approximately 1,070 square miles. The County is bounded by Curry County, Oregon, to the north, mountainous Siskiyou County to the east, Humboldt County to the south, and by the Pacific Ocean to the west. Crescent City, the county seat, is located roughly halfway between Portland, Oregon (330 miles north) and San Francisco, California, (350 miles south). Regionally, Crescent City is located approximately 85 miles north of Eureka, Humboldt County, about 26 miles south of Brookings, Oregon and 83 miles west of Grants Pass, Oregon and Interstate 5.

The principal north-south route through Del Norte County is US Highway 101, which provides access to coastal towns and cities to the north and south. Crescent City is located on US Highway 101. Del Norte County has two main routes providing access to inland communities: State Route, or SR 197/US Highway 199 to Hiouchi and Gasquet, and Route 169 to Klamath Glen. SR 197/US Highway 199 connects US Highway 101 to the Interstate 5 in Oregon.

The county's diverse geography includes inland mountain ranges of coniferous forests, low coastal mountain ranges with temperate forests and the Redwood State and National Parks, and rugged coastlines with gray sand beaches on the Pacific coast. The climate of Del Norte County is consistently mild along the coast, becoming more variable inland. In Crescent City and along the coastal fringe, there is minimal temperature fluctuation. Coastal daytime temperatures average 45-55 degrees during winter months. Temperatures increase to 55-65 degrees during mid summer and early fall months, with higher temperatures when coastal fog disperses. Inland, temperatures differences are more marked. Del Norte County/Crescent City area's annual rainfall generally ranges between 70 - 80 inches, with the heaviest rainfall occurring from November through March.

Population

The California Department of Finance estimated the Del Norte County population at 29,341 as of January 1, 2007. This includes a population of 21,579 within the unincorporated area of the County and 7,762 within the City of Crescent City. According to Caltrans 2005 projections, annual growth during 2005-2010 is expected to average 1.3 percent in Del Norte County, compared with state averages of 1.5 per cent (Caltrans 2006 socio-economic forecasts). Caltrans data forecasts a County population of 35,408 in 2030.

Organization and Management

The Del Norte Local Transportation Commission (DNLTC) is the Regional Transportation Planning Agency (RTPA) for the Del Norte County region. The DNLTC consists of six members—three members appointed by the Del Norte County Board of Supervisors and three council members appointed by the City of Crescent City. A Technical Advisory Committee (TAC) advises the DNLTC on various transportation matters. The TAC is comprised of two representatives from the Planning and Public Works staff of the City and the County, and one representative from the Harbor District, Yurok Tribe, California Highway Patrol, Redwood Coast Transit Authority, and Caltrans.

B. SCOPE OF SERVICES

Del Norte Local Transportation Commission (DNLTC) is one of 43 Regional Transportation Planning Agencies (RTPA) in California, created as a result of Section 29532 of the Government Code. DNLTC is soliciting proposals from qualified firms to establish an electronic records management system. It is a small government-like agency that has current files on a personal computer (Apple OSX 10.6.7) and historical files on paper. Most files over 5 years old do not have any electronic backup and personal computers are currently backed up weekly.

DNLTC would like to eliminate the need for keeping paper copies of files older than 3 years and convert these records to an electronic records management system. For files less than 3 years old, DNLTC will keep paper copies and electronic copies with the new electronic records management system. Preferences include:

1. Open architecture and non-proprietary system;
2. Secure and efficient access;
3. Unified file / folder / document naming conversion for all DNLTC files;
4. Intuitive searching capabilities for both electronic and scanned documents;
5. Ability to audit usage to ensure transparency and accountability;
6. Macintosh and Windows compatible.
7. Conversion of approximately 40 linear feet of existing documents, with approximately 80% single-sided and 20% double-sided.

The current budget for establishing the system, converting the files and holding the space for one year is \$10,000, however cost is not a part of the evaluation process.

In addition to basic minimum qualifications, the contractor must provide their own office space, office equipment, transportation, communications, insurance and other provisions necessary to be an independent contractor.

The scope of work will include the necessary tasks associated with items 1-7 above. The methodology used by the consultant shall be coordinated and approved by the DNLTC but establishing methodologies, tasks and schedules are the obligation of the consultant.

PROPOSAL SUBMITTAL REQUIREMENTS

Company Overview

1. Firm name and business address including phone number, fax number and web site.
2. Type of ownership and parent company if applicable.
3. The name of the proposed project manager for this project.

Key Personnel and Job Planning

4. Resumes of key personnel to be assigned to the project. Include length of service with the firm, professional education and years of experience.
5. If any part of the project cannot be, or is not planned to be performed in-house, describe the portion that would be subcontracted along with a profile of said subcontractor.
6. If you have multiple company offices, please identify the location where the majority of the work will be performed.

Relevant Experience and Capabilities

7. Please provide a list of three (3) relevant projects, including year completed, project duration, cost, and client contact information.

Statement of Interest and Methodology

8. A narrative describing the firm's interest, unique abilities, and value added benefits your firm is able to bring to this project. Include a time estimate for the portion of the project that is the obligation of the DNLTC given the proposed methodology.

Cost Proposal

9. Fee proposal shall be broken down into labor, subcontractor fees (if any) and expenses, and monthly cost for document storage. Fee shall also be broken down by subtask. Fee shall include all tax, mark-ups, overhead and profit.

Schedule of Work

10. The project schedule must be clearly stated with intermittent milestones, and must include the tasks that are the obligation of the DNLTC.

C. PROPOSAL EVALUATION

The Technical Advisory Committee will evaluate those proposals that meet the stated requirements and will make a recommendation to the Del Norte Local Transportation Commission. Evaluation will be based on knowledge of government records retention systems, responsiveness and comprehensiveness of the RFP response, qualifications of individuals or firm, experience/performance, and proposal contents/methodology. Cost of work will not be considered in evaluation of the proposal. Proposals will be evaluated based on the following point values:

Responsiveness and Comprehensiveness:	15 points
Qualifications of Individual or Firm:	20 points
Experience/Performance:	25 points
Proposal Contents/Methodology:	40 points
Total Available Points:	100 points

D. INSTRUCTION FOR SUBMITTING A PROPOSAL

All proposals must include the following:

1. Proposals must not exceed 20 pages;
2. Ten identical unbound copies of proposal;
3. Electronic copy of proposal in .PDF format.

Inquiries regarding this RFP will be accepted until 5 p.m. on August 15, 2011. A summary of questions and answers will be provided upon request on August 18, 2011.

**All proposals must be delivered to the address below no later than
5 p.m. on August 25, 2011.**

Please direct all questions and deliver proposals to:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission
1301-B Northcrest Drive, #16
Crescent City, California 95531

Desk: (707) 465-3878
Fax: (888) 320-4379
E-mail: Tamera@DNLTC.org

The schedule of activities related to this contract is as follows:

August 4, 2011:	RFP Issued
August 15, 2011:	Final questions and inquiries due
<u>August 25, 2011</u>	<u>RFP due to DNLTC</u>
September 12, 2011	DNLTC Expects to Award Contract
September 19, 2011	Expected Contract Effective Date
February 15, 2011	Project Completion

E. TERMS AND CONDITIONS

The Del Norte Local Transportation Commission (DNLTC) is not obligated to accept any of the proposals submitted or to enter into an agreement with any of the proposers. At its discretion, the DNLTC may elect to award all or any portion of the project scope of work as defined in the RFP. DNLTC reserves the right to reject any or all RFPs, to waive any technical requirement, and to select the firm that, in the DNLTC's judgment, best meets the requirements of this project and the needs of the DNLTC.

F. STANDARD CONSULTING AGREEMENT

The selected firm shall be retained under the RTPAs standard consulting a professional services agreement. A sample of this agreement is available upon request. The contract shall

provide payment for work performed up to a not-to-exceed amount. The final Scope of Work (Exhibit A to the Standard Consulting Agreement) and Schedule of Work (Exhibit B to the Standard Consulting Agreement) will be negotiated by the Consultant and the Del Norte Local Transportation Commission.