



SUMMARY

RFQ 2019-07-08 - Graphics and Technical Writing Services

Valley Regional Transit (VRT) is requesting quotes from companies for graphics and technical writing services to complete several of VRT's facilities related plans. These plans will be required to be ready for distribution by the project completion date.

Date Issued: July 8, 2019
Request: Graphics and Technical Writing Services
Detailed Scope: Attached
Questions Due: July 15, 2019 @ 4:00 p.m. MST
RFQ Quotes Due: **August 1, 2019 @ 4:00 p.m. MST**
Notification of Intent: August 5, 2019
Notice to Proceed: August 12, 2019
Project Completion By: **February 28, 2020**
RFQ Contact: Kelly Jakovac
procurement@valleyregionaltransit.org

RFQ Contact and Response Location:

Valley Regional Transit (VRT)
Attention: Kelly Jakovac, Grants and Compliance Administrator
700 NE 2nd Street, Suite 100, Meridian, Idaho 83642
or emailed to procurement@valleyregionaltransit.org on or before
Thursday, August 1, 2019, 4:00 p.m. MST

All late Quotes will be rejected. All quotes must be signed by duly authorized representative of the firm.

All unsigned proposals will be automatically rejected. Valley Regional Transit (VRT) will review and evaluate all quotes. A recommendation to enter into an agreement with the successful company will be made based upon best value and price.

Vendors will be notified by email with a Notice of Intent to Award.

We appreciate your interest in working with Valley Regional Transit (VRT) and look forward to your response.

Exhibit A
Scope Objective

Valley Regional Transit is seeking service to complete several of our facilities related plans listed below:

- The Regional Facilities and Infrastructure Plan
- The Facility Maintenance Plan
- Standard Operating Procedures for Public Transit Facilities

Scope of Work:

- Technical writing and editing assistance; formatting as well as structure.
- Recommendations on graphic design, possible actual graphic design and layout support
- Technical data placement and review suggestions.

Schedule:

Documents listed are required to be complete and print ready for distribution by February 28, 2020. VRT reserves the right to modify timeline as needed however, distribution date should be considered final at this time.

Please submit an hourly cost for Exhibit A:

- Technical Writing & Review (approx. 125 hours)
- Graphics (approx. 75 hours)

Hourly estimates are considered approximate. Additional hours may be needed.

Example links have been provided below to other transit agency documents for reference.

https://wfrc.org/VisionPlans/RegionalTransportationPlan/Adopted2015_2040Plan/FinalizePlan/RTP_2015_FINAL_UpdatedLinks2018.pdf

[https://metro council.org/Transportation/Planning-2/Key-Transportation-Planning-Documents/Transportation-Policy-Plan/The-Adopted-2040-TPP-\(1\)/Final-2040-Transportation-Policy-Plan/2040-TPP-Complete.aspx](https://metro council.org/Transportation/Planning-2/Key-Transportation-Planning-Documents/Transportation-Policy-Plan/The-Adopted-2040-TPP-(1)/Final-2040-Transportation-Policy-Plan/2040-TPP-Complete.aspx)

<https://www.miamidade.gov/citt/library/strategic-financial-studies/2013/cost-other-studies/mandated-plan/2003-4%20FacMaintEquipPlan.pdf>

<http://www.sddot.com/transportation/transit/docs/FacilityEquipmentMaintenancePolicy.pdf>

<https://www.sanpabloca.gov/DocumentCenter/View/2521/Comprehensive-Emergency-Mgmt-Plan-APPROVED-10-3-2012?bidId=>

<http://www.drumarpk.com/files/Standard%20Operating%20Procedures.pdf>

Exhibit B
Fixed Price Proposal

Description	Hours	Cost Per Hour
Technical Writing and Review	125	
Graphics	75	
Total Cost Proposal		

In addition to the noted price above, please include two (2) sample documents of similar work performed for public agencies or for similar tasks.

Company Name: _____

Contact Name/Phone: _____

Contact E-mail: _____

Signature: _____

Title: _____