



Request for Information #STAR111518

Issue Date 11/15/2018

To whom it may concern,

STAR Transit is requesting information from organizations that have experience in providing 2 way radio equipment, connectivity and transmission equipment. Please note that this is a REQUEST FOR INFORMATION (RFI) ONLY. It is issued for information and planning purposes only and does not constitute a Request for Proposal (RFP) nor does it guarantee the issuance of RFP in the future. We invite your organization to submit information to us by 12/30/2018 for consideration. The goal is to review scope, competencies and cost associations to provide 12 2 way radios, 1 base station, and all equipment and technologies associated with successful communication via 2 way radio. A response to this RFI will mean that your organization will be notified once the project goes out for bid. A description of our organization, information regarding services desired and other pertinent information follows:

Background of STAR Transit

STAR Transit is a recognized leader in providing high quality local and rural community transportation solutions. STAR Transit operates fixed route and demand-response and commuter transportation services.

This RFI pertains to an interest STAR Transit has developed at the behest of our staff and management to ensure the facility, a capital investment, is kept in a state of good repair. STAR Transit will have staff devoted to this project.

Information Requested Regarding the Following Services

STAR Transit requests information regarding scope of service needed and cost associations thereof to provide, install and successfully connect 2 way radio communications abilities for the STAR Transit service, covering the entire Eastern Shore of Virginia. This work will enhance the level of safety for the STAR Transit system by eliminating current PTT communications and eliminate "communications dead spots" currently experienced with cellular communications. Please include information about your organization's capacity to perform and history of performing these types of communications related services and support.

In order to simplify the review process and compare organizations submitting information, STAR Transit requests that all responses to the RFI be organized in the manner and format described below and submitted by hand or USPS marked to the attention of Eric Levdahl & Bill Moore, P.O. 126, Tasley, Va. 23441 or via email at eric@vatransit.org in .doc, .docx, or .pdf format:

A. Executive Summary. Please describe how the organization could assist in accomplishing STAR Transit's goals. Also, describe your or your organization's ability to provide equipment and perform installation in a timely manner. (2 page maximum)

B. Professional Experience. Describe how and why your organization is unique. This should include an explanation of the organization's philosophy, size, structure, and qualifications. (3 page maximum)

C. Team Qualifications. Please identify partners, managers, and in-charge staff who will be assigned to this project should your organization be awarded a project. Please provide brief biographical information that specifically addresses the engineering services to be provided. (3 page maximum)

D. Equipment provision and installation plan to include company's intent and ability to provide radio hardware, transmission equipment, installation and final connection. Discuss your organization's capacity to provide installation, support, training and warranty services if awarded a project.

E. Anticipated total cost of work described in section "D" and "F".

F. Additional Information. Please provide any additional information, not specifically requested, but which you believe would be useful in the evaluation of your organization. (3 page maximum)

Key Contacts

The following are key contacts for information you may seek in preparing your proposal:

Bill Moore	Phone: 757-787-8322 Email: bill@mystartransit.org
Eric Levdahl	Phone: 540-338-1610 X 1206 Email: eric@vatransit.org
Phil Thompson	Phone: 540-292-1668 Email: phil@vatransit.org

Requests for additional information and questions should be coordinated through Eric Levdahl and Bill Moore. They may be reached at the numbers and emails listed above. Please submit the completed information packet to the attention of Eric Levdahl by hand delivery or USPS to: P.O. Box 126, Tasley, Va 23441 or to [Eric@vatransit.org](mailto:eric@vatransit.org) in .doc, .docx, or .pdf form.

Sincerely,
Eric Levdahl
Office of Procurement for STAR Transit
Virginia Regional Transit
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Purcellville, Va. 20132