

# REQUEST FOR PROPOSALS

## Webhosting Services

SRTA Solicitation Number: S-00044

- Issued:** March 20, 2026
- Contract Capacity:** Estimated budget of \$96,730
- Performance Period:** Project to be completed by June 30, 2031
- Payment Method:** Cost Reimbursement
- Submissions Due:** 3:00 p.m. PDT on April 14, 2026
- Contact Person:** Laurent Beauregard, Assistant Transportation Planner

Interested applicants must [subscribe](#) to SRTA’s bid posting webpage to receive notices when information and possible RFP addenda become available.

**Shasta Regional Transportation Agency**  
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## Procurement Summary

The Shasta Regional Transportation Agency (SRTA) is soliciting proposals from qualified consultants to provide website hosting services, technical support, and related services for SRTA's public website. The scope of work includes hosting and supporting SRTA's website, migrating existing website content to the proposer's platform, and providing ongoing technical support and training, as further described in this Request for Proposals (RFP). The selected consultant may also be requested to provide optional services such as website redesign.

This project is funded using indirect funds. The estimated contract award budget is \$96,730; which includes the base scope of work and optional tasks. Actual costs will depend on the services authorized by SRTA. SRTA intends to enter into a technical services agreement for an initial term of five (5) years, with a contract term anticipated to expire on June 30, 2031, with up to two additional one (1) year extensions to avoid a gap or disruption of services.

## Project Background

SRTA's public website is a critical communications and compliance tool that supports public information, board and committee transparency, document distribution, and public engagement. The website hosts agendas, staff reports, planning documents, funding and program information, and other materials required to support SRTA's operations and public facing responsibilities. It ensures relevant information related to transportation planning topics is available for the public to stay informed and engaged in the planning process.

SRTA's current website hosting and support services contract expires on June 30, 2026, unless SRTA needs to extend the contract to facilitate content migration. To ensure continuity of service, maintain compliance with accessibility and security requirements, and allow sufficient time for contract award and potential transition to a new service provider, SRTA is initiating this procurement in advance of the current contract's expiration. Should schedules not align well with content migration, SRTA will work with existing contractor to ensure the current website remains in operation and is live until content with selected vendor is transferred and ready.

This Request for Proposals is intended to select a qualified consultant to provide ongoing website hosting and technical support services for a five-year term, with up to two additional one (1) year extensions to avoid a gap or disruption of services, including migration of existing website content to the selected consultant's platform and training for SRTA staff, as further described in this RFP. Initiating this procurement now will allow adequate time for proposal evaluation, contract award, and, if necessary, a smooth transition and content migration prior to the expiration of the current contract.

## About Your Proposal

### Project Scope of Work

SRTA is seeking a qualified consultant to provide website hosting, technical support, and related services for SRTA's public website for the duration of the agreement. The consultant will be responsible for migrating existing website content to the selected platform and providing ongoing hosting and support services for the contract term. **Proposers should demonstrate how their platform will support or improve upon the functionality of SRTA's existing website.** Tasks include, but are not limited to, the following:

#### Task 1: Project Initiation and Management

The consultant shall initiate the project and coordinate with SRTA staff to establish communication procedures, project schedule, and administrative protocols.

Activities may include:

- Conduct a project kickoff meeting with SRTA staff
- Establish project management procedures, schedule, and points of contact
- Coordinate with SRTA staff during project implementation and website launch

- Provide ongoing project management and coordination during the implementation phase

Deliverables:

- Kickoff meeting agenda and meeting summary
- Project schedule and coordination documentation

## **Task 2: Platform Setup and Content Migration**

The consultant shall configure the website on the consultant's hosting platform and migrate SRTA's existing website content to the selected platform. SRTA will provide website content including text, document library materials, images, and other media currently hosted on SRTA's website.

Activities may include:

- Configure and deploy the website on the consultant's hosting platform
- Implement website templates, layout, and branding consistent with SRTA's existing website
- Migrate existing website content, documents, and media files
- Conduct testing and quality assurance to ensure functionality and accessibility
- Coordinate with SRTA staff to review and approve the migrated website prior to launch

Deliverables:

- Fully functional draft website hosted on the consultant's platform
- Final, live website following SRTA review and approval

## **Task 3: Training**

The consultant shall provide training to SRTA staff on how to manage and maintain website content using the selected platform.

Activities may include:

- Preparation of training materials and documentation
- Conduct training sessions for SRTA staff on editing and managing website content
- Provide instruction on basic website administration and usage monitoring tools

Deliverables:

- Up to four training sessions for SRTA staff
- Training Materials and Documentation

## **Task 4: Technical Support**

The consultant shall provide ongoing 24/7 technical support services to SRTA staff for the duration of the agreement.

Activities may include:

- Provide technical assistance related to website functionality and administration

- Respond to technical support requests from SRTA staff
- Address system errors, bugs, or operational issues
- Provide assistance related to platform updates or configuration changes

Deliverables:

- On call technical support services for the duration of the agreement

### **Task 5: Website Hosting**

The consultant shall provide website hosting services for SRTA’s website for the duration of the agreement.

Activities may include:

- Provide secure and reliable website hosting infrastructure
- Maintain system availability, security, and performance monitoring
- Maintain backup and recovery procedures
- Provide system updates and security patches as necessary
- Coordinate necessary website hosting connections, Domain Name Service, and other required activities with California’s Department of Information Technology for California government agency websites.
  - *SRTA will provide necessary CA Dept. of IT contacts for consultant.*

Deliverables:

- Website hosting services for the full term of the agreement

### **Optional Tasks:**

#### **Task A: Website Redesign**

Upon request, the consultant may be asked to perform a redesign of SRTA’s website. SRTA anticipates that a redesign, if pursued, would be considered beginning in approximately the third year of the agreement, with implementation potentially occurring in subsequent years; however, no request for a redesign is guaranteed. The cost of this optional task should be included in the consultant’s cost proposal.

Activities may include:

- Provide technical assistance related to website functionality and administration
- Develop updated website design concepts and layout
- Implement updated design on the consultant’s platform
- Coordinate with SRTA staff for design review and approval

Deliverables:

- Provide technical assistance related to website functionality and administration
- Full workplan and timeline for redesign
- Fully functional redesigned website

## **Task B: Contract Extension**

Upon request and subject to approval by the SRTA Board of Directors, the terms of the agreement may be extended before the end of the agreement by the Executive Director for up to two additional one (1) year terms to avoid a gap or disruption of services.

## **Task C: Additional websites**

Periodically, SRTA carries out major plans or programs that may initially require use of a multi-year basic project website in order to provide information to the public, rather than just creating a set of additional webpages on SRTA's current website. These typically range in size from three to fifteen pages and generally need to be able to store/share documents, maps, graphics, including polls, etc. Examples of prior/current efforts include:

- Shasta Data Dashboard - <https://www.shastadatadash.com/>
- Envision 273 Corridor Planning effort: [Home - Envision 273 | Social Pinpoint](#)
- The North State Super Region: <https://superregion.org/>

The need to create project websites in the future is unknown. However, it's possible that anywhere from one to three project websites may be requested. Consultants should provide a general cost estimate for multi-year project websites including any additional hosting fees or other costs and rough schedule for development that SRTA should keep in mind if such an effort is desired.

## **Minimum Hosting and Platform Requirements**

Proposers shall provide a hosting platform that meets or exceeds the following minimum requirements:

### **System Availability**

The hosting environment shall maintain a high level of system availability and reliability. Proposers should describe expected uptime performance and service level commitments, including target uptime levels (e.g., 99.9 percent or greater).

### **Security**

The hosting environment shall utilize industry standard security practices to protect the website and its underlying infrastructure. This may include security monitoring, vulnerability management, and protection against malicious activity.

### **Backups and Disaster Recovery**

The system shall include routine automated backups and the ability to restore the website in the event of system failure or data loss. Proposers should describe backup frequency and recovery procedures.

### **Accessibility Compliance**

The website platform shall support compliance with applicable accessibility standards, including Web Content Accessibility Guidelines (WCAG) 2.1 Level AA or equivalent.

### **Content Management**

The platform shall provide a user-friendly content management system that allows authorized SRTA staff to edit and update website content without requiring advanced technical knowledge.

### **Administrative Access**

The system shall allow SRTA staff appropriate administrative access to manage website content, documents, and basic configuration settings.

### **Performance and Monitoring**

The hosting platform shall support performance monitoring and routine maintenance to ensure reliable website operation. Proposers should describe expected performance standards, including page load times (particularly for mobile users), uptime targets, and monitoring practices.

## **Project Schedule/Timeline**

The contract to be awarded will be for an approximately five-year period, with up to two additional one (1) year extensions to avoid a gap or disruption of services, whereupon a new procurement process will be initiated. The contract is expected to begin following approval by the SRTA Board of Directors at its April 30, 2026, meeting. The contract term is anticipated to begin May 1, 2026, and end June 30, 2031.

The selected consultant will be expected to coordinate with SRTA staff to complete website implementation activities, including migration of existing website content to the consultant's platform, prior to the expiration of SRTA's current website hosting services contract on June 30, 2026. Proposers should demonstrate their ability to complete the required implementation and migration activities within this timeframe. If the proposed schedule in this RFP cannot be achieved, proposers shall include a detailed project timeline in their proposal that identifies a reasonable approach and schedule for completing implementation and migration of the website to a live environment.

## **Proposal Contents**

Written proposals submitted in response to this RFP shall not exceed 25 pages (excluding attachments). At a minimum, the following information should be included and clearly labeled as follows:

### **Introduction**

- A transmittal letter should be included, signed by an officer who may contractually bind the firm or joint venture. The signature of the authorized representative attests that the information contained in the proposal is truthful, accurate, and complete at

the time of submittal. The letter should include how the respondent heard of the procurement.

- The introduction should include a description of the firm containing the firm's name, address, legal form of the company (e.g., partnership, corporation, joint venture, etc.), North American Industry Classification System (NAICS) code, Tax Identification Number (TIN), annual gross receipts (may be a range), and the number of years the firm has been in business.

### **Proposal and Work Plan**

- Statement of understanding of the scope of work that illustrates the consultant's familiarity with web hosting services for government agencies and a discussion of a technical approach and management approach.
- Work plan and schedule to complete the project scope of work identifying milestones and deliverables.

### **Project Team**

- An organizational chart showing the firm's approach towards the staffing and management of the project shall be provided. Titles, roles, and the number of staff required to fill those roles should be shown on the chart. The proposed relationships between staff should be shown as well.
- A staffing plan identifying the approximate number, expertise, and experience level of staff by role and responsibility based on anticipated work.

### **Resumes**

- List of the personnel on the project team, including a summary of their qualifications and work experience (resumes may be included as an attachment). Resumes should include persons' active professional registrations and registration number, including expiration date. This includes any sub-consultants proposed for use.

### **Team Experience**

- This segment should highlight or expand upon project experience. Elaborate on the proposed team's previous work as a team with other key staff and proposers listed.
- Describe staffing capability, workload, and record of meeting schedules on similar projects. Also describe ability to adapt to unexpected work. Finally, describe the feasibility of oversight, ability, and willingness to respond to SRTA requirements for this procurement.

### **Example Projects**

- A representative list of similar projects completed within the last five years including:
  - Contracting firm
  - Contracting firm project manager
  - Contracting firm contact information
  - Contract amount

- Date of contract
- Date of completion
- Consultant project manager and contact information
- Project description

### **Additional Information**

- Proposer should explain its approach and strategy for successfully completing similar projects, with all the necessary approvals within the shortest possible time frame. The project approach should be sufficient in detail to demonstrate the proposer’s understanding of the project, its unique challenges, and the processes and procedures that must be followed. The proposer should identify the most critical steps in the successful completion of similar projects.
- Proposer should describe its tools, procedures, and techniques used to keep projects within budget and schedule.
- Proposer should provide a summary of experience achieving approval, clearance, and permitting according to local, state, and federal regulatory requirements.
- Proposer should explain why their team should be selected and include any other information they feel is relevant.

### **Cost Proposal**

- The proposal shall be a firm offer for a minimum of 90 days and contain a statement to that effect. The proposal shall contain a statement that all activities performed within the proposed scope of work will be performed at a not-to-exceed price.
- Cost proposal worksheet, including: fee schedule on a time (by personnel) and materials basis; cost by task; and total cost to complete the project. The cost proposal shall be fully inclusive of all services, overhead, and direct expenses.

### **Addenda and Questions About This RFP**

Interested applicants must subscribe to SRTA’s bid posting webpage at <http://www.srta.ca.gov/bids.aspx> so that they are notified of any addenda to the RFP or responses to questions received. All questions regarding this RFP will be responded to collectively and made available for all interested applicants via the bid posting webpage on SRTA’s website.

Questions may be submitted via email to [srta@srta.ca.gov](mailto:srta@srta.ca.gov) Questions will continue to be taken via email from prospective vendors until 5:00 p.m. on March 27, 2026. All responses to questions will be posted on the [SRTA website](#) no later than 5:00 p.m. on March 30, 2026.

### **Procurement Schedule**

The anticipated procurement schedule is shown below in Table 1. Firm deadlines are shown in bold text.

Table 1 – Procurement Schedule

Tasks	Deadline
Release RFP	<b>March 20, 2026</b>
Interested Vendor Questions Due	<b>5:00 p.m. PDT, March 27, 2026</b>
SRTA Response to Vendor Questions	<b>No later than 5:00p.m. March 30, 2026</b>
Vendor Proposals Due	<b>3:00 p.m. PDT, April 14, 2026</b>
Evaluation and Ranking of Proposals	April 15-17, 2026
Consultant-SRTA contract negotiation, including budget and scope of work	April 20-24, 2026
SRTA Board of Directors Approval	April 30, 2026
Anticipated Contract Start	May 1, 2026

### Proposal Submittal

Please submit consultant proposals via email to:

[srta@srta.ca.gov](mailto:srta@srta.ca.gov)

**Proposal submittals must be received at the SRTA office before 3:00 p.m. PDT on April 14, 2026.**

No proposals will be accepted after this time. Proposal receipt will be acknowledged by email. Technical difficulties and options for remediation will be evaluated on a case-by-case basis by SRTA staff.

The cost of preparing and submitting a proposal, pre-contract meetings, and participating in an interview—if held—are at the sole expense of the proposer. SRTA reserves the right to reject any or all proposals, and to waive any informality, technical defect, or clerical error in any proposal at SRTA’s discretion. Solicitation of proposals in no way obligates SRTA to contract with any firm or individual. The decision to approve and award a contract is at the discretion of SRTA.

### Proposal Evaluation

A panel will be formed to evaluate the proposals via consensus scoring and make a recommendation in consultation with the executive director, which will then go to the SRTA Board of Directors for approval. The proposal evaluation will be based on the scoring criteria presented in Table 2.

Table 2 – Proposal Scoring Criteria

Criteria	Maximum Possible Points
Thoroughness of proposal at addressing the project’s scope of work and the project’s overarching objectives	20
Qualifications and similar experience of the consulting firm and project team, including sub-consultants.	20
Cost and value of services to be provided	20
Examples of innovative and/or transformational ideas using AI to improve workflows and user experience.	20
Platform functionality and ability to support SRTA’s existing website capabilities, including content management, document hosting, public information access, and administrative tools.	20
<b>Total</b>	<b>100</b>

### Contract Amount and Award

The anticipated start date is May 1, 2026, with a June 30, 2031, contract expiration. Consultant selection will be based on a combination of funding availability and the value of the services to be provided. The estimated contract award budget is \$96,730; which includes the base scope of work and optional tasks. Actual costs will depend on the services authorized by SRTA.

Barring any delays (e.g., the need for a budget amendment, extension of the RFP response date, etc.), the SRTA Executive Director will schedule the proposed technical services agreement for consideration by the SRTA Board of Directors on April 30, 2026. The agreement is not in force until approved by the SRTA Board of Directors and a fully executed technical services agreement is provided to the selected consultant.

## Additional Information and Terms

### Standard Consulting Agreement

SRTA’s standard Technical Services Agreement (TSA) will be used for the agreement between SRTA and the selected consultant. SRTA’s TSA template is provided by separate attachment (Attachment C) to the RFP distribution.

### Protest Procedure

All protests will follow the SRTA protest procedures for procurements as delineated in the

appendix.

### **Debriefing**

SRTA will provide an informal debriefing to interested consultants not selected for this contract upon request once a final contract has been negotiated and executed.

### **Public Records Act**

All proposals submitted in response to the RFP will become the exclusive property of SRTA. At such time as a contract is executed, all bids and proposals related to that contract become a matter of public record and will be regarded as public records and subject to the Public Records Act (Gov. Code Section 6254 et. seq.).

If consultant feels that any information in their proposal is “proprietary” in nature, then consultant must provide a second proposal (clearly labeled) with that information removed, which would be shared in the event of any Public Records Act request. Otherwise, their submitted proposal will be provided in the event of a Public Records Act request and consultant, by submitting a proposal to this RFP, waives any claims against and hold SRTA harmless for the release of their proposal.

In the event of litigation concerning the disclosure of any records, SRTA’s sole involvement will be as a stakeholder, retaining the records until otherwise ordered by a court. The proposer, at its sole expense and risk, shall be fully responsible for any, and all, fees for prosecuting or defending any action concerning the records and shall indemnify and hold SRTA harmless from all costs and expenses, including attorney’s fees, in connection with, any such action.

### **Modification or Withdrawal of Proposal**

Any proposal received prior to the deadline may be withdrawn or modified either personally, through e-mail, or by written request of the consultant. To be considered, the modification must be received in writing (email acceptable) prior to the deadline. Proposals may be withdrawn following the proposal deadline for good cause; please consult with the RFP contact person to discuss this.

### **RFP Addendum or Addenda**

Any changes to the RFP will be made by written addenda issued by SRTA and shall be considered part of the RFP. The RFP deadline may be extended dependent upon the nature of the changes issued. Upon issuance, such addenda shall be incorporated into the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation. Any addenda will be posted online only. It will be the consultant’s responsibility to assure that all addenda are incorporated into the proposal as required according to all the terms and conditions for submittal of the proposal. In no event will SRTA modify the RFP with less than five (5) days remaining to the deadline, without extending the RFP deadline.

### **Verbal Agreement or Conversation**

No prior, current, or post-award verbal conversations or agreement(s) with any officer, agent, or employee of SRTA shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

### **Special Funding Considerations**

Any contract resulting from this RFP will be financed with funds available to SRTA. The contract for this service is contingent upon the provision of these funds to SRTA. In the event these funds are reduced or eliminated, SRTA reserves the right to terminate or revise any contract.

### **Alternatives**

Consultants may not alter objectives and deliverables of the RFP in the response to the RFP. If the consultant brings to SRTA's attention, at least ten (10) days before the RFP deadline, an alternative end product than the RFP delineates, SRTA reserves the right to cancel the RFP and re-bid the project

### **Equal Employment Opportunity/Affirmative Action**

In awarding a contract to a consultant, SRTA includes language within the contract which requires the consultant to certify their compliance with federal regulations.

## Appendix

**SRTA's Current Website:** <https://www.srta.ca.gov/>

**Protest Procedures:** <https://www.srta.ca.gov/DocumentCenter/View/10038/05-Protest-Procedures-for-Procurements-updated-December-11-2025>

**Example Technical Services Agreement:**

<https://www.srta.ca.gov/DocumentCenter/View/5589/2026-Technical-Services-Agreement-Draft>