

S4PRC.org

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Mississippi
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North Carolina
Oklahoma
Oregon
Pennsylvania
Rhode Island
South Carolina
Tennessee
Texas
Vermont
Virginia
Washington
Wisconsin*

*California
Capital Corridor*

*Northern
New England
Passenger
Rail Authority*

*Southern High
Speed Rail
Commission*

January 22, 2014

Request for Consultant Services

The States for Passenger Rail Coalition, Inc. (S4PRC) is a peer network that focuses on providing mutual support, exchange of technical knowledge and educational materials centered on best practices and, where appropriate, outreach to individuals and entities interested in passenger rail. The Coalition's membership is composed of State agencies, departments or authorities whose work is directly related to providing intercity passenger rail services. All Coalition efforts are carried out in an open and transparent manner, and decisions are reached by consensus. This stable, vibrant, and virtual organization has been in existence for over 10 years and has recently incorporated and is seeking designation as a 501(c)3 entity.

The States for Passenger Rail Coalition, Inc. is currently requesting proposals for consultant services from an independent contractor to support its activities. The consultant will not engage in lobbying on behalf of S4PRC. The following guidance was developed to assist interested parties in preparing proposals for consideration:

Knowledge/Experience requirements

The consultant must:

- demonstrate thorough understanding of the federal legislative and regulatory processes as they relate to and affect passenger rail, including an understanding of the jurisdictional role of the Surface Transportation Board
- demonstrate significant experience in the development of transportation policy and planning documents, including legislative initiatives, and related education and outreach materials
- demonstrate extensive experience working directly with or for state agencies, departments or authorities engaged in planning, management and operations of intercity

passenger rail services, preferably including contracting of services and development of infrastructure projects and/or programs

- demonstrate a familiarity with the National Railroad Passenger Corporation (Amtrak), the Federal Railroad Administration, the Federal Transit Administration, the Transportation Research Board, the American Association of State Highway and Transportation Association and its Standing Committee on Rail Transportation, the American Association of Railroads, the American Short-line and Regional Railroad Association, the American Public Transit Administration, and other rail-related entities, including a general knowledge of their key policies, goals and initiatives as well as individuals in leadership positions at those organizations.

Operational Aspects

- As S4PRC does not have a physical office, the selected candidate will be expected to provide services remotely, using their own office equipment, computer, and communication devices; be capable of traveling to S4PRC-related meetings and conferences, and, on a regular basis, to communicate electronically with S4PRC leadership.
- An individual may propose to augment his/her proposal for services by partnering with others to share specific task areas. The term of the contract for services will be for one year with multiple extensions possible upon mutual consent; a budget range of \$20,000 to \$25,000 is currently envisioned for this contract
- Compensation for labor will be at the hourly rate established in the contract. In addition travel expenses and other direct expenses such as office expenses, equipment, or software shall be reimbursed at actual costs subject to the cost principles set forth at 48CFR Part 31, Federal Acquisition Regulation. Reimbursement for travel and direct expenses must be pre-approved by the Executive Committee.

Anticipated tasks include, but are not limited to:

- Monitor developments in federal programs or legislation of interest/importance to the membership; prepare updates and briefing materials on issues that may affect members for bi-weekly phone calls and in person meetings and assist the Secretary in their distribution as needed
- Interact with Amtrak, FRA, TRB, AASHTO/SCORT, APTA, AAR/ASLRRRA and other rail-related entities to listen, present and/or share when appropriate
- Draft correspondence, including official testimony, as directed by the Executive Committee (Chair, Vice-Chair, Secretary & Treasurer)

- Assist the Executive Committee with implementation of a new business structure and provide general day-to-day oversight upon completion thereof
- Participate in the General Membership conference calls (usually held bi-weekly) and in-person membership meetings (usually held twice a year)
- Assist in the development and production of education and outreach documents, including policy papers and position briefings
- Follow media reports related to rail and share news articles and other literature with S4PRC members directly and via posting to the website
- Assist in recruitment and retention of S4PRC membership
- Assist in the development of meeting agendas, preparation of minutes, and related materials
- Provide technical assistance to individual State efforts where practical and as requested
- Assist in the maintenance and development of the S4PRC website
- Participate in Executive Committee retreats
- Participate as S4PRC representative at OneRail meetings
- When requested and as practical, accompany members to various meetings related to passenger rail initiatives
- Collaborate with S4PRC attorneys as needed or requested

Submission guidelines:

Interested parties should submit proposals to the S4PRC Consultant Selection Committee via drop box at the following link: <https://ftp.dot.state.tx.us/dropbox/>

PDF file of the proposal should be attached and sent to Jennifer.Moczygemba@txdot.gov.

Proposals must be posted to the drop box by 5:00pm, E.S.T. on February 7, 2014.

Any questions related to this RFP may be addressed to: Jennifer Moczygemba (Committee Chair) at (512) 486-5125.

All proposals should address how the consultant or consultant team meets the knowledge and experience requirements. The proposal should list entities for which similar work is being performed. The proposal must also discuss their approach to providing the tasks listed in this RFP and provide a proposed budget based on an estimated person hour distribution of tasks to be performed. Selection will be based on the ability of the consultant or consultant team to meet the needs of the organization as well as overall best value. The RFP will be limited to 10 pages, inclusive of all supporting documents, such as resumes, references, etc.

