



STATES FOR PASSENGER RAIL COALITION

Request for Proposals for Consultant Support Services

Due January 31, 2023 8:00 AM EST.

Submit proposals to:
States for Passenger Rail Coalition
proposals@vpra.virginia.gov

REQUEST FOR PROPOSALS (RFP)

The States for Passenger Rail Coalition, (SPRC), an alliance of State and regional Transportation Officials who work together to promote the development and growth of Intercity Passenger Rail as part of an integrated national transportation network, is seeking proposals for a cost-effective, full-service consultant company to assist advocacy, in-person meetings, website content, and assistance with committee meetings.

As an alliance of State and regional Transportation Officials, SPRC, works together to promote the development and growth of Intercity Passenger Rail as part of an integrated national transportation network. The Coalition offers a centralized forum to interact with decision-makers, stakeholders, and advocacy groups to share information and provide direction in support of intercity passenger rail. Our members include states that have Amtrak's national Long Distance trains, Amtrak state-supported routes, and the Northeast Corridor.

The SPRC seeks consultant support services to advance the Coalition's mission and represent state voices in Washington, DC. Proposals should describe the approach to tasks, consultant qualifications, and are encouraged to offer unique/suggested approaches to accomplish the Coalition's work. The Coalition's annual operating budget for consultant support, annual reports, and meetings is approximately \$120,000.

It is the intent of SPRC to contract with one (1) full-service company to provide the desired services for a period of one (1) year with an option to extend services on a year-to-year basis at the discretion of the SPRC Executive Committee.

The SPRC requires a proposal submitted electronically, that addresses the points detailed in this RFP, from any company wishing to be considered. Hard-copy and facsimile submissions will not be accepted in lieu of electronic submissions. Offerors are responsible for the timely delivery of their proposals. **Proposals must be submitted no later than January 31, 2023 8:00 AM EST to proposals@vpra.virginia.gov.**

Proposals received later than the deadline will be rejected. The official date and time used in receipt of electronic responses is the timestamp associated when emails are received.

For more information about SPRC, please visit our website at www.s4prc.org.

SELECTION TIMELINE AND CONTRACT TERMS

Please note that dates below may be adjusted to comply with all procedural requirements associated with the contracting process. The actual contract start date will be established by a completed and approved contract.

Date	Phase
January 4, 2022	Advertisement of RFP
January 13, 2023 5:00PM EST	Deadline for interested parties to submit written questions to proposals@vpra.virginia.gov
January 18, 2023	SPRC issues written responses to questions on www.s4prc.org
January 31, 2023, 8:00AM EST	Responses to RFP due to SPRC. Late submission will not be accepted.
February 2023	Interviews (if necessary)
March 1, 2023	SPRC awards contract

Following the initial term of the contract, SPRC may opt to renew the contract subject to the availability of funding and determination of satisfactory performance by the Executive Committee. The term of the anticipated contract, resulting from the RFP is:

Period	Start Date	End Date
Initial Contract Period	March 1, 2023	April 30, 2024
Renewal Period	March 1, 2024	April 30, 2025

SCOPE

The Scope of Services may include, but is not limited to the following during the Initial Contract Period:

- Task 1 – Monitor and report on rail industry activities, specifically at the federal level, including proposed regulatory changes, legislative proposals, funding developments, and other rail related issues which affect the SPRC mission, principles, and member concerns. This includes monitoring and tracking legislation, bill review, and preparing updates/briefing materials for member meetings (virtual monthly meetings and two in-person meetings).
- Task 2 – Draft correspondence, including testimony, position papers, and principles as directed by the SPRC Executive Committee.
- Task 3 – Assist in development and production of the SPRC Annual Report as well as education and outreach documents that support the Coalition’s mission of advocacy.

- Task 4 – Provide Coalition administrative support, including preparation of agendas for virtual and hybrid meetings, hosting virtual meeting and hybrid meetings with a reliable platform, managing calendar invitations, advising Executive Committee on application of and updates to SPRC by-laws, managing/maintaining the official SPRC member list, sending out materials in advance of each meeting, and preparing meeting summaries.”
- Task 5 - Coordinate planning, and participate in, two in-person member meetings per year, which move around the United States.
- Task 6 – Manage the SPRC website content throughout the year, with updates at least once per month: post SPRC testimony, letters, press releases related to Members, the annual report, and update the site to reflect current membership, updated by-laws, policy principles and other related Coalition content.

SUBMITTAL INFORMATION

All proposals must be submitted electronically in a PDF format on or before the date and time designated on this solicitation. Hard-copy and facsimile submissions will not be accepted in lieu of electronic submissions. The email address to submit proposals can accept files up to 150MB in size. If the response exceeds 150 MB it is recommended that the files(s) be compressed and sent as an attachment zip file, if possible.

Proposals must be submitted no later than **January 31, 2023 8:00 AM EST** to proposals@vpra.virginia.gov. The official date and time used in receipt of responses is the timestamp associated when emails are received at proposals@vpra.virginia.gov.

In order to establish a uniform review process, proposals should be organized in the order of the proposal requirements enumerated below. All proposals shall include the following:

- I. Title Page: Include the name, address and telephone number of the proposing company, name/title of primary contact person, and submission date.
- II. Table of Contents: Clearly identify the material by section and by page number.
- III. Letter of Transmittal: (limit to two pages)
 - i. Briefly state the company’s understanding of the work to be performed, a positive commitment to perform the work and ability to meet defined objectives.
 - ii. Provide the names of the people who will be authorized to make representations for the proposal, their titles, addresses, and telephone numbers.
- IV. Company Profile:
 - i. Provide the address of the primary office from which the work is to be performed, as well as the number of partners, managers, supervisors, seniors, and other professional staff employed by that office.
- V. Summary of Proposer’s Qualifications
 - i. Provide an overview of the company and how the company distinguishes itself.
 - ii. Identify company leadership and day-to-day staff who will work on the SPRC

account. Resumes and the availability of each person to be assigned to the account shall be included as an appendix.

- iii. Describe prior or present projects that substantiate your company's qualifications to perform this work. Please list all related accounts.
- iv. Describe company's capabilities (in the form of case histories); list all in-house services available.
- v. List any services that would not be done in-house and would have to be subcontracted to other professionals or freelancers.
- vi. Provide two references that we can contact to learn more about your company.
- vii. List any accounts lost during the past three (3) years and reasons.
- viii. Disclose any potential conflicts of interest.

VI. Cost Proposal

- i. Provide a cost estimate for the initial contract period and renewal period. Proposals should provide a line-item breakdown of services, including any proposed subcontracted services, along with total cost for the activities described, which address the tasks described above. Costs will be billed on a monthly basis.

VII. Optional Tasks

- i. A proposal may break out optional tasks, which are suggested as part of a unique approach to benefit the Coalition's mission and goals.

Other Proposal Requirements

- All proposals are limited to a total of 25 pages, including all appendices.
 - Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.
- Proposals shall be valid for 90 days from the date of submission and are not subject to withdrawal.

INTERVIEWS

One or more proposers may be selected for an in-depth interview before the contract is awarded.

EVALUATION OF PROPOSALS

Proposals received will be reviewed to assure they are responsive to the RFP requirements. Proposals deemed responsive will then be reviewed and scored by an evaluation committee in accordance with the criteria below.

I. Completeness of Proposal (10 points)

- Quality of proposal
- Comprehensive, organized proposal that addresses all areas of the RFP

II. Qualifications, Experience, and Availability of the personnel to be assigned (50 points)

- Relevant and proven experience

- Experience of proposed team working together on similar efforts
- Technical qualifications, skills and qualified key personnel assigned to the project
- Ability to provide full range of required services
- Proposed staff plan to support the Coalition and its influence in intercity rail policies
- Understanding of SPRC's needs/objectives as outlined
- Understanding of relationships between key stakeholders, including the Federal Railroad Administration, key congressional committees, the Surface Transportation Board, labor, freight railroads, American Association of State Highway and Transportation Officials, and Amtrak

III. Cost of proposal (30 points)

- The lowest overall cost and responsiveness of the required tasks

IV. Optional Tasks (10 points)

- Optional tasks may be considered in this category

The Selection Committee may perform preliminary scoring of proposals and choose to interview the top scoring company(ies), after which scoring will be finalized.

QUESTIONS

Questions regarding this proposal for services must be submitted electronically in writing to the address below by 5:00 PM EST January 13, 2023 via email:

- proposals@vpra.virginia.gov

Please include "SPRC Request for Proposals" in the subject line of all e-mail questions. Responses to all questions will be compiled in writing and posted on the SPRC website (<http://www.s4prc.org>) on January 18, 2023. It is the responsibility of all interested parties to visit this website to obtain a copy of the Question & Answer Summary.

No telephone inquiries will be accepted.

SPRC reserves the right to waive formalities, to accept any proposal, or to reject any and all proposals for any reason.

Any costs incurred by proposers in preparing or submitting offers are the proposer's sole responsibility; SPRC will not reimburse any proposer for any costs incurred prior to award.