



Addendum No One

DATE: 1/X/2023

Reference: States for Passenger Rail Coalition RFP for Consultant Support Services
Issue Date: 1/4/2023
Proposal Due: **1/31/2023 (by 8:00 AM EST)**

TO ALL OFFERORS:

This Addendum No. One informs Offerors as to the questions/answers that were submitted to SPRC in regard to the open RFP.

NOTE: Offerors must acknowledge receipt of this Addendum by signing and attaching Addendum Number One to your proposal. Signature of this addendum does not constitute your signature on the original proposal document. The original proposal document must also be signed.

Very truly yours,

States for Passenger Rail Coalition Selection Committee

Name of Firm

Signature/Title

Date

States for Passenger Rail Coalition (SPRC) received the following questions:

Question #1: Does SPRC maintain an average cost of its meetings? If not, typically how many attendees join in person and is food and beverage typically provided?

Answer #1: We do not maintain an average cost of meetings, however, each year we approve an annual budget that accounts for consultant costs, consultant travel, the annual report, filing taxes, website support, AV costs for in-person meetings, and potential for travel reimbursement for Exec Committee in-person Hill testimony. Monthly meetings are hosted online, and a consultant would be expected to have a platform to host meetings.

For our January 2023 Annual Meeting in Washington, D.C., 17 of the 23 members are currently expected to attend in person along with several other interested states, AASHTO representatives, federal stakeholders (including the Federal Railroad Administration and members of the Surface Transportation Board), Amtrak, and more. We partner with AASHTO when organizing reserved meeting space and AV equipment, which can cost up to \$7,000 for a meeting depending on the equipment package. This cost is billed separately to SPRC and is not expected to be included in the consultants proposed budget.

Member and Exec Committee travel/lodging costs to the Annual and fall meeting are not provided by SPRC. Food and Beverage is not provided by SPRC. Since our two in-person meetings are coordinated with AASHTO's Council on Rail Transportation (CORT), some food and beverage options are provided through the CORT registration fee during the day of the SPRC meeting.

Question #2: In the past, has SPRC planned its meetings in conjunction with any industry conferences? If yes, has SPRC ever been comped space to conduct its meetings in conjunction with a host conference?

Answer #2: Yes, the meetings are hosted in conjunction with AASHTO CORT, the Next Generation Equipment Committee and the State-Amtrak Intercity Passenger Rail Committee. (SAIPRC), and space has typically been comped. If we are ever required to pay for space, the expectation is that this would be paid for directly by SAIPRC.

Question #3: The RFP asks for resumes of each team member to be submitted. Is there a preferred format for the resumes, and will a biographical summary be sufficient?

Answer #3: There is no preferred format for the resumes. Please submit what best describes your qualifications as it relates to your understanding of the consultant services outlined in the Request for Proposals.

Question #4: The RFP indicates that among the tasks provided by the consultant would include manage the website. Can you provide greater detail on the scope of this work? For instance, does this include hosting the website, conducting any technical support including cyber security, and what platform SPRC uses to maintain its website content?

Answer #4: SPRC has a contract with a vendor for the technical maintenance and hosting of the website. The selected contractor under this RFP would be responsible for supporting content on the website and routine updates.

Question #5: Firms submitting a proposal are asked to provide a list of any accounts lost over the preceding 3 years. Our firm has a number of state offices as well as a federal office. Should a proposal list all accounts lost across the firm during the past 3 years, or does this apply more narrowly to a firm's Federal office and/or clients related to the team for the SPRC proposal?

Answer #5: A list of any/all – not specifically federal – accounts lost over the preceding three years will satisfy this part of the RFP criteria.

Question #6: The RFP indicates that tasks will include planning and participation in two annual in-person meetings, and the SPRC budget for consulting services includes the cost of meetings. Can you clarify if the overall proposed budget is expected to include related meeting costs such as SPRC and consultant travel and costs associated with hosting meetings (event space, caterers, hotels, equipment), or if those costs would be separate from the proposed budget?

Answer #6: Each year SPRC approves an annual budget that accounts for consultant costs, consultant travel, the annual report, filing taxes, website support, AV costs for in-person meetings, and potential for travel reimbursement for Exec Committee in-person Hill testimony. Neither travel costs for members/Exec Committee nor food and beverage costs for the Annual and Fall meetings are paid for by SPRC. Monthly meetings are hosted online, and a consultant would be expected to have a platform to host meetings. Any cost for in person meetings, caterers, and equipment would be borne by SPRC directly, though the consultant will be expected to provide coordination support with any venue. For administrative ease, we may ask that the consultant pay for and be reimbursed for these costs, but these should not be included in the budget proposal.

Question #7: Does the Coalition expect for the consultant to provide support for Coalition members and join in advocacy efforts for specific projects, or will advocacy remain focused on Coalition priorities, such as program funding appropriations?

Answer #7: We do not expect the consultant to be involved in individual member project advocacy. This would remain the responsibility of individual members. Advocacy will focused on Coalition priorities, including those which align with our Policy Principles: [Policy & Advocacy - States for Passenger Rail Coalition \(s4prc.org\)](#)
Support is also provided to the SPRC Executive Committee.

Question #8: Who are the current members and chair of the executive committee of the States for Passenger Rail Coalition? The list on your website appears to be outdated.

Answer #8: The website is current. Executive Committee positions are found at: [Contact - States for Passenger Rail Coalition \(s4prc.org\)](#)

Member states and authorities can be found at:

[About Our Organization - States for Passenger Rail Coalition \(s4prc.org\)](#)

Question #9: Does States for Passenger Rail intend to resume an annual report or some type of regular reporting document and would that responsibility be assigned to the Consultant? Can you share what the States for Passenger Rail Coalition is planning in this regard?

Answer #9: The SPRC annual report has not been suspended; prior year reports are available on the website:

[About Our Organization - States for Passenger Rail Coalition \(s4prc.org\)](#)

End of questions.