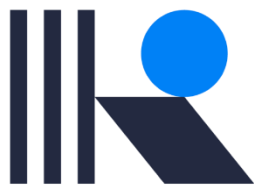


REQUEST FOR QUALIFICATIONS

**KIPDA Federal Railroad Administration Corridor
Identification and Development (CID) Program Scoping**

March 12, 2024



K I P D A
Kentuckiana Regional Planning
& Development Agency

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KIPDA Federal Railroad Administration Corridor Identification and Development (CID) Program Scoping

The Kentuckiana Regional Planning and Development Agency (KIPDA), the designated Metropolitan Planning Organization (MPO) for the Louisville/Jefferson County, KY-IN urbanized area, is seeking responses from qualified firms in order to complete Step 1, Scoping, of the Federal Railroad Administration (FRA) Corridor Identification and Development (CID) program for the Louisville – Indianapolis corridor.

KIPDA, in partnership with Louisville Metro Government (LMG), was recently awarded an FRA grant to begin the process to restore intercity passenger rail service between Louisville and Indianapolis.

KIPDA is seeking consultant services to lead efforts on Step 1, Scoping, for the Service Development Plan (SDP). The successful applicant will lead efforts, in coordination with staff at KIPDA, LMG, partner agencies, and other stakeholders to complete the scoping process for Step 1 of the Corridor ID grant.

Successful completion of Step 1 will be determined by the FRA's approval of all required documentation and deliverables. Subsequent steps of the CID program are not formally a part of this RFQ, since the funding for Steps 2 and beyond are not currently secured. FRA requires that the procurement for each step be handled independently. Applicants interested in pursuing both Steps 1 and 2 are encouraged to apply. Successful completion of Step 1 could aid in a firm's selection in Step 2.

For more information on the FRA CID Program, including the specific requirements of each step, please visit: <https://railroads.dot.gov/corridor-ID-program>

The scoping includes two primary tasks listed below with additional subtasks as noted. KIPDA will coordinate Task 1 while the selected consultant will coordinate Task 2. Specific deliverables are required upon the completion of each subtask.

Task 1: Project Administration and Management—Completed by KIPDA

- 1. Project Administration*
- 2. Step 1 Project Management Plan*
- 3. Project Closeout*

Task 2: Step 2 Statement of Work, Approved Project Schedule, Approved Project Budget

- 4. Existing Planning and Development Materials*
- 5. Statement of Work*
- 6. Project Schedule*
- 7. Project Budget*

Total funding available: \$500,000

Deadline date for questions: March 29, 2024

Deadline date for submissions: April 12, 2024

Task 1: Project Administration and Management

All Project Administration and Management activities and subtasks will be completed by KIPDA in coordination with the selected consultant and FRA. This includes Project Administration, the Step 1 Project Management Plan, and Project Closeout documentation.

Task 2: Step 2 Statement of Work, Project Budget, Project Schedule

The selected consultant will prepare a Statement of Work (SOW), Approved Project Budget, and Approved Project Schedule for Step 2 of the CID Program.

Task 2.1 Existing Planning and Development Materials

All existing materials of planning and development efforts in support of the corridor that may fulfill the Service Development Plan (SDP) requirements must be provided to the FRA. The existing materials include, but are not limited to, reports, data, memoranda, GIS data, analyses, correspondence, and/or prior NEPA documentation. Documentation on both methodologies and completed analyses from any relevant prior efforts must be provided.

The selected will provide an annotated list, based on an index provided by FRA, of the materials including a brief summary of the principal conclusions from the work already completed. The selected will coordinate with FRA to support the FRA's review and understanding of the materials. FRA will review these materials to support the review of the SOW for the SDP.

Task 2.2 Statement of Work

The consultant will submit a Draft Step 2 SOW to the FRA for review. FRA will review and coordinate with the consultant to revise as needed until a final Step 2 SOW can be submitted.

Task 2.3 Project Schedule

The consultant will submit a Draft Project Schedule for completing the Step 2 SOW for FRA review. FRA will review and coordinate with the consultant to revise as needed until a final Project Schedule can be submitted.

Task 2.4 Project Budget

The consultant will submit a Draft Project Budget for completing the Step 2 SOW for FRA review. The Project Budget will present the estimated cost for each task and subtasks within the Step 2 SOW including the breakdown of FRA and Non-Federal Contributions including the sources of Non-Federal Contributions. FRA will review and coordinate with the consultant to revise as needed until a final Project Budget can be submitted.

Upon review and approval of the above three deliverables, each will be used in preparing a Grant Agreement for Step 2 of the CID Program.

Task 2 Deliverables:

- Annotated List of Existing Planning and Development Materials
- SDP (Step 2) Statement of Work
- SDP (Step 2) Approved Project Schedule
- SDP (Step 2) Approved Project Budget

Louisville – Indianapolis Corridor ID Program Scoping

Additional Project Details

1. Anticipated Project Schedule:

Request for Proposal Issued	March 12, 2024
Deadline for Questions	March 29, 2024
Proposals Due to KIPDA	by 12:00 p.m. April 12, 2024
Consultant Selection	April 24, 2024
Contract Negotiations	May 2024
Notice to Proceed	May 17, 2024
Project Kick-off Meeting	June 2024
Task 2.1 Existing Planning and Development Materials Approved	August 2024
Task 2.2 – 2.4 Materials Approved (Step 2 SOW, Budget and Schedule)	October 2024
FRA Approval of Task 1 & 2 Materials	October 2024
Project Closeout	November 2024

2. Selection Committee:

- KIPDA MPO Staff Representative
- Louisville Metro Government Representative
- Indianapolis Representative
- INDOT Representative
- Other Local Government Representative

3. Selection Criteria and Requirements of Consultant Proposals:

Each Proposal shall include the following information:

- Lead Firm’s contact information
- Narrative explanation of the firm/team’s qualifications for the project
- Names and experience of key personnel who will be working on the project
- Summary of firm/team’s recent experience in similar projects
- Summary of firm/team's experience in the development of Service Development Plans
- Understanding of the Corridor ID Program and the scope of Step 1

Submittals should not exceed the maximum page length (as described below). Submitted proposals that exceed the maximum, are incomplete, or are submitted after the deadline will be eliminated from consideration by the selection committee.

Responses to this RFQ will be scored individually by the selection committee using the following as a scoring system:

45 Points

Experience of consultant personnel assigned to the project team and the consultant firm/team's past performance with SDP scoping and development. (1 sheet will be allowed for each study or project of similar type and complexity that the consultant wishes to highlight, for a maximum of 10 sheets. Please highlight members of the proposed team's involvement in each of these similar studies.)

45 points

Project approach and proposed procedures to accomplish this study. (5 sheets will be allowed in the response to explain the particular approach.)

5 points

Capacity to comply with schedule (1 sheet will be allowed in the Statement of Qualifications for each Consultant to detail available team workload during the proposed study schedule.)

5 points

DBE Participation. (Applicants can include one (1) page detailing any DBE Participation. The absence of this page will result in 0 points but will not eliminate consideration.)

Presentations before the Selection Committee by the top selected consultants may be required. Final selection will then be made based on the presentation.

4. Submittal Instructions:

- Consultant proposals are to be submitted electronically- in Adobe Acrobat “.pdf” file to: kipda.trans@kipda.org
- The proposals shall be received at the above-listed email address **no later than 12:00 p.m. (Eastern Daylight Time), April 12, 2024.**
- Upon the completion of the review and evaluation of all consultant proposals submitted in response to this RFQ, all proposals shall become the property of KIPDA and as such shall be available for review by the public.
- Upon completion of the review and evaluation of all proposals by the Selection Committee, the highest scoring firm will be selected. The highest scoring firm will be notified and will be invited to enter into contract negotiations with KIPDA.

- The selected firm will be required to submit to KIPDA a statement showing the probable cost for the tasks contained in this document. Direct and indirect costs should be shown, as well as the expected operating margin. The method of dividing the project into work units and the calculation of related time units shall be such that the estimate can be easily reviewed.
- Should the selected firm and KIPDA be unable to negotiate a satisfactory cost arrangement, the second highest scoring firm will be invited to negotiate.
- All communications in specific reference to this RFQ shall be submitted to kipda.trans@kipda.org and should reference "RFQ2024-FRAStep1". KIPDA will not accept telephone calls for clarifications and shall only be bound by posted responses to emailed questions concerning this RFQ.
- No direct replies will be made. Questions regarding the RFQ will be answered as they are received, and all questions and answers will be posted on KIPDA's website. There will be no direct reply to questions.
- KIPDA reserves the right to accept or reject any or all submittals.
- KIPDA, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.