



Schuylkill River Passenger Rail Authority RFP 2023-02  
Addendum No. 1 Dated November 6, 2023

The following constitutes Addendum No. 1 to the above referenced solicitation.

**Addendum No. 1 must be acknowledged by executing the attached acknowledgement form and including it as a required component of a Proposal submitted in response to referenced solicitation. The acknowledgement form will not be counted towards the page limit.**

Addendum No 1 consists of the following:

1. Answers to questions submitted by prospective Proposers by Friday, November 3, 2023.
2. Replacement RFP Pages 1, 2, 6, 7 and 8.

Thank you,

Thomas E. Frawley, P.E., Esq., MBA – Executive Director  
Schuylkill River Passenger Rail Authority  
633 Court Street  
Reading, Pennsylvania 19601

Email: [TFrawley@GoSRPRA.com](mailto:TFrawley@GoSRPRA.com)  
610-724-5028 (Mobile)



ACKNOWLEDGEMENT OF RECEIPT  
OF ADDENDUM No.1 REGARDING RFP 2023-02

The Proposer named below hereby acknowledges, by execution and submission of this form, that it has received and is aware of the content of Addendum No.1 to RFP 2023-02.

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PROPOSER'S NAME

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SIGNATURE

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DATE OF SIGNATURE

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AUTHORIZED SIGNER'S NAME

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AUTHORIZED SIGNER'S TITLE

**Schuylkill River Passenger Rail Authority**

**Responses to Questions Received by November 3, 2023 Regarding RFP 2023-02**

**Last Updated 2023-11-06**

No.	QUESTION	RESPONSE
1	The proposal due date is stated as Friday, November 22, 2023. November 23, 2023 is a Wednesday. Please confirm that the due date is Wednesday, November 22, 2023.	Please refer to revised attached Page 6 of the RFP. Proposals are due Wednesday, November 22.
2	RFP Section 2.1 PROCUREMENT SCHEDULE This Section identifies the Proposal Due Date as November 22, 2023 and the Board Action Regarding Award as November 27, 2023. Can you confirm that you intend to select a consultant within this 5-day period that includes the Thanksgiving holiday?	Please refer to revised attached Pages 1 and 6 of the RFP. The due date remains as stated in the RFP as Wednesday, November 22. The Board action date has been moved to a special meeting, tentatively planned to be held on or about December 11, but Board action may be moved to the scheduled December 18 Board Meeting.
3	What will be provided by the operating railroad? I.e. track charts, bridge list, culvert list, interlocking list, CP list, wayside signal list, grade crossing list, and any Special Instruction for territory and possible Rule Book for territory.	SRPRA will request the identified materials from the operating railroads. Although SRPRA cannot guarantee the full cooperation of the operating railroads, for purposes of responding to the RFP, Proposers should assume that the identified materials will be provided to the selected Proposer for their use.
4	RFP section 4.2 INFORMAL INTERVIEWS indicates that proposers may be asked to participate in informal interviews. Will you schedule these interviews between November 22, 2023 and November 27, 2023?	Please refer to revised attached Pages 1 and 6 of the RFP. Informal interviews, if conducted, are planned to take place during the week of December 4.
5	RFP section 4.3 NEGOTIATION, AND AWARD OF THE CONTRACT indicates that 'after receipt and evaluation of all proposals, SRPRA will conduct negotiations with the Proposer or Proposers deemed to be fully qualified and best suited among those submitting proposals.' Will you conduct these negotiations between November 22, 2023 and November 27, 2023?	Please refer to revised attached Pages 1 and 6 of the RFP. Negotiations are planned to take place during the week of December 4.
6	Will you confirm that a cost or price proposal is not required as part of the initial proposal submission?	A cost or price proposal is not required as part of the proposal submission. As described in paragraph 1 of Section 4.3 of the RFP, the price will be negotiated with the selected Proposer, subject to the constraints of Section 1.5 of the RFP.
7	Do résumés need to be submitted for all staff identified as part of the project, or only for key personnel that will play a substantial role in project execution?	Resumes must be submitted for all key personnel, and for any other personnel identified on the Proposer's organization chart, as described in Parts 3 and 4 of Section 5 of the RFP.

8	Is there a page limit for the résumé section?	Resumes are limited to two pages per person as described in Part 4 of Section 5 of the RFP, but there is no limit to the total number of pages consisting of resumes in aggregate.
9	Are subconsultant team members required to submit the required forms identified in Required Forms on page 14 of the RFP with our proposal, or just prime consultants/proposers?	The Good Faith Commitment Regarding Small and Disadvantaged Business Utilization must be completed by the prime. The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion must be completed by all Proposer team members. After award, all members of the selected Proposer's team must complete forms regarding Drug Free Workplace and Lobbying.
10	Is a Certificate of Insurance required to be submitted with our proposal or post-award?	As described in Section 6.5 of the RFP, Certificate(s) of Insurance must be provided before the selected Proposer commences work.
11	RFP SECTION 7.1 PARTICIPATION GOAL – Is there a percentage for the SDBE goal?	Please refer to the first paragraph of Section 7.1 of the RFP, where the goal is identified as five percent.
12	Will information from previous studies be made available to proposers?	Multiple prior studies are available on the SRPRA website at <a href="https://www.gosrpra.com/PlanningStudies.html">https://www.gosrpra.com/PlanningStudies.html</a>
13	Will hi-rail or 'track car' trips be made available on the operating railroad? If so for what time frames?	SRPRA will not be conducting Hi-rail or Track-car trips on the operating railroads prior to the due date for proposals.
14	Are there any limitations on using global resource support under this contract?	There is no such limitation. However, please note that "proximity of Proposer's office(s) and proposed personnel to the project site including those of subconsultant members of Proposer's team" is included in the Evaluation Criteria provided in Section 4.1 of the RFP.
15	APPENDIX A – SAMPLE CONTRACT, references a Certification Regarding Lobbying not included in the RFP. Can you please provide this document?	As described in Part 7 of Section 5 of the RFP, after award, all members of the selected Proposer's team must complete a form regarding Lobbying. This form is not yet available, but will encompass interactions with federal, state, and local elected officials and government employees.
16	In what format will the selected proposer(s) be required to submit cost information, referenced as Exhibit B – Consultant Rates, Fees and Costs in APPENDIX A – SAMPLE CONTRACT?	Pricing will be a subject of negotiation with the selected Proposer, and must individually address each task and subtask in the Base Contract Statement of Work, and identify labor, overhead and fee rates for each staff person identified in the proposal.
17	APPENDIX B, BASE CONTRACT STATEMENT OF WORK, Subtask 1.3 – What information is anticipated to be included in the performance report (draft and final)?	Please refer to the language, as written, in Section 1.3 of the Statement of Work.

18	APPENDIX B, BASE CONTRACT STATEMENT OF WORK, Subtask 4.3 – Are the stations involved in this project new or existing?	Proposers should assume new station facilities will be required and that the Proposer’s responsibilities will be limited to infrastructure located within the NS right-of-way (ROW), such as platforms and utilities, and coordination with complementary efforts led by the individual communities and related to shelters, parking, and other off-ROW station elements.
19	APPENDIX E – OPTIONAL STATEMENT OF WORK, is not included in the RFP. Can you please provide this document?	Please refer to corrected Page 2 of the RFP, from which Appendix E has been deleted. There is no Appendix E included in the RFP.



REQUEST FOR PROPOSALS No. 2023-02

SEEKING CONSULTANT SERVICES TO PERFORM

ACTIVITIES RELATED TO PREPARATION OF A PASSENGER RAIL SERVICE DEVELOPMENT PLAN (SDP)

PROCUREMENT SCHEDULE:

RFP Release Date	October 27, 2023
Last Date to Submit Questions	November 3, 2023
Last Date SRPRA Will Issue Addenda	November 10, 2023
Proposal Due Date	November 22, 2023
<u>Proposal Reviews</u>	<u>November 27 – December 1</u>
<u>Proposal Interviews (if conducted)</u>	<u>December 4 – December 8</u>
<u>Negotiations</u>	<u>December 4 – December 8</u>
Board Action Regarding Award	<del>November 27</del> <u>December 11</u> , 2023
Anticipated Notice to Proceed	December <u>12</u> <del>4</del> , 2023

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**APPENDICES**

- A – SAMPLE CONTRACT
- B – FRA REQUIRED TERMS AND CONDITIONS
- C – REQUIRED TERMS AND CONDITIONS
- D – BASE CONTRACT STATEMENT OF WORK
- ~~E – OPTIONAL STATEMENT OF WORK~~

## 2.0 PROCUREMENT PROCESS

### 2.1 PROCUREMENT SCHEDULE

The procurement will be conducted in accordance with the following schedule.

RFP Release Date	October 27, 2023
Last Date to Submit Questions	November 3, 2023
Last Date SRPRA Will Issue Addenda	November 10, 2023
Proposal Due Date	November 22, 2023
<u>Proposal Reviews</u>	<u>November 27 – December 1</u>
<u>Informal Interviews (if conducted)</u>	<u>December 4 – December 8</u>
<u>Negotiations</u>	<u>December 4 – December 8</u>
Board Action Regarding Award	<u>December <del>November 11</del> 27, 2023</u>
Anticipated Notice to Proceed	December <u>12</u> , 2023

The foregoing schedule is subject to revision and SRPRA reserves the right to modify this schedule if and as it finds necessary, in its sole discretion.

### 2.2 DUE DATE AND TIME

Each Proposer should submit its Proposal as an electronic file in pdf format. Proposals submitted pursuant to this RFP must be received by SRPRA by 4:00 PM Eastern Time on Friday, November 22, 2023 at the email address shown below. In the alternative, a Proposer may submit their Proposal as a single reproducible hard copy original to the street address shown below.

Thomas E. Frawley, P.E., Esq., MBA – Executive Director  
Schuylkill River Passenger Rail Authority  
C/O Berks County Planning Commission  
633 Court Street  
Reading, Pennsylvania 19601

[TFrawley@GoSRPRA.com](mailto:TFrawley@GoSRPRA.com)

SRPRA is not responsible for delays due to U.S. Postal Service, courier services, or any other mail delivery service, nor any Internet service interruptions or file size transmission issues. SRPRA reserves the right, at its sole discretion, to accept proposals received after the identified deadline. Note that all attachments to a single email message must total less than 25mb. If a Proposal submission exceeds the size limit, a link to a cloud based file transfer application may be provided.

### 2.3 QUESTIONS

All questions regarding this RFP must be submitted by 4:00 PM Eastern Time on November 3, 2023, via email to Thomas Frawley, Executive Director, at [TFrawley@GoSRPRA.com](mailto:TFrawley@GoSRPRA.com). Spoken requests for information will not be accepted. SRPRA will post responses to questions on its website. SRPRA reserved the right to issue a revised RFP or addenda as a result of comments or questions received from prospective proposers. Questions received after the deadline will not be answered, unless SRPRA elects, in its sole discretion, to do so. Proposers



shall base their Proposals on the information contained in all issued addenda. SRPRA will not be bound by any oral communications, or written interpretations or clarifications that are not set forth in an Addendum.

## **2.4 EXCEPTIONS**

Proposers seeking to identify exceptions to the RFP terms and conditions provided in Appendix C, or the Sample Contract provided in Appendix A, must do so explicitly and specifically in their Cover Letter within their proposal. Terms and Conditions required by the FRA and provided in Appendix B are not subject to negotiation or waiver by SRPRA. Similarly, any other RFP terms required by any federal or state law, regulation or ordinance are not subject to negotiation or waiver by SRPRA.

## **2.5 RULES COVERING CONTACT**

All communication by prospective proposers with SRPRA during the proposal and selection process must be through the Executive Director via email:

Thomas E. Frawley  
TFrawley@GoSRPRA.com

Email communications to SRPRA regarding this RFP shall, in the subject line, contain "RFP 2023-02" followed by the Proposer's name.

Prospective proposers should not contact any officials or staff, whether elected or appointed, of Berks, Montgomery or Chester Counties, concerning this RFP during the proposal and selection process. Failure to abide by this direction may result in disqualification. SRPRA disclaims the accuracy of information derived from any source other than SRPRA's Executive Director, and the use of any such information is at the sole risk of the Proposer. SRPRA may, but shall not be required to, meet with any or all prospective proposers at any time during the process.

SRPRA, in its sole discretion, shall have the right to seek clarifications from any Proposer to better and fully understand information contained in a Proposal.

## **2.6 PRE-SUBMITTAL OBLIGATIONS**

Each Proposer shall be solely responsible for examining the RFP Documents, including any Addenda issued to such documents, and all conditions that may in any way affect its Proposal or the performance of the work on the Contract, including but not limited to:

1. examining and carefully studying the RFP Documents, including any Addenda and other information or data identified in the RFP Documents;
2. evaluating their organizational capacity to fulfill the requirements of the RFP in a timely and professional manner;
3. addressing all potential issues and/or impacts involving third parties and ensuring all such issues and/or impacts have been included in their Proposal;
4. becoming familiar with and satisfying itself as to all federal, state, and local laws and regulations that may affect the cost, progress, or performance of its work on the Contract;
5. determining that the RFP Documents are sufficient to indicate and convey understanding of all terms and conditions for the performance of Proposer's work on the Contract; and

6. notifying SRPRA in writing, in accordance with the processes set forth in Section 2.3, of all conflicts, errors, ambiguities, or discrepancies that prospective proposer discovers in the RFP Documents which require correction and/or clarification.

Any failure to fulfill these responsibilities is at the Proposer's sole risk and no relief will be provided by SRPRA.

## **2.7 OWNERSHIP OF PROPOSALS AND CONFIDENTIALITY**

All proposals received and accepted by SRPRA for consideration become the property of SRPRA and all rights to the contents therein become those of SRPRA.

After the deadline to submit proposals has passed, all proposals will be considered public records and subject to review by the public. For this reason, Proposers are advised not to include confidential information in their proposals.

## **2.8 NO ASSUMPTION OF LIABILITY**

SRPRA assumes no obligations, responsibilities, nor liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFP. All such costs shall be borne solely by said parties and their respective team members.

In no event shall SRPRA be bound by, or liable for, any obligations with respect to this RFP until such time that a contract, in form and substance satisfactory to SRPRA, has been executed and authorized by SRPRA and, then, only to the extent set forth therein.

## **2.9 DURATION OF PROPOSAL VALIDITY**

Unless withdrawn in accordance with Section 2.10 of this RFP, Proposals submitted in response hereto shall be binding upon the Proposer for ninety days following the due date for proposal submittal.

## **2.10 WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn by email notice to the Executive Director at any time up to the Proposal Submittal Deadline date and time. If a Proposer elects to submit a substitute proposal, the previously submitted proposal must be withdrawn by this procedure.

## **2.11 PROCUREMENT DECISION APPEALS**

Any Proposer that desires to file a procurement decision appeal must do so in writing by the close of the next business day following Board action to award a contract, as identified in Section 2.1. Procurement decision appeals will be addressed by SRPRA at its sole discretion and all decisions will be final and not subject to further appeal.