



Schuylkill River Passenger Rail Authority RFP 2023-02
Addendum No. 2, Dated November 13, 2023

The following constitutes Addendum No. 2 to the above referenced solicitation.

Addendum No. 2 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. 2 consists of the following:

1. Replacement RFP Pages 1, 6, 10, 12-14 and 17.

This Addendum is issued later than the previously identified latest date upon which SRPRA would issue addenda, in accordance with Reserved Right 4 identified in Section 8 of the RFP. The changes included on the replacement pages, other than the Addendum issue date, are not substantive in nature, and consist of clarifications of terminology, corrections to internal references, and grammatical corrections, consistent with the information previously provided in Addendum No. 1. As with Addendum No. 1, changes are shown in redlined format.

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
610-724-5028 (Mobile)



ACKNOWLEDGEMENT OF RECEIPT
OF ADDENDUM No.2 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.2 to RFP 2023-02.

PROPOSER'S NAME

SIGNATURE

DATE OF SIGNATURE

AUTHORIZED SIGNER'S NAME

AUTHORIZED SIGNER'S TITLE



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 13 0 , 2023
Proposal Due Date	November 22, 2023
Proposal Reviews	November 27 – December 1
Proposal Interviews (if conducted)	December 4 – December 8
Negotiations	December 4 – December 8
Board Action Regarding Award	December 11, 2023
Anticipated Notice to Proceed	December 12, 2023

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 13 0 , 2023
Proposal Due Date	November 22, 2023
Proposal Reviews	November 27 – December 1
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Negotiations	December 4 – December 8
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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

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. 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

4.0 PROPOSAL EVALUATION PROCESS

All proposals received in response to this RFP will be reviewed and evaluated by a committee consisting of three or more individuals, appointed from among the Authority Board members and/or staff personnel from the planning commissions of the three constituent counties. The committee’s recommendation for selection will be submitted to the Authority Board for consideration and approval.

SRPRA reserves the right, at its sole discretion, to make a selection without an interview, to elect to not negotiate or execute a contract with any proposer, or to reject any submittal or all submittals for no reason or for any reason, without specifying the reasons therefor, and to amend, replace or terminate this RFP process at any time and negotiate with one or more proposers.

4.1 EVALUATION CRITERIA

All proposals received will be evaluated and scored in accordance with the criteria and weighting system described in the following table. Item numbers shown refer to those provided in Section 5.0 Required Proposal Contents and Organization.

CRITERION	MAXIMUM POSSIBLE POINTS
Qualifications and Experience – Section 5 Items 4, 5 and 6, and Section 6.4 Item 7 of this RFP with regard to licenses and certifications – The overall qualifications and experience of proposed personnel, both in terms of how relevant to the scope-of-work and how recent any cited experience may be	40
Understanding/Approach – Item 2 – Demonstrated understanding of the assignment; and, viability of the proposed approach by which to complete the scope-of-work on time and within budget	30
Staffing Plan – Item 3 – Proposer’s ability to timely perform the scope-of-work given its resources and commitments; and, proximity of Proposer’s office(s) and proposed personnel to the project site including those of subconsultant members of Proposer’s team	10
Disadvantaged Business Utilization – Item 7 – Proposer’s intent to utilize small and disadvantaged businesses will be considered based upon the submitted Small and Disadvantaged Business Utilization Plan	10
Proposal Quality – Overall quality and organization of the proposal, including Proposer’s ability to address each RFP requirement and selection criterion in a clear and concise manner and in conformance with the RFP instructions.	10
TOTAL:	100

4.2 INFORMAL INTERVIEWS

One or more Proposers may be asked to participate in informal interviews, which may be repetitive, and may include each such Proposer giving an oral presentation of its Proposal. Informal interviews are designed to provide an opportunity for selected Proposers to clarify or elaborate upon their Proposals. This is a fact finding and explanation session only and does not include negotiation. Informal interviews are optional to SRPRA and may or may not be conducted.

5.0 REQUIRED PROPOSAL CONTENTS AND ORGANIZATION

Proposals should be sufficiently thorough and detailed to enable SRPRA to properly evaluate Proposers' capabilities to provide the required services. Emphasis should be on completeness and clarity of content. The requirements identified in this section are organized to correspond with the Evaluation Criteria provided in Section 3.1. Failure to include all required proposal components may result in a Proposal being considered non-responsive, or SRPRA requiring prompt submission of missing information and/or assigning a lower evaluation score. Proposals, which are substantially incomplete or lack key information, may be rejected by SRPRA at its sole discretion.

Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the Proposal should be numbered. The Proposal should contain a table of contents which cross-references the RFP requirements. Elaborate brochures and other representations beyond that required by the RFP are discouraged and if included will not be utilized in the evaluation of the Proposal.

1 – Cover Letter (2 Pages Maximum)

The cover letter must clearly identify the Proposer, including all members of the team, and describing the relationships among the team members, e.g., prime contractor, subcontractor/subconsultant, etc.

The cover letter must explicitly Identify exceptions, if any, to the Sample Contract provided in [Appendix Attachment 1](#). To the extent applicable, the Proposer must identify mitigating measures that Proposer seeks SRPRA to consider.

The cover letter shall be signed by an authorized representative of the Proposer. Proposals must include a statement representing that the individual signing the cover letter is duly authorized by the Proposer to bind the Proposer, including all team members, as required by Section 2.9 of this RFP.

2 – Understanding / Approach (15 Pages Maximum)

The Proposer must provide a detailed description of its understanding of the services to be provided with descriptions of the anticipated approach and procedures to be employed, citing their employment on similar projects elsewhere. The approach must demonstrate the Proposer's ability to complete the scope on-time and within-budget.

Required elements of the Proposers Understanding / Approach include:

- a. a description of the process the Proposer will follow to perform each task in the base scope, ~~and at a lesser level of detail, each task in the optional scope.~~
- b. a description of the Proposer's risk management and mitigation strategies relevant to the tasks described in the Statement of Work.
- c. a description of Proposer's quality assurance and quality control procedures and how they will be deployed towards the successful completion of the tasks described in the Statement of Work.

The Proposer's Understanding / Approach should also address initial kickoff, periodic and technical meetings anticipated by the Proposer, and monthly progress reporting including reporting of small and disadvantaged business utilization.

The Proposer's Understanding / Approach accounts for up to 30 of a potential 100 total points in the Proposal evaluation process.

3 – Staffing Plan and Organization Chart (3 Pages Maximum)

The Proposer must identify the personnel intended to perform the work described in the Statements of Work provided in Appendix D Attachments 4 and 5. The Proposer must include an organization chart and a corresponding narrative that describes the interrelationships among individuals and firms, and their respective responsibilities. The Proposer must identify the percent available to work on the SRPRA assignment of every person identified on the organization chart, as well as identify all Key Personnel, who by virtue of that designation may not be removed from the assignment without the approval of SRPRA.

To the extent not addressed in the cover letter, the Proposer must describe in detail the organizational structure under which the Proposer plans to conduct business with SRPRA. If more than one firm is included in the Proposal, state the type of arrangement between the participating firms, the percentage of work to be performed by each, and a list of previous projects in which the firms, and/or their proposed personnel, have previously collaborated.

The Proposer's Staffing Plan shall demonstrate the Proposer's ability to timely perform the ~~scope-of-work~~ Statement of Work given its resources and existing client commitments. The Proposer shall describe its human and financial resources and discuss any issues which might positively or negatively impact its ability to fulfill the Statements of Work. The Proposer's Staffing Plan shall identify the location of Proposer's headquarters, the location of all offices in the region surrounding the project area, and the offices or home base locations at which all personnel identified on the organization chart would perform work related to the Statements of Work.

The Proposer must disclose any professional disciplinary judgements or actions taken by professional regulatory bodies against the Proposer or its principals, or those of any Proposer team members.

The Staffing Plan and Organization Chart will be one of the items considered by SRPRA in determining the Proposer's score for Understanding/Approach, for which the total available points is 30.

4 – Resumes (2 Pages Maximum per Individual)

Resumes must be provided for all individuals identified on the Organization Chart, and must include experience, licenses and certifications. Resumes of proposed personnel will be evaluated on both relevance to the scope-of-work and how recent any cited experience may be.

Information contained in the Proposer's resumes will be considered by SRPRA when determining the Proposer's score in the category of Qualifications and Experience, the maximum potential score for which is 40 points.

5 – Qualifications or Project Sheets (1 Page Maximum per Project and Maximum 10 Projects)

The Proposer shall submit up to ten (10) Project Sheets, each no more than one page long, and each including the project name and location, dollar value of consulting contract or project construction, and a description of the work performed by the Proposer or a Proposer's team member.

Information included on Proposer's project sheets will be considered by SRPRA when determining the Proposers score in the category of Qualifications and Experience, the maximum potential score for which is 40 points.

6 – References (1 Page Maximum)

The Proposer shall submit a list of no more than five (5) references, each including the project name and location, dollar value of consulting contract or project construction, and reference person's name, title, address, telephone number, and email address.

The input provided by the Proposer's references will be considered by SRPRA when determining the Proposers score in the category of Qualifications and Experience, the maximum potential score for which is 40 points.

7 – Other Required Materials

SDBE Utilization Plan – The Proposer shall submit a Small and Disadvantaged Business Enterprise (SDBE) Utilization Plan that describes their intended employment of SDBE firms to perform the tasks described in the Statements of Work provided in Appendixes ~~D and E~~. All proposed SDBE firms must be identified, and their relevant certification(s) listed.

Proposer's intent to utilize small and disadvantaged businesses as described in their SDBE Utilization Plan will be considered by SRPRA in determining the Proposer's score in the category of Small and Disadvantaged Business Utilization, which represents up to 10 points of the 100 total potential points available.

Exceptions to Terms and Conditions – To the extent that a Proposer seeks modifications of or additions to the Terms and Conditions provided in Appendix C, they must be clearly identified in the Proposal. Proposed changes not so identified will not be considered at any time, including during negotiations.

Required Forms – The Proposer must include executed copies of two required forms: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion; and, Good Faith Commitment Regarding Small and Disadvantaged Business Enterprise Utilization. These forms appear on the immediately following pages.

The contract between SRPRA and a selected proposer includes a provision by which the Proposer agrees to comply with federal Drug Free Workplace requirements, and requires the Proposer to execute an additional form regarding Lobbying.

6.0 OTHER REQUIREMENTS

6.1 MANDATORY RFP REQUIREMENTS

As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the degree to which requirements are critical. “Must” and “shall” identify mandatory requirements whose absence could cause a Proposal to be rejected. Items labelled as “should” or “may” are not mandatory but are highly desirable and their absence will affect the Proposer’s score regarding the relevant evaluation criterion.

6.2 MANDATORY TERMS AND CONDITIONS

Proposers, upon selection by SRPRA to enter into a contract, must agree to comply with the Standard Terms and Conditions required by the FRA, a copy of which is provided in Appendix B. Proposed modification of, or additions to, the FRA Required Terms and Conditions provided in Appendix B will not be accepted and will be cause for rejection of the Proposal.

Proposed modifications of, or additions to, the Required Terms and Conditions provided in Appendix C are strongly discouraged; however, SRPRA will consider such changes if identified in the Proposal in accordance with Section 5, Part 7 of this RFP. Proposed changes not so identified will not be considered at any time including during negotiations with SRPRA.

6.3 ABILITY TO DO BUSINESS, AND COMPLIANCE WITH LAW, IN PENNSYLVANIA

Failure to comply with the law regarding those legal requirements in Pennsylvania (whether federal or state) related to a Proposer’s ability to lawfully offer and perform any services proposed or related to the Project may be cause for rejection of a Proposal, in the sole and reasonable discretion of SRPRA, and in that event the relevant Proposal may be returned without any consideration for selection of contract award.

6.4 LICENSING REQUIREMENTS

Some aspects of the Scope of Work for this RFP will require performance of licensed professional services. Proposers must fully comply with Pennsylvania licensure requirements related to regulated professional services, including but not limited to engineers and surveyors.

Each business entity (prime and sub-consultants) on a proposed team that is practicing or offering to practice professional services in Pennsylvania, must possess the appropriate commercial professional registration and license details for all office locations proposed for this Project, as well as appropriate individual registration and license details for those professional occupations.

6.5 INSURANCE

Consultant will be required to procure and maintain, at its own cost and expense, during the entire period of performance under the Contract, the types of insurance specified in the Contract, including: Workers’ Compensation Insurance; Commercial General Liability Insurance; Automobile Liability Insurance; and, Professional Liability Insurance.

Consultant shall submit a certificate of insurance giving evidence of the required coverages prior to commencing Services and complying with other requirements identified in the Contract.