

January 13, 2014

To: Consultant

RE: Request for Proposal (RFP 2014-01) for the Solano Rail Facilities Plan Update

Dear Consultant:

The Solano Transportation Authority (STA) invites your firm to submit a proposal to develop a Solano Rail Facilities Plan Update.

To obtain a copy of the full Request for Proposal (RFP), please download the RFP as a PDF file from the STA website: <http://tiny.cc/jobstrfps> or call the STA at (707) 424-6075.

The Request for Proposal (RFP) describes the project, presents the requirements of the proposal and outlines the criteria that will be used to evaluate the proposal.

Qualified organizations are invited to submit seven (7) hard copies and one (1) digital copy (flash drive) of your proposal to the STA office no later than **3:00 PM on Friday, February 14, 2014** addressed to:

Sofia Recalde
Associate Planner
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585-2473

Note that this deadline is firm, and late submittals will not be accepted. Proposals will be reviewed and the firms whose proposals most closely meet the STA's needs will be invited to an interview on or about February 24, 2014.

The STA has adopted a Disadvantaged Business Enterprise ("DBE") goal of 6% for this RFP. Please note that DBE forms (Exhibit 10-O1 and Exhibit 10-O2) must be filled out and included in an appendix of your firm's proposal. Firms whose proposals fail to meet the established DBE goal must demonstrate in writing what efforts they have made to locate DBE firms. The STA has the right to deem a proposal as non-responsive if this participation goal has not been met, and documentation demonstrating a good faith effort is judged inadequate. Guidelines for determining good faith efforts are available from the STA. DBE forms and information can be viewed at <http://tiny.cc/jobstrfps>.

In addition, the STA encourages, but does not require for this solicitation, the use of local firms. To assist in the use of local firms, the STA has prepared a database of contact information for local firms

for convenience purposes only and without guarantees as to the ability of such firms to provide the services. This database and the Local Preference Policy can be viewed at <http://tiny.cc/jobstrfps>.

If you have questions regarding this project, please contact Sofia Recalde, Associate Planner, at (707) 399-3230. Thank you for your interest.

Sincerely,

A handwritten signature in blue ink that reads "Daryl K. Halls". The signature is written in a cursive style with a large initial 'D'.

Daryl K. Halls

Executive Director



REQUEST FOR PROPOSALS (RFP #2014-01)

For the
Solano Rail Facilities Plan Update

Release Date: January 13, 2014

RESPONSES DUE:
3:00 PM, February 14, 2014

Seven (7) complete hard copies and one digital copy (flash drive) of each response must be received before 3:00 p.m. on February 14, 2014

Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585-2473

Table of Contents

Introduction.....	1
Background.....	1
Final Product.....	1
DBE Goal and Local Preference Policy.....	2
Scope Of Service Tasks.....	2
RFP Submittal Requirements.....	6
Selection Of Consultant.....	8
Selection Process And Project Schedule	9

INTRODUCTION

The Solano Transportation Authority (STA) is a Joint Powers Authority (JPA) comprised of members including the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo, and the County of Solano. The STA serves as the Congestion Management Agency (CMA) for Solano County and is responsible for countywide transportation planning and programming of State and Federal funding for transportation projects within the county. In addition, the STA and the Intercity Transit Consortium coordinate various local and regional and fixed route services, ADA paratransit services, Passenger Rail, and Ferry Service through the Water Emergency Transportation Authority (WETA) between Vallejo and neighboring San Francisco Bay Area counties.

Intercity passenger rail transportation and its supporting infrastructure is an important component to the overall public transportation system. Two STA Board members sit on the governing board for the Capitol Corridor Joint Powers Authority (CCJPA).

BACKGROUND

Solano County currently supports one Amtrak Capitol Corridor stop in the City of Suisun City (known as the Suisun City/Fairfield station). A second Fairfield/Vacaville station has a passenger rail service commitment from the CCJPA and the Union Pacific Railroad (UPRR). There are two other opportunities for rail passenger stops in Solano County, in the cities of Benicia and Dixon. In support of intercity passenger rail service between Solano County's cities and regional destinations, the STA believes there may be both a demand and opportunity for additional stops in Solano County. In partnership with the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo, the County of Solano, Amtrak Capitol Corridor, and the Metropolitan Transportation Commission (MTC), the STA proposes to update the 1995 Solano Rail Facilities Plan to consider these opportunities.

In addition, the STA is interested in looking at several other rail issues, including the feasibility of introducing passenger rail on the existing Napa Valley Railroad (NVVR) system and extending the line down to Vallejo, and/or intercity passenger rail connection from the Napa/Vallejo area to the Suisun City/Fairfield station. The Plan update will examine rail infrastructure and safety, including strategies to mitigate impacts of additional rail service and sea-level rise. Finally, the Plan update will evaluate the demand for and impact of freight rail service in Solano County.

The objective of the Solano Rail Facilities Plan Update is to update the existing study and analyze the potential for additional passenger and freight rail services in Solano County. STA is seeking a consultant to take the lead in updating the existing Plan and making recommendations on prioritized projects or programs to implement the updated Plan.

FINAL PRODUCT

The final product will be an update to the 1995 Solano Rail Facilities Plan with implementation guidance for the STA. The Plan shall be provided in an electronic format that can be edited by STA staff with all data sources and supporting materials. All electronic files are to be delivered to STA upon completion of the project.

DBE GOAL

The STA has calculated and adopted a Disadvantaged Business Enterprise (DBE) goal calculation for this proposal of 6% for this RFP. DBE forms (Exhibit 10-O1 and Exhibit 10-O2) must be filled out and included in an appendix of your firm’s proposal. Firms whose proposals fail to meet the established DBE goal must demonstrate in writing what efforts they have made to locate DBE firms. The STA has the right to deem a proposal as non-responsive if this participation goal has not been met, and documentation demonstrating a good faith effort is judged inadequate. DBE forms and information can be viewed at <http://tiny.cc/jobsrfps>.

LOCAL PREFERENCE POLICY

The STA has adopted a Local Preference Policy which encourages the hiring of local firms. While there is no adopted goal for this Project, firms are still encouraged to utilize the services of local firms in the preparation of a response to this RFP. The STA has prepared a database of contact information for local firms for convenience purposes only and without guarantees as to the ability of such firms to provide the services. This database and the Local Preference Policy can be viewed at <http://tiny.cc/jobsrfps>.

SCOPE OF SERVICE TASKS

The STA intends to retain a qualified and committed professional planning firm to work closely with STA to prepare the Solano Rail Facilities Plan Update via the following major tasks:

1. Budget and Schedule
2. Coordinate with STA and partnering agency staff
3. Demand for Freight Rail
4. Capitol Corridor - Review and Update the 1995 Solano Rail Facilities Plan
5. Rail Infrastructure and Safety
6. Napa Solano Rail Connections - Assess the feasibility of introducing passenger rail on the existing Napa Valley Railroad (NVR) and California Northern Railroad (CFNR) lines and extending passenger rail service down to Vallejo and/or the Suisun City /Fairfield Amtrak station.
7. Final Document: Solano Rail Facilities Plan Update

The following details each task with task deliverable information:

Task 1. Budget and Schedule

Develop detailed project budget and schedule.

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|----------|---|
| Task 1.1 | Kick off meeting with STA and selected consultant to negotiate final task budget and determine final schedule with milestones to complete the Solano Rail Facilities Plan Update. |
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Deliverable
1) Finalized task budget and detailed project schedule

Task 2. Coordinate and Meet with STA and Partnering Agency Staff

Coordinate with STA and Partnering Agency staff to provide comments and recommendations for the Solano Rail Facilities Plan Update.

Task 2.1 Contact STA and partnering agency staff by email or telephone; in-person meetings can be arranged as needed through guidance by STA staff. STA staff will provide contact information.

Deliverable
1) Meeting schedule and meeting results

Task 3. Demand for Freight Rail

Task 3.1 **Demand for access to freight rail service:** Assess the demand of local businesses to have access to rail freight facilities and service.

Task 3.2 **Community impact**

Deliverable
1) Report on demand for and potential impact of additional freight service in Solano County

Task 4. Capitol Corridor - Review and Update the 1995 Solano Rail Facilities Plan

Task 4.1 **Review existing conditions, plans, studies, and land use policies:** Review the 1995 Solano Rail Facilities Plan and other relevant sources provided by STA staff. Evaluate existing conditions and land use policies and identify any existing or potential conflicts that could affect the planning and construction of new intercity passenger rail facilities.

Task 4.2 **Station Locations:** Evaluate the following elements of each proposed station site (in Benicia, Dixon, and the Fairfield/Vacaville station) for the following: street access, current and planned land uses for adjacent areas, parking, transit access, pedestrian and bicycle accessibility, and other relevant considerations and potential environmental constraints.

Task 4.3 **Ridership forecasting analysis:** Evaluate the potential patronage of additional station stops in Solano County.

Task 4.4 **Railroad operations analysis:** Work with Capitol Corridor to assess the effect of additional rail station stop(s) in Solano County and any associated track, station or communications improvements on existing and projected passenger and freight service on the Capitol Corridor line.

Task 4.5 **Bus connectivity:** Review ridership activity on existing bus routes that provide service to the Suisun City/Fairfield Amtrak station, examine opportunities for improvement in order to maximize rail ridership potential, and identify plans to provide bus service to future rail stations in Solano County.

- Task 4.6 **Financing and implementation:** Identify the costs of the proposed rail facilities. Examine how the proposed station construction and operation might be funded under current federal, state and local programs and practices or other funding opportunities. Propose several financing scenarios that include operation and maintenance costs.
- Task 4.7 **Recommendations:** Based on information gathered from the above tasks, recommend prioritized projects to implement the updated Plan.

Deliverable
1) Update to the 1995 Solano Rail Facilities Plan

Task 5. Rail Infrastructure and Safety

- Task 5.1 **Throughput:** Evaluate the impact of additional stations and new passenger rail service on both freight and rail throughput and propose strategies to mitigate any potential burden to the system.
- Task 5.2 **Safety:** Review and update the 2011 Rail Crossings Inventory and Implementation Plan and 2003 Napa/Solano Passenger/Freight Rail Study. Identify high volume at-grade crossings and propose improvements and preliminary costs for crossings with poor safety profiles.
- Task 5.3 **Sea-level rise:** Analyze the effect of sea-level rise and associated events on existing rail infrastructure and alignments, as well as future rail infrastructure projects along the Union Pacific Railroad (UPRR), CFNR and NVRR corridor. Propose mitigation strategies.

Deliverable
1) Report on Rail Infrastructure and Safety

Task 6. Napa Solano Rail Connections - Assess the feasibility of introducing passenger rail on the existing Napa Valley Railroad (NVRR) and California Northern Railroad (CFNR) lines and extending passenger rail service down to Vallejo and/or the Suisun City /Fairfield Amtrak station.

- Task 6.1 **Review existing conditions, plans, studies, and land use policies:** Review the 2003 Napa/Solano Passenger/Freight Rail Study and other relevant sources provided by STA staff. Evaluate existing conditions and land use policies, and identify any existing or potential conflicts that could affect the planning and development of intercity passenger rail service from Napa to Vallejo or through Jameson Canyon to the Suisun City/Fairfield station.

- Task 6.2 **Ridership forecasting analysis:** Evaluate the potential patronage of the passenger service from Napa to Vallejo and/or American Canyon to the Suisun City/Fairfield station.
- Task 6.3 **Railroad operations analysis:** Work with NVRP and CFNR to evaluate the impact of extending passenger rail from Napa to Vallejo and/or American Canyon to Suisun City, respectively, including any associated track or communications improvements on projected passenger and freight service along the NVRP and CFNR corridors.
- Task 6.4 **Financing and implementation:** Identify how the costs of proposed rail service might be funded. Examine current federal, state and local programs and practices or other funding opportunities. Propose several financing scenarios that include operation and maintenance costs.
- Task 6.5 **Recommendations:** Based on information gathered from the above tasks, recommend strategies to develop intercity passenger rail service along NVRP and/or CFNR with connections to the Capitol Corridor.

Deliverable
1) Feasibility study of the extension of the rail service on NVRP and CFNR from Napa to Vallejo and/or passenger rail service connection from American Canyon to Suisun City/Fairfield.

Task 7. Final Document: Solano Rail Facilities Plan Update

- Task 7.1 Complete a draft plan update based on information obtained in previous tasks.
- Task 7.2 Work with STA and partner agency staff to circulate draft to advisory committees (e.g. Intercity Transit Consortium, Technical Advisory Committee, STA Board) for comment.
- Task 7.3 Complete the final Plan update.
- Task 7.4 Deliver three (3) print copies of the final document, as well as an electronic PDF and all supporting raw files (e.g., images, files, text) used to create the final document.
- Task 7.5 Provide Solano Transportation Transit Authority with all relevant electronic files for future plan updates and duplication.

Deliverable
1) Draft Solano Rail Facilities Study, comprised of the following elements, for review and comment: <ul style="list-style-type: none"> a. Executive Summary b. Background and Existing Conditions c. Reports from Tasks 3-6

- d. Recommendations
 - e. Financing and Implementation
 - f. Conclusion
- 2) Final Solano Rail Facilities Plan Update and electronic files

Proposed Project Timeline

Task	Timeframe
Task 1. Budget and Schedule	February – March 2014
Task 2. Coordinate with STA and partnering agency staff	February – March 2014
Task 3. Demand for Freight Rail	February – April 2014
Task 4. Capitol Corridor - Review and Update the 1995 Solano Rail Facilities Plan	April – June 2014
Task 5. Rail Infrastructure and Safety	May – June 2014
Task 6. Napa Solano Rail Connections	June – August 2014
Task 7. Final Document: Solano Rail Facilities Plan Update	October – November 2014

RFP SUBMITTAL REQUIREMENTS

Please prepare your proposal in accordance with the following requirements.

1. *Qualifications:* The proposal (excluding resumes and the transmittal letter) shall not exceed a total of 10 single-sided, 8.5" x 11" pages. A **copy of the RFP** and resumes shall be included in an appendix. Include sample mapping projects or similar examples of past projects.
2. *Transmittal Letter:* The proposal shall be transmitted with a cover letter describing the firm's/team's interest and commitment to the proposed project. The letter shall state that the proposal shall be valid for a 90-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the firm/team to negotiate a contract with STA shall sign the cover letter.

Address the cover letter as follows:

Sofia Recalde, Associate Planner
 Solano Transportation Authority
 One Harbor Center, Suite 130
 Suisun City, California 94585

3. *Project Understanding:* This section shall clearly convey that the consultant understands the nature of the work, and issues related to providing an electronic update to the Solano Rail Facilities Plan Update.

4. *Approach and Management Plan:* This section shall provide the firm's/team's proposed approach and management plan for providing the services. Include an organization chart showing the proposed relationships among consultant staff, STA staff and any other parties that may have a significant role in the delivery of this project.
5. *Qualifications and Experience:* The proposal submittal shall provide the qualifications and experience of the consultant team that will be available for the Solano Rail Facilities Plan Update. Please emphasize the specific qualifications and experience from projects similar to this project for the Key Team Members. Key Team Members are expected to be committed for the duration of the project. Replacement of Key Team Members will not be permitted without prior consultation with and approval of the STA.
6. *Staffing Plan:* The proposal shall provide a staffing plan (by quarter) and an estimate of the **total hours** (detailed by position) required for preparation of the concept plan. Discuss the workload, both current and anticipated, for all Key Team Members, and their capacity to perform the requested services for the Solano Rail Facilities Plan Update according to your proposed schedule. Discuss the firm/team's approach for completing the requested services for this project within budget.
7. *Work Plan and Schedule:* This section shall include a description and schedule of how each task deliverable of the project will be completed. The Work Plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and include durations for the performance of each task, milestones, submittal dates and review periods for each submittal. Discuss the firm/team's approach for completing the requested services for this project on schedule. **The project is expected to commence no later than March 1, 2014, all draft documents completed by September 1, 2014 and final documents submitted by November 30, 2014.**
8. *Cost Control:* Provide information on how the firm/team will control project costs to ensure all work is completed within the negotiated budget for the project. Include the name and title of the individual responsible for cost control.
9. *Additional Relevant Information:* Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of 2 single-sided pages).
10. *References:* For each Key Team Member, provide at least three references (names and current phone numbers) from recent work (previous three years). Include a brief description of each project associated with the reference, and the role of the respective team member.
11. *Submittal of Proposal:* Seven (7) hard copies and one digital copy (flash drive) of your proposal are due at the STA office **no later than 3:00 p.m. on Tuesday, February 14, 2014**. Envelopes or packages containing the proposal should be clearly marked, **"Solano Rail Facilities Plan Update."**
12. *Cost proposal:* A cost proposal should be submitted in a **separate sealed envelope titled "Solano Rail Facilities Plan Update."** The budget should indicate the number of anticipated hours by the Project Manager and Key Team Members. The estimated level of hours for other staff can be summarized in general categories. The maximum consulting services budget has been set at \$91,500 for this project. No change orders that require cost increases will be allowed. The project is

funded by State Transit Assistance Funds (STAF) and State Transportation Improvement Program (STIP) funds.

SELECTION OF CONSULTANT & CRITERIA

The overall process will be to evaluate the technical components of all the qualifications completely and independently from the cost component. The proposals will be evaluated and scored on a 100-point total basis using the following criteria:

1. Qualifications and specific experience of Key Team Members.
2. Project understanding and approach.
3. Experience with similar types of projects.
4. Satisfaction of previous clients
5. Schedule and capacity to provide qualified personnel.

If needed, two or more of the firms/teams may be invited to an interview on or about **February 24, 2014**. The Project Manager and Key Team Members should attend the interview. The evaluation interview panel may include representatives from STA, and other agencies, but the specific composition of the panel will not be revealed prior to the interviews. Costs for travel expenses and qualifications preparation shall be borne by the consultants.

STA staff will provide the appropriate notice and schedule for the interviews. STA staff will select the most qualified consultant or consultant team based primarily on experience, ability to contain costs and conducting very similar projects. Recent experience in Solano County is desirable.

Once the top firm/team has been selected, STA staff will negotiate a services contract with the selected firm/team.

Note: The master copy of each response to this RFP shall be retained for official files and will become a public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law (Government Code section 6250 et seq.). Each Responding Firm may clearly label part of a submittal as "CONFIDENTIAL" if the Responding Firm agrees to indemnify and defend the STA for honoring such a designation. The failure to so label any information that is released by the STA shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the STA, the STA will notify the Responding Firm of the request and delay access to the material until seven working days after notification to the Responding Firm. Within that time delay, it will be the duty of the Responding Firm to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

SELECTION SCHEDULE

January 13, 2014	RFP Issued
January 27, 2014	Questions concerning RFP mailed to srecalde@sta-snci.com no later than January 27, 2014
January 30, 2014	Answers to questions posted on the STA website
February 14, 2014	Proposals are due no later than 3:00 PM at the offices of the Solano Transportation Authority, One Harbor Center, Suite 130, Suisun City, CA 94585. <i>Late submittals will not be accepted.</i>
February 24, 2014	Tentative panel interview date. STA selects recommended firm
March 1, 2014	Project commences
November 31, 2014	Final Solano Rail Facilities Plan Update Completed

If you have any questions regarding this RFP, please contact:

Sofia Recalde
Associate Planner
Phone (707) 399-3230
Fax (707) 424-6074
srecalde@sta-snci.com