



**REQUEST FOR QUALIFICATIONS  
(RFQ) & EXPRESSIONS OF INTEREST  
CONSULTING SERVICES**  
(29 Del.C. §6981)

**Agreement No. 1587**

**RAILROAD ECONOMIC &  
OPERATIONAL SERVICES**

**PROJECT DESCRIPTION**

The purpose of this procurement is to select a firm for a three-year task order agreement to assist DelDOT's Delaware Transit Corporation (DTC) with operating, planning, and supporting passenger and freight rail services where needed in Delaware, with appropriate connections to the surrounding region.

Passenger service currently consists of SEPTA (Southeastern Pennsylvania Transportation Authority) Regional Rail service extended into Delaware to Wilmington and Newark under contract with DTC. The service operates on the Amtrak Northeast Corridor (NEC), and DTC has operating agreements with SEPTA and Amtrak.

DTC is involved in the final engineering phase of the Wilmington to Newark Commuter Rail Improvement project, a \$50 million capital program on the NEC. Over the term of this agreement, there may be a need for increased commuter rail service on the Northeast Corridor, or revised operating arrangements with Amtrak.

**CONSULTANT SERVICES REQUIRED**

It is expected that the consultant will possess a good understanding of passenger and freight railroad and public transit operations in general; of conditions in the railroad and transit industries in Delaware, the Northeast Rail Corridor in the region, and the nation; and of the economic and regulatory environments in which railroads and public transit agencies operate.

Under the direction of DTC, the consultant may be expected to work with the Division of Planning or other divisions of DelDOT, and with state and regional transportation planning or operating agencies.

The ability of the consultant to support Delaware's planning and operational requirements should be enhanced by its ongoing relationships with the railroad industry and with governmental agencies in the region. The consultant will apprise DTC of any situation in which its work for other clients presents a potential conflict of interest.

The successful consultant candidate must have the qualified staff and technical resources to provide services that may include but are not limited to the following:

1. Review and analysis of existing contract operations including ridership, revenues, costs, subsidies provided by Delaware, schedules, crew and equipment requirements, and other relevant statistics.

2. Review of billings from service providers prior to payment.
3. Development, review, and analysis of projected operating statistics, costs, subsidies, schedules, crew and equipment requirements, and other requirements for new, expanded, or reduced service.
4. Development of schedules, services plans, budgets, crew and equipment requirements, infrastructure improvements, and related requirements for new or expanded service.
5. Development of models utilizing different financial terms for shared use on the Northeast Corridor that include avoidable costs and directly allocated costs.
6. Analysis of track access, multi-operator use, electrical propulsion, liability, and operational issues related to passenger rail service.
7. Development, negotiation, and administration of required access and operating agreements with railroads, contract operators, and agencies involved in passenger rail service.
8. Analysis of capital and equipment requirements and capital value as related to operating expenses.
9. Analysis of potential cost sharing and/or revenue opportunities associated with infrastructure upgrades.

Under the Federal Passenger Rail Improvement and Investment Act of 2008 (PRIIA), the Northeast Corridor Infrastructure and Operations Advisory Commission will establish commuter rail cost/revenue allocation on the NEC. The Consultant must be fully prepared to support development of standardized formula to determine/allocate costs, revenues, and compensation for the NEC commuter rail passenger transportation that use Amtrak facilities or services or provide facilities and services to Amtrak.

DTC is responsible for operation and maintenance of railroad properties owned by the State of Delaware and for the support and promotion of railroad and intermodal freight service in general throughout the State. Currently the State owns, and DTC administers, two active freight lines located in Sussex County. Freight operations are contracted to an operating railroad, which is also responsible for maintenance of the lines. Tourist excursion trains have operated on the lines, although none are presently active or planned. In addition, certain inactive lines are held by the State and administered by DTC for potential future use.

DTC supports an annual track maintenance program with the Wilmington & Western Railroad, a tourist excursion railroad which also handles small amounts of freight.

There are projects and proposals under consideration for use of state-owned railroad rights-of-way as recreational trails, either in conjunction with active railroad operations or as an interim use on lines which do not currently have rail service. The consultant may be called upon to provide services of a similar character to those outlined above with regard to freight rail or right-of-way preservation.

DTC administers, on an as-needed basis, specific railroad infrastructure projects. These may be state or federally funded, grants or partnerships, and are generally geared to expanding capacity for rail freight. The consultant may be required to evaluate such proposals, participate in the management or inspection of projects entered into, or provide services of a comparable nature.

## SUBMISSION REQUIREMENTS

1. **Expression of Interest submissions** must be received by: **3:00 P.M. Local Time, Wednesday, May 18, 2011.**

Facsimile responses to this Request for Expressions of Interest are not acceptable. No response hand-delivered or otherwise will be accepted after the above date and time. Expressions of Interest arriving after the deadline will be rejected regardless of the reason for late arrival. DelDOT's time is considered the official time for determining the cut-off for accepting Expression of Interest submissions. Firms wishing to be considered for work on this project must submit statements expressing interest as set forth herein. Any variation, including additions, is considered a basis for rejection. Expressions of Interest are to be mailed or delivered to:

Wendy B. Henry, Consultant Control Coordinator  
Contract Administration  
Delaware Department of Transportation  
800 Bay Road, Dover, DE 19901

2. **Specific Type Firm Solicited:**  
The Prime Consultant must be Pre-Registered, or make application for registration with DelDOT and appear on the Department's list of registered consultants in the area of Rail Planning, Item # 17 at the time of submission in order to be considered for evaluation on this project.
3. **The Consultant shall submit six (6) copies** of an Expression of Interest. Receipt of insufficient copies of the Expression of Interest and non-compliance with providing the requested information in the desired format may result in elimination from the overall shortlist and selection process.
4. **In order to comply with the State of Delaware's Freedom of Information Act**, firms responding to this Request for Qualifications should prepare one (1) copy of their Expression of Interest with any proprietary or confidential information redacted. This copy should be clearly marked as "Redacted Copy" and submitted along with the other six copies. Firms should review Delaware's Freedom of Information Regulations, section 6, Requests for Confidentiality, on the DelDOT Website [www.deldot.gov](http://www.deldot.gov) and Section 10002(g) "Public record" of the Delaware Code, <http://delcode.delaware.gov/title29/c100/index.shtml> to determine what information may be considered proprietary or confidential and may be redacted from their Expression of Interest.
5. **Joint venture** submissions will not be considered.
6. **DelDOT reserves the right to reject** any and all Expressions of Interest. All submissions become property of the Delaware Department of Transportation and shall be retained for a period not to exceed 30 days from the date of the approved shortlist. DelDOT reserves the right to any and all ideas included in this response without incurring any obligations to the responding firms or committing to procurement of the proposed services.

## **RATING CRITERIA**

Major factors/criteria for the establishment of a reduced candidate/shortlist and selection:

- a) Key Staff/Project Team qualifications
- b) Firm resources/capability to accomplish proposed work on schedule
- c) Experience on similar projects
- d) Project understanding/approach/services required
- e) Completeness of submission to include clarity, readability, and presentation of material

**NOTE:** Shortlist and Selection Committee membership appointments are confidential.

## **QUESTIONS**

Questions regarding this RFQ should be submitted via email. Questions received and the Department's response will be provided on the State of Delaware Bid Solicitation Directory Website: <http://www.bids.delaware.gov/>.

## **CONTACTS**

**Questions concerning submissions and procedures** may be obtained from: Wendy B. Henry, Consultant Control Coordinator, Telephone: (302) 760-2531. E-mail address: [wendy.henry@state.de.us](mailto:wendy.henry@state.de.us).

## **OVERVIEW OF SELECTION PROCESS**

The Expressions of Interest will be used to determine a reduced candidate's list/short list and also will be used for reference material during the actual selection process. Once a short list has been determined, a pre-proposal meeting may be established. Once the Pre-proposal Meeting has been completed, there may be a written submission and/or oral interview sessions scheduled, after which the committee will determine the successful candidate. The Department's Professional Services Procurement Manual may be viewed [here](#).

After the selection process has been completed, applicable price information will be requested from the successful candidate; i.e. salary rates for various classifications of personnel, and an indirect cost derivation for the most current accounting period. It is expected that all firms submitting are prepared for the work and include necessary work materials in their overhead rates. If an interested firm is requested to submit a priced proposal, the proposal should substantially reflect the same composition and area of involvement as the Expression of Interest submission.

Payroll burden and overhead will be computed on direct salary costs only (not including overtime) at the consultant's audited rate, as per Federal Acquisition Regulations Part 31, and Department policies. Computer and CADD costs are not allowable as a direct cost to this project. Rate determination and applicability is subject to audit by the Department. Additionally, candidates should be prepared for the Department to work with your current accounting firm to provide information and backup documentation. Full and immediate cooperation is required to avoid delays in execution of an agreement. Failure to cooperate may result in breaking off of negotiations and moving to the next ranked firm.

## **EXPRESSION OF INTEREST REQUIREMENTS**

The letter portion of the Expression of Interest shall indicate the firms desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the material required herein or they will not be considered for the project.

1. **Please submit the firm's mailing address, phone number, and an e-mail address for the firm's point of contact person on page 1 of the Letter of Interest.** Future contacts by DelDOT will be done via e-mail, whenever possible.
2. The Expression of Interest submission should be tabbed and collated in the following order:

**A. Table of Contents**

Table of Contents (1 per set) - Limited to One (1) page on 1 sheet of paper

**B. Letter of Interest**

Letter of Interest (1 per set) - Limited to four (4) pages on two (2) sheets of paper

Indicate the following:

- (1) An understanding of the anticipated assignments, services required, and approach to providing the services required
- (2) Identify who the proposed project manager will be and what office location they will be working from.
- (3) The location, size, and description of the firm
- (4) Availability of personnel for immediate placement
- (5) Sub-consultant usage if anticipated. Indicate the percentage of work estimated to be performed by the sub vs. the prime. Also, indicate if the prime consultant has previously worked with the proposed sub and give a brief example of the previous relationship(s).
- (6) The Prime/Lead consultant must indicate the present workload either as a Prime Consultant or a Sub-Consultant with the Delaware Department of Transportation by Location, Agreement No. (to include Supplementals), Total Dollar Upset Limit, total paid-to-date, and the amount still available for use on the project(s). Also, include the estimated date of completion. If possible, include the estimated fees for any Delaware DOT projects for which your firm has been selected and does not have an executed agreement in place.
- (7) Provide a listing of contracts with DelDOT for the past five (5) years. Clearly indicate if your firm has not been short listed for a DelDOT project within the past five (5) years.

**C. Project Organization Chart**

Project Organization Chart (1 per set) - Limited to one (1) side of one sheet of paper.

**D. Architect-Engineer Qualifications**

Provide either form SF330, or; SF254 and SF255

- (1) GSA form SF330  
<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=21DBF5BF7E860FC185256E13005C6AA6>

Or:

- (2) GSA forms SF254 and SF255 (forms are obsolete but may be used)

Instructions for completing the SF 255 form:

- a) **Item # 4, Personnel by Discipline**, the consultant shall document clearly personnel by discipline presently employed at the work location proposed and their availability for assignment to this project.
- b) If more than one (1) location is being proposed, the consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed.
- c) **Item #7, Key Staff**, is limited to eight (8) individuals who are expected to spend a significant amount of productive time on the project. Staffing information can be either shown as two (2) individuals per page/sheet, or one (1) individual per page/sheet. Resume information presented may pertain to individual(s) that is/are not connected with the Prime/Lead consultant. It should be clearly noted what the affiliation is for any SF 255 resume information submitted other than for the Prime/Lead consultant firm. Resume information is limited to eight (8) individuals regardless of affiliation. Experience listed should be limited to that within the last five (5) years.

If the proposed project personnel have been with the lead firm for less than one (1) year, indicate the name(s) of the previous employer(s) and the length of employment with the previous employer (s) for the last five (5) years.

- d) **Information for Item #8, Similar Projects**, shall be limited to five (5) similar projects and shall not exceed one (1) page in length.
- e) **Information for Item #10, Additional Information**, shall not exceed one (1) page.

**NOTE:** Submit either a SF255 or a SF330 as prescribed above. CANNOT SUBMIT BOTH OR INTERMINGLE THE FORMS.

Also, item limitations are the same regardless of the form being used (i.e. if using SF330 submit 8 resumes (1 per page), 5 similar projects (1 project per page) and one (1) page additional information)

## **E. References**

Provide a list of References who have personal knowledge of the prime consultant's and the sub-consultant's previous performance. Provide three (3) client references each for both the prime and the sub-consultant(s). The references must include **verified** addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described by Delaware DOT for this project.

- (1) References shall be shown on separate sheets (limited to one (1) single-sided sheet; one sheet for the prime and one sheet for each sub proposed). These shall not be included in the four page Letter of Interest.

No promotional materials or brochures to be included as part of the Expression of Interest package.

The Department is not liable for any cost incurred by the consultant in the preparation or presentation of the Statement of Qualifications.

The Department of Transportation will affirmatively insure individuals and businesses will not be discriminated against on the grounds of race, creed, color, sex, or national origin in consideration for an award. Minority business enterprises will be afforded full opportunity to submit bids/proposals in response to this invitation.

**Department of Transportation**

**State of Delaware**

**By: Cleon L. Cauley, Sr.**

**Acting Secretary**

**Dover, DE**

**April 25, 2011**