

REQUEST FOR PROPOSALS

DECATUR METRO AREA FREIGHT RAIL IMPROVEMENT PROJECT

Preliminary Design Study

Background

The Decatur Metropolitan Planning Area (MPA) is located in Central Illinois, approximately equidistant from the major population centers of Chicago, St. Louis, Indianapolis and Des Moines. Champaign-Urbana, Bloomington-Normal and Springfield are nearby regional centers. The Metropolitan Planning Area is a major surface transportation, agri-business, medical and telecommunications hub. The County's population is 114,706 (*U.S. Census, 2000*) with over 88% of the residents living within the MPA. The City of Decatur is the county seat and largest municipality, with a 2000 population of 81,860. There are 6 other municipalities in the MPA, ranging in size from Mt. Zion, 4,845, to Oreana, 738. (*U.S. Census, 2000*) The MPA encompasses approximately 220 square miles. The MPA is an urban center with an extensive surface transportation network. This network provides the movement of goods, materials and commodities to major industries and businesses. The safe and efficient movement of these goods and materials is critical to the economic well-being of the Decatur region.

The MPA contains Interstate, Federal, State and County highways, major arterials, an airport, inter-modal facilities, logistic providers, major grain handling and processing facilities, commodity redistributors and major manufacturers. A significant amount of the goods, materials and commodities is handled by a vast and complex rail system. Rail system service is provided by Norfolk-Southern, Canadian National, CSX and Decatur Junction, the latter being a short haul service provider.

The existing rail system, and to some degree the surface transportation network itself, is believed to be constrained and the efficiency and productivity of the network as a whole is being compromised. Roadway congestion, limited and outdated freight facilities impact the efficiency in moving goods and can pose a safety risk to all transportation system users. Additionally, the existing transportation system directly affects this region's quality of life. This includes truck intrusion into neighborhoods, safety, land use compatibility, potential air quality and related health impacts, restricted mobility and delay at rail crossings, noise and visual impacts. Projected growth in freight volumes, rail cargo and truck traffic over the next twenty-five years indicates that the situation will worsen. The purpose of the Preliminary Design Study is to describe the movement of goods through the MPA, to identify the obstacles to a safer and more efficient flow of goods and to propose strategies to create and grow an economical, safe, and efficient rail transportation system that will enhance regional mobility, provide economic opportunity and improve the quality of life. It is further believed that improvements will increase train velocity, improve service to shippers, increase safety and security, reduce roadway congestion and traffic delays and provide new opportunities for economic development.

Goals and Objectives

The Study is intended to include a comprehensive evaluation of the multi-modal movement of freight through the rail system, address system needs and issues in order to increase mobility and access for both rail and roadway users. The Study should also provide strategies to increase efficiencies in the movement of goods and materials, provide an economical means of increasing capacity, increase regional economic competitiveness and increase employment opportunities. Innovation will assume a high priority in addressing these issues as well as feasibility and cost-effectiveness. The central goals of the plan are to enhance regional freight mobility, develop a safe and efficient system and mitigate system impacts wherever possible. In order to achieve these goals and intents, the Decatur Urbanized Area Transportation Study (DUATS), in conjunction with the City of Decatur, County of Macon and other associated municipalities and interested entities, is inviting qualified consulting teams (Consultants) to use their expertise in evaluating and providing recommendations regarding infrastructure improvements in the MPA. DUATS (Client) will select a Consultant which it feels is best suited and qualified to study, evaluate and provide recommendations on the following identified issues. Respondents are encouraged to be innovative in identifying other issues in their proposals.

- To identify ways to restructure, modernize and improve the efficiency and reliability of rail traffic and the movement of freight through and within the MPA,
- To improve commercial and personnel vehicular traffic flow in the area by eliminating or minimizing delays caused by at-grade highway rail crossings.
- To enhance and improve service to rail shippers through rail operations upgrades,
- To improve highway rail grade crossing safety to reduce accidents, personal injuries and fatalities and to evaluate at grade rail grade crossings for potential closure, and
- To provide recommendations concerning freight system improvements, growth opportunities, strategies, and innovative funding collaborations.
- To identify possible future passenger rail corridors that will not negatively impact the freight rail system in Decatur and Macon County.

In the pursuit of the above objectives, the Consultant, at a minimum, is expected to:

- Interact closely with and coordinate a dialogue among all of the Class I railroads and short haul carriers in the area regarding mutually beneficial infrastructure improvements,
- To identify and interview key shippers, generators, and consumers throughout the region,
- Investigate truck safety concerns,
- Investigate the need for additional intermodal/trans-load facilities and connections,
- Analyze, and supplement if necessary, freight data, truck traffic information, commercial vehicle accident locations, and freight flows in and out of the MPA by commodity and mode,
- Model future freight flows and identify the current and future movement of goods in the area and provide a summary of the system's issues and needs,
- Identify long and short-term freight system strategies for improvement and/or mitigation,
- Identify performance measures and optimal service standards,

- Recommend a methodology for evaluating public and private benefits to assist in determining proper allocation of costs,
- Identify costs, benefits and funding alternative associated with recommendations and strategies for improvement and/or mitigation,
- Develop a Preliminary Design Study Report that summarized, identifies and recommends projects of opportunity for improvements that would satisfy the overall intent of this Request for Proposals,
- Develop for each project of opportunity a Rough Order of Magnitude which will include the cost and timing schedule, and
- Work closely with the City of Decatur, County of Macon, Economic Development Corporation of Decatur/Macon County, Illinois Department of Transportation and Illinois Commerce Commission in pursuit of these objectives.

Process

As mentioned, this Study will be under the auspices of the Decatur Urbanized Area Transportation Study (DUATS), in cooperation with the City of Decatur, County of Macon, the Illinois Department of Transportation, the Federal Highway Administration and other governmental bodies and third party entities having transportation interests in the MPA.

Project coordination will be provided by Client staff who will work with the Consultant and the DUATS Technical Committee. The process will include representatives of the railroads, trucking and logistics firms, shippers, stakeholder organizations, and others as appropriate to complete the Study tasks. The Study may build upon previous studies and plans for the Decatur area, as well as studies that may happen to run concurrently.

Due to the perceived complexity of the issues involved, no specific parameter has been assigned for the commencement or completion of the Study at this time. It is anticipated that during discussions the parties will come to a mutually acceptable timeframe and associated contract language. Determination of milestone products and results will be mutually agreed to prior to the signing of any contract. The desired end product is a regionally applicable transportation Study that includes project and policy recommendations, a realistic funding plan, and freight system performance measures. The Study will be carried out in an open, interactive public review and participation process and be supported by the public, stakeholders and officials.

SCOPE OF WORK

Overview

The consultant will be responsible for conducting this Study under the guidance of the DUATS Technical Committee, which will be augmented by representatives as outlined above. It is anticipated that the plan will proceed through the following four work phases:

- Research and model development
- Identify and evaluate freight system needs and impacts
- Propose solutions to enhance freight system mobility and address impacts
- Develop a path to implementation for solutions and mitigation strategies

Work Tasks and Products

1. Project Management and Administration

Anticipated Deliverable: **Project Management Plan.**

Within thirty days from the notice to proceed, the Consultant will submit a Draft Project Management Plan for review, which will include:

- A project schedule, showing a timeline for completion of work with the appropriate milestones.
- A quality control and assurance program, including any subcontractors who may be utilized,
- Monthly progress reports will be prepared and submitted accompanied by a narrative describing the work accomplished during the reporting period, summary of meetings held, discussion of the issues and action items, and a summary of the tasks planned to be accomplished during the next period.

2. Public Participation and Outreach

Anticipated Deliverables: **Public Involvement & Stakeholder Outreach Plan.**

The consulting team is expected to engage the public and stakeholders in an extensive public involvement and outreach effort, commonly known as a Context Sensitive Solutions process, which will include:

- A public involvement plan and schedule, showing a timeline for public meetings, directed by the Consultant. The consultant will work with DUATS Technical Committee and staff to facilitate these meetings, but will assume the principal role throughout the project for public interaction and community outreach.
- The Consultant will work with private stakeholders (trucking, rail, shippers, etc.) and with staff to integrate their input, issues, and concerns into the project in consultation with the DUATS Technical Committee Vice Chair. It is crucial that the consultant develop and cultivate private stakeholders as well as public entities in order to create, when feasible, public-private partnerships and funding opportunities.
- The Consultant will be responsible for working closely with political officials at all levels of governance within the planning area as well as with the media.
- The DUATS Technical Committee will recommend individuals from the freight and shipping community to engage in peer review of all received project documents and reports.

3. Research and Data Collection

Anticipated Deliverables: **Research and Data Collection Report** in which the

Consultant will engage and identify key freight community stakeholders in order to collect qualitative data. The Consultant will be responsible for outreach activities to this community, including innovative strategies as well as standard survey collection techniques which will

include the following key steps:

- Collection of pertinent and relevant data and goods movement information
- Outreach to freight stakeholders in order to gather information concerning freight issues and impacts
- Report on research and data collection efforts and evaluation of goods movement data needs and issues

4. Model Development

Anticipated Deliverables: **Modeled System Performance Report** which the

Consultant will deliver to the DUATS Technical Committee on the movement of goods and materials, how efficiently the system performs as well as include the identification of system needs and issues, currently and in the future. The key steps will be:

- The consultant will research and obtain available pertinent information and data applicable to the modeling effort.
- Using the compiled and collected data, the Consultant will evaluate the information and determine the existing baseline goods movement system performance as well as for the forecast year.
- Using the compiled data, the Consultant will identify the need for any further data collection and propose strategies to obtain that information.
- The Consultant will prepare a report that thoroughly describes baseline and forecast conditions and evaluates performance.
- The consultant will collect and review freight rail/trucking related reports and studies and identify potential relevance to, and integration into, the Study. A particular emphasis should be on collecting information as it is related to mobility and congestion that will affect truck routes and rail line construction. The consultant will be tasked with contacting and obtaining relevant information from other agencies.

5. Identification and Evaluation of Freight System Needs and Impacts

Anticipated Deliverables: **Decatur Metro Area Rail Improvement Study Report.**

The Consultant will produce a report on the MPA regional freight system, detailing all work completed. In addition, the report will evaluate the freight system, identify system needs and propose short and long term strategies to enhance mobility as well as the safety and security of the system. The key steps will be:

- Evaluate system findings and needs gathered from work Tasks #3 and #4,
- Identify strategies for impact mitigation and for enhancement of freight system mobility,
- Develop performance measures for evaluation,
- Develop funding strategies for the selected strategies.

The strategies to improve system functionality will be feasible in the short-term, address long-term system needs and reflect the high level of involvement with all interested parties, including the rail and trucking industries. Each proposed solution will require a cost/benefit matrix, as well as innovative funding strategies for implementation. Funding strategies for short and long-term

solutions should include, where possible, public-private partnerships. Additionally, costs to the system for a no-build or no-improvement option should be included.

6. Strategic Development and Project Refinement

Anticipated Deliverables: **Final Draft Improvement Projects and Programs Plan**

The Consultant will identify the specific projects to be considered for inclusion in the Study. The final task in this Study will be the development of policy and project recommendations that are accompanied by realistic funding strategies. The consulting team will communicate overall results and funding strategies to stakeholders, the public, elected officials, and potential implementation partners. The Final Draft Study will provide short, medium, and long term implementation plans as well as recommendations of needed topics for further study. Short and long-term solutions will be presented to the DUATS Technical Committee for final comments. The DUATS Technical Committee will make a recommendation to the DUATS Policy Committee for its approval.

Submission Requirements

Proposals must not exceed thirty (30) pages and shall contain the following information:

- A proposed work program based upon the scope of work in this request. The consultant should incorporate his or her own ideas beyond those outlined in the RFP. The Consultant is encouraged to supply a statement detailing how the Consultant perceives and understands the intent, how it envisions the project taking shape, its expectations of Client staff time and what specific steps will be taken to ensure that the project is handled with due diligence and brought to a complete and successful conclusion within the budget and timeline agreed to by the parties,
- A proposed timeline for the completion of the project, including the areas of concentration,
- A statement of qualifications, relevant experience and key personnel who will be responsible for the execution of this Study, including qualifications of any sub-consultants named in the RFP. This may include addendum copies of past projects,
- A list of five (5) professional references with address, email address and phone numbers.
- The anticipated range of cost of the project,
- The name, title, mailing address, email address, and telephone number of the individual authorized to negotiate and contractually bind the Consultant during the period of the proposed evaluation. A statement that the Proposal is binding for not less than 60 days after the Proposal due date,
- List, by partner and staff level, hourly billing rates to be charged should the Client expand the scope of the project or require additional services,
- Certificates of Insurance shall be required to be submitted upon selection of a Consultant. The certificates shall be issued by companies acceptable to the Client, shall be in an amount specified by the Client and shall include, at a minimum, Workers Compensation and Employers Liability, Commercial General Liability, Commercial Automobile Liability, Umbrella (Excess) Liability and Professional Liability. In addition, the Consultant shall provide a “hold harmless” clause as required by the Client.

PLEASE NOTE! Proposals that consist of more than thirty (30) total pages of text, graphics and supporting documents and material will NOT be considered by the Client.

Copyright Release

Consultants responding to this RFP shall supply a limited copyright release so that the Client has the ability to make black and white copies of any copyrighted materials that may be submitted within the proposal.

Submission and Selection Process

Respondents who wish to be considered for selection should submit ten (10) printed copies of their Proposal and all supporting documents and one (1) CD or DVD containing the same.

The deadline for submission of Proposals is 4:00 P.M., C.S.T., Thursday, March 4, 2010. RFP's must be submitted to the address immediately below. Late submittals will NOT be accepted. The clock in the Purchasing Division will have precedent.

City of Decatur
Bids & Proposals
Purchasing Division
#1 Gary K. Anderson Plaza
Decatur, Illinois 62523-1196
Attention: EUD

After initial review by the Client's Search Committee, a short list of proposals will be forwarded to the Client's Technical Committee for their review. Several criteria will be closely evaluated, including, but not limited to the following: technical approach to the project, qualifications of staff, logical capabilities and previous performance with planning projects in similarly sized counties.

As soon as possible after the submission deadline, interviews will be scheduled with several Teams.

Following the interview process, the Client will endeavor to negotiate an agreement with the top ranked consultant. If no agreement can be reached with the top ranked consultant, that consultant shall be dismissed and the Client will proceed with negotiations with the second ranked consultant. This process may be repeated as necessary until an agreement can be negotiated that is satisfactory to both parties.

Pricing

The proposal should include the Consultant's anticipated price range for the discovery, development and delivery of the Final Study Report. The price for the discovery, development and delivery of the Report shall include a total project cost. The price range must be firm for a

period of at least sixty (60) days from the due date. The final project cost will be negotiated and patterned to fit the intent, time frame, budget and desired results.

Compensation

Following selection of the Consultant and negotiation of a final project cost a formal agreement will be entered into with the Client. Reimbursement shall be made according to the agreed upon schedule, specified within the agreement. Additionally, the price for the project, once negotiated, must be firm throughout the whole term of the contract period.

Funding

Although funding inadequacies are not anticipated during the development of the this project, the contract and the financial obligations of the Client pursuant to the contract are subject to there being sufficient funds available in a budget in any fiscal year or part thereof to enable DUATS to pay the Team for work which falls due under the contract.

Client's Reservation of Rights

The Client reserves the right, at its sole discretion, to:

- Use without limitation any and all information, concepts, and data submitted by any Team in response to this RFP, or which may be derived from further investigation of such proposals.
- At any time, for any reason, to cancel this RFP, to reject any and all proposals, to supplement, add to, delete from, or otherwise change this RFP as determined in the sole and absolute discretion of the Client.
- Seek clarifications from any Consultant regarding his or her proposal at any time and failure to respond promptly may be cause for rejection.
- Interview only those respondents it determines shall provide the most advantageous services and to negotiate with one or more respondents to contract terms acceptable to the Client.
- Reject any or all proposals or portions thereof, to waive technicalities or irregularities in the application process, to excuse variations regarding any submittal and to solicit new applications if deemed in its best interest.
- Make such investigations as it believes is necessary to understand the Consultant's background and experience, which may include the financial and organizational ability of the Consultant to perform the work and its capability to provide high quality, reliable and timely services.

Contact Information

Teams wishing more information or having questions can contact Mark Smith, Senior Planner, Transportation & Long Range Planning, DUATS, #1 Gary K. Anderson Plaza, Decatur, IL 62523, Voice: 217.424.2790, Fax: 217.450.2326 or email: mlsmith@decaturil.gov.