

Scope of Work

Colorado Comprehensive Statewide Freight and Passenger Rail Plan

June 16, 2010

Project Overview and Background

Colorado Department of Transportation (CDOT) requests proposals for the services of a qualified and experienced transportation consultant or consultant team to assist CDOT in preparing a comprehensive freight and passenger rail plan (State Rail Plan) for the State of Colorado as required by 2008 Federal legislation as a prerequisite for participation in federal funding. CDOT's intent is to acquire the services of knowledgeable and experienced transportation professionals in formulating a State Rail Plan that is compliant with State and Federal guidelines, and takes into consideration issues and needs identified by Colorado stakeholders.

The State Rail Plan will be consistent with and contain all elements required under Chapter 227 of Title 49 of United States Code, as enacted in the Passenger Rail Investment and Improvement Act of 2008 (PRIIA). The primary purpose of the state Rail Plan is to serve as a planning document and to provide comprehensive rail data. The State Rail Plan will enable CDOT to implement a more efficient and effective approach that will integrate the passenger and freight rail elements into the larger multi-modal and intermodal framework. The Colorado State Rail Plan will cover a period of 30 years and must, at a minimum, address the twelve content requirements described below:

Chapter 227 of Title 49 of United States Code, Section 22705 "Content" states:

- a. In General – Each State rail plan shall, at a minimum, contain the following:
 1. An inventory of the existing overall rail transportation system and rail services and facilities within the State and an analysis of the role of rail transportation within the State's surface transportation system.
 2. A review of all rail lines within the State, including proposed high-speed rail corridors and significant rail line segments not currently in service.
 3. A statement of the State's passenger rail service objectives, including minimum service levels, for rail transportation routes in the State.
 4. A general analysis of rail's transportation, economic, and environmental impacts in the State, including congestion mitigation, trade and economic development, air quality, land use, energy use, and community impacts.
 5. A long-range rail investment program for current and future freight and passenger infrastructure in the State that meets the requirements identified in subsection (b).
 6. A statement of public financing issues for rail projects and service in the State, including a list of current and prospective public capital and operating funding resources, public subsidies, State taxation, and other financial policies relating to rail infrastructure development.
 7. An identification of rail infrastructure issues within the State that reflects consultation with all relevant stakeholders.
 8. A review of major passenger and freight intermodal rail connections and facilities within the State and prioritized options to maximize service integration and efficiency between rail and other modes of transportation within the State.

9. A review of publicly funded projects within the State to improve rail transportation safety and security, including all major projects funded under section 130 of title 23.
10. A performance evaluation of passenger rail services operating in the State, including possible improvements in those services, and a description of strategies to achieve those improvements.
11. A compilation of studies and reports on high-speed rail corridor development within the State not included in a previous plan under this subchapter, and a plan for funding any recommended development of such corridors in the State.
12. A statement that the State is in compliance with the requirements of section 22102.

b. Long Range Service Investment Program:

1. PROGRAM CONTENT—Develop a long-range rail investment program that includes, at a minimum the following matters under subsection (a)(5) of the 2008 Rail Safety Act:
 - A. A list of any rail capital projects expected to be undertaken or supported in whole or in part by the State.
 - B. A detailed funding plan for those projects.
2. PROJECT LIST CONTENT—The list of rail capital projects shall contain:
 - A. A description of the anticipated public and private benefits of each such project; and
 - B. A statement of the correlation between:
 - i. public funding contributions for the projects; and
 - ii. the public benefits.
3. CONSIDERATIONS FOR PROJECT LIST—In preparing the list of freight and intercity passenger rail capital projects, the following matters should be taken into consideration:
 - A. Contributions made by non-Federal and non-State sources through user fees, matching funds, or other private capital involvement.
 - B. Rail capacity and congestion effects.
 - C. Effects on highway and aviation capacity, congestion, or safety.
 - D. Regional balance.
 - E. Environmental impacts.
 - F. Economic and employment impacts.
 - G. Projected ridership and other service measures for passenger rail projects.

In addition to the federal requirements above, the selected consultant will report on:

- Current condition, capacity and characteristics of the State rail system;
- Synthesize past, as well as current, rail planning efforts in the state;
- A comparison of other states rail planning efforts;
- Assess freight and passenger rail needs, including evaluation of current public and private programs;
- Quantify future or potential growth and identify constraints or chokepoints;
- Develop draft policies and implementation strategies detailing major objectives and milestones;
- Draft investment plan and project components; and
- Identify possible funding sources and strategies, including public-private partnerships.

The State Rail Plan shall set forth State policy involving freight and passenger rail transportation in Colorado, including:

- Passenger rail operations in the state;
- Present priorities and strategies to enhance rail service in Colorado that benefits the public; and

- Serve as the basis for Federal and State rail investments within Colorado.

The State Rail Plan will enable CDOT to implement a more efficient and effective approach that will integrate the passenger and freight rail elements into the larger multi-modal and intermodal framework to relieve congestion on the highways, expand economic development opportunities and improve network safety and efficiency.

The selected consultant, in cooperation with the State Rail Plan Steering Committee (SRPSC), will develop and conduct public input and stakeholder participation activities associated with development of the State Rail Plan, as required by Section 22704 of United States Code Title 49.

The State Rail Plan represents a modal segment of the Statewide Transportation Plan and will be incorporated into the Statewide Transportation Plan. The Statewide Transportation Plan is in the process of being amended and will be updated to 2040 beginning in 2012.

The State Rail Plan is expected to consist of seven chapters, as summarized below including an Executive Summary and Appendices. The selected consultant will utilize the American Association of State Highway and Transportation Officials (AASHTO) November 2009 publication “State Rail Planning Best Practices” for additional information regarding the content of these chapters. The requirement items listed above are to be included in the following chapters as noted below. Some of the items will be addressed in more than one chapter.

- I. **Introduction and Vision (What is the future role of rail in Colorado?)** – This chapter will include a Vision Statement, Goals, Objectives, policies, implementation strategies, and the statement of compliance with Section 22102. (Includes a3 and a12)
- II. **History (What has been the role of rail in Colorado?)** – This chapter will describe Colorado’s rail history and the importance of a State Rail Plan now.
- III. **Rail System Inventory and Review (Where are we now?)** – This chapter will include a system description of facilities, statewide rail service statistics, freight and passenger operations, abandonments, capacity, system use and demand, identification of facility and property ownership and intermodal connections. (Includes a1, a2, a3 and a8)
- IV. **Rail Issues and Opportunities (What are the challenges?)** – This chapter will include a discussion of Rail’s transportation, economic and environmental impacts and safety and security assessments in Colorado. It will also include specific Colorado legal, socio-economic, financial and other issues and opportunities that assist or hinder rail projects, service and operations. This chapter should address each of the goals identified in Chapter One. (Includes a4, a6, a7 and a9)
- V. **Rail System Analysis, Evaluation and Needs Identification (What are the improvement needs?)** – This chapter will include:
 - A. A performance assessment of current system;
 - B. An identification of current and future needs;
 - C. A review of publicly funded projects to improve rail transportation safety and security; and

- D. Recommended service metrics and performance guidelines for passenger and freight rail service.

It will also describe proposed new passenger and freight rail service. Capital and operating expenses will be addressed for current and proposed passenger and freight rail services. (Includes a2, a7, a8, a9, a10 and a11)

- VI. **Rail System Investments (What are the funding needs?)** – This chapter will include a discussion of current and future funding needs and existing and potential future funding sources. This chapter will also include challenges such as conflicts between passenger rail and freight rail; topography and design standards. (Includes a6, a8, a9, a10 and a11)
- VII. **Long-range Service and Investment Program (What are our next steps?)** – This chapter will include project evaluation approach, a prioritization of investments, and an implementation plan that addresses funding and scheduling of investments. (Includes a5, a6, a8, a9, a10, a11, b1, b2 and b3)

Project Parameters

The following is a list of preferences and guidance to inform responders of the suggested format of the State Rail Plan development. Responders are encouraged to present specific suggestions on development of the State Rail Plan and implementation of project components, as well as any value added components, that responder’s experience with State Rail Plan development in other states has shown to be useful in delivering an acceptable and adaptable State Rail Plan.

Timeline: The State Rail Plan will be completed and approved no later than 12 months after the Notice to Proceed is delivered to the selected consultant.

Project Structure and Management: Overall management of the project will be provided by the CDOT Project Manager who will be supported by the Project Management Team (PMT) and the SRPSC. The selected consultant’s Project Manager will report to CDOT’s Project Manager. The PMT will be comprised of CDOT staff representing Multi Modal, Long Range Planning, Freight, Safety, Rail, and Transit. The SRPSC will advise the selected consultant’s Project Manager and the CDOT Project Manager. The list of SRPSC members will be provided to the selected consultant. The PMT as well as the SRPSC will be supported by a separate Stakeholder group, consisting of appropriate public sector participants, private sector representatives and other affected stakeholders.

Final draft of the State Rail Plan will be presented to the, PMT, SRPSC, Stakeholders Group and CDOT’s Executive Management Team prior to adoption by the Transportation Commission.

The selected consultant shall:

- Develop a Project Management Plan (PMP) using MS Project at the beginning of the project to define the tasks, schedules and resource requirements needed to complete the State Rail Plan. The PMP will include:
 - The Consultant team organization, responsibilities and contact information;
 - Identification of the level of CDOT’s participation in the project, as well as any other services to be provided by CDOT;
 - Project scope of services and related timeline;

- Project budget by task;
 - Tentative project management meetings and deliverable dates; and
 - Other important related management items.
- Develop and review with CDOT Project Manger an outline for the chapters, Executive Summary and appendices to be included in the final document;
 - Continuously coordinate the project with CDOT's Project Manager;
 - Prepare monthly progress reports;
 - Submit monthly invoices;
 - Establish and facilitate monthly project meetings with CDOT's PMT;
 - Ensure quality assurance and quality control; and
 - Manage activities deemed necessary to ensure efficient and timely project completion.

Any additional items proposed by the selected consultant will require prior written approval by the CDOT Project Manager.

Public Outreach: The selected consultant will be expected to prepare a public outreach plan that will allow public comment and input as well as ongoing review of State Rail Plan progress. The intention of public outreach is to address the vision, the needs assessment and the draft rail policy review. Efforts could be made to hold group interviews that bring together persons and organizations with common interests. Group interviews are valuable because they foster interaction between parties that results in particularly revealing discussions and insights. However, some stakeholder groups will represent diverse groups who may not wish to voice their opinions publicly. Some stakeholders may prefer to discuss sensitive issues in a private, individual interview setting rather than in a group interview. Individual interviews should be offered to stakeholders as the need arises to ensure open and candid discussion. Meetings or other contact strategies should provide for geographic coverage of the State. Outreach may be done for the freight and passenger study separately, or jointly, based on the recommendations and rationale of the selected consultant, but keeping in mind the goal of providing adequate forums for disparate freight and passenger interests. Outreach will be consistent with CDOT's Context Sensitive Solutions (CSS) guidelines and invoke the principals of active listening, constructive integration of public input and transparency of the process. A description of CDOT's CSS can be found at:

<http://www.coloradodot.info/programs/environmental/planning-env-link-program/related-information/context-sensitive-solutions.html>.

All web focused public outreach efforts will be build on CDOT's external web environment using CDOT standards and will be coordinated and approved through CDOT's Public Information and Government Relation Offices.

Plan Outline: The State Rail Plan will address all identified issues as noted in the scope of work, below, and be compliant with the Federal Legislation requirements.

Data Support: CDOT will provide any available and relevant production databases and GIS mapping information, such as the statewide rail system, ownership and class information, rail inventory and abandoned lines.

All geographic information collected will be submitted in CDOT's standard GIS format which will be provided by CDOT. All documents must be compatible with Microsoft Office Suite software.

Scope of Work and Deliverables

The tasks for this scope of work have been compiled in cooperation with the SRPSC and PMT in order to inform the thought, coverage and strategies proposed by responders to this RFP. The issues and deliverables included in this scope of work do not necessarily constitute a full and complete listing, and are subject to change both during the State Rail Plan process and at the suggestion of others and concurrence of CDOT PMT. The following Tasks describe the scope of work and deliverables for this project.

Task 1 - Identify and Review Best Practices

The objective of this task is to identify and review best practices in state rail plans in order to better define the contents of the Colorado State Rail Plan. The primary documents to be reviewed will be existing state rail plans, AASHTO 's State Rail Planning Best Practices, and FRA's Preliminary National Rail Plan.

Deliverable:

- Summary of best practices delivered to CDOT's Project Manager

Task 2 - State and Local Rail Programs

- Provide a short history of railroads in Colorado.
- Provide a short history of State efforts in Rail Programs since 1990.
- Provide a summary of significant State Rail Legislation and policy initiatives since 1990.
- Provide a summary of the following programs and efforts managed by CDOT.
 - Section 130 Program;
 - Operation Life Savers;
 - Rail Crossing Inventory;
 - Rail Crossing Improvement Program (HQ and Regions);
 - Rail Line Abandonment Review;
 - Rail Line Acquisition Program;
 - Transit and Rail Division;
 - Rocky Mountain Rail Authority Studies;
 - Denver Union Station Redevelopment Study;
 - Front Range Rail Relocation Study/Public Benefits and Costs Study; and
 - Rail Governance Study.
- Summary of Programs Managed by Other State and Local Agencies.
 - Highway Rail Crossing Program (Public Utilities Commission);
 - Safety Oversight for Rail Fixed Guide-way (Public Utilities Commission);
 - Grant of Operating Authority for Limited Rail Operations (Public Utilities Commission);
 - Moffat Tunnel Improvement District (Department of Local Affairs); and
 - Rail Severance Tax (Department of Local Affairs).
- Financial Support Programs for Rail Activities.
 - State Rail Bank;
 - Senate Bill 1 (Strategic Transit Program Funding);
 - Highway Rail Signalization Fund;
 - FASTER; and
 - TIFIA.

Deliverables:

- Draft Chapter Two (What has been the role of rail in Colorado?)
- Final Chapter Two (What has been the role of rail in Colorado?)

Task 3 - System Description and Inventory of Existing Rail Infrastructure

The system description portion of the rail inventory should document, in GIS mapping format, and describe the physical assets—existing rail lines, major yards, intermodal terminals, passenger rail stations, and other important facilities and infrastructure that support the movement of people and goods by rail. The description as a minimum should address the following:

- Update CDOT’s geographic location and attributes of rail lines in the state for both passenger and freight rail including:
 - Owners and operators of the rail lines and what trackage rights granted to other operators. This should include out of service lines;
 - Identification of any shared passenger, commuter, and freight rail lines;
 - Identification of any state owned or operated rail lines; and
 - Condition of the rail lines.
- As part of the system descriptions develop a rail carrier profile for each operator that succinctly describes their key characteristics including:
 - Track miles;
 - Short history of company/organization;
 - Interchanges with other railroads;
 - Capacity (i.e. weight limits); and
 - With close coordination with CDOT GIS staff, GPS inventory of locations of rail related facilities such as intermodal terminals, switching facilities, maintenance yards, passenger rail stations and other important facilities and infrastructure and their functions.
- For - passenger rail:
 - Locate and map potential intercity corridors, both intrastate and interstate;
 - Lines or geographic locations that are potential high-speed intercity routes;
 - Develop and map intercity passenger rail system plan with emphasis on connecting major Regional Trade Centers, preferably with integrated, run-through services. Cities to be linked and/or paired may include Pueblo, Colorado Springs, Denver, Fort Collins, Vail, Grand Junction, Albuquerque, NM, Cheyenne, WY and other serviceable population centers; and
 - Identify and integrate potential high speed elements of the network.

In addition, evaluate and map system coverage, location of interchanges, intermodal, and freight generating facilities, including interstate connections and include and map current train frequencies and line capacities. Document branch and short line network in state, with specific emphasis on role in local economic development, viability as private enterprises, and investment needs. Provide summary trends in abandonments of freight-rail lines to document the loss of capacity and connectivity—and in some cases to support rail preservation efforts.

Identify major commodity types and flows, including economic and geographic rationale for current and future traffic patterns, and local and long-range domestic markets access and services. Discuss modal issues, availability, costs, and capacities of competitive modes, as well as interdependence or independence of modes based on market and commodity characteristics. Evaluate spacing of facilities,

including intermodal terminals for bulk and containerized shipments, and the condition and capacity of their highway connections.

The second part of the inventory should describe the way freight and passenger carriers utilize the system. The system usage as a minimum should address the following:

- Approximate number of trains moved per day/week/month or year on the lines by subdivision;
- Types and quantities of major traffic that the freight rail lines carry ;
- The top commodities transported by rail;
- Directional freight flows (inbound, outbound, through, or internally;
- Types of industries in the state that ship their products by rail from spur or drayed to the intermodal facility;
- Location of the rail shipping industries; and
- Passenger volumes on each rail line and by station.

Deliverables:

- 4 color plots of Colorado Rail Assets map
- GIS layers, in CDOT approve format
- PDF of Colorado Rail Assets map for web posting
- Draft Chapter Three (Where are we now?)
- Final Chapter Three (Where are we now?)

Task 4 – Prepare Internal and External Stakeholder Coordination and Outreach Plan

Develop a comprehensive coordination and outreach plan for obtaining information and input from rail carriers, transit providers, local governments and other rail stakeholders for the State Rail Plan. A collaborative, interdisciplinary approach will be used to develop processes for issue identification and resolution. The selected consultant will devise methods, processes and a schedule for stakeholder outreach and coordination that will be tailored to the different groups of stakeholders identified for the State Rail Plan. Develop a list of internal and external stakeholders and a schedule for the plan. Information gathered through stakeholder outreach and coordination will be used in addressing the remaining tasks in the State Rail Plan. These methods could include the use of written surveys, telephone interviews, online/website surveys or comments or other methodologies to be developed. Once developed and approved by CDOT Project Manager, the selected consultant will conduct the outreach and coordination as Task Four of this scope of work. The plan will be based on the basic principles outlined in the CDOT Context Sensitive Solution (CSS) process.

CDOT has identified rail stakeholder groups in Colorado that include, but not limited to, the following:

Freight Railroads

Union Pacific

BNSF

Victorian Southern Towner

Omni Trax

AMTRAK

Federal Railroad Administration

Recreational Railroads

Freight Stakeholders (including shippers)

Local and Regional Governments

MPO's
Public Utilities Commission
Regional Transportation District
State Transportation Advisory Committee
Rocky Mountain Rail Authority
Colorado Passenger Rail Association
Citizens Against Rail Relocation
Rail Relocation Citizens Advisory Committee
Internal CDOT Offices

Deliverable:

- Stakeholder coordination and outreach plan including methods, processes and schedule

Task 5 – Conduct Stakeholder Outreach

The selected consultant shall conduct a collaborative and comprehensive coordination and outreach effort to rail stakeholders. This outreach effort should obtain information that will enable the selected consultant to complete the remaining tasks of this scope of work.

CDOT will assist the selected consultant in getting contact information for each of the stakeholder groups identified in Task Three.

Compile a list of needs from the stakeholders outreach and reconcile to omit repetitions and within this list, flag high-speed rail needs and projects to highlight their importance and funding potential. At a minimum, this list should include:

- A description of each identified need or issue;
- Physical location, where applicable;
- Railroad owner, where applicable;
- The stakeholder or stakeholders that identified the issue;
- Expected benefits and impacts from addressing the need, including public benefits, if provided;
- Estimated cost to address the need, if available;
- Dedicated funding sources applicable to addressing the issue, if known; and
- Identify if the issue impacts freight rail, passenger rail, or rail safety and security.

Copies of all completed outreach methods shall be provided to CDOT.

Deliverables:

- Completed stakeholder coordination and outreach methods and surveys
- Summary of stakeholder coordination and outreach results

Task 6 - Rail Transportation, Economic, Environmental and Safety Assessment and Evaluation

- Conduct a safety assessment of rail related accidents with an analysis/evaluation and recommendations for cost effective improvements.
- Relying on a combination of existing studies, available data and outreach from stakeholders conduct a general analysis that quantifies the impacts in broad terms of the following areas:
 - Congestion Mitigation;
 - Safety;
 - Traffic Operations;

- Trade and Economic Development;
 - Air Quality;
 - Noise;
 - Land Use;
 - Energy Use; and
 - Community Impacts.
- In consultation with CDOT Project Manager, collect available data, studies, and reports to independently identify short and long-term needs and determine the impact and range of possible commuter and intercity rail, including passenger station needs, connections to local transportation modes including transit, auto, and air and system integration or overlays with intercity and high speed services.

Deliverables:

- Map(s) showing the locations and types of accidents for the past 5 years
- Map(s) showing the locations of passenger rail needs
- Draft Chapter Four (What are the challenges?)
- Final Chapter Four (What are the challenges?)

Task 7 – Needs Assessment and Evaluation

Identify and determine transportation related needs that could be mitigated or solved by rail improvements or additions based on the following criteria:

- **Carrier-Identified Needs** - As part of the outreach effort to rail carriers, conduct a needs assessment to discover the short and long-term physical, operational, or policy (institutional) needs.
- **Rail User-Identified Needs** – Conduct rail shippers and passenger interviews since they provide first-hand perspective on rail needs, potentially relating performance, capacity, and market issues not mentioned by the rail carriers.
- **Community-Identified Needs** – Along with the rail users, another group with valuable needs, input consists of local communities, especially host communities of rail facilities and communities desiring future rail service. Contact these groups to gather information with regard to their need.

Deliverables:

- Draft Chapter Five (What are the improvement needs?)
- Final Chapter Five (What are the improvement needs?)

Task 8 - Create a Vision for Rail in Colorado

Describe the role of both freight and passenger rail in the future, recognizing the challenges and opportunities that exists or will arise in the future. The horizon year should match the update year of the Statewide Planning efforts. The created vision should provide high-level strategic guidance to goals and objectives that are developed as part of this State Rail Plan. A “Vision Statement” should be developed for use in coordination and outreach efforts. The vision should:

- Reflect the desires of rail stakeholders and constituents;
- Set forth a proposed State policy and system performance measures involving freight and passenger rail;

- Identify a coordinated role for rail as part of the complete transportation network;
- Define and describe freight rail, including its importance, demand and growth, capacity and preservation;
- Define and describe existing and anticipated passenger rail, including intercity service and corridors, commuter rail, and high speed rail, including multi-state efforts;
- Integrate state priorities for environment, energy, development, and land use;
- Recommend infrastructure improvements to meet capacity, safety, efficiency, reliability, environmental and mobility goals;
- Quantify scope, relevance, and economic impact of rail for diverse stakeholders, such as agribusiness, cooperatives, passengers and commuters, international trade, tourism/hospitality energy, forestry, and other Colorado-specific rail transport; and
- Identify and describe interstate and international connections and potentials and opportunities.

Responders are encouraged to propose additional tasks or activities if they will substantially improve the results of the project. These items should be separated from the required items on the cost proposal.

Deliverables:

- Proposed Vision for Passenger and Freight Rail in Colorado (accepted based on approval by CDOT's State Rail Transportation Authority and Rail Advisory Body)
- Draft Chapter One (What is the future role of rail in Colorado?)
- Final Chapter One (What is the future role of rail in Colorado?)

Task 9 - Identify Potential Investment Opportunities

- Assign industry-validated costs, timeframes, and priorities to potential investments, including:
 - Freight system bottlenecks and capacity constraints;
 - Structural upgrades for car weight, train speed, and signal/communications upgrades for train control and data;
 - Safety upgrades and programs including grade crossing improvements and grade separations;
 - Incremental costs of transition to shared uses (re: added passenger traffic);
 - Facilities expansion, terminal equipment, rolling stock, and other operations that support investments for freight and passenger access;
 - State interest in existing branch and short lines to support transportation and development needs, as well as preserving future abandoned lines for trail, transit, or other alternative future uses such as high speed rail;
 - I-70 Corridor; and
 - I-25 Corridor.

Deliverables:

- Draft Chapter Six (What are the funding needs?)
- Final Chapter Six (What are the funding needs?)

Task 10 - Long Range Service and Investment Program

The selected consultant shall prepare a draft investment program listing of potential projects as identified in the stakeholders outreach and:

- Identify amount, timing and possible funding sources for project implementation;
- Describe and quantify anticipated private and public benefits from each project;

- Develop a statement of public financing issues for capital and operations; and
- Develop a draft statement of State objectives and commitment to the selected projects

In order to help guide CDOT with future efforts the selected consultant shall:

- Propose and review policy direction for future leadership and planning through public outreach, policy committee and legislative process;
- Consider current and future roles of rail stakeholders including railroads, shipping groups, CDOT, Metropolitan Planning Organizations, Regional Railroads, Transit Agencies, etc.; and
- Based in part on existing models and data, discuss and suggest structures for ongoing interaction with industry, the public, neighboring states, and national agencies.

Deliverables:

- Summary of potential rail projects and prospective funding sources
- Draft Chapter Seven (What are our next steps?)
- Final Chapter Seven (What are our next steps?)

Task 11 – Integration of State Rail Plan into the Long Range Transportation Plan

Develop a procedure for integrating the content of the Rail Plan into the Long Range Transportation Plan, including the relationship between the two Plans.

Task 12 – State Rail Plan Preparation and Printing

The selected consultant shall be responsible for preparing both the Draft State Rail Plan and the Final State Rail Plan. The Draft and Final State Rail Plans shall each be delivered in PDF format on compact disc or DVD, and the selected consultant shall also print and deliver to CDOT Project Manager 20 paper copies of the Draft State Rail Plan and 50 paper copies of the Executive Summary and Final State Rail Plan.

Once the Draft State Rail Plan is accepted by CDOT it will be made available to rail stakeholders and the public for review and comment. The selected consultant and CDOT Project Manager shall jointly review and evaluate comments received on the Draft State Rail Plan. CDOT Project Manager shall determine changes to be made to the Draft State Rail Plan to create the Final State Rail Plan based on stakeholder and public comment. The selected consultant shall make those changes to produce the Final State Rail Plan.

Deliverables:

- Draft State Rail Plan in PDF format, submitted on CD or DVD
- 20 paper copies of Draft State Rail Plan
- Final State Rail Plan in PDF format, submitted on CD or DVD
- 50 paper copies of Final State Rail Plan
- 20 paper copies of the Executive Summary

Proposal Content:

Responders are encouraged to propose additional tasks or activities if they will substantially improve the results of the project. These items should be separated from the required items on the cost proposal.

The proposal must not exceed 20 double-sided pages, no fancy covers and stapled not bound. An electronic version of the proposal should also be submitted. The page limit does not include the required documents, resumes or cost proposal. The following will be considered minimum contents of the proposal and must be submitted in the order listed:

1. Responder's company name, business address, the contact person's name, telephone number, fax number and email address.
2. A statement of the objectives, goals and tasks to show or demonstrate the responder's view of the nature of the project.
3. A description of the deliverables to be provided by the responder.
4. An outline of the responder's background and experience with examples of similar work completed and a list of personnel who will conduct the project, detailing their training and work experience. No change in personnel assigned to the project will be permitted without the written approval of CDOT's Project Manager.
5. A detailed work plan that will identify the major tasks to be accomplished and be used as a scheduling and management tool, as well as the basis for invoicing. The work plan must present the responder's approach, task breakdown, deliverable due dates and personnel working on the project and the hours assigned to each individual to reach the project results.
6. Identification of the level of CDOT's participation in the project, as well as any other services to be provided by CDOT and details of cost allowances for this participation.
7. The forms and documents required under any of the sections of this RFP.
8. The responder must include a total project cost along with the following:
 - A breakout of the hours by task for each employee;
 - Identification of anticipated direct expenses;
 - Identification of any assumption made while developing the cost proposal; and
 - Identification of any cost information related to additional services or tasks, include this in the cost proposal but identify it as additional cost and do not make it part of the total project cost.