

**RFP Summary**

<b>RFP Number</b>	RFP 2019-14
<b>RFP Title</b>	COMPASS Rails with Trails Development Cost Study
<b>Deadline for Submittal</b>	January 14, 2019, by 5:00 p.m. MST
<b>Scope</b>	See project description and scope of service details on pages three through five.
<b>Send Submittals to</b>	Meg Larsen, Director of Operations COMPASS 208.475.2228 <a href="mailto:mlarsen@compassidaho.org">mlarsen@compassidaho.org</a>
<b>Direct Inquires to COMPASS Project Manager</b>	Liisa Itkonen, Principal Planner COMPASS 208.475.2241 <a href="mailto:litkonen@compassidaho.org">litkonen@compassidaho.org</a>
<b>Format of Submittals</b>	<ol style="list-style-type: none"><li>1. Electronic submittals in PDF format must be received by COMPASS by the date and time in the "Deadline for Submittals" section above. No exceptions.<ol style="list-style-type: none"><li>a. Total page limit is <b>10 pages</b>. The introductory letter, project organizational chart, and resumes are not included in page count.</li><li>b. Front and back cover pages are acceptable and do NOT count in the submittal. Cover pages shall only identify the consultant, sub-consultant(s) and project.</li></ol></li><li>2. Send electronic submittals to Meg Larsen, Director of Operations <a href="mailto:mlarsen@compassidaho.org">mlarsen@compassidaho.org</a>.</li><li>3. Respondents are responsible for verifying receipt by COMPASS of the submittals.</li></ol>

<b>Questions and Revisions</b>	<ol style="list-style-type: none"> <li>1. Submit questions no later than the date specified in the calendar below.</li> <li>2. Questions must be sent via email to Liisa Itkonen at <a href="mailto:litkonen@compassidaho.org">litkonen@compassidaho.org</a> <b><u>No phone calls or verbal questions will be accepted.</u></b></li> <li>3. Responses will be posted within three-full business days of receipt.</li> <li>4. In the event that it is necessary to provide additional clarification or revisions to this RFP, COMPASS will post addenda to the COMPASS <i>Jobs and Contracts</i> (<a href="http://www.compassidaho.org/people/jobs.htm">http://www.compassidaho.org/people/jobs.htm</a>) webpage. It is the proposer's responsibility to regularly monitor the website for such postings.</li> </ol>
<b>Clarification of Submittals</b>	<p>During the evaluation of submittals, COMPASS reserves the right to do the following:</p> <ul style="list-style-type: none"> <li>• contact any or all proposers for additional information for clarification purposes;</li> <li>• discard submittals which contain errors; or</li> <li>• waive disqualifying errors or gain clarification of error or information, at COMPASS' sole discretion.</li> </ul>
<b>RFP Calendar</b>	<p>These dates are for planning purposes and represent COMPASS' desired timeline for this project. Any revision to the "Deadline for Submittals" will be made by addendum. All other dates may be adjusted without notice as needs or circumstances dictate.</p>

Date	Activity
November 28, 2018	Release RFP
January 7, 2019 5:00 p.m. MST	Written questions are due. No questions will be accepted after this date. Responses posted within 3 full business days.
<b>January 14, 2019 5:00 p.m. MST</b>	<b>DEADLINE FOR SUBMITTALS</b>
January 15, 2019- January 25, 2019	Submittal review and selection
January 22, 2019	Consultant interviews, if required
January 28, 2019	Notification of selected consultants
February 8, 2019	Anticipated contract approval and notice to proceed date
February 13, 2019	Project kick-off meeting

**REQUEST FOR PROPOSALS**  
**RFP 2019-14**  
**COMPASS Rails with Trails Development Cost Study**  
**Community Planning Association (COMPASS)**  
**Ada and Canyon Counties, Idaho**

**I. Background and Project Description**

The Community Planning Association of Southwest Idaho (COMPASS), the metropolitan planning organization for Ada and Canyon Counties, is seeking a qualified consultant to develop a Rails with Trails Development Cost Study to estimate cost of trail development along the Boise Cutoff rail corridor, and identify barriers associated with trail development. The study is funded with Federal Highway Administration Surface Transportation Program funds.

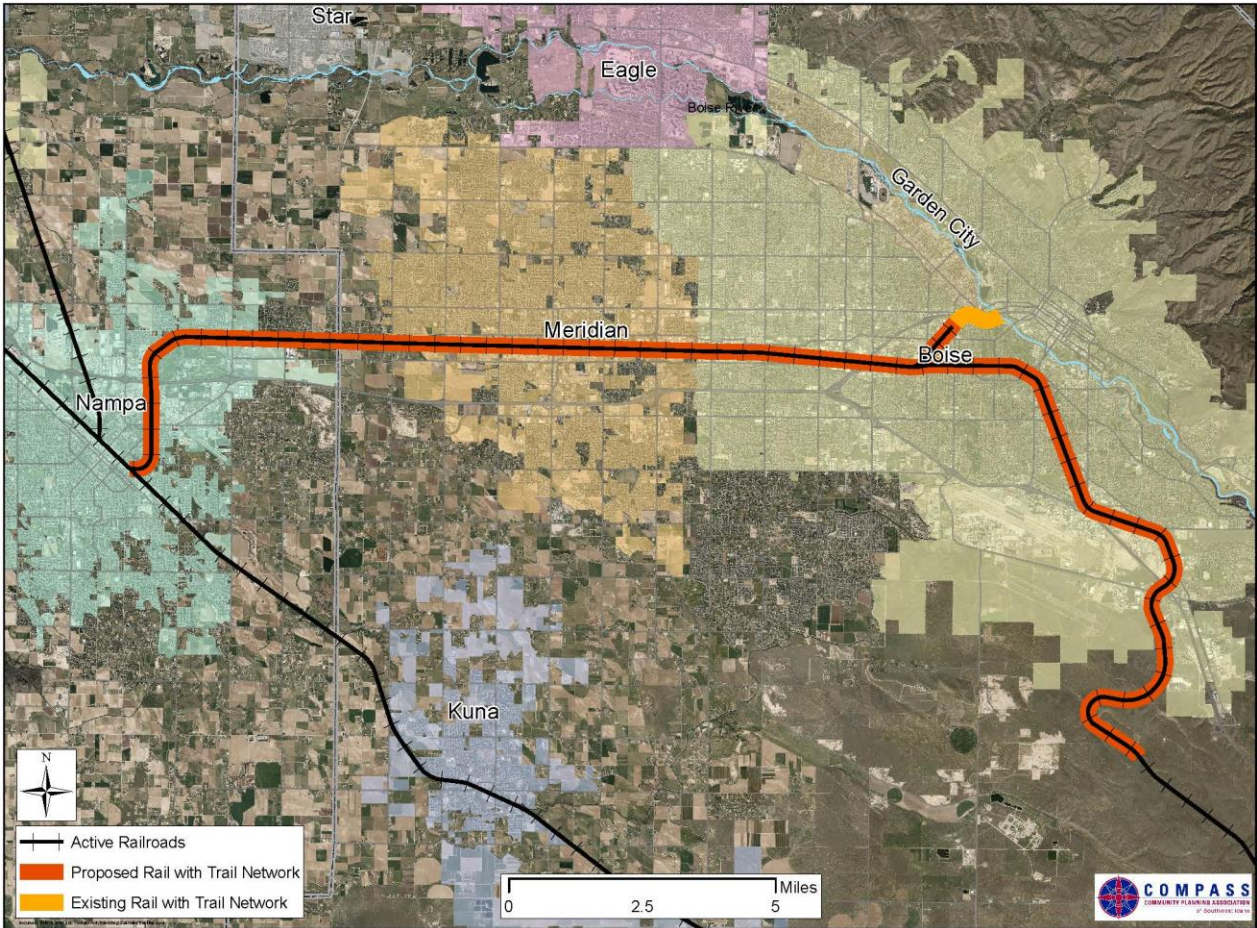
The residents of the Treasure Valley have a vision for a regional, paved, multiuse pathway running through the heart of downtown Boise, Meridian, and Nampa. Within Idaho, 22 rail-trails exist, covering 437 miles; however, few are in southwest Idaho. This 35-mile alignment has over 385,000 residents within 1-mile of the route and provides a direct link from downtown Nampa, through downtown Meridian, to the Boise Depot and beyond (see map on page 4). The trail will encourage a healthy community, provide transportation choices, promote safety, and contribute to economic development and tourism along the line.

The rails with trails project in Ada and Canyon Counties includes refining trail alignment and design, determining appropriate infrastructure for various crossing types, developing reliable cost estimates, identifying existing barriers and challenges in the corridor, establishing agreements and processes for coordination amongst multiple jurisdictions, and proposing strategies for phasing of the project.

The scope of this study focuses on trail feasibility along the Union Pacific corridor in the Treasure Valley. The key outcomes are:

- Proposal for trail alignment and cross sections, along with proposed phasing for the project.
- A cost template to determine trail costs, considering railroad crossing types, water crossings, right-of-way, maintenance, and other trail features and amenities.
- Agreement template for trail development and maintenance.

### Regional Rail with Trail Map



## II. General Scope of Services

**The three main components to this project are the following:**

### Concept Design

1. Propose a trail alignment that best accommodates the identified features and barriers.
  - a. Identify locations along the Boise Cutoff where barriers exist or could exist.
  - b. Provide recommendations for overcoming barriers (e.g., routing options, excavation, or remediation where applicable).
2. Using the three cross sections provided by COMPASS, identify where each one should be used along the corridor based on available right-of-way, adjacent land uses, and other relevant considerations.
3. Identify phases and priorities for developing the first segment of trail. Where would be the best place to start? How should we prioritize segments?

### Cost Template

1. Develop a cost template for railroad crossing types associated with the different roadway functional classifications (arterial, collector, local roads, etc.) found along the Boise Cutoff rail corridor.
  - a. Identify the necessary infrastructure elements at each crossing type such as drop bars, pavement treatments, pedestrian signals, etc.
  - b. Identify planning-level cost estimates for each crossing type.
2. Develop a cost template for trail crossing associated with canals, ditches, irrigation channels, and other identified water features.
  - a. Identify planning-level cost estimates for trail improvements in and around the differing water features.
3. Develop cost estimates for both right-of-way acquisition (permanent) and easement (non-permanent) along the rail corridor.
4. Develop a cost estimate for maintenance of the trail and amenities.
5. Develop a cost template for all other trail features and amenities, including restrooms, landscaping, separation treatments, etc.
6. Assume that project will be required to meet federal standards when determining costs.

### Agreements

1. Identify barriers and challenges associated with trail development that could inflate costs or cause major delays in planning and construction.
2. Develop a template for a master agreement between jurisdictions. Include details about funding, maintenance, etc.
  - a. Provide examples of successful multi-jurisdictional agreements in other regions.

## Project Deliverables

The project deliverables and acceptable formats for each task are shown below:

1. Overall Work Plan and Project Schedule
  - a. Project work plan, including consultant staffing plan and assignments, and schedule for tasks and deliverables. (Word, PDF)
  - b. COMPASS Rails with Trails Workgroup engagement strategy, including how workgroup and individual agencies' input will be incorporated into subsequent tasks, and potential presentations to COMPASS Board and/or Regional Transportation Advisory Committee. (Word, PDF.) COMPASS staff will provide support in workgroup meeting facilities and scheduling.
2. Concept Design
  - a. Proposed trail alignment with cross sections. (Word, PDF, GIS)
  - b. Phasing options and priority segments. (Word, PDF)
3. Cost Template
  - a. Template for identified improvements at railroad crossings with different roadway functional classifications along the Boise Cutoff. (Excel)
  - b. Template for identified improvements associated with crossing water features along the Boise Cutoff. (Excel)
  - c. Estimates for right-of-way acquisition versus easement costs. (Excel, Word, PDF)
  - d. Estimate for maintenance of the trail and facilities. (Excel, Word, PDF)
  - e. Template for all other trail features and amenities. (Excel)
  - f. Federal standards reflected in all costs. (Excel)
  - g. All elements of cost template should be included in one workbook. (Excel)
4. Agreement Template
  - a. Identification of barriers and challenges to trail development with possible solutions. (Word, PDF)
  - b. A template master agreement for trail development and maintenance, and examples of successful multi-jurisdictional agreements. (Word, PDF)
5. Final Report
  - a. A report summarizing all deliverables, including research and analysis methods, with presentation-quality graphics. (Word, PDF)
  - b. A short (1-2 page) executive summary incorporating an infographic.

### **III. Submittal Requirements**

The submittal for the COMPASS Rails with Trails Development Cost Study shall include the following:

1. **Introductory letter:** Introduce submittal, identify the project manager, provide contact information (physical address, telephone number, and email) and a statement confirming the commitment of key personnel identified in the submittal to meet COMPASS' quality and schedule expectations. The Introductory Letter shall include a statement regarding the Professional Services Agreement as described below in III-2.
2. **Professional Services Agreement:** Provide a statement that the Professional Services Agreement (sample attached in Appendix A) has been read, that the firm will meet the prerequisite insurance requirements, and the firm, if selected, agrees to enter into such agreement.
3. **Firm Qualifications and Relevant Experience:** Discuss the firm's qualifications, experience, and history in working on multi-jurisdictional trail studies. Please address the firm's project management systems including reporting, billing, and QA/QC processes.
  - a. Provide information summarizing qualifications and experience of the project manager and brief resumes of the key staff that will be directly involved in this project. Include a brief description of the role of individuals in the referenced projects.
4. Provide an organizational chart of all members of the proposed consultant project team that will be working on the project, including sub-consultants, if applicable.
5. **References:** Provide references for three directly applicable projects with current contact information.
6. **Sub-consultants:** List all sub-consultants that will be directly involved in this project.
  - a. Identify the role of the sub-consultant(s).
  - b. Include the sub-consultant(s) qualifications, and relevant experience as described in items III-3 above. References and resumes are not required for sub-consultants.
7. **Project Approach/Work Plan:** Discuss the approach, work plan, and proposed schedule of the project as per deliverables 1 through 5 provided in this RFP. Please highlight any innovative approaches your firm would take that would benefit the project. Please also address the proposed project communication plan.
8. **Questions:** See page 2 for instructions regarding any questions about this RFP.
9. **Total page limit is 10 pages:** introductory letter, organizational chart, and resumes are not included in page count.
10. Front and back cover pages are acceptable and do NOT count in the submittal. Cover pages shall only identify the consultant, sub-consultant(s), and RFP title.

11. Electronic submittals in PDF format must be received by COMPASS by the date and time in the "Deadline for Submittals" section. No exceptions.
  - a. Submittal must be consolidated into one PDF file of 15MB or less. Zipped files are not recommended.
  - b. Send electronic submittals to Meg Larsen, Director of Operations [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org) by the by the date and time in the "Deadline for Submittals" section on page 1.
  - c. Include "COMPASS Rails with Trails Submittal" in the subject line.
  - d. Respondents are responsible for verifying receipt by COMPASS of the submittal. If you do not receive an email confirmation in return, call Meg Larsen at 208.475.2228 before the deadline on page 1. Without a receipt confirmation, do not consider your submittal as received.



#### **IV. Evaluation and Selection Process**

Submittals to this RFP will be evaluated on the following criteria:

1. Firm Qualifications, Relevant Experience, References: 10 points
  - a. Demonstrated experience with successful development of trail studies within the past 5 years.
  - b. Experience with and understanding of trail development, including design, cost estimation, and agreements.
  - c. References from previous clients.
2. Project Team Staff/Project Manager: 15 points
  - a. Proposed project team staff ability and record of achievement, particularly the qualifications and experience of key supervisory personnel and their commitment to the project.
  - b. Availability of the staff of the consultant team to take on work tasks to meet the project completion date according to the proposed schedule.
  - c. Previous successful collaboration among consultant team and firms.
3. Project Approach: Scope of Work/Work Plan: 60 points
  - a. Proposed project approach, overall work plan and schedule demonstrates a full comprehension of the scope of services and ability to provide services at a high performance level and meet project requirements. 20 points
  - b. Project approach and work plan demonstrates ability to identify and address potential challenges with the project and includes innovative ideas for approach, deliverables, etc., to meet the project objectives. 30 points
  - c. Quality and thoroughness of the submittal in addressing the project objectives contained in this RFP. 5 points
  - d. Schedule, tasks, and deliverables are clearly laid out. 5 points
4. Project Management: 15 points
  - a. Demonstrated ability to manage the project and successfully complete it on time based on proposed schedule, project tracking, organizational structure of the project team, and availability and location of consultant team. Past projects and references should be used to demonstrate appropriate stakeholder involvement and internal controls.