

REQUEST FOR PROPOSAL FOR
State-Amtrak Intercity Passenger Rail Committee (SAIPRC) Program Manager Services
From the American Association of State Highway and Transportation Officials
December 21, 2016

A. INTRODUCTION

The American Association of State Highway and Transportation Officials (AASHTO) invites bidders to submit proposals to this Request for Proposals for the requested State-Amtrak Intercity Passenger Rail Committee (SAIPRC) Program Management services. Questions of a technical or contractual nature about the contents of this RFP may be sent to the attention of Mr. Strat Cavros, AASHTO Manager of Acquisitions, Contracts & Business Development (Contracts Manager), at scavros@aaashto.org. AASHTO will strive to answer questions and send those answers by e-mails to prospective bidders as an Amendment to the RFP at a date to be determined prior to the acceptance of proposals. Proposals must be sent to Mr. Cavros no later than 4:00 PM EDT January 13, 2017. It is expected that AASHTO will make an award to the successful bidder no later than January 30, 2017.

B. STATEMENT OF WORK

Background

The Program Manager of the State-Amtrak Intercity Passenger Rail Committee (SAIPRC) is the primary person responsible for implementing the overall objectives of the SAIPRC, its Executive Committee, established workgroups, and all associated activities. The Program Manager reports and is accountable to the SAIPRC Executive Committee. The Program Manager will work closely with the SAIPRC representatives and staff at state DOTs, Amtrak, and the Federal Railroad Administration (FRA). The Program Manager will manage all internal functions with the SAIPRC including compliance with all grant and budget requirements, budget oversight, work plan delivery and consultant management.

The Program Manager's areas of responsibility and duties fall under the following activities: organizational development and work plan implementation and communication, outreach and collaboration.

Organizational Development and SAIPRC Work Plan Implementation

- *Work with the Executive Committee and grantee(s) to develop the annual budget and work plan for approval by the full SAIPRC.*
- *Identify, develop and manage the resources necessary to accomplish the goals and objectives identified in the work plan.*
- *Identify structural and procedural improvements that will support the goals of SAIPRC, the Executive Committee and the work groups.*
- *Conduct analyses and develop reports to support SAIPRC objectives of increased transparency and performance accountability.*
- *Engage, direct and oversee work by consultants/contractors to assist in carrying out the objectives of the SAIPRC.*
- *Work with consultants to plan, conduct and support meetings, workshops, briefings, retreats and other events of the SAIPRC, the Executive Committee and work groups.*
- *Prepare SAIPRC correspondence, reports and documents.*
- *Assure SAIPRC meets all its statutory requirements.*
- *Oversee the maintenance of accurate records and files including website management.*

- *Provide other support services as directed by the Executive Committee to serve its mandates, advance its work, and achieve its goals.*
- *Ensure the cost effective and efficient use of resources in accomplishing goals and objectives, including cost allocation methodology, policies, and implementation plans and other policy matters germane to state-supported services.*
- *Develop periodic strategic plans to advance the overall mission and goals of the SAIPRC.*

Communication, Outreach and Collaboration

- *Assure that objectives, goals, requirements, initiatives and products of the SAIPRC and its workgroups are effectively communicated to all members.*
- *Conduct outreach and interact with and among SAIPRC members and their organizations to foster engagement and collaboration to advance the goals and policies of the SAIPRC and the needs of the state-supported services.*
- *Organize and support meetings with Members of Congress, Congressional staff, state and local officials, business and civic groups, and other stakeholders as directed by the SAIPRC executive committee.*
- *Develop and execute external public relations and communications strategies, including background and press materials in coordination with the Executive Committee.*
- *Serve as the point of contact for organizations, individuals and governmental officials seeking information about and public materials related to the SAIPRC.*

Contract Length

The length of this contract will be a minimum of twelve months with the option to renew thereafter.

C. CONTRACT ADMINISTRATION DATA

These provisions will be made a part of the contract when it is fully executed (among several that may be included in the resultant contract).

Payment and Progress Reports

The Contractor shall prepare and submit monthly invoices for each calendar month indicating labor charges, other direct costs as approved, and travel as approved. The Contractor must submit supporting cost detail, including receipts, to receive reimbursement for costs incurred. Invoices received by AASHTO more than 90 days after the work completion date may not be paid. It is the Contractor's responsibility to ensure that all work completed is invoiced within the allowed billing period.

The invoice shall be accompanied by a written progress report indicating:

- A clear and complete account of the work performed each month
- An outline of the work to be performed the next month, and
- A tabulation of the current and cumulative costs expended by month versus budgeted costs

All invoices, expense vouchers and progress reports shall be submitted to AASHTO, attention of Strat Cavros, Contracts Manager at 444 North Capitol Street NW, Suite 249, Washington, DC 20001 or electronically to scavros@ashto.org. In addition, progress reports shall be submitted electronically to Bryan Hong bhong@ashto.org.

Payment to the Contractor in fulfillment of services under this agreement shall be subject to acceptance of all assigned services by AASHTO, and shall be subject to final audit by AASHTO of the time sheets and expense records reflecting services rendered. If accepted, AASHTO will remit payment within 60 calendar days of receipt of each invoice or voucher. If final audit has not been conducted within 90 days of delivery of the entire performance required by this agreement, AASHTO shall make final payment.

Travel and Per Diem

Travel and Per Diem authorized under this subcontract must be invoiced in accordance with the Government Travel Regulations currently in effect. Current per diem rates are listed at <http://www.gsa.gov/portal/category/21287> .

Travel requirements under this contract shall be met using the most economical form of transportation available. If economy class transportation is not available, higher class transportation shall be approved in advance by the AASHTO Contracts Manager, and the request for payment voucher must be submitted with justification for use of higher class travel indicating dates, times and flight numbers. All travel shall be scheduled sufficiently in advance to take advantage of offered discount rates, unless authorized by the AASHTO Contracts Manager.

Key Personnel

The proposed person will be listed as a key personnel on this contract and shall not be removed without the advanced notification and written approval of the Contracts Manager.

D. CONTRACTOR TECHNICAL AND COST PROPOSAL CONTENT

Technical Proposal

The contractor's technical proposal shall be no more than five pages (Size 12 Font and 1" Margins) and include the following information:

1. Introduction - Bidder's name and contact information. Description of the bidder's interest and commitment to provide the SAIPRC services being requested.
2. Key Personnel - Detailed biography of bidder with a focus on their knowledge and experience (may take the form of a resume).
3. Approach - Description of the bidder's approach to performing the tasks and responsibilities (no more than two pages)

Cost Information

The anticipated timeline for the resultant contract is for one year with an option of renewal that will be determined by the AASHTO Program Manager.

This contract is anticipated to be awarded on a fixed fee basis with a not-to-exceed amount of \$10,000 per month for the first year. Justification for a higher proposed monthly fee must be supported with the bidder's hourly rate and number of hours anticipated to be performed each month.

E. PROPOSAL RANKING/SELECTION CRITERIA

The following criteria will be used to make award to the successful bidder in descending order of importance:

1. Qualifications and Experience of Bidder Proposed
2. Interview