

REQUEST FOR PROPOSALS
FOR THE FEASIBILITY STUDY

Double-tracking the section(s) of the Media Trolley Line from Woodland Avenue to the Blue Route (I-476)

The Delaware Valley Regional Planning Commission (DVRPC) on behalf of the Delaware County Planning Department (DCPD) and the Southeastern Pennsylvania Transportation Authority (SEPTA) invites qualified consultants to submit proposals to prepare a feasibility study of double-tracking the section or sub-sections of the Media trolley line (Route 101) from Woodland Avenue to a location beyond the Blue Route (I-476). The principal focus of the study should concern estimating capital costs for the double-tracking options and additional operating costs if constructed. In addition, the study should assess the associated reduction in trolley trip times from double-tracking and a possible increase in ridership as a result. DVRPC is providing administrative services, and both DCPD and SEPTA are responsible for general supervision of consultant services. **A total of \$60,000 is available for consulting services.**

For additional information please contact:

***John R. Griffies, CPPO, Contracts Manager
Delaware Valley Regional Planning Commission***

190 N. Independence Mall West
8th Floor
Philadelphia, PA 19106-1520
Phone: 215-238-2925
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This Request for Proposals (RFP) provides a project overview and describes the role of the Study Advisory Committee and the Scope of Work. It also includes information about necessary administrative requirements, the consultant evaluation criteria, and a proposal checklist.

Proposals submitted for this project will be accepted up until the due date of **4:00pm EDT, Friday, August 25, 2006**. This study must be totally complete by **June 30, 2007**.

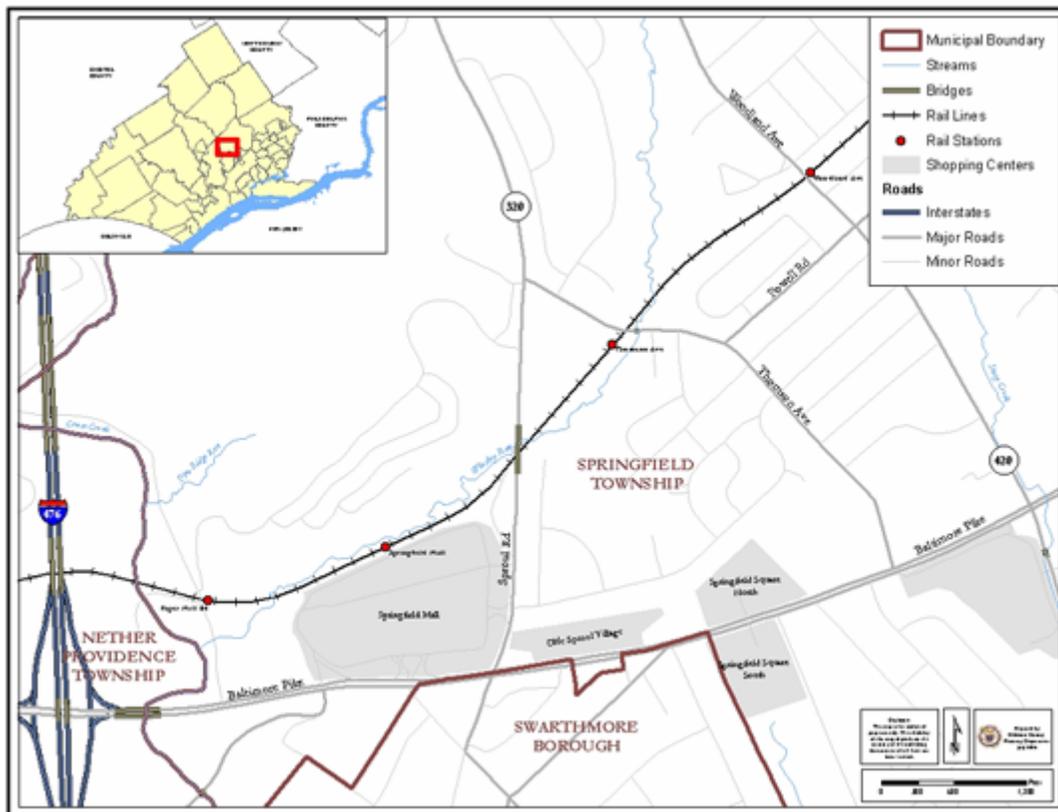
I. PROJECT BACKGROUND AND OVERVIEW

A. INTRODUCTION

SEPTA's Media trolley line (Route 101) is largely double-tracked along its entirety from 69th Street Terminal to Providence Road in Media Borough. However, in the vicinity of the Blue Route (I-476) to Woodland Avenue (PA-420), the route is single-tracked for approximately 1.5 miles, with double-track sections to both the east and west. Trolleys are frequently delayed in waiting for another trolley headed in the opposite direction to clear the single-track section of the route. Moreover, approximately three quarters of a mile of this single-tracked section (from Woodland Avenue to the Springfield Mall) could be double-tracked with relative ease as it is already graded for two tracks, and there are no significant bridges along this portion.

Partially or completely double-tracking this section would certainly complement SEPTA's current Media-Sharon Hill Line Warning Device project, which will eventually install modern crossing gates and flashing lights at all at-grade intersections along both the Routes 101 and 102 trolley lines. Together, these two projects would result in notable time savings for trolley passengers and, thus, likely increase the competitiveness of public transit as a viable alternative for commuters, which in turn could attract greater ridership.

B. PROJECT STUDY AREA



Questions concerning work-related issues in this RFP should be addressed to:

***Alex Flemming, Associate Transportation Planner
Delaware County Planning Department***

Court House / Government Center
201 W. Front Street
Media, PA 19063
Phone: 610-891-4396
Fax: 610-891-5203

Email: flemminga@co.delaware.pa.us

II. ROLE OF THE STUDY ADVISORY COMMITTEE

It is the responsibility of the Study Advisory Committee to provide general oversight and direction for the consultant. The Advisory Committee is composed of key stakeholder agencies including representatives from DCPD, SEPTA, DVRPC, the Delaware County Transportation Management Association, and both Springfield and Nether Providence Townships.

At certain key stages in the development of the study, the consultant will be required to meet with the Study Advisory Committee and present draft sections for review. A draft final report of the feasibility study will also be presented to the Advisory Committee for review. On each occasion the Advisory Committee shall provide recommendations, suggestions, and feedback to the consultant which should be incorporated into the final report.

III. SCOPE OF WORK

The principal focus of the feasibility study should concern estimating capital costs for the various double-tracking options and additional operating costs, if constructed. In addition, the study should assess the reduction in trolley trip times and possible increase in ridership associated with each double-tracking scenario.

A. COST ESTIMATES AND FUNDING

- Develop capital, operating, and maintenance cost estimates for the entire single-track section (I-476 to Woodland Avenue).
- Develop capital, operating, and maintenance costs for only double-tracking two shorter sub-sections within the project area (I-476 to the Springfield Mall or the Springfield Mall to Woodland Avenue).
- Develop funding source options for capital and operating costs.
- Produce a draft Cost Estimates and Funding section for review by the Study Advisory Committee.

B. TIME SAVINGS AND PASSENGER TRIPS

- Develop estimates for trolley route time savings resulting from double-tracking the entire section and each of the two shorter sub-sections.
- Develop estimates for additional passenger trips resulting from time savings for double-tracking of the entire section and the two shorter sub-sections.
- Produce a draft Time Savings and Passenger Trips section for review by the Study Advisory Committee.

C. FINAL REPORT

- Through careful analysis, identify the most favorable double-tracking option in the draft final report.
- Include an executive summary.
- Present the draft final report for review by the Study Advisory Committee.
- Incorporate recommendations and suggestions from the Study Advisory Committee into the final report.
- The consultant should produce twelve (12) hard copies and one (1) CD version of the final report.

IV. ADMINISTRATIVE REQUIREMENTS

A. SUBMISSION DATE

Proposals must be submitted by **4:00pm EDT, Friday, August 25, 2006**, to:

*John R. Griffies, CPPO, Contracts Manager
Delaware Valley Regional Planning Commission*

190 N. Independence Mall West
8th Floor
Philadelphia, PA 19106-1520

Proposals submitted after this time and date will not be considered. Faxed proposals will also not be accepted.

B. NUMBER OF COPIES

Eight (8) copies of the proposal are to be submitted. Please submit a copy of your proposal on CD.

C. DISADVANTAGED BUSINESS ENTERPRISE AND SMALL BUSINESS CONCERN INVOLVEMENT

DVRPC is committed to providing opportunities for Disadvantaged Business Enterprises and Small Businesses to compete for work. DVRPC encourages Disadvantaged Business Enterprises (DBEs) to submit proposals and further encourages non-minority business firms to contract with minority businesses where subcontracting opportunities exist. A 9.5% goal exists for this project.

Disadvantaged and minority owned businesses will be required to submit certification of eligibility ownership prior to execution of any agreements.

D. CONTRACT

The contract will be between DVRPC and the selected firm who will be administratively responsible to DVRPC. The contract will be of the cost reimbursable, with a fixed fee and 'not to exceed' type. A ten percent (10%) retainage is required, pending satisfactory completion of work.

E. COST PROPOSAL

The consultant and any subcontractor over \$10,000 are required to submit cost information on the following form:

Contract Pricing Proposal – GSA Optional Form 60. Title 41 Code of Federal Regulations limits the amount of profit or fee to ten percent (10%) of the direct labor costs, fringe benefits, and indirect costs and from one percent (1%) to five percent (5%) of other direct costs excluding sub-consultant costs. Please submit your cost proposal in a separate and sealed envelope.

F. CERTIFICATE OF ELIGIBILITY

A certificate of eligibility is to be included in the proposal for each firm stating that:

“The firm is not ineligible to receive award of a contract due to the firm’s inclusion on any federal, Pennsylvania, or New Jersey State lists of debarred contractors, or otherwise ineligible to be awarded a contract using federal or state funds.”

V. EVALUATION CRITERIA

The Study Advisory Committee, made up of key stakeholders associated with the project area, will evaluate each proposal submitted and at its discretion recommend one or a combination of consultant firms to the DVRPC Board.

Negotiations and award of the contract will be to the firm or firms that provide the most advantageous proposal, all things considered. The Study Advisory Committee and DVRPC reserve the right to reject all proposals.

Criteria have been established to guide the evaluation of each consultant proposal. The top ranked firms with the highest numerical scores after evaluation may be asked to make oral presentations to the Study Advisory Committee. The oral presentations will also be evaluated on the basis of the following criteria. If oral presentations are required, each firm's proposed Project Manager must take part in the presentation. The criteria are weighted and are as follows:

A. QUALIFICATIONS AND EXPERIENCE OF PROJECT STAFF (40%)

Your proposal must establish qualifications to satisfactorily perform the work. The following are required:

- The names, addresses, and phone numbers of clients for whom similar work has been performed by the consultant and principal members of the study team. You must demonstrate particular expertise in the area of transit systems planning and operations.
- A description of the project team, including an organizational chart and resumes of the professional staff.
- A certification that the persons identified above will be available and assigned to this study.
- A full description of the role played by any subcontractor.

B. EXCELLENCE OF WORK PLAN (40%)

- The consultant should develop a detailed plan on how staff would complete the scope of work as defined above. These plans should include any special data needs, special methods of analysis, use of graphics, milestones, end products, and procedures.
- The consultant may also suggest additional or alternative activities that would enhance the study at no extra cost.

C. APPLICATION OF INNOVATIVE TECHNIQUES (10%)

- The activities contained in the Scope of Work are but one approach to meet the study objectives. Consultants may develop alternative approaches and offer suggestions for enhancing specific tasks or the overall study.

D. COMMUNICATION CAPABILITIES (10%)

- The consultant will be judged on their ability to communicate through their written submittal and, if applicable, their oral presentation and responses to questions raised by the Study Advisory Committee.

VI. CHECKLIST OF PROPOSAL REQUIREMENTS

The following are to be included in the proposal, not necessarily in the order presented:

A. TECHNICAL PROPOSAL

Include special data needs, special methods of analysis, use of graphics, milestones, end products, and procedures.

B. SCHEDULE

Include a schedule of events which corresponds to the sequence contained in the accompanying technical proposals. Please bear in mind that the study must be totally complete by **June 30, 2007**.

C. COST / PRICE PROPOSAL

1. Contract Pricing Proposal (attached)
2. Budget for each task included in the technical proposal.

D. CERTIFICATION OF STAFF ASSIGNMENT

E. LIST OF CLIENTS FOR WHOM SIMILAR STUDIES HAVE BEEN PREPARED

F. RESUMES OF STAFF TO PERFORM THE WORK

G. STUDY ORGANIZATIONAL CHART

H. DESCRIPTIONS OF QUALIFICATIONS AND ROLE OF ANY SUBCONTRACTORS

I. CERTIFICATE OF ELIGIBILITY

J. EXECUTIVE SUMMARY

A summary not exceeding two (2) pages should be prepared describing the major facts or features of the proposal. It should be designed specifically for those individuals that may not have a technical background.

K. RESPONDENT AND / OR JOINT VENTURE PROFILE

Provide the following information relative to your firm or joint venture participants. If you are proposing to subcontract some of the proposed work to another firm, similar information must be provided for each subcontractor. The length of the company profile information should be no more than one (1) page per firm.