

SAN JOAQUIN JOINT POWERS AUTHORITY

# Request for Proposals

Management and Administrative Service for  
the San Joaquins

*Proposals Must Be Received On or Before July 1, 2013 by 4 p.m.*

**Send Proposals to the Attention of:**

Rosa Park  
Stanislaus Council of Governments  
1111 I Street, Suite 308  
Modesto, California 95354

May 31, 2013

## REQUEST FOR PROPOSALS

### **SAN JOAQUIN JOINT POWERS AUTHORITY SOLICITS PROPOSALS FOR MANAGEMENT AND ADMINISTRATIVE SERVICES FOR THE SAN JOAQUINS**

#### **A. Background**

Since 1990, California has invested more than 1.3 billion in infrastructure and equipment for intercity passenger rail and about \$1 billion in operating support. This financial support helped transform the Pacific Surfliner, the Capitol Corridor and the San Joaquin services into three of the most successful intercity passenger rail services in the nation. With over 5.5 million annual passengers for fiscal year 2012, California has more than 20 percent of all the nation's intercity riders.

As a result of the Governor signing Assembly Bill 1779 on September 29, 2012, the San Joaquin Joint Powers Authority (SJJPA) was established to enable regional governance for the San Joaquin intercity passenger rail service. Following the example of the Capitol Corridor Joint Powers Authority, local administration of the San Joaquin rail service will result in a better partnership between the state and region for improving this vital passenger rail service.

AB 1779 defined the composition of the SJJPA, and extends the time for creating the SJJPA and executing an interagency transfer agreement with the Department of Transportation to June 30, 2015. AB 1779 ensured that for not less than a three-year period, the level of state funding for intercity rail service in the San Joaquin corridor shall be maintained at least to the level of service in the corridor at the time of the transfer, providing fiscal stability that will allow appropriate planning and operation of these services. In order to transfer responsibility of the San Joaquin intercity passenger rail service to the SJJPA, AB 1779 required that the transfer must result in administrative or operating cost reductions. Finally, AB 1779 enabled local resources to be used to expand San Joaquin service or to offset and redirection, elimination, reduction, or reclassification of state resources for operating the San Joaquin intercity passenger rail service as determined by local agencies.

To date, ten of the eleven potential member agencies has signed the joint exercise of powers agreement of the SJJPA and appointed members to the board. Member agencies are the regional transportation planning agencies (COGs) for each of the eleven counties where the San Joaquin rail service is located. The first board meeting of the SJJPA was held on March 22, 2013 in Merced and a second meeting was held on May 24, 2013 in Sacramento.

#### **B. Project Description**

The purpose of this request for proposals (RFP) is to determine the most qualified public agency to serve the San Joaquin Joint Powers Authority (SJJPA) in managing operations of the state-supported intercity passenger rail service in the San Joaquins corridor.

The SJJPA Board of Directors seeks qualified proposals from public agencies to serve in this capacity for an initial term of three years. All agencies with experience in the eleven county service area and with demonstrated public transit experience are eligible to submit a proposal. A selection committee will be appointed by the SJJPA Board of Directors to review proposals and make a recommendation. Note that agencies submitting proposals will not be eligible to serve on the selection committee. Voting members of the SJJPA who do submit proposals will be eligible to vote at the Board of Directors meeting on the final selection.

The overall duties of the Management Agency are summarized below in Section C.

### **C. Management Agency Duties**

The selected agency shall serve as Management Agency for an initial three-year term.

In that capacity, the Management Agency shall provide all necessary administrative support to the SJJPA as follows:

- The Managing Director, to be appointed by the SJJPA Board of Directors, shall be an employee and officer of the Management Agency and shall lead the administrative support duties for the San Joaquins Rail Service. Employees of the Management Agency, who have as their responsibility the support of the San Joaquins Rail Service, shall report to the Managing Director. The Managing Director shall solicit the input and participation of the SJJPA member agencies to achieve consensus while providing administrative support to the SJJPA.
- The Management Agency, under the supervision of the Managing Director, as well as the shared Management Agency administrative support services, will perform the following administrative duties in support of the SJJPA:
  - Negotiate and recommend the award of all necessary agreements for the SJJPA, including but not limited to the Interagency Transfer Agreement, agreements for the provision of passenger rail services, and use of tracks and other facilities, subject to approval by the SJJPA Board of Directors;
  - Manage all agreements entered into by the SJJPA;
  - Perform all administrative functions related to conducting meetings of the SJJPA Board of Directors and advisory committees;
  - Provide legal services to the SJJPA regarding all matter of its responsibilities;
  - Implement projects contained in the approved Capital Improvement Program unless the administration of particular capital projects is more appropriately managed in another manner, such as by an individual agency or a local government, as determined by the SJJPA Board of Directors;
  - Provide for the maintenance and management of such property as may be owned or controlled by the SJJPA unless the administration of that property is more appropriately managed in another manner, such as by an individual agency or a local government, as determined by the SJJPA Board of Directors;

- Provide a risk management program to cover the SJJPA Board of Directors and each of the agencies in the performance of their duties pursuant to this Agreement, and seek appropriate insurance coverage to implement such risk management program;
- Seek, obtain and administer grants to support the administration and operations of the SJJPA;
- Develop and implement marketing and communications programs;
- Prepare and submit financial reports;
- Prepare for approval by the SJJPA Board of Directors the Business Plan;
- Report regularly to the SJJPA regarding San Joaquins Rail Service operations and potential issues;
- Recommend changes in San Joaquins Rail Service fares and the collection of fares to the SJJPA;
- Recommend changes in scheduling and levels of service to the SJJPA;
- Prepare and implement changes in scheduling and fares, subject to required public involvement;
- Prepare capital and operating budgets for presentation to the SJJPA;
- Facilitate interaction with other entities involved in operation, construction and renovation of the San Joaquins Rail Service;
- Negotiate with any other public or private transportation providers as necessary to ensure coordinated service with the San Joaquins Rail Service; and,
- Other related administrative and operational activities as directed by the SJJPA Board of Directors.

Proposers should note that the Managing Director is not expected to be determined at the time of the submittal, however, the proposal should include discussion of process and timeline for selecting the Managing Director should a Managing Director not be named in the proposal.

#### **D. Scope of Work**

Proposals should detail the approach to the following tasks including a timeline and proposed budget needed to accomplish the task:

- Task 1: Negotiate an Administrative Services Agreement with the SJJPA to serve as the Management Agency.
- Task 2: Transition the staff support role from the California Department of Transportation, to the Management Agency.
- Task 3: Represent the SJJPA in negotiations with the State of California on the Interagency Transfer Agreement (ITA). This includes full management, technical, and legal support for this effort on behalf of the SJJPA.

- Task 4: In conjunction with the SJPA Board of Directors, hire and house the initial Intercity Rail Management Team (IRMT), including the Managing Director, at a location along the San Joaquins corridor or alternative location, either of which should be specified.
- Task 5: Develop a detailed staffing plan, which identifies both the initial IRMT to negotiate with the state and set up the Management Agency and the final IRMT to oversee the daily intercity rail operations of the corridor once service responsibility is transferred. This should include a description of positions and personnel to be assigned to those positions and the process for hiring.
- Task 6: Develop a brief outline of strategies that could be initiated in the Initial Term of the JPA (three year period) to address ridership, revenue, on-time performance, service coordination, capital improvements and other priorities.

### **E. Special Considerations**

A sample reporting organization chart for the SJPA and Management Agency must be provided. It is recognized that this is only a sample, and may differ from a final organizational chart.

Proposals will be evaluated using the criteria shown beginning on page 7. Overall, the proposal should provide an introductory section outlining the Management Agency's understanding of the San Joaquins and summary of experience, a discussion of the approach to the Scope of Work (Tasks 1 through 6), and a discussion of the proposed management agency's capabilities and administrative qualifications and staffing plan. A completed Program Cost breakdown (template is included in this RFP) and showing all cost assumptions, is required.

The San Joaquins provide service in the Central Valley and the East Bay, a diverse and culturally rich geographical area of California. The JPA Board of Directors would appreciate proposers recognizing and doing their best to reflect that diversity in their proposals.

### **F. Submittal Requirements**

Please submit one original and four (4) copies of your proposal. In addition, please include four (4) electronic copies (in PDF format) of your proposal package on a CD or Flash Drive. Proposals are due on or before 4 p.m. on July 1, 2013. Proposals can be mailed or hand-delivered to:

Rosa Park  
Stanislaus Council of Governments  
1111 I Street, Suite 308  
Modesto, CA 95354

Proposals should be no more than 25 pages in length, including supporting documentation, Program Cost Template, resumes, etc.

Proposals submitted by facsimile or e-mail are not acceptable and will not be considered. Proposals received after this time will be returned unopened to the respective firm and will not be considered for the evaluation. Postmarks will not be accepted. Please indicate name of proposer, project title, and package number (e.g., 1 of 2) on all packages.

Failure to comply with the requirements of the RFP may result in disqualification. Please indicate if any Disadvantaged Business Enterprises (DBEs) are included in your proposal.

SJJPA/StancOG is not responsible for finding, correcting, or seeking clarification regarding ambiguities or errors in submittals. If a submittal is found to contain ambiguities or errors, it may receive a lower score during the evaluation process. Errors and ambiguities in submittals, including cost estimate to perform the work, will be interpreted in favor of SJJPA/StancOG. All proposals shall be prepared by and at the expense of the proposer. The SJJPA, at its sole discretion, shall review, analyze, interview, reject, cancel, remedy technical errors in the RFP, or approve a proposer to enter into a contract with.

#### **G. Timeline for Selection of Management Agency**

May 31, 2013	Release of Request For Proposals
June 14, 2013	Last Day to Submit Questions. Questions shall be submitted in writing to Rosa Park at <a href="mailto:rpark@stancog.org">rpark@stancog.org</a>
July 1, 2013	Deadline to Submit Proposals, 4 p.m.
July 11, 2013	Committee Review of Proposals
July 15, 2013	Proposer Interviews
July 26, 2013	Recommendation to SJJPA Board

## CRITERIA USED IN EVALUATING PROPOSALS

All proposals must be completed and convey all of the information requested in order to be considered responsive. The proposals then will be evaluated on the basis of the criteria listed below. The total number of points used to score this proposal is 100.

Evaluation Criteria	Measure(s)	Points
Capabilities	<ol style="list-style-type: none"> <li>1. The agency should be able to fulfill its primary responsibilities, while undertaking this additional responsibility.</li> <li>2. The agency should have available space to house the initial intercity rail management team (IRMT) staff and expand as necessary at minimal additional cost.</li> <li>3. The agency should have legal and government affairs expertise to help guide the IRMT in their negotiations with the state to affect an interagency transfer agreement (ITA).</li> <li>4. The agency should have existing administrative support functions that can absorb the IRMT staff with minimal cost impact.</li> <li>5. The agency should be able to administer the financial and administrative functions to support the IRMT including human resources, develop and execute budgets, treasury, accounts receivable &amp; payable, payroll, contracts/procurement, financial audits, board secretarial and administrative duties, etc., in a cost effective manner.</li> </ol>	35
Administrative Experience	<ol style="list-style-type: none"> <li>1. The agency should have an understanding of, and experience in, administering capital projects (rail preferable).</li> <li>2. The agency should have knowledge of and experience in federal capital grant processes, preferably in federal railroad administration (FRA) grants, and their reporting requirements.</li> <li>3. The agency should have experience with the California Department of Transportation-Division Of Rail (DOR), as the working relationship between the JPA, the IRMT staff in the management agency and Caltrans DOR will remain significant.</li> <li>4. The agency should have familiarity, experience and established relationships with CPUC and FRA.</li> <li>5. The agency should have familiarity with Amtrak (which crews the trains, staffs the stations, maintains the rolling stock and supervises operations).</li> <li>6. The agency should have familiarity with and ability to negotiate with rail road owners/operators.</li> <li>7. The agency should have experience identifying, analyzing and managing risks related to operations and administration.</li> <li>8. The agency should be free of any appearance of a conflict of interest in the proper use and allocation of state-supported intercity rail funds.</li> </ol>	20

Evaluation Criteria	Measure(s)	Points
Program Cost	1. The agency should propose a staffing plan, including the level of required and recommended experience and expertise of the IRMT staff. 2. The agency should identify the proposed cost of the program including staffing plan (e.g., salaries, benefits, and other related costs).	25
Corridor Experience	1. The IRMT staff should physically be located in a place along the corridor or an alternative location. This location should be specified. 2. The agency should have an understanding of the intercity corridor marketplace (as distinct from the 'commuter rail' market and 'the long distance rail' market), its intercity submarkets, opportunities for connectivity with other transit and rail services, and engage the professional IRMT staff to plan, manage and promote the corridor-wide intercity services.	20
Total Points		100



## PROGRAM COST BREAKDOWN (template)

	(Name)		(Name)		(Name)			
	(Role)		(Role)		(Role)			
TASKS	(Hourly Billing Rate)		(Hourly Billing Rate)		(Hourly Billing Rate)		Total Task Hours	Total Task Cost
Task	Hours	Cost	Hours	Cost	Hours	Cost		
Tasks Subtotal								

## DIRECT COSTS

Direct Cost		Amount
Direct Costs Subtotal		

## SUBCONSULTANTS

Subconsultants		Total Cost
Subconsultants Subtotal		

PROPOSAL GRAND TOTAL		
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