

SEVEN COUNTY INFRASTRUCTURE COALITION

REQUEST FOR QUALIFICATIONS ADDENDUM

Rail feasibility-level revenue and cost forecast, and  
legal regulatory draft

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Deadline April 5, 2018, 3:00 p.m. Mountain Time

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SEVEN COUNTY INFRASTRUCTURE COALITION  
REQUEST FOR QUALIFICATIONS FOR RAIL

- (1) Feasibility-level revenue and operating cost forecast, and/or  
(2) Draft plan for legal regulatory, permitting, and construction, and/or

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(3) Feasibility-level engineering, alignment, and construction cost estimate

Deadline April 5, 2018 3:00 p.m. Mountain Time

Introduction:

The Seven County Infrastructure Coalition (the “Coalition”) has issued this Request for Qualifications (“RFQ”) requesting Statements of Qualifications (“SOQ”) from professional individuals and consulting firms to assist the Coalition in preparing two, pre-feasibility-level studies or drafts for a proposed rail to connect the Uinta Basin in Utah to the national rail network in Colorado. The Coalition will contract with technically proficient consultant(s). The Coalition may select one consultant for both studies, or it may select a different consultant for each study, or a combination.

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The Seven County Infrastructure Coalition is an independent political subdivision of the State of Utah organized by Carbon, Daggett, Duchesne, Emery, San Juan, Sevier, and Uintah counties. The Coalition proposes to permit and construct a rail line from the Roosevelt/Myton area within Duchesne County, Utah to connect to the national rail network in the State of Colorado. The Coalition desires to study and evaluate the amount of rail traffic and its value connecting to the existing national rail system, either near Craig, Colorado, or near Rifle, Colorado. It is assumed that the amount of rail traffic would be substantially similar for either location.

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Scope of Studies/Drafts

- (1) The revenue and operating cost forecast would evaluate potential shippers and rail carriers including oil and/or mineral producers in the Uinta Basin and on Union Pacific and Burlington Northern Santa Fe rail carriers and interview the same, develop a forecast for oil and mineral production in the Uinta Basin with rail connecting to the national rail system as opposed to production without rail as an additional transportation alternative, develop a better understanding of global oil and mineral production and cost trends that would materially influence Uinta Basin oil and mineral production that could be economically transported by rail. Evaluate the economic impact of alternate routes for rail, if any, to connect from the Roosevelt/Myton area in the Uinta Basin to the national rail system.

Establish cost estimates (such as fuel, equipment, staff, maintenance of right-of-way, general and administrative costs) to transport oil, minerals and other products via rail to markets both inside and outside of Utah. Determine costing, including lane costs for routing for Uinta Basin crude oil to reach likely refinery markets with particular attention to the Pacific Coast and Gulf Coast regions. Identify traffic numbers for specific traffic to be moved by rail and conduct a competitive analysis between the proposed rail and other modes of transportation to determine the realistic traffic volumes on the proposed rail. Develop a revenue to cost ratio analysis to include both the class 1 rail traffic and the short line rail traffic.

- (2) The draft plan for regulatory, permitting, and construction is to consist of a plan for the proposed rail line's regulatory ~~and permitting~~. This plan would include cost estimate for taking rail from the Uinta Basin to connect to the national rail system from concept through to commissioning, including "soft costs" such as legal and advisory fees. It is anticipated that a law firm would be best suited for such a regulatory plan.

The Coalition will select the consultant(s) for each of the ~~studies or drafts~~. A single consultant may be selected to conduct ~~both studies/drafts or different consultants may be selected for each of the two~~ studies. It is anticipated that if the studies demonstrate that a rail line may be economically feasible, that additional studies/research, such as an EA/EIS, etc. may be desirable, as may be determined by the Coalition in its sole, unfettered discretion.

**Period of Performance:**

The Period of Performance is not to extend past August 10, 2018. It is anticipated that the Notice of Award will be made on April 13, 2018, that an initial draft of each study will be presented to the Coalition by July 1, 2018, and that following review of the initial draft by the Coalition and expected requests for revisions and clarifications that the final study/draft will be completed by August 3, 2018 and presented to the Coalition Board on August 10, 2018 in Price, Utah at 10:00 a.m. While it is conceivable that issues raised during the study/draft process could affect the Period of Performance, the Coalition will grant any extensions of time for performance only for the most extraordinary circumstances.

**Proposal Format / Selection Team / Evaluation Criteria:**

The contents of the SOQ shall be complete in description and concise in volume. The SOQ should describe your firm's capabilities and experience in the areas identified above. Supplementary visual aids and other extraneous materials will not be accepted.

SOQs shall be in electronic format and shall not exceed 20 pages in length excluding index sheets/section dividers, cover letter, table of contents, and any required attachments. Submittals should be formatted to 8.5" x 11" pages, single-spaced or space and a half in a font size no smaller than 11.

The material presented in the SOQ is expected to clearly reflect qualifications that demonstrate the

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<#>The feasibility-level engineering, alignment, and construction cost estimate is to evaluate three routes to reach the national rail network from the Roosevelt/Myton area in Duchesne County, Utah. The intended routes should either connect to the existing Union Pacific rail line in the Craig/Axial Colorado areas or to the existing rail lines at or near Rifle, Colorado. The study should include terrain mapping to reduce uncertainty regarding earthwork quantities, verify private, federal, state, and tribal land interests that would be impacted, evaluate crossings, including water and roads, preliminary evaluation of environmental impact including wetlands, and reduce contingency or uncertainty in construction cost estimates. ¶

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firm’s knowledge and experience in respective study areas for rail projects, with particular emphasis on rail projects for transporting oil and mineral products. Neither proposals nor scopes of work are expected or desired as part of this submission. However, a clearly defined and easy to follow project approach to preparing each study is expected, along with a demonstrated understanding of any unique project issues to be addressed in the preparation of each study for which a firm submits.

A selection committee (which may consist of all or a portion of the Coalition’s governing board and its executive director) will review and score each SOQ using the following scoring criteria.

Project Team / Qualifications	20 Points
Project Experience	20 Points
Project Understanding & Approach	30 Points
Cost	30 Points

The Coalition **may** develop a short list of firms for interviews, which (if necessary) will be conducted by the Coalition Selection Committee. Firms selected for interviews will be notified in advance of the time, format, and location of the interviews. It is anticipated that interviews, if any, would be conducted either by telecommunications or if in person, then in-person interviews would be conducted on April 13, 2018 at the Carbon County Administration Building at 751 E. 100 N. in Price, Utah beginning as early as 10:00 a.m.. **The Coalition reserves the right to reject all proposals.**

If, for any reason, the Coalition and highest ranking firm are unable to agree upon final cost, the Coalition will then move to the next highest ranking firm following the same process until a firm is selected.

**Proposal Deadline and Delivery – Email Submittal:**

Statement of Qualifications shall be **delivered** and/or **received** before 3:00 p.m. (Mountain Standard Time) on Friday, April 5, 2018. Deliver all electronic SOQs to: Mike McKee, Executive Director at: [mmckee@7county.utah.gov](mailto:mmckee@7county.utah.gov) and to Eric Johnson at [eric@bcjlaw.net](mailto:eric@bcjlaw.net) Please enter the following in the subject line: “Rail Study Revenue”, and/or “Rail Study Regulatory”, depending on which of the two studies or both, are included in the response. Only electronic SOQs will be accepted.

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**Pages / Numbering:**

Number pages sequentially at the **bottom right corner** of each page. There is a twenty (20) page **limit** (excluding index sheets/section dividers, cover letter, table of contents, and any required attachments) for the SOQ. SOQs exceeding the 20-page limit will be considered non-responsive. SOQ pages shall be **8.5" X 11" only**. Charts, graphs, and pictures may be submitted in color.

**Disclosure and Disposition:**

Once submitted the SOQ becomes the property of the Coalition, is treated as a public document, and will be disposed of according to Coalition policies including the right to reject SOQs.

SOQs of all consultants shall be open to public inspection according to Coalition policies. The consultant may request in writing the non-disclosure of trade secrets and other proprietary data so identified. Upon request from the consultant, the Coalition will examine the proposal to determine the request's validity prior to award of the contract. If the Coalition disagrees with the consultant's request, the Coalition will inform the consultant in writing what portion of the SOQ will need to be disclosed. At that time, the consultant will have opportunity to withdraw their SOQ. Otherwise, the data will be disclosed.

**Fee Negotiations:**

The fees for services will be negotiated following selection of the success firm.

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**Agreement:**

A professional services agreement will be executed with the successful firm(s).

**Insurance Requirements:**

For all contracts with the Coalition, the Consultant will be required to provide (as a minimum):

**General Liability & Automobile:** \$1,000,000 per occurrence and \$2,000,000 aggregate with a \$3,000,000 umbrella policy. **Valuable Papers & Electronic Media:** \$250,000 or value adequate to reproduce media. **Professional Liability:** \$2,000,000.

**Notification:**

Any questions or requests for information must be submitted in writing to Mike Mckee, Executive Director at: [mmckee@7county.utah.gov](mailto:mmckee@7county.utah.gov) and Eric Johnson at [eric@bcjlaw.net](mailto:eric@bcjlaw.net) so that addendums and clarifications can be distributed to all submitting parties in an effort to ensure consistency. Any addendums and clarifications should be acknowledged in the SOQ.

**ATTACHMENT A**  
**GUIDELINES FOR PREPARING STATEMENT OF QUALIFICATION**  
**FOR**  
**SEVEN COUNTY INFRASTRUCTURE COALITION**

**Introduction:**

These guidelines were developed to standardize the preparation of SOQ by consultants. The purpose for these guidelines is to assure consistency in format and content of SOQs that are prepared by consultants and submitted to the Coalition. The SOQ should contain the following information in the order listed:

- Introductory Letter - **No Points**
- Project Team / Qualifications - **20 Points**
- Project Experience - **20 Points**
- Project Understanding & Approach - **30 Points**
- Cost – **30 Points**

**Note:** All submittals must be clear, concise and in the recommended format so the proposals can be evaluated in an efficient and objective manner by the designated Selection Committee. The three (3) sections in the SOQs should have section dividers for easy reference (#1 - Project Team / Qualifications, #2 - Project Experience, #3 – Project Understanding & Approach, #4 - Cost).

**Introductory Letter** - The introductory letter should be addressed to:

Mike McKee, Executive Director  
[mmckee@7county.utah.gov](mailto:mmckee@7county.utah.gov)  
via email only

This one-page letter should contain an expression of the consultant's interest in the work, a statement regarding the qualifications of the consultant to do the work, and any summary information on the project team or the consultant that may be useful or informative to the Coalition.

The introductory letter does not count as one of the twenty (20) pages. Begin the SOQ page numbering with the first page in Section #1.

**Section 1**

**Project Team / Qualifications:**

The evaluation will consider how well the qualifications and experience of the members of the

project team relate to this RFQ.

- ± Provide a general description of the firm including services offered, number of employees, office location, years in business, etc.
- ± Identify consultant and subconsultant key individual qualifications and experience as related to the work discipline.
- ± Indicate rail alignment, rail revenue, and/or rail regulatory work to which the firm is currently committed. Include similar descriptions for each sub-consultant.
- ± Identify firm's strengths.
- ± Provide a brief description of why the Coalition should select your firm for the position.

## **Section 2**

### **Project Experience:**

- ± Provide summaries of experience for past projects by prime consultant and team members (if applicable) that demonstrates experience and ability to undertake and complete a rail alignment study, a rail revenue study, and/or a rail regulatory study within the past 10 years.
- ± List the names of key employees with each project. Do not include projects for which key project personnel are no longer employed by the firm.
- ± Describe your capability to perform the work. Explain internal policies and procedures related to work quality and cost control.
- ± For each qualifying study, include the following information in tabular form: project name, location, client, total contract amount, principal-in-charge, day-to-day technical project manager, key staff, original estimated schedule, and actual schedule of completion, client reference (name, position, and phone number), and brief narrative description of the project/study
- ± Outline major responsibilities and areas of expertise. The overall study/project manager and key staff members (both firm and sub-consultants for the firm) must be identified and resumes provided; more detailed resumes no longer than two (2) pages may be placed as attachments, but only for persons who would be key participants in the study/project work. The study/project manager is considered to be the single most important consultant asset. The consultant study/project manager must have prior experience managing a similar study for rail. The Coalition fully expects the consultant study/project manager identified in the



SOQ to maintain responsibility for the project through completion of the study.

- ± Provide an organizational chart and narrative description of the administrative structure proposed for managing this study/project. Identify resources, including management and organization capabilities, currently available for performing the work. Resumes of firm principals are not required unless they are proposed as active, integral members of the study team; however, principals should be listed on the organizational diagram in relation to the study team. This section should also include the location of each firm and key staff members.
- ± In addition, if the submission includes a prime firm and sub-consultants, demonstration of relevant past working experience as a team is desired.

### Section 3

#### **Project Understanding & Approach:**

- ± Demonstrate a thorough understanding of the applicable study process. Identify the methodologies and approaches that would be utilized to analyze and resolve revenue projects and transportation costs issues, and regulatory issues. Describe the proposed public scoping and hearing process, work products, detailed project schedule, along with the responsibilities of each of the proposed staff/team members and sub-consultants and their anticipated percentage of each individual's time working on the project.
- ± Include a description of the proposed processes for coordinating with sub-consultants, Coalition personnel, and general public. A description of the team's understanding of any unique issues associated with the preparation of the respective studies should be included.
- ± Describe quality assurance and quality control procedures. Response must demonstrate experience in identifying components and matters that result in a successful rail project.
- ± Provide a proposed project schedule for completion of the work for this project.

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The material presented in the SOQ to address the above topics is expected to clearly reflect qualifications that demonstrate the firm's knowledge and experience for bringing a potential rail project to construction analyzing alignment, revenue and cost, and regulatory concerns, as applicable.

### Section 4

#### **Cost of Study:**

- ± Provide a firm dollar amount proposed to be charged for your services on each study (alignment, revenue and cost, regulatory) for which a proposal is submitted. This amount

needs to include costs for input from Coalition personnel and to answer questions from Coalition personal, especially after initial study drafts are presented.

| The Coalition reserves the right to reject any and all SOQs and to waive any submission criteria.