

BRIGHAM CITY CORPORATION (www.brighamcity.utah.gov)

REQUEST FOR PROPOSALS – Forest Street Rail Crossing Analysis

PROPOSALS MUST BE RECEIVED NO LATER THAN: **5:00 p.m., March 23, 2012**. Proposals received after this time will not be evaluated.

Information Contact: Paul Larsen
Phone: 435-734-6624
Fax: 435-734-9828
Email: plarsen@brighamcity.utah.gov

The purpose of this Request for Proposals (RFP) is to obtain proposals from qualified firms or individuals to analyze the Forest Street rail crossing in Brigham City and provide a preferred alternative for resolution of conflicts at the crossing.

Please include in your proposal the contact information requested below.

Respondent: _____

Date of Proposal: _____

Company Name (if different than 'Respondent'): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

1. Administrative Background

Brigham City Corporation is a municipal corporation of the State of Utah. Brigham City is a small city located approximately 60 miles north of Salt Lake City, Utah. The 2010 Census population of Brigham City was 17,899. Brigham City Corporation offers a diversity of municipal services including police, fire, and ambulance service; utility services including culinary water, sanitary sewer, storm drainage, and electricity; other public services such as waste collection, street construction and maintenance, planning and zoning, building permitting, economic development, a museum and gallery, volunteer coordination, and senior citizen services. The City manages and maintains 12 parks and an 18-hole golf course, and operates a recreation program that serves Brigham City and neighboring communities, and provides a variety of activities.

Brigham City anticipates significant expansion in the next 20 years as a result of natural growth and migration. The West Forest Street Corridor has significant potential for growth and economic development. This potential is currently restricted by the Forest Street crossing on the Union Pacific Railroad Corridor.

2. Statement of Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified individuals or firms to analyze alternatives for resolution of conflicts at the Forest Street rail crossing in Brigham City and provide a preferred alternative for resolution of conflicts at the crossing.

3. Scope of Work

The contractor will be responsible to:

- a. Consult closely with Brigham City staff to design and conduct a study consistent with the expectations of previous rounds of the USDOT TIGER Discretionary Grant program in anticipation of a future round of TIGER Discretionary Grant solicitations. This study should include a benefit-cost analysis of each alternative, consistent with the benefit-cost analysis required in the TIGER III NOFA.
- b. Interact with Brigham City, Box Elder County, Bear River Association of Governments, Union Pacific Railroad, and Utah Department of Transportation, and other entities in development of the final product.
- c. Provide an analysis of and conceptual plan for resolution of the Forest Street crossing issues including at a minimum the following options:
 - i. Overpass
 - ii. Relocation of Union Pacific Brigham City Railyard

4. Minimum Qualifications

1. Proposals will only be accepted from firms that are included on Union Pacific's "Recommended Engineering Design Contractor" list.
2. Proposals will only be accepted from respondents who can demonstrate experience in freight related rail planning and design, as evidenced by such work on at least three freight rail related projects of a similar or larger scale.
3. All proposals must contain the following information:
 - a. Name and contact information for the key person assigned by the respondent to this project.
 - b. Resumes or background descriptions of all key personnel to be assigned to this project.
 - c. Information on work of a similar or larger scope to the current project completed by respondent over the past four (4) years. A minimum of three (3) complete references must be submitted.
 - d. A list of work to be subcontracted by the respondent to fulfill the items listed under the Scope of Work. Information on subcontractor qualifications must also be included.
 - e. A summary of the approach the respondent will use to work with Brigham City Corporation staff to provide for ongoing evaluation of the project schedule and progress, and ensure that project communications will be conducted efficiently and that project timelines will be met.

5. Deliverable Items/Performance Requirements

1. Period of Performance

The period of performance shall begin upon the date the contract is signed by all parties. Meetings between Brigham City Corporation and the contractor will be held as often as necessary to accomplish the required tasks and discuss problem areas. Either party may suggest a meeting.

2. Deliverable Items

1. A written analysis with supporting graphics of each alternative considered, consistent with the Scope of Work.
2. A digital copy of all written materials in a format that provides for easy reproduction.

3. Delivery Deadlines

Deadlines for delivery of all items listed above shall be negotiated with the successful respondent prior to execution of a contract for the project.

6. Criteria for Selection

Proposals will be evaluated by Brigham City Corporation based on the likelihood of meeting Brigham City Corporation's purposes as outline in this RFP. Proposals will be evaluated on evidence of understanding of the objectives and work involved, and on the demonstrated capability of the respondent to accomplish the work. The primary criteria and relative weight given to each category during the evaluation process will be:

1. Quality of proposal: 30%.

The respondent shall provide a conceptual outline of a process to fulfill the City's purposes as expressed in this RFP. Brigham City Corporation staff may interview the top three respondents. If interviews are conducted, then the results of the interview will comprise a portion of the final score assigned to this criterion.

2. Experience: 40%.

The respondent shall detail previous work experience in analysis, planning, and design of freight rail facilities of a similar or larger scope.

3. Cost: 30%.

Each respondent shall include an itemized proposal detailing costs for each aspect of the submitted proposal, along with a grand total of all costs.

PROPOSAL PROCESS

Submittal Process

Respondents must submit one (1) original and ten (10) complete copies of the proposal to:

**Brigham City Corporation Space Needs Study
Attn: Paul Larsen, Director of Community and Economic Development
Brigham City Corporation
20 N. Main Street
Brigham City, UT 84302**

Submissions must be received no later than **5:00 p.m., March 23, 2012**. All proposals that are not received by the deadline will be considered late and will be returned to the respondent unopened.

Proposals shall be submitted at the time and place indicated in the Request for Proposals and shall be submitted in a sealed envelope appropriately marked with the Proposal title and the name and address of the Respondent. If the requested number of copies does not fit into an envelope, enclose all copies in a box, seal it and include the appropriate information on the top of the box.

COST OF PREPARATION OF RESPONSE

Costs incurred by any entity or individual in the preparation of their response to this Request for Proposals are the responsibility of the responding entity or individual and will not be reimbursed by the Brigham City Corporation.

CANCELLATION

Brigham City Corporation reserves the right to cancel award of the contract any time before execution of the contract by both parties if cancellation is deemed to be in Brigham City Corporation's best interest. In no event shall Brigham City Corporation have any liability for the cancellation of award. The respondent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

CLARIFICATION

Any respondent requiring clarification of the information or protesting any provision herein, must submit specific questions/protests or comments in writing to:

Paul Larsen, Director of Community and Economic Development
Brigham City Corporation
20 N. Main Street
Brigham City, UT 84302
Phone (435) 734-6603 Fax (435) 723-8132
Email: plarsen@brighamcity.utah.gov

The deadline for submitting such questions is **5:00 P.M., March 9, 2012**. If in the opinion of the Director of Community and Economic Development, additional information or interpretation is necessary, such information will be supplied in the form of an Addendum that will be delivered to all individuals, firms, etc., having received this Request for Proposals from Brigham City Corporation and such Addendum shall have the same binding effect as though contained in the main body of the Request for Proposals. Oral instructions or information concerning the specifications of the project given out by Brigham City Corporation managers, employees, or agents to prospective respondents shall not bind Brigham City Corporation. All Addenda will be issued not less than five (5) calendar days prior to the proposal deadline.

ASSIGNMENT

Neither the resultant contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, contracted, or transferred by the Contractor without the express written consent of Brigham City Corporation.

PROPOSALS ARE PUBLIC RECORDS

All information submitted by Respondents shall be public record and subject to disclosure pursuant to the Utah Government Records Access Management Act, except such portions of the proposals for which respondent requests exception from disclosure consistent with Utah Law. All requests shall be in writing, noting specifically which portion of the proposal the Respondent requests exception from disclosure. Respondent shall not copyright, or cause to be copyrighted, any portion of any said document submitted to Brigham City Corporation as a result of this Request for Proposals.

REJECTION OF PROPOSALS

Brigham City Corporation reserves the right to reject any or all responses to this Request for Proposals.

COLLUSION

A Respondent, submitting a Proposal hereby certifies that no officer, agent, or employee of Brigham City Corporation has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent; the Respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

DISPUTES

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of Brigham City Corporation shall be final and binding upon all parties.

CLARIFICATION OF RESPONSES

Brigham City Corporation or its agent reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a respondent to respond to such a request for additional information or clarification could result in rejection of that firm's response or responses.