

QUIET ZONE STUDY FOR DMATS AREA

REQUEST FOR POPOSAL

INTRODUCTION

The Dubuque Metropolitan Area Transportation Study (DMATS), a tri-state Metropolitan Planning Organization (MPO) located at the boundary intersections of the states of Iowa, Illinois, and Wisconsin, hereby solicits proposals from qualified firms for its Railroad Quiet Zone Study. The study will determine the viability of a railroad quiet zone through the region consisting of, but not limited to, approximately 14 crossings along the Canadian National Railroad (CN) and Canadian Pacific Railroad (CP).

The study will consist of identifying the intersections, obtaining stakeholder input, developing options using Supplemental Safety Measures (SSM) and/or Alternative Safety Measures (ASM). Work will be done in coordination with the Federal Railroad Administration (FRA), the Iowa Department of Transportation (IADOT), the City of Dubuque and Dubuque County where applicable, and the railroads that operate in the proposed quiet zone to ensure compliance with federal, state, and local regulations. The primary goals of the study are to reduce noise generated by rail traffic and to improve the quality of life for the residents who live near the railroads. The consultant shall lead a process to develop a final product conforming to all FRA standards, guidance, and regulations as they pertain to quiet zones. The work shall be completed by no later than the end of _____, 2022.

PROJECT BACKGROUND

Existing Canadian National Railroad (CN) and Canadian Pacific Railroad (CP) tracks run through the Dubuque Metropolitan Area. Standard operating procedure for train engineers is to blow the train horn at every railroad-street crossing to alert drivers and pedestrians of train activity as a safety precaution. In December 2003, the Federal Railroad Administration (FRA) published the Interim Final Rule for the Use of Locomotive Horns at Highway-Rail Crossings; the effective date of the Final Rule was April 1, 2005. The Rule provided a means for communities to silence train horns through populated areas as long as the requirements and guidelines within the Rule are followed. These items include improvements to railroad-street crossings, calculation of risk using an FRA provided website, accommodations for safe pedestrian crossings, and notifications to affected railroad companies and the FRA.

OBJECTIVE

The Dubuque Metropolitan Area Transportation Study (DMATS) desires to implement a railroad quiet zone along CN and CP railroads for the metropolitan area. The primary intersections for the Quiet Zone within DMATS area include:

City of Dubuque:

- Mines of Spain Rd.
- Jones St.

- E 5th St.
- E 7th St.
- E 9th St.
- E 11th St.
- E 12th St.
- E 14th St
- E 15th St.
- E 16th St.
- Hawthorne St.
- Lincoln Ave.

Dubuque County:

- Massey Marina Ln.
- Riverside Rd.
- Golf Lake Rd
- River Ln.

To begin the quiet zone process, the FRA's standard calculation will be used to determine the railroad-street crossing improvements and supplemental safety measures needed to meet the FRA Final Rule. The Consultant shall perform the FRA analysis and complete a memorandum summarizing the train horn risk analysis, necessary improvements, and conceptual cost opinions for the improvements. The Consultant shall also coordinate with the FRA, CN, CP, City, County and DMATS as part of this initial project phase of the quiet zone process. Future design and construction services for required improvements will be completed under a separate agreement, as directed by the entities where the improvements need to be implemented.

PROJECT SCOPE

The Scope of Services to be performed by the Consultant shall include the services and supplies to accomplish the following:

TASK A – CONTRACT MANAGEMENT

A1.0 Project Administration

A1.1 Project Design Schedule

The Consultant shall prepare and submit monthly reports, and weekly email updates (1-page), outlining the following: activities during the reporting period, activities planned for the following month, problems encountered and recommended solutions, and overall project status. If design work is not progressing in a manner to comply with the anticipated completion date, the Consultant shall provide a brief summary of the actions to be taken to reduce or eliminate any delays in completing the design in accordance with the agreed upon schedule. The monthly update shall include a list of requested information from local project team with a desired response date noted to avoid delay of

the Consultant's services. The Consultant shall submit with each design service invoice a summary of work performed, estimated task completion percentage, contract completion date and actual completion date.

A1.2 Monitoring Project Scope

This task includes the development and tracking of the project plan for the project development. This includes task identification, scheduling, task assignment, relating all tasks to the others, and coordination with other members of the project team. The Consultant shall inform the DMATS of any services required which may not be included in the scope of the design services contract approved by the DMATS for this Project. It will be the responsibility of the Consultant to make the DMATS aware of any potential amendments to the contract before the services are rendered. This notice must occur prior to any extra services being performed. Only those services approved by the DMATS are eligible for compensation.

A1.3 Project Review Meetings

The Consultant shall meet with the DMATS to review progress and to discuss specific elements of the project design. The meetings will also serve to establish schedules, develop project goals, establish initial design parameters, promote a dialog between the various entities, improve the decision-making process, and expedite design development. The Consultant shall prepare minutes of the meetings and keep documentation of other communications. For budget purposes, it is assumed that the meetings will be attended by two (2) staff members of the Consultant.

The following meetings are included with the scope of work:

- Preliminary Analysis – one (1) meeting
- Final Recommendations – one (1) meeting

A1.4 Quality Control Plan

Establish review and checking procedures for project deliverables. Designate responsibility for implementation of the plan.

A2.0 Project Coordination

A2.1 Canadian National Railroad Coordination

The Consultant will coordinate with the Canadian National Railroad regarding the improvements to the railroad-street crossing and any pedestrian crossing modifications needed to complete a quiet zone. The Consultant will also endeavor to determine train horn operations associated with train movements in the rail yard, and their continuance (if any) following quiet zone implementation. Other items that will require Canadian National Railroad coordination include updating the railroad crossing inventory and required notifications set forth by the Train Horn Final Rule. It is assumed that two (2) coordination meetings will be attended by one (1) staff member of the consultant.

A2.2 Canadian Pacific Railroad Coordination

The Consultant will coordinate with the Canadian Pacific Railroad regarding the improvements to the railroad-street crossing and any pedestrian crossing modifications

needed to complete a quiet zone. The Consultant will also endeavor to determine train horn operations associated with train movements in the rail yard, and their continuance (if any) following quiet zone implementation. Other items that will require Canadian Pacific Railroad coordination include updating the railroad crossing inventory and required notifications set forth by the Train Horn Final Rule. It is assumed that two (2) coordination meetings will be attended by one (1) staff member of the consultant.

A2.3 Federal Railroad Administration Coordination

The Consultant will coordinate with the Federal Railroad Administration regarding any pedestrian crossing modifications needed to complete a quiet zone. Other items that will require FRA coordination include the required notifications set forth by the Train Horn Final Rule. It is assumed that two (2) coordination meetings will be attended by two (2) staff members of the consultant.

TASK B – Train Horn Mitigation Study

B1.0 Data Collection

The Consultant shall perform field and office tasks required to collect information deemed necessary to complete the project. The specific tasks to be performed include the following:

B1.1 Existing Conditions

The Consultant shall collect data on existing conditions impacting the rail corridor in the study area. This information includes the operations of the CN & CP Railroads and current traffic on the railroad tracks, City and County streets. It also includes geometry of the relevant at-grade intersections and crossing information required to analyze the rail corridor as a potential quiet zone. Information on emergency response, truck routes, and school routes will be collected to better understand the implications of potential safety measures selected for each at-grade crossing.

It is assumed all traffic count information will be provided by the DMATS and/or the Iowa Department of Transportation.

B1.1 Planned Improvements

The Consultant shall collect information on the current and/or planned improvements at the railroad-street crossings in the study area.

B2.0 Train Horn Risk Analysis

With an understanding of the legislative requirements and existing conditions, alternatives will be examined for train horn mitigation. The specific tasks to be performed include the following:

B2.1 Alternative Improvements for Railroad-Street Crossings and Concept Level Cost Estimates

The Consultant will determine possible alternatives for improvements to the crossings based on the requirements and guidelines set forth by the Train Horn Final Rule. The

Consultant will develop “concept level” cost estimates for the proposed improvements based on typical bid prices and recent crossing agreement costs.

B2.2 FRA Quiet Zone Calculator

The Consultant shall run multiple scenarios with the FRA Quiet Zone Calculator based on the alternatives developed. The calculator results will be summarized, and the options will be discussed with the DMATS for concurrence.

B2.3 Identification of Steps to Complete the Train Horn Quiet Zone Implementation

The Consultant will determine the next steps and timeline needed to complete the implementation of the quiet zone based on the requirements of the Final Rule.

B2.4 Benefit-Cost Analysis

The Consultant will calculate benefit-cost analysis of alternatives.

B3.0 Train Horn Mitigation Study

B3.1 Memorandum and Infographic

The Consultant shall prepare a memorandum that includes the objective, defines the study area, lists the required data needed to complete the study, summarizes the results of the analysis, and provides a recommendation of next steps to complete the installation of the quiet zone. The Consultant shall also prepare a one-page *infographic* that provides a visual summary of the proposed improvements, area of impact, and select other data as coordinated with DMATS staff. The infographic will also be included within the memorandum for additional reference and use.

The following is an outline of the memorandum:

- I. Introduction
 - 1.1 Study Objective
 - 1.2 Study Area
 - 1.3 Data Collection
2. Legislation
 - 2.1 Requirements
 - 2.2 Status
3. Existing Conditions
 - 3.1 Railroad Operations
 - 3.2 Geometry
 - 3.3 Crossing Information
 - 3.4 Emergency Response
 - 3.5 Truck Routes
 - 3.6 School Routes
4. Alternatives
 - 4.1 Long Range Plan
 - 4.2 Quiet Zone
 - 4.2.1 Supplemental Safety Measures (SSMs)
 - 4.2.2 Alternative Safety Measures (ASMs)
 - 4.2.3 Calculation Results

- 4.2.4 Concept Level Cost Opinion
- 5. Conclusion and Recommendations
 - 5.1 Conclusions
 - 5.2 Recommendations
 - 5.3 Quiet Zone Infographic
 - 5.3 Next Steps
- 6. Appendices

TASK C – Diagnostic Review and Crossing Concept Development

C1.0 Diagnostic Review

C1.1 Notice of Diagnostic Review

The Consultant shall provide “Notice” on behalf of the DMATS, to the diagnostic team as required under §222.25 or §222.27 of the CFR. Notice shall include a statement affirming that the State agency responsible for grade crossing safety and all affected railroads were provided an opportunity to participate in the diagnostic team review.

C1.2 Diagnostic Field Review

The Consultant shall participate in the diagnostic field review with State agency and railroad representatives. Diagnostic field review will cover the entire study area and is anticipated to occur over a two-day period.

C1.3 Diagnostic Review Findings and Recommendations

The Consultant shall assist in taking notes during the diagnostic field review, in accordance with Appendix F of 49 CFR Part 222. These findings shall be discussed with DMATS and used to develop proposed crossing improvement concepts (Task C2.0).

C2.0 Crossing Concept Development

C2.1 Crossing Concept Development

The Consultant will develop concepts for railroad crossing improvements and pedestrian crossing improvements within the overall study area. Pedestrian improvements will be based on diagnostic field review findings and subsequent conversations with DMATS and affected railroads.

Developed concepts will serve as the basis for the proposed improvements in the Notice of Intent for the initial filing area (Task D).

TASK D – Notice of Intent

D1.0 Notice of Intent

D1.1 Notice of Intent Filing

In accordance with §222.43 of 49 CFR Part 222, the Consultant will assist the City of Dubuque and Dubuque County in filing a Notice of Intent for a Quiet Zone along the study area.

D1.2 60-Day Comment Period

The Consultant will assist DMATS in consolidating comments received from affected railroads during the 60-day comment period associated with the Notice of Intent filings. These comments must be retained for future use in the Notice of Establishment, a procedure which will follow the installation of necessary rail crossing and pedestrian improvements, and that will be handled under a separate agreement.

CONTRACT INFORMATION

- DMATS anticipates that the selection process will be completed by the end of September 2022. The consultants will receive notice approximately first week of October.
- The anticipated start date of the contract will be October 17, 2022.
- The estimated duration of the contract will be 3 to 4 months.
- The Contract Type – Project-Specific
- The Payment Method – Specific Rate of Compensation

SELECTION INFORMATION

Proposals will be screened to ensure that they meet the minimum requirements of the required format. A selection committee will review qualifying proposals and select proposer for placement on the proposer short-list for the project. The following criteria in order of their relative importance (most is first; least is last) will be used to evaluate submitted proposals.

1. A high level of professional competence and a proven track record in providing labor, material and equipment to supply the proposed scope of service
 - a. Qualifications and experience of the proposer and any sub-vendors.
 - b. Demonstration of the project team's professional expertise and technical abilities.
 - c. If a joint venture with sub-vendors, the track records of the sub-vendor experience working together.
 - d. Experience of the proposer working on municipal projects.
 - e. Experience of the proposer working on municipal projects in Iowa.
2. Approach/methodology in completing scope of services such as:
 - a. Grasp of project requirements and level of interest in the project.
 - b. Creativity and problem-solving ability.
 - c. Ability of the proposer's team to demonstrate initiative, motivation and knowledge as an indication of their desire to work with Dubuque County.
3. Proposed schedule required to complete project.
4. Quality and completeness of the written proposal. The proposal should clearly demonstrate understanding of the overall scope of the project.

5. Cost for completing the project.

PROPOSAL REQUIREMENTS

Please provide the following information in the order listed:

- All responders must provide adequate information on the response's cover page to clearly identify the submittal is for the DMATS Railroad Quiet Zone Study along with the replying firm and an email for the point of contact for the firm.
- Include your firm's approach to addressing the identified tasks, your eligibility to meet the requirements of the "Required Work Categories" for the work you intend to perform, your understanding of the project's scope and key issues. Briefly discuss similar projects the members on your team have completed in the past three to five years. This listing should be limited to the three most applicable projects.
- Include the name, qualifications, experience, office address and availability of the contract manager as well as the manager in charge of each major work task. This information should include the identification of similar projects managed or participated in by these individuals. The selection of a contract manager and work task managers by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by the Iowa DOT.
- Include experience and qualifications as related to the "Required Work Categories" for any sub-consultants to be used and work they will perform.
- Include a detailed resume, summary of current workload and a time commitment for each professional or technical person to be assigned to the project. Identify the principal or manager who will serve as the project manager.
- A project schedule outlining the timeline and estimated completion date of each major task identified in your scope of work. This should include a schedule with a description of all deliverable products throughout the period. A graphical representation of the proposed schedule should be included.
- A project budget outlining tasks identified in the scope of services.
- The location of the office where the majority of work will be performed.
- A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.
- Inclusion of promotional literature of a general nature will not be considered in the selection process.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5" x 11" pages. The proposal must be limited to 25 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, appendices, etc. The maximum size limit of a **proposal is 7.5 megabytes**.

The electronic proposal must be submitted via email to cravada@ecia.org and carbon copy sberning@ecia.org. An email will be sent confirming receipt of the proposal within 30 minutes or by 3:00 p.m. on the submittal deadline date, whichever is later. Proposals are due by 3:00 pm on **September 16, 2022**.

Any technical questions or questions regarding this RFP shall be submitted via email to cravada@ecia.org and carbon copy sberning@ecia.org. Any questions about this RFP must be received by noon on **September 01, 2022**. Questions and answers regarding this RFP will be posted with the RFP on the ECIA website, www.eciatrans.org

Any proposal not complying with all requirements stated in the RFP may not be accepted.

PUBLIC RECORDS LAW

DMATS will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. DMATS's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

STATEMENT OF NON-DISCRIMINATION

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa DOT's affirmative action officer at 515-239-1422. If you need accommodations because of a disability to access the Iowa DOT's services, contact the agency's civil rights/ADA coordinator at: 515-239-1514