

PID No. 121595 State Job No. 136873
Scope of Services Meeting Time: 2 p.m. Date: 7/9/2024
Location: Microsoft Teams
Approved Final Scope of Services Minutes Date: **/**/**

RAIL APPLICATION PREPARATION SERVICES, Ohio Rail Development Commission (ORDC) Scope of Services

The Ohio Rail Development Commission is seeking a qualified consultant to assist with the development of rail-related discretionary grant applications. The work will focus on benefit-cost and other analyses, and application preparation on a task order basis for funding opportunities with the Federal Railroad Administration (FRA) and the United States Department of Transportation, more generally. Services may include, but are not limited to, the following:

- Benefit-cost analysis consistent with the Benefit-Cost Analysis Guidance published by the Federal Railroad Administration at [Benefit-Cost Analysis Guidance | FRA \(dot.gov\)](#) or by other federal agencies. Tasks may include:
 - Complete preparation of unlocked and fully functional BCA spreadsheet models (Microsoft Excel) and accompanying narrative summary (Microsoft Word) for assigned application(s).
 - Review of BCA spreadsheet models and accompanying narrative summaries prepared by others for submittal with funding applications.
 - Preparation of BCA narrative summaries based on spreadsheet models prepared by others.
- Quantitative analysis and/or qualitative discussion of project or location data, including information from crash databases, accident prediction tools, FRA's GradeDec.NET Crossing Evaluation Tool, ORDC's Rail Crossing Community Impact Index, and other available sources.
- Grant application preparation including the project narrative, statement of work, FRA Attachment 2, draft environmental documentation, and other documents required for application submission, as assigned. For more information on anticipated document needs, interested consultants may review the most recent Notice of Funding Opportunity for the Consolidated Rail Infrastructure and Safety Improvements Program ([Federal Register :: Notice of Funding Opportunity for the FY 2023-FY 2024 Consolidated Rail Infrastructure and Safety Improvements Program](#)) and for the Railroad Crossing Elimination Program ([Federal Register :: Notice of Funding Opportunity for the Railroad Crossing Elimination Program](#)).

All work shall be performed on an actual cost basis. The consultant shall maintain a project cost accounting system that will segregate costs for individual task orders.

Rail Application Preparation Services Scope of Services
ORDC
PID No. 121595

Three copies of the price proposal (with one copy to the ORDC) shall consist of a statement from the consultant that they have a clear understanding of the scope of services. The proposal shall also include the hourly labor rates for various employee classifications that may be used, overhead rate, cost of money rate, analytical rates and testing rates (if applicable).

If subconsultants are used, the amount to be expended annually with each subconsultant shall be shown in a tabular format. A proposal by cover letter from the subconsultant to the prime consultant showing hourly rates, overhead rate, cost of money rate, analytical rates and testing rates (if applicable).

Rail Application Preparation Services Scope of Services
ORDC
PID No. 121595

Agreement Administration Procedures

- I. **Type I Task Order Notification and Authorization Procedures for task orders less than \$10,000 with a well-defined scope of services**
 - A. The ORDC will identify a task order, assign a task order number and develop a detailed scope of services.
 - B. The ORDC will authorize the consultant to perform the task by standard authorization letter that includes:
 - 1. A detailed scope of services for the task order.
 - 2. The completion time from authorization.
 - 3. The maximum compensation (including net fee).
 - a. The net fee shall be calculated as 11% of actual cost (labor + overhead + direct non-salary expenses). Subconsultant net fees shall be calculated in the same manner but the prime consultant shall not earn net fees on subconsultant costs.

II. Type II Task Order Proposal Request, Review and Authorization Procedures for task orders greater than \$10,000

- A. The ORDC will identify a task order, assign a task order number and develop a detailed scope of services
- B. The ORDC will prepare a request for a task order proposal in the format included herein and transmit it to the consultant. Reviews of the task order request and task order proposal preparation are allowable costs and shall be shown as a separate line item in the proposal.
- C. Standard Proposal Format - Each Task Order Proposal shall include the following elements:
 - 1. Letter of transmittal with reference to include:
 - a. ORDC General Engineering Services Agreement
 - b. PID No.
 - c. Agreement No.
 - d. Task Order No.

The project for which the task order is being performed shall NOT be in the letter of transmittal reference, but shall be referenced in the body of the letter.

- 2. All other proposal requirements shall conform to Chapter 6, Price Proposals for Agreements and Modifications, of the current Specifications for Consulting Services.
 - 3. Appendix A of the consultant's proposal shall include the task order proposal request transmitted to the consultant by the ORDC.
- D. The ORDC will review the consultant's proposal for:
 - 1. Adherence to submittal requirements.
 - 2. Compliance with the scope of services.
 - 3. Mathematical accuracy.
 - 4. Labor hours and rates.
 - 5. Net fee percentage.
- E. The ORDC will resolve any issues with the consultant and obtain a revised proposal (if necessary).
- F. The ORDC will authorize the consultant to proceed with the task.

III. Task Order Identification and Numbering

- A. The task order numbering system shall be a three component series consisting of ORDC, a letter specific to a project (PID) and assigned consecutively as task orders are requested, and a number identifying subsequent task orders for the same project. Subsequent task orders could be either continuing task or a modification due to changes in the scope of a previously authorized task order.
 - 1. For example, the first task order issued in ORDC would be numbered ORDC-a.
 - a. Continuing task orders on that project would be numbered ORDC-a-1, ORDC-a-2, etc.
 - 2. A new task order number shall be assigned rather than increase the fee of an existing task order.

IV. Invoice and Project Schedule Requirements

- A. The consultant shall provide monthly invoices and project schedules in the format transmitted with the executed agreement. Each invoice shall include all task orders authorized, a summary of the total amount authorized, the total amount invoiced and appropriate project schedules.