

## AMTRAK Request for Letters of Interest and Qualifications

### Services for an Administrator for a Preservation Grants Fund

LOI # X 250271

**Introduction:** Amtrak is accepting Letters of Interest for **an entity to serve as Administrator for the Preservation Grant Fund (Fund) established in compliance with the Project Programmatic Agreement Among the Federal Railroad Administration, Maryland State Historic Preservation Officer, National Railroad Passenger Corporation, and Preservation Maryland, Regarding the Baltimore & Potomac Tunnel Project, Baltimore City, Maryland ("PA")**. Responses are to include qualification information requested/stated below **and be limited to twenty (20) one-sided typed pages**. Amtrak and its PA signatories at its sole discretion and discussion, may elect to limit distribution of the forthcoming Request for Proposal (RFP) to those who submit a Letter of Interest in response to this solicitation and demonstrate the required qualifications. **ONLY** entities that can meet the minimum qualifications listed below should E-MAIL a Letter of Interest **including the qualifications stated below** on company letterhead to:

Siata Freeman Sheriff, Procurement Manager  
Amtrak/National Railroad Passenger Corporation  
Email: [siata.freeman.sheriff@amtrak.com](mailto:siata.freeman.sheriff@amtrak.com)

Statement of Qualifications are due no later than July 14, 2023, at 2pm EST.

#### Description:

The scope of work consists of serving as the Fund Administrator ("Administrator") to coordinate with the Federal Railroad Administration, Maryland State Historic Preservation Officer, National Railroad Passenger Corporation (Amtrak), and Preservation Maryland ("PA Signatories") to develop and implement the Fund for preservation projects involving exterior stabilization, repair, restoration, and rehabilitation of individual historic properties and contributing elements of the Edmondson Avenue and Midtown Edmondson Historic Districts, which are listed in and eligible for listing in the National Register of Historic Places, respectively. Amtrak, as the contract holder, and the other PA Signatories will provide oversight on the Fund administration. Key activities and deliverables include but are not limited to:

1. Develop all aspects of the grant program, including the types, amounts, and durations of grants; an application process and online and hard copies of forms, criteria and procedures for evaluating and selecting projects to fund; an awards schedule; and a Grants Selection Committee. Document the methods of administration as part of a Fund Agreement in coordination with the PA Signatories.
2. Administer the grant application process by adequately promoting the program and availability of grants; making electronic and hard copy applications available to eligible applicants and guiding them through the application process; ensuring that grants are limited to, and prioritized by, a two-tiered geographic area within the historic districts mentioned above; coordinating with the Selection Committee to select projects for funding; ensuring that all proposed rehabilitation work meets the *Secretary of the Interior's Standards for the Treatment of Historic Properties*; coordinating grant-funded projects with the Frederick Douglass Tunnel Program (formerly known as the B&P Tunnel Project) historic architectural salvage program and other programs that will complement the goals of the Program; and coordinating the grant administration with the Signatories.
3. Maintain adequate resources and staff to administer the Fund, including clerical and administrative staff trained to ensure prompt and efficient (i) processing of Fund grant applications, disbursement schedules, and other grant processing requirements, (ii) evaluation of grant project portfolio performance, and (iii) monitoring the work performed with grant funds.
4. Develop and implement procedures to account for the expenditure of both awarded grants and administrative costs, including steps for the accounting and auditing of the Fund according to generally accepted accounting principles or any other requirements of the Signatories or other agencies providing funding for the Project, and grant close-out procedures.

5. Provide annual reports, satisfactory in form and content, to the PA Signatories. Annual reports must account for all management of the Fund, including progress reports on individual projects, challenges encountered, opportunities identified, and projected activities and expenditures.

The duration of the above activities is expected to be a maximum of five years from the obligation of grant funds to the close-out of the Fund.

Statement of Qualifications (SOQ) shall include:

- Name of Firm or Organization (if a single entity) or Joint Venture Partners and significant subcontractors.
- The Name, Title, and Contact information of the Authorized Representative / Single Point-of-Contact for the SOQ.
- Résumés / qualifications of the Project Manager and key staff, demonstrating successful management of historic preservation projects, grants management, and community outreach/program promotion.
- Demonstration of knowledge of historic preservation best practices including the successful application of the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.
- Demonstration of the Firm's or Organization's successful recent experience with historic preservation projects, grants administration, and community outreach. Include the nature of the programs and grants, the total dollar amount, and the expertise of the staff assigned to the work.
- Explanation of the Firm's or Organization's experience identifying and coordinating with programs or initiatives that complement the goals of the Fund.
- Demonstration of the Firm's or Organization's commitment to diversity.
- Demonstration that the Firm or Organization has adequate resources to staff the project.
- Demonstration of the Firm's or Organization's familiarity with the Edmondson Avenue and Midtown Edmondson Historic Districts and local community.

Submittal Requirements: It is anticipated that an RFP for this procurement will be issued shortly following the close of this advertisement.

**In an effort to provide "maximum practicable opportunity" to participate in the provision of goods and services to Amtrak, prime firms under agreement with Amtrak are required to put forth Good Faith Efforts to contract with Disadvantaged Business Enterprises (DBEs). Therefore, a DBE subcontracting plan goal shall be established for this opportunity.**

Important Note: The information contained herein may not be reissued or redistributed in any form or manner in whole or in part without the advanced expressed written consent and permission of Amtrak.



1 East Pratt Street  
Suite 300  
Baltimore, MD 21201-2727  
(410) 727-5050  
Fax: (410) 727-4608

**Transmittal No.**  
**20230629\_WSPPTG\_TRN\_00301**

**PROJECT:** B&P Tunnel Replacement

**DATE:** 06/29/2023

**TO:** PA Signatories and Other Consulting Parties

BPT Amtrak Preservation  
Grant Fund Notice

**ATTN:** See distribution

- |  |   |   |                                       |   |
|--|---|---|---------------------------------------|---|
| <b>We are Sending:</b>                     | <b>Issued For:</b>                                  | <b>Category:</b>                        |                                       |   |
| <input checked="" type="checkbox"/> e-mail | <input checked="" type="checkbox"/> information/use | <input type="checkbox"/> shop drawings  | <input type="checkbox"/> change order | <input type="checkbox"/> specifications |
| <input type="checkbox"/> messenger         | <input type="checkbox"/> approval                   | <input type="checkbox"/> copy of letter | <input type="checkbox"/> plans        | <input type="checkbox"/> other _____    |
| <input type="checkbox"/> overnight         | <input type="checkbox"/> review/comment             | <input type="checkbox"/> prints         | <input type="checkbox"/> samples      | _____                                   |

Item	Description
	Pre-Qualifications - Preservation Grant Funds Administrator 6.16.23_updated
	LOI Ad-PresGrantFund Administrator_6.29.23

Dear PA Signatories and Other Consulting Parties,

We are following up on our email to you last week concerning the Preservation Grant Fund ("Fund") for the Frederick Douglass Tunnel Program. If you have tried to access the Letters of Interest and Qualifications (LOI) for the Fund Administrator, we apologize if you had any difficulty due to technical issues with Amtrak's online procurement portal. The LOI is now operational again, but to assist applicants, Amtrak has provided the attached documents that interested candidates can utilize. Also, please note that the deadline has been extended one week to **July 14, 2023, 2:00pm.**

If you distributed information about this opportunity to some of your professional contacts, we ask that you also distribute this important follow-up email.

We appreciate your assistance. Any questions concerning the LOI should be addressed to the Procurement Agent listed in the advertisement.

Thank you.

**Signature:**

David Abrahams



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AMTRAK PRE-QUALIFICATION STATEMENT

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**NOTE: Input N/A in sections that don't apply to your organization**

Enter Dun and Bradstreet (DUNS) Number: \_\_\_\_\_

**GENERAL INFORMATION**

Employer Identification Number (EIN or Tax ID#) \_\_\_\_\_

Business Entity Name (the "Company") \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

**1. ORGANIZATION**

**1.1.** How many years has your organization been in business as a contractor?

\_\_\_\_\_

**1.2.** How many years has your organization been in business under its present business name?

\_\_\_\_\_

**1.3** Under what other or former names has your organization operated?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**1.4** If your organization is a corporation, answer the following

1.4.1 Date of incorporation \_\_\_\_\_

1.4.2 State of incorporation \_\_\_\_\_

1.4.3 President's Name \_\_\_\_\_

1.4.4 Vice President name(s) \_\_\_\_\_

1.4.5 Date of incorporation \_\_\_\_\_



**2. LICENSING**

State(s) License: \_\_\_\_\_

License Classification(s): \_\_\_\_\_

License Number(s): \_\_\_\_\_

Expiration Date(s): \_\_\_\_\_

Citations: \_\_\_\_\_

**3. Work EXPERIENCE**

3.1 List the categories of work that your organization normally performs with its own forces:

\_\_\_\_\_  
\_\_\_\_\_

- a. On Exhibit A, provide a list your organizations experience as a prime or general contractor:
- b. On Exhibit B, provide a list the qualification experience of your project manager and superintendent as a prime or general contractor
- c. On Exhibit C, provide your companies type of business and capabilities

**4. CLAIMS AND SUITS** (If YES to any of the following questions below, PLEASE attach details.)

Has your organization ever failed to complete any work it has been awarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has any contract awarded to your firm ever been terminated for default?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any judgements, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has Debarment of your organization (individually or collectively) currently been declared by federally, any state or local government?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**5. SAFETY**

Company Safety Program	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Corporate Safety Officer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project Safety Officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



5.1  
have:

Orientation for New Hires	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Training Program for Foreman	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Does your company

5.2 Experience Modification Rate (EMR) and OSHA – Interstate three (3) most recent years

YEAR	EMR	OSHA

**Note:** Organization must furnish a letter from insurance agent, insurance carrier or state fund (on letterhead) verifying the EMR data listed above

**6. DAVIS BACON & CERTIFIED PAYROLLS**

6.1 List all trades with whom you have contracts and/or working agreements.

Trade \_\_\_\_\_ EXP Date \_\_\_\_\_

Trade \_\_\_\_\_ EXP Date \_\_\_\_\_

Trade \_\_\_\_\_ EXP Date \_\_\_\_\_

6.2 References

Trade Reference 1) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trade Reference 2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trade Reference 3) \_\_\_\_\_



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**7. FINANCIAL / CAPABILITY / BONDING**

7.1 Letter of Credit (attach current bank letter(s) of credit evidencing access to lines of credit. Letter should include total dollar amount of credit, bank contact and phone number.

7.2 Surety

Name/Address of Bonding Company: \_\_\_\_\_

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7.2.1 Bonding Limitation per project: \_\_\_\_\_

7.2.2 Aggregate Bonding Limitation: \_\_\_\_\_

**8. CERTIFICATION**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

**Please Note:** Any material changes or knowledge of such changes in this information including financial capability, solvency or bankruptcy status, must be reported immediately the following:

Email: [siata.freeman.sheriff@amtrak.com](mailto:siata.freeman.sheriff@amtrak.com)

Or

Mail:

Amtrak Procurement Department

30<sup>th</sup> Street Station

2955 Market Street – 5<sup>th</sup> Floor

Philadelphia, PA 19104



**EXHIBIT A**

<b>Name, Address Description of Project</b>	<b>Description of Project Work</b>	<b>Contract Price</b>	<b>Date Completed / Scheduled</b>	<b>Reference / Contact include Address and Phone</b>





**EXHIBIT B**

<b>Name</b>	<b>Position</b>	<b>Years' Experience in Similar Work</b>	<b>Years' Experience with this Organization</b>	<b>Qualifications in Construction</b>



**EXHIBIT C**  
**(Type of Business & Capabilities)**

**Types of Business (Operates As)**

- General Contractor
- Mechanical Contractor
- Electrical Contractor
- Railroad Contractor
- Other (*Describe*) \_\_\_\_\_
- Specialty Contractor (*Describe*) \_\_\_\_\_

**Major Services Categories (And Sub-Categories)** - Describe the type of work for firm can provide

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_