

# **HHPA PROPOSED REQUEST FOR OPERATOR PROPOSALS ANTICIPATED SCHEDULE**

<b>BOARD APPROVAL OF RFP:</b>	APRIL 19, 2017
<b>PROPOSAL DUE DATE:</b>	JUNE 13, 2017
<b>REVIEW COMM. SCORES DUE DATE:</b>	JULY 1, 2017
<b>POTENTIAL INTERVIEWS:</b>	JULY 1 – JULY 31, 2017
<b>FINAL AWARD MADE:</b>	JULY OR SPECIAL AUGUST MTG OF BOARD

NOTE: SUBJECT TO CHANGE BASED ON NUMBER OF PROPOSALS RECEIVED, IF INTERVIEWS WILL BE HELD BY HHPA OR OWNERS , ETC.

**REQUEST FOR PROPOSALS  
HOOSIER HERITAGE PORT AUTHORITY  
RAILROAD OPERATOR  
FOR MARION, HAMILTON AND TIPTON  
COUNTY, INDIANA**

Issued by:  
Hoosier Heritage Port Authority  
33 North 9<sup>th</sup> Street, Suite 215  
Noblesville, IN 46060

Approved for Release Date: April 19, 2017

## **INTRODUCTION AND PURPOSE OF RFP**

The Hoosier Heritage Port Authority (“HHPA”), a port authority duly established under the laws of the State of Indiana, Pursuant to Indiana Code §8-10-5-1, is soliciting proposals from interested operators/parties (Operator), for the development of railroad operations on the HHPA rail line. The HHPA was organized to protect and preserve the existence of the real property, as a single parcel of real estate in perpetuity for such uses as may benefit the citizens of its owners, the City of Noblesville, City of Fishers and Hamilton County, Indiana (collectively, “Owners”). Uses may include; but not limited to, recreation, transportation and tourism purposes. The HHPA rail line is approximately 37 miles of railway from Indianapolis, Indiana to Tipton, Indiana (“Corridor”)

The HHPA is interested in maximizing the public benefit of the available railroad and promoting economic development and tourism. The rail line has been used in recent years for theme trains and scenic excursions, which the HHPA would like to see further expanded and enhanced in the future for the mutual benefit of all parties involved.

The HHPA is seeking an Operator that will meet or exceed the HHPA’s Goals for its Operator as follows:

- Manage and operate the rail line in a safe, efficient, and productive manner for the benefit of the HHPA, its Owners, and the communities through which it runs.
- Properly maintain and safeguard the rail line through the highest standards, in accordance with FRA and HHPA standards, along with continued annual investment in the maintenance of the line, as agreed to between the parties.
- Implement appropriate marketing activities to attract new customers and maximize the economic impact of the HHPA’s facilities to the communities served.
- Communicate with the HHPA, Owner’s and communities served at all times to ensure the operations are safe, efficient, and maximizing the return for the communities as well as the Operator.

The HHPA is interested in identifying and working with the Operator to further develop the potential on the rail line. Potential Operators are invited to submit proposals to operate on part or the entire rail line.

The HHPA anticipates that the Operator will be responsible for the maintenance of the Corridor, including, but not limited to, maintenance of track and ties, clearing and repair of drainage facilities, inspection and repair to embankments and railroad structures, vegetation control along the right-of-way, clearance of litter and debris, and upkeep on any supporting facilities, such as ticketing areas, parking areas and loading platforms. The Operator shall acknowledge that the Operator will be responsible for maintenance of the entire Corridor, if the Operators proposed use of the line only encompasses a shorter portion of the line. This acknowledgment would exclude any areas that may be determined by the Owners to not be a part of the Corridor under any proposed operations agreement.

## **RFP SUBMISSION REQUIREMENTS**

1. Cover letter stating the Operator's interest in providing railroad service operations. Include the following information:
  - Full name of organization and contact
  - Mailing address, email address, and phone number
  - Legal status (Individual, partnership/LLC, corporation, non-profit)
2. Overview of proposed project team. Please include names, qualification (including licenses and professional certifications) and resumes of the officers and key personnel. Please identify the individual(s) who will have overall responsibility for the day-to-day operations. Include resumes of these key individuals that provides qualifications for the duties proposed in the routine operations of the railroad.
3. Organizational chart, including all participants in the proposal, showing the proposed relationships between the responder and the key personnel and support staff.
4. Proposed funding of operations, equipment, facilities, etc. shall be clearly defined within the proposal. Each Operator shall specify projected revenue and their source(s), along with projected expenditures for a minimum period of the first five years of the Operator's Agreement to be negotiated with HHPA.
5. The HHPA line runs from approximately 2.1 miles south of 38<sup>th</sup> Street in Indianapolis, Marion County, IN, north through Hamilton County, IN to SR 28 in Tipton, Tipton County, IN, a distance of approximately 37 miles. Operator shall clearly identify in their proposal if they intend to utilize the entire line as described or a portion of the line. If a portion of the line is proposed, clearly identify the limits of proposed operations and proposed maintenance limits, knowing that the intention of the HHPA is for the Operator to maintain or finance the maintenance of the entire line within the limits specified in the final negotiated Operator Agreement. Proposals shall also clearly define their intentions/needs to have a connection in Tipton to the Norfolk Southern railway reconstructed to ensure the vitality of their proposed operations.
6. Description of proposed operations; including, but not limited to the following:
  - a. Proposed operations and proposed start-up timelines.
  - b. Proposed areas of operations, note clearly which parts of the line are proposed for operations, facilities, excursions, freight, storage, etc.
  - c. Proposed equipment and facilities – clearly define currently owned equipment and what proposed facilities and locations would be utilized as part of the overall operations.
  - d. Proposed operation employees, titles, certifications, and experience.
  - e. Annual anticipated excursions with projected annual revenue generation.
  - f. Maintenance and rehabilitation plans for the HHPA's facilities - including proposed initial anticipated capital improvements to allow for operations on the railroad line as proposed. Please indicate what maintenance and rehabilitation

work would be done via the operators own forces or would be done by contractors, if maintenance investment in the HHPA's facilities is proposed.

- g. Short and long-term vision for HHPA facilities.
  - h. Short and long-term investments into HHPA facilities and the communities involved, with clearly identified statements as to the anticipated economic impact to the communities served by the Operators proposal.
  - i. Any other pertinent information related to the Operators proposed operations that will be to the mutual benefit of the Operator and HHPA and its Owners.
  - j. List any proposed requirement that the Operator would expect of the HHPA, whether it be monetary for maintenance of the HHPA facilities, or for such work as re-establishment of a connection to Norfolk Southern's line in Tipton, IN., to allow for freight or egress/ingress of the Operators equipment. Any expected involvement of the HHPA or the Owners of the line shall be clearly defined in the proposal.
7. Required lease term to ensure long-term viability of the Operator. At a minimum, the proposal shall state a desired term and a minimum term that the Operator can agree to in the proposal.
8. Financial statements, preferably audited, for the past three years. Responders can clearly mark any proprietary information as "Proprietary". Responders must include balance sheets, statements of income and expenses and cash flow statements.
9. Insurance plan, specifying limits of liability and deductible. This can be either current or proposed limits as applicable.
10. Operator shall clearly specify in their proposal whether they plan to pay an annual lease payment in exchange for use rights, or propose an annual maintenance plan with defined investment minimums into the facilities of the HHPA in exchange for use of the HHPA facilities. If an annual lease payment is proposed, the Operator shall clearly define in their proposal their anticipated annual use fee, or fee structure. If an annual maintenance investment is proposed, the Operator's proposal shall include anticipated investment dollar amounts, minimum investment dollar amounts, and how they will report such investments in their proposal.

## **PROPOSED SELECTION CRITERIA**

The HHPA and Owners will form a joint proposal review committee comprised of eight (8) members made up as follows; five (5) members of the HHPA Board of Directors, excluding the HHPA President, and three (3) at-large members, one appointed by each of the following Owners; the Mayor of the City of Fishers, the Mayor of the City of Noblesville and the Board of Commissioners of Hamilton County, Indiana.

Each member of the joint proposal review committee shall independently review each proposal received by the submittal deadline and fill out the attached review scoresheet. Upon completion of the independent scoring by each member of the review committee, each review committee member shall turn in their score sheets after signing and dating to

the HHPA Executive Director within 30 calendar days of receipt from proposers. The HHPA Executive Director, in coordination with the HHPA President and counsel, shall review and tally the score sheets for consistency and address any issues that may arise during the scoring process. Upon final review by the HHPA Board President, the President shall announce in the next available HHPA Board of Directors public meeting the results of such scoring and present the results to the HHPA Board.

With recommendation from the Review Committee and/or the HHPA, the HHPA reserves the right to short list a minimum of two, with no maximum, of the highest scoring Operators for interviews, should such interviews become necessary to determine the final selection of the short listed proposers after initial scoring and review of the proposals received. If such becomes necessary, as determined solely by the Review Committee, it will be announced in a public meeting of the HHPA and ample time will be given to the proposed Operators to prepare for such short-list interviews. The Owners of the facility will be invited to participate in the interviews, or, at their option, the Owners may choose to conduct their own interviews. If such interviews are desired, as determined by the HHPA and/or the Owners, it will be announced in a public meeting of the HHPA and ample time will be given to the proposers to prepare for such short-list interviews.

The final recommended Operator shall be presented to each Owner after such approval by the HHPA Board for final approval of each Owner at their next regularly scheduled public meeting, a majority of which shall be necessary for final approval of the awarded Operator. The final approved Operator shall enter into an agreement or lease with the HHPA within 120 calendar days of award, with terms in accordance with their approved proposal and final negotiated terms of the agreement, before any operations shall commence. If an agreement is not reached between the top scored/awarded Operator and the HHPA within 120 calendar days after award, the HHPA reserves the right to negotiate with the next highest scored Operator at their sole discretion.

The HHPA reserve the right to reject any and all proposals at their sole discretion.

## **QUESTIONS AND CONTACT**

Rhonda Klopfenstein, Executive Director  
Hoosier Heritage Port Authority  
rhondask@frontier.com  
(317)776-8268

Site visits to inspect the track is available by request to the HHPA Executive Director. HHPA VAL Maps are also available by request to the HHPA Executive Director.

## **REQUEST FOR PROPOSALS SUBMITTAL REQUIREMENTS**

Nine (9) copies of the proposal shall be submitted in sealed envelopes and shall be received by the HHPA Executive Director at 33 North 9<sup>th</sup> Street, Suite 215 Noblesville, IN 46060 by **4 pm on June 13, 2017.**

The outside of the sealed envelope shall state “HHPA Request for Operator Proposal”, the proposed Operators organization name, address, contact and contact information.

Any proposal received after the above noted deadline shall be returned unopened.

Approved By:  
HHPA Board of Directors  
April 19, 2017

# 2017 HHPA OPERATOR REQUEST FOR PROPOSALS SCORESHEET

(SCORERS SHALL CIRCLE SCORE GIVEN IN EACH CATEGORY AND TALLY THE WEIGHTED SCORE AND SUM THE TOTAL IN THE BOXES PROVIDED)

**EVALUATION CRITERIA RATED BY SCORERS**

CATEGORY	SCORING CRITERIA	SCORE (Circle One)	WEIGHT	CATEGORY WEIGHTED SCORES (score x weight)
<b>OPERATORS PROPOSED OVERALL ABILITY TO MEET THE GOALS OF THE HHPA</b>	<b>OPERATORS PROPOSED OVERALL ABILITY TO MEET THE HHPA GOALS:</b> Operators proposed overall ability to operate in a safe, efficient and productive manner, in accordance with current standards, with adequate investment, to ensure Operator will positively impact the communities served and meet the HHPA's Goals.		<b>30</b>	
	Demonstrated outstanding organizational structure, overall resources, investment, programs, and proposed operations that will exceed HHPA's goals	2		
	Demonstrated high level of organizational structure, overall resources, investment, programs, and proposed operations that will exceed HHPA's goals	1		
	Overall organization structure, overall resources, investment, programs, and proposed operations at appropriate levels to meet minimum level of HHPA's goals	0		
	Insufficient overall organizational structure, overall resources, investments, programs, or proposed operations to meet minimum level of HHPA's goals	-1		
<b>OPERATORS ORGANIZATIONAL STRUCTURE, PERSONNEL EXPERIENCE AND UNIQUE EXPERTISE OF PROPOSED TEAM</b>	<b>OPERATORS PROPOSED OVERALL ORGANIZATIONAL TEAM QUALIFICATIONS AND EXPERTISE:</b> Operators proposed operations organizational structure and team members capabilities, experience, and expertise and predicted ability to manage and maintain an economically viable safe operation to the benefit of HHPA & the communities impacted.		<b>20</b>	
	Demonstrated outstanding organizational structure, personnel qualifications, and expertise to ensure long-term viability of operations proposed	2		
	Demonstrated high level of organizational structure, personnel qualifications, and expertise to ensure long-term viability of operations proposed	1		
	Organizational structure, personnel qualifications, and expertise meet minimum levels of expertise to ensure long-term viability of operations proposed	0		
	Insufficient materials provided to ensure the proposed organizational structure, personnel qualifications, and expertise are provided will meet the needs the HHPA's goals and vision.	-1		
<b>OPERATORS FINANCIAL VIABILITY</b>	<b>OPERATORS PROPOSED FINANCIAL VIABILITY:</b> Operators proposed operations, programs, outreach, organizational structure, revenue forecasts, and capital investments, are clear, manageable, and feasible.		<b>15</b>	
	Demonstrated outstanding level of financial viability that will ensure long-term success of Operator	2		
	Demonstrated high level of financial viability that will ensure long-term success of Operator	1		
	Financial viability appears to meet minimum levels for long-term success of Operator	0		
	Insufficient evidence presented of financial viability to ensure minimum levels of success of Operator	-1		
<b>PROPOSED INVESTMENT INTO HHPA FACILITIES OR PROPOSED LEASE PAYMENTS</b>	<b>OPERATORS PROPOSED INVESTMENT INTO HHPA:</b> Operators proposed capital investment into HHPA facilities or proposed lease payments for use of the Corridor are clear and adequate for the HHPA's, Owner's and Communities along the Corridor future success.		<b>15</b>	
	Demonstrated outstanding investment ensuring the future success of the HHPA, Owner's and Communities served	2		
	Demonstrated high level of investment to ensure the future success of the HHPA, Owner's and Communities served	1		
	Proposed investment meets minimum levels to ensure future success of the HHPA, Owners and Communities served	0		
	Insufficient investment to ensure the future success of the HHPA, Owners and communities served	-1		



# 2017 HHPA OPERATOR REQUEST FOR PROPOSALS SCORESHEET

(SCORERS SHALL CIRCLE SCORE GIVEN IN EACH CATEGORY AND TALLY THE WEIGHTED SCORE AND SUM THE TOTAL IN THE BOXES PROVIDED)

**EVALUATION CRITERIA RATED BY SCORERS**

CATEGORY	SCORING CRITERIA	SCORE (Circle One)	WEIGHT	CATEGORY WEIGHTED SCORES (score x weight)
<b>OPERATORS PROPOSED EXCURSIONS, PROGRAMS, AND TOURISM IMPACT TO HHPA COMMUNITIES SERVED</b>	<b>OPERATORS PROPOSED PROGRAMS IMPACTS TO COMMUNITIES SERVED:</b> Operators proposed excursions and programs ability to positively impact the communities served in terms of increased tourism opportunities, economic impact, railroad education, etc.		<b>10</b>	
	Demonstrated outstanding program that will ensure positive impact to communities served	2		
	Demonstrated high level of programs that will ensure positive impact to communities served	1		
	Organizational structure, personnel qualifications, and expertise meet minimum levels of expertise to ensure long-term viability of operations proposed	0		
	Insufficient organizational structure, personnel qualifications, and expertise to ensure long-term viability of operations proposed	-1		
<b>PROPOSED MINIMUM AND DESIRED LEASE TERM &amp; LIMITS OF CORRIDOR USE</b>	<b>OPERATORS PROPOSED MINIMUM/DESIRED LEASE TERM AND LIMITS OF PROPOSED CORRIDOR USE &amp; MAINTENANCE:</b> Operators proposed minimum or desired lease term within reasonable limits and their proposed limits of operations and maintenance on the Corridor has ability to meet the needs of the HHPA and Owners.		<b>10</b>	
	Demonstrated outstanding minimum and/or desired lease term and limits of proposed corridor use and maintenance that exceed the needs of the HHPA and its Owners	2		
	Demonstrated above average minimum and/or desired lease term and limits of proposed corridor use and maintenance that will meet the needs of the HHPA and its Owners	1		
	Demonstrated average minimum and/or desired lease term and limits of proposed corridor use and maintenance that may meet the needs of the HHPA and its Owners	0		
	Inadequate minimum and/or desired lease term and limits of proposed corridor use and maintenance that will not meet the needs of the HHPA and its Owners	-1		
<b>WEIGHTED TOTAL SCORE:</b> (Add 6 weighted scores - Max Total = 200)				

The scores assigned above represent my best judgment of the Operator's abilities for the rating categories based on the proposal submitted.

**SCORER'S SIGNATURE:** \_\_\_\_\_

**SCORER'S NAME (PRINTED)** \_\_\_\_\_

**DATE SCORED:** \_\_\_\_\_