

ATTACHMENT 3

STATEMENT OF WORK

New York-Vermont Bi-State Intercity Passenger Rail

BACKGROUND

Intercity passenger rail has long been a transportation priority in New York and Vermont. New York has one of the largest networks of intercity passenger rail in the nation. Vermont also has been a major supporter of intercity passenger rail, allocating a substantial part of its State budget to passenger rail services through Amtrak operations. In the latest State fiscal year, Vermont provided \$4 million of State funds toward operating subsidies for service along Vermont's two passenger rail lines: the Ethan Allen Express, which serves eastern New York before serving Castleton and Rutland, VT, and the Vermonter, which serves eastern and central Vermont on route to St. Albans, VT.

The goal of the New York-Vermont Bi-State Intercity Passenger Rail project is to provide intercity passenger rail services to parts of Vermont and New York that are currently underserved or unserved. Vermont's western corridor and parts of east central New York have been without intercity passenger rail options. Most of these communities do not have any form of intercity passenger transportation.

This concern over lack of service along the western corridor is highlighted in Vermont's State Rail Plan, which identifies intercity passenger rail along the western corridor as a major priority. In addition, the Vermont Legislature directed the Vermont Agency of Transportation (VTrans) to apply for funds for service along that corridor. Law 50, section 21 states: "The agency shall apply for a grant of rail infrastructure discretionary American Recovery and Reinvestment Act (ARRA) funds to cover, in whole or in part, the cost of upgrading the State's western rail corridor for intercity passenger rail service to and from Burlington, Rutland, Bennington, Vermont and Albany, New York."

GENERAL OBJECTIVE

On June 23, 2009, the Federal Railroad Administration (FRA) issued a Notice of Funding Availability (NOFA) in the *Federal Register* for the High Speed Intercity Passenger Rail (HSIPR) Program. In response, VTrans submitted an application to study intercity passenger rail service in western Vermont and eastern-central New York. FRA reviewed VTrans' application for eligibility and ranking with the criteria outlined in the NOFA. On the basis of this evaluation, FRA selected the State of Vermont for an award of \$500,000 through a cooperative agreement between FRA and VTrans. The purpose of this study is to complete all necessary planning work to get this project into FRA's "pipeline of future projects" and to establish service along the corridor. There are three key work components—a Service Development Plan, Service National Environmental Policy Act (NEPA) documentation, and preliminary engineering (PE) materials (the "Project"):

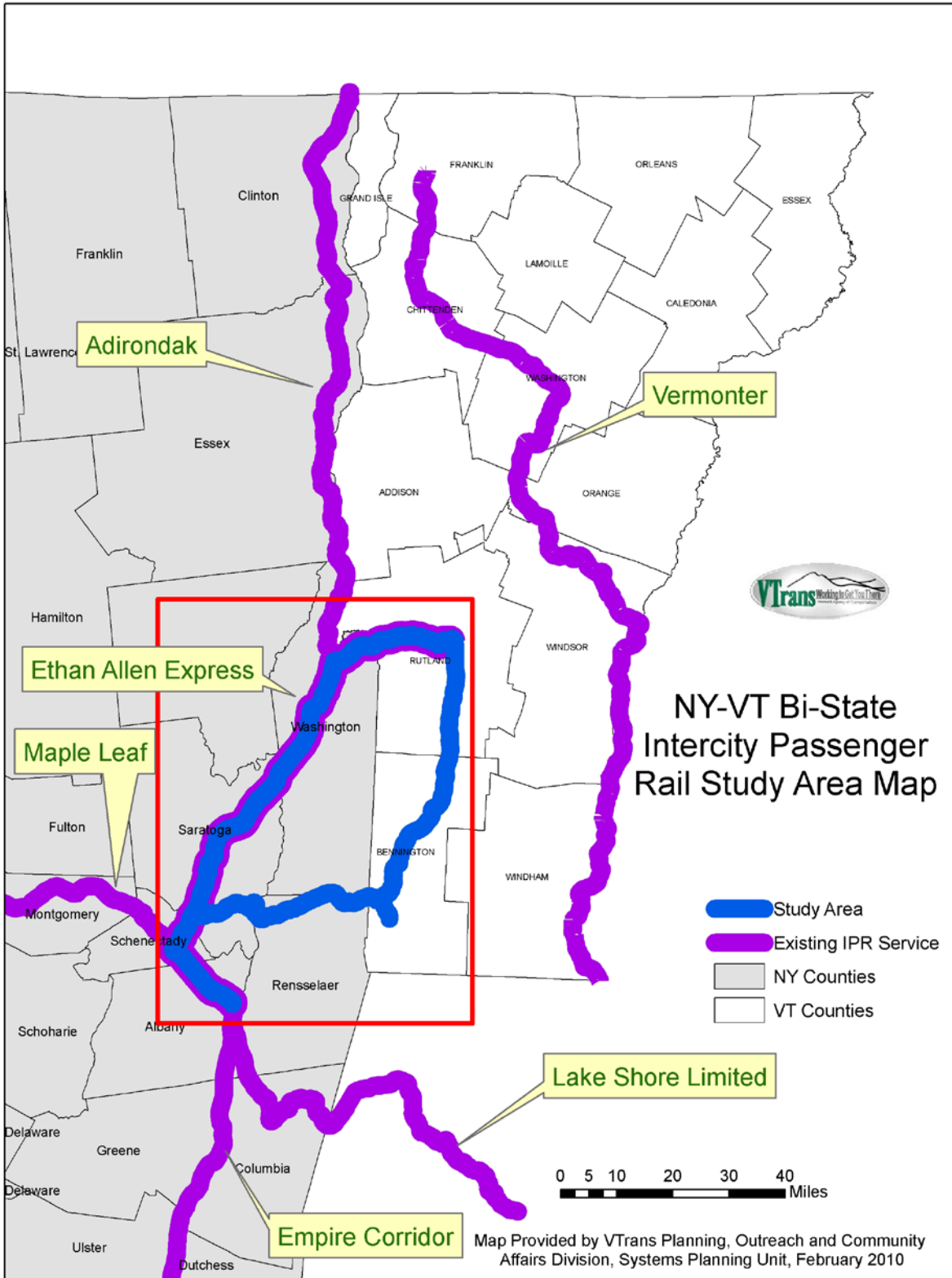
1. Service Development Plan: The plan is used to consider the routing and service options available to serve these communities and to develop an optimal design for passenger rail

service in western Vermont and eastern-central New York, stemming from the identified alternative corridors and operational scenarios, and taking into account ridership estimates, cost factors, service efficiency, coordination with existing services, and other criteria.

2. Service NEPA study with project-level documentation (i.e., project-level Service NEPA): On the basis of the service and routing options analyzed in the SDP, a NEPA document will be developed for the proposed service further evaluating alternatives at the project-level. To determine the appropriate class of action, FRA will work with the Grantee to ascertain the potential effects of the proposed action and mitigation measures that could be used to lessen those effects.
3. PE materials: These materials will be used to develop the scale track and signal designs that are approved by all stakeholders (the scale track drawings are to be signed by all stakeholders).

The Project study area for the New York-Vermont Bi-State Intercity Passenger Rail Project is located between Albany, NY, and Rutland, VT, with potential stops in Mechanicville, NY; Bennington, VT; Manchester, VT; Castleton, VT; Fort Edward, NY; Saratoga Springs, NY; and Schenectady, NY. This service would effectively provide intercity passenger rail service along currently underserved communities in western Vermont and eastern-central New York and improved connections to the Ethan Allen, Adirondack, and Empire Corridor, and metropolitan areas south of Albany.

The entities involved in undertaking the Project include freight railroads (Vermont Railway, Clarendon & Pittsford, Pan Am Southern, Canadian Pacific, and CSX); Amtrak; FRA; VTrans; the New York State Department of Transportation (NYSDOT); and other stakeholders (such as regional and local planning entities) identified through the planning process.



DESCRIPTION OF WORK

Summary of Deliverables

Deliverables will be submitted at the end of each of the major tasks. Monthly reports—including technical data—will be submitted from the selected consultant to VTrans to ensure that the Project is progressing as scheduled. Deliverables will also be submitted for each stage of the public involvement process. The major tasks will require a technical memo, based on the work requirements listed below:

Description of Deliverables and Tasks

1. *Project Work Plan*

This consists of preparing a detailed description of the work that will be performed, both in terms of the scope and entity responsible for performing the work. The Project Work Plan will include information on the Project team organization; a detailed Project schedule; a detailed budget by Project task; communications; progress reporting methods and procedures; and coordination with railroads, cooperating agencies, and consultants.

2. *Service Development Plan*

The major tasks are outlined as follows:

- A. Describe existing passenger rail services in the region, including route and timetables; track ownership; track conditions; historical, current, and projected ridership; revenues; and operating costs.
- B. Develop a stakeholders group that could include members of agencies, the news media, public officials, the general public, civic and business groups, relevant interest groups, present and potential riders/users, and private service providers/shippers.
- C. Develop a Purpose and Need Statement that describes the existing transportation problem and the action that is intended to solve the problem.
- D. Evaluate routing and service options between Albany-Rensselaer, NY, and Rutland, VT, along the western corridor.
- E. Develop and evaluate various alternatives for intercity passenger rail service between Albany-Rensselaer, NY, and Rutland, VT, that incorporate the proposed routing along Vermont's western corridor, via Bennington, VT, with the existing Ethan Allen Express service offered by Amtrak. The alternatives will be developed in consultation with the Project's stakeholders group.

For each alternative, provide:

- i. Ridership projections with detailed travel demand forecasts and revenue estimates for the service.
- ii. Diagrams of proposed routes with mileage, track ownership, and probable station locations.
- iii. A comprehensive physical description of the alternatives, including rail bed, structures, ballast, rail, road crossing equipment, and other relevant attributes.

- iv. Detailed operating plans for the proposed intercity passenger rail services, including service frequency and timetables, crew scheduling, equipment needs, operating expenses, station locations, opportunities for connections to other passenger rail lines, and intermodal connections. The analysis also must include the physical description of each station; adequacy of parking and access at the stations to meet projected demand; necessary physical station improvements; and any staffing, maintenance, and operating expenses associated with each proposed station as well as identification of funding sources for those initial costs and ongoing expenses. In addition to identifying the equipment needs for the proposed service, describe how the equipment will be acquired and maintained.
- v. Identification of the preferred alternative. The method will incorporate, at a minimum:
 - a. Cost-effectiveness analysis: provide a cost of each alternative and the extent to which each achieves the objective of providing access to intercity passenger rail from Albany to Rutland along Vermont's western corridor. Projected ridership and revenue, as well as the viability of roundtrip service options, should be considered in determining the extent to which the alternatives meet the objective.
 - b. Sustainability: assess the long-term sustainability of each alternative. Evaluate the probability that each route will be viable over time, in terms of travel demand, capital and operating costs, and operation and maintenance of local stations and intermodal connections.
- vi. Corridor Investment Plan, based on modeling, to identify capital improvements necessary to operate the proposed service and the priority in which they should be implemented.
- vii. Cost-sharing options.

3. *Implementation Plan*

The major elements of this plan include the following:

- A. The Project management approach that will ensure quality, cost, and budget control in addition to the financing and organizational plans for carrying out the proposed strategy.
- B. Stakeholder agreements.
- C. The financial plan.
- D. The recommended administrative structure to manage the service.

4. *Project-level Service NEPA documentation*

- A. Conduct Project scoping to determine the key issues and potential effects of the action.
- B. Develop a public involvement plan.
This consists of preparing a plan that will outline the public involvement program and that will identify key contacts within agencies, the news media, public officials, and the general public. This plan will also identify key contacts with civic and business groups, relevant interest groups, present and potential riders/users, and private service

providers/shippers. This plan will also identify how public involvement activities will be linked to key milestones in the planning/engineering and environmental process.

- C. Prepare project-level Service NEPA documentation consistent with the requirement of NEPA, FRA Procedures for Considering Environmental Impacts, NYSDOT NEPA Guidance, New York’s State Environmental Quality Review Act (SEQRA), and Vermont environmental requirements. FRA, in coordination with NYSDOT and VTrans, will determine the class of action, based on the extent of impacts anticipated as a result of the action and the potential to mitigate any impacts below the significant level.
 - i. Prepare an administrative draft NEPA document for FRA review. Any cooperating agencies identified will also have an opportunity to review the administrative draft document. Address comments received, as well as any changes necessitated because of public or agency comments, depending on the class of action.
 - ii. Prepare a final NEPA document for distribution to agencies and the public consistent with the requirements of NEPA, FRA Procedures for Considering Environmental Impacts, NYSDOT NEPA Guidance, New York State’s SEQRA, and Vermont environmental requirements.
- D. Complete additional New York State, Vermont, and Federal permitting requirements needed for subsequent funding for capital and operational needs.

5. *PE materials*

PE will be conducted concurrent with the project-level Service NEPA documentation, and will include:

- A. Scale track designs that are approved and signed by all stakeholders.
- B. Scale signal designs that are approved by all stakeholders.

PROJECT SCHEDULE

The period of performance for the above work will be 25 months, beginning August 2010 and ending August 2012. FRA will develop and approve a Project schedule as one of the first deliverables. In addition, FRA must approve any modifications to the schedule before they take effect.

A target Project schedule and timeline is provided in the chart below:

Major Tasks	Target Completion Date
Project Work Plan	October 2010
Service Development Plan	July 2011
Implementation Plan	October 2011
PE Materials	February 2012
Project-Level Service NEPA Documentation	August 2012

PERFORMANCE OBJECTIVES AND DELIVERABLES

The Grantee will provide FRA with a Project schedule and detailed budget to achieve the deliverables and performance objectives listed in this Statement of Work. The Project schedule and detailed budget will be part of the Task 1 Project Work Plan and must be approved by FRA before taking effect. Also, FRA must approve any modifications to the schedule and budget before they take effect. The Grantee will achieve the performance objectives for the Project to be considered to be complete.

1. Project Work Plan (with detailed budget and schedule)
2. Service Development Plan
3. Implementation Plan
4. PE Materials
5. Project-level NEPA Documentation

PROJECT ESTIMATE/BUDGET

The total estimated cost of the Project is \$1,000,000, for which the FRA grant will contribute an estimated 50% of the total cost but no more than \$500,000. Any additional expense required to complete the Project beyond what is provided in this grant shall be borne by the Grantee. A detailed budget by task/deliverable will be developed and approved by FRA as one of the first Project deliverables. The detailed budget must be submitted to and approved by FRA before any Project costs are reimbursed by FRA. Any modifications to this budget must be approved by FRA before going into effect.

NY-VT Bi-State Intercity Passenger Rail (FRA HSIPR Grant)

FRA (50% of Project cost):	\$ 500,000
Grantee contribution (50% of Project cost):	\$ 500,000 (25% VT, 25% NY)
Total Project Cost:	\$ 1,000,000

Project Budget		
	Amount	Purpose
VTrans Administrative Expenses	\$30,000	Project Management
NYS DOT Administrative Expenses	\$50,000	Project Management
Travel, Training, and Print Production	\$20,000	Associated Project Costs
Consultant Services*	\$900,000	Technical Services
Total	\$1,000,000	

* Consultant services will consist of all technical work associated with this Project, as identified in the Statement of Work. As part of the scope of work for consultant services, consultants will be asked to develop a budget for each of the tasks included in the scope.

PROJECT COORDINATION

The major partners implementing this program include FRA, NYSDOT, VTrans, host railroads, Amtrak, and other stakeholders that will be identified during the planning process. The Project Work Plan, which will be developed under Task 1, will provide a detailed description of the coordination for this Project.

The Grantee will perform all tasks required for the Project through a coordinated process, including, as appropriate, all railroad owners, operators, and funding partners within the Project area. Under the cooperative agreement, FRA will participate in the Project, as described in this statement of work.

- Host railroads – Vermont Railway, Clarendon & Pittsford Railroad, Pan Am Southern, Canadian Pacific, and CSX.
- Freight/passenger railroad operator(s) – Vermont Railway, Pan Am Southern, Canadian Pacific, St. Lawrence and Hudson Railway, CSX, and Amtrak.
- Funding partners – FRA, VTrans, and NYSDOT.

PROJECT MANAGEMENT

VTrans will take the administrative lead on this Project, working cooperatively with NYSDOT. VTrans already has formed an internal working group of seven members, drawing expertise from policy and planning, modal divisions, rail operations, environmental services, and contracting. NYSDOT has set up a similar internal working group. Both of these working groups will be advising the VTrans and NYSDOT project manager on policy and technical matters.

The VTrans Director of Planning, Outreach, and Community Affairs will chair a nine-member project management group, which includes two representatives from NYSDOT, two representatives from VTrans, and four NYSDOT- and VTrans-selected members of local/regional organizations, who will monitor and evaluate the progress of the Project. This group will meet monthly (or as necessary) to review progress and ensure that the Project is proceeding on schedule.

Refer to the Organizational/Process Chart that has been submitted to and is on file with FRA for additional detail on key Project management staff and processes.