



**VIRGINIA RAILWAY EXPRESS**  
**REQUEST FOR PROPOSALS (RFP)**

**RFP No. 010-004**

**SECURITY CAMERAS FOR VRE MANASSAS STATION  
PARKING GARAGE**  
**Page 1 of 44**

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- RFP Issued:** December 29, 2009
- Confirm Pre-Proposal Meeting Attendance (no later than):** January 12, 2010 by 10:00 A.M. (See Page 3)
- Mandatory Pre-Proposal Meeting** January 14, 2010 at 10:00 A.M. – 11:30 A.M. EST.  
(See Page 3)
- Mandatory Site Visit:** January 14, 2010 at 2:00 – 4:00 P.M. EST. (See Page 3)
- Deadline for Submitting Questions:** January 21, 2010 at 10:00 A.M. EST. (See Page 4)
- Proposals Due:** February 8, 2010 at 10:00 A.M. EST. (See Page 37)
- Interviews (Optional):** February 22, & 23, 2010 at 9:30 A.M. to 4:00 P.M. EST.  
(See Page 19)

**Contact:** Ms. Gerri Hill, Manager, Contract Administration  
**Telephone/Fax:** (703) 838-5427 **Email:** [ghill@vre.org](mailto:ghill@vre.org)



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# NOTICES FOR OFFERORS

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## A. MANDATORY PRE-PROPOSAL MEETING

A pre-proposal meeting will be held for Offerors at VRE's Alexandria Office located at 1500 King Street, Suite 202, Alexandria, Virginia 22314. The *date and time is specified on Page 1* of this RFP.

## B. MANDATORY SITE VISIT

A site visit to the Manassas Station Parking Garage will be held after a recess following the pre-proposal meeting on the *date and time specified on Page 1* of this RFP. Offerors should meet at:

VRE Manassas Station Parking Garage  
9102 Prince William Street  
Manassas, VA 20110

## C. ATTENDANCE

1. Attendance at the pre-proposal meeting and site visit is mandatory and shall be limited to no more than three (3) representatives of each firm.
2. **Attendance at the pre-proposal meeting and site visit is a prerequisite to submitting a proposal.** Proposals will only be accepted from those Offerors who are represented at the meeting and site visit. Attendance will be evidenced by the representative's signature on the attendance roster.
3. No one will be admitted fifteen (15) minutes after the specified time of the pre-proposal meeting or site visit.
4. Offerors must confirm their attendance by contacting Detrius Bolton at (703) 838-5426 or [dbolton@vre.org](mailto:dbolton@vre.org) prior to the *date and time specified on Page 1* of this RFP.



**D. QUESTIONS, INQUIRIES, OR REQUESTS FOR CLARIFICATION**

1. Any explanation desired by any Offeror regarding the meaning or interpretation of this RFP and other solicitation documents must be submitted to the VRE Contract Administration Manager, via electronic mail no later than the *date and time specified on Page 1* of this RFP.
2. Questions and answers will be posted on VRE's website at [www.vre.org](http://www.vre.org).
3. Oral responses provided by VRE at the pre-proposal meeting or the site visit shall not be considered official until posted on the website.
4. It shall be the obligation of the Offeror to exercise due diligence to discover and bring to the attention of VRE, at the earliest possible time, any ambiguities, discrepancies, inconsistencies, or conflicts in or between any of the technical, pricing, or contractual provisions in the RFP.
5. Any interpretation of a question made by VRE will be in the form of an addendum to the RFP and will be available to all interested Offerors through the VRE website.

