

ATTACHMENT P.2

SCOPE OF WORK



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1. OVERVIEW

- A. The Quantico Station is one (1) of eighteen (18) VRE stations and serves both VRE and Amtrak customers. It is located at 550 Railroad Avenue, Quantico, Virginia, inside the boundaries of the Quantico Marine base.
- B. The available space within the station, referred to as the South Room, consists of the following:
 - 1. Nine hundred and fifteen (915) square feet (+/-);
 - 2. A unisex rest room, sixty-seven (67) square feet (+/-);
 - 3. Two (2) double-door entrances (east/west) and one (1) single-door entrance (south);
 - 4. Access to a ten (10) square-foot (+/-) janitorial closet with service sink;
 - 5. Dedicated electric service rated at two hundred and twenty-five (225) amps, water/sewer service and lighting;
 - 6. Acoustical drop ceiling; and
 - 7. Exterior windows situated on the east, west, and south sides of the space.

2. GENERAL REQUIREMENTS

- A. The formal agreement for use of the available space, which shall ultimately be executed between the successful Offeror and VRE, is referred to herein as either the “Contract” or “Lease”.
- B. The successful Offeror/business holding the lease is referred to herein as either the “Contractor” or the “Lessee”.
- C. The Lessee shall establish an operation at the VRE Quantico Station to benefit and provide value to VRE passengers and others using the station as well as Quantico residents.



- D. The Lessee shall be licensed to do business in Virginia, relative to the nature of the proposed use of the leased premises. The license must be in the name of the Lessee.

3. UTILITIES

- A. The Lessee shall be responsible for paying all utility costs for the leased premises, inclusive of a fifteen percent (15%) management fee.
- B. Invoices for electricity and sewer/water charges will be prepared by VRE and submitted to the Lessee on a quarterly basis.

4. REAL ESTATE TAXES

The Lessee shall not be responsible for any real estate or other taxes related to the leased premises.

5. MAINTENANCE AND REPAIRS

- A. With the exception of the HVAC system, the Lessee shall be responsible for all maintenance and repairs to the leased premises.
- B. Preventative maintenance of and repairs to the HVAC system shall be the responsibility of VRE. However, the Lessee shall reimburse VRE for annual HVAC preventative maintenance costs.
- C. Written notice shall be given to Lessee of all repairs and maintenance deemed to be necessary when VRE becomes aware of such. Repairs deemed to be safety related shall be contracted for within twenty-four (24) hours of being notified, or such time frame as may mutually be extended due to conditions beyond the control of VRE or Lessee.
- D. VRE shall have the right to make safety-related repairs which have not been timely made by the Lessee and add the amount expended to the next month's rent; however, provided that verified receipts for such expenditures shall accompany said charges. The Lessee shall make all other repairs and maintenance within ten (10) working days of such notice.



- E. To the fullest extent possible, repairs and maintenance shall not interfere or restrict either VRE's or Lessee's use of the property. In the event such interference or restriction cannot be avoided, VRE or Lessee, as the case may be, shall provide the other with as much prior written notification as possible.

6. VRE STANDARDS OF CLEANLINESS

- A. The Lessee shall maintain the leased premises, equipment and contents of the space in a first rate or class A fashion. The restroom shall be cleaned, sanitized and restocked with paper products as needed by the Lessee.
- B. On a daily basis, or as needed, Lessee shall remove trash generated from its business and dispose of such trash off-site. No dumpster service or on-site service shall be permitted or provided by VRE.
- C. VRE personnel may periodically perform quality inspections to verify performance. These audits will be documented by VRE for follow-up action if necessary. If deficiencies are not corrected in a timely fashion, VRE shall take action to cure the deficiency and bill the Lessee for all costs.

7. IMPROVEMENTS AND STRUCTURAL ALTERATIONS TO THE LEASED PREMISES

- A. The Lessee shall have the right to make such alterations, additions, or improvements in or to the leased premises necessary or desirable for the conduct of business, provided that all such work shall be done at the sole cost and expense of the Lessee and in a good and workmanlike manner; and that no liens shall be attached to the leased premises by reason thereof.
- B. Plans for alterations, additions, or improvements must be presented to and approved by VRE in writing, prior to the commencement of work.
- C. As appropriate, the Lessee shall use a licensed contractor and comply with all local and state codes, regulations and permitting requirements.



D. Upon the termination of the Lease Agreement, such alterations, additions, or improvements shall, at the option of the Lessee:

1. Become the property of VRE; or
2. Be removed by the Lessee at the expense of the Lessee, provided that any part of the leased premises affected by such removal shall be restored by Lessee to its original condition, ordinary wear and tear excepted.

8. CUSTOMER SERVICE

Information requested from passengers related to VRE services that cannot be answered by the Lessee shall be forwarded to VRE's Passenger Support staff on a daily basis. The Lessee shall not give the impression that it represents VRE.

