

# **ATTACHMENT P.5**

## **PROPOSAL FORMAT, ORGANIZATION AND CONTENT**

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**RFP No. 010-012**

**Sale of VRE Fare Media and Lease of Retail Spaces at the VRE Woodbridge Station**

# PROPOSAL FORMAT, ORGANIZATION AND CONTENT

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The following forms included herein must be submitted with the proposal.

TAB NO.	TITLE	NUMBER OF PAGES
2	Title Page	1
6	Exceptions to the Scopes Services	1
7	References	1
15	Offeror's Intent of Proposal (Scope of Services "A" and/or Scope of Services "B")	1

The requirements that follow shall be separated in a binder with the *respective tabs*. The attached *forms* must be completed and included in the proposal. Offerors must submit the required information identified as a complete proposal. **Incomplete proposals may cause the proposal to be deemed non-responsive.**



## TAB 1

**Table of Contents:** The table of Contents must delineate all the sections of the proposal.

TAB 1	Table of Contents
TAB 2	Title Page
TAB 3	Transmittal Letter
TAB 4	Narrative (Description of Experience)
TAB 5	Outline of Proposed Improvements to the Leased Premises
TAB 6	Exceptions to the Scopes of Services
TAB 7	References
TAB 8	Resumes for Proposed Key Personnel
TAB 9	Financial Statements
TAB 10	Business Plan
TAB 11	Business License
TAB 12	Health Department Certificate of Approval
TAB 13	Acknowledge Receipt of Addenda Issued
TAB 14	Representations, Certifications and Other Statements of Offerors/Bidders
TAB 15	Offeror's Intent of Proposal (Scope of Services "A" and/or Scope of Services "B")



**TITLE PAGE**

1. Name of Firm: \_\_\_\_\_

2. Local Address: \_\_\_\_\_

\_\_\_\_\_

3. Email Address: \_\_\_\_\_

4. Telephone Number: ( ) \_\_\_\_\_

5. Fax Number: ( ) \_\_\_\_\_

6. Point of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

7. Company Official: \_\_\_\_\_ Title: \_\_\_\_\_



**TAB 3**      **Transmittal Letter:** The letter must be dated and signed by a company officer authorized to bind the firm(s) or entity in a Contract. Failure to manually sign the letter may disqualify the proposal. The following information shall be provided in the transmittal letter:

- a. type and size of business;
- b. years of operation; and
- c. description of the company (or other structure).

**TAB 4**      **Narrative:** A comprehensive narrative shall describe and demonstrate the Offeror's capability to provide a complete range of services. The narrative shall cover all the requirements in the RFP. The Offeror shall submit additional information to enable VRE to ascertain how the proposal will meet the requirements contained herein. The narrative shall also describe the Offeror's capability to meet the following objectives:

**LEASE OF RETAIL SPACE**

- a. Compatibility with the needs of VRE's riders, and the residents of the Belmont Bay community.
- b. Qualification and experience of business management team to achieve desired results (availability of personnel, financial stability, responsibility, capability, integrity and favorable experiences with similar operations).
- c. The narrative shall also further address the following:
  - i. How the space will be used;
  - ii. Items to be sold;
  - iii. Services to be provided; and
  - iv. Hours of operation.

**LEASE OF RETAIL SPACE AND SALE OF VRE FARE MEDIA**

- a. Compatibility with the needs of VRE's riders, and the residents of the Belmont Bay community.
- b. Demonstrate customer service experience and ability to address basic questions regarding VRE service and ticketing.



- c. Qualification and experience of business management team to achieve desired results (availability of personnel, financial stability, responsibility, capability, integrity and favorable experiences with similar operations).
- d. The narrative shall also further address the following:
  - i. How the space will be used;
  - ii. Items to be sold;
  - iii. Services to be provided; and
  - iv. Hours of operation.

**TAB 5**      **Outline of Proposed Improvements to the Leased Premises:** The Offeror shall provide a plan outlining the proposed construction improvements to the leased premises to include significant structural modifications, additions or the installation of equipment and fixtures. The plan shall include the following:

- a. A scope of work and drawings which clearly depict the planned changes.
- b. The name, point of contact and telephone number of the licensed contractor proposed to carry out the work.
- c. Time frame for completion of construction improvements and modifications.
- d. The Offeror shall state if there is no intent to make construction improvements to the leased premises.

**TAB 6**      **Exceptions to the Scopes of Services:** The Offeror shall state in its proposal whether it accepts the Scopes of Services as presented in this solicitation or if exceptions are taken. *If no exceptions are taken to the documents, the Offeror shall so state.* Exceptions taken to the Scopes of Services shall be identified. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. The Offeror shall provide rationale in support of the exception and fully explain its impact, if any.



**Exceptions to the Scopes of Services**

\_\_\_\_\_ accepts the Scopes of Services presented in this  
*Company Name* solicitation and takes no exceptions.

**or**

\_\_\_\_\_ takes exceptions to the Scopes of Services. Exceptions are  
*Company Name* specifically identified on the attached pages.



**TAB 7**

**References (Past and Present Experience):** Identify three (3) personal references or clients for whom comparable services have been performed within the last ten (10) years or are currently being performed. The reference form included herein must be completed.



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**Sale of VRE Fare Media and Lease of Retail Spaces at the VRE Woodbridge Station**

**REFERENCES**

The Offeror shall identify three (3) personal references or clients for whom comparable services has been done or is currently being done.

*Note: Make additional copies of this form and include with the proposal.*

List contacts that are most relevant in demonstrating ability to meet the requirements specified herein:

1. Firm: \_\_\_\_\_

2. Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

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

Telephone No. \_\_\_\_\_

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

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

3. Description of the Work Performed for or Relationship with Reference:

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



- TAB 8 Resumes for Proposed Key Personnel:** Each resume must indicate educational background, recent experience, certifications and licenses.
- TAB 9 Financial Statements:** Furnish complete financial statements for the current fiscal year (interim statements are acceptable) and the past two (2) years.
- a. The financial statements shall include the following:
    - i) Statement of Financial Position (Balance Sheet);
    - ii) Results of Operation (Income Statement);
    - iii) Statement of Cash Flow; and
    - iv) Statement of Current and Retained Earnings.
  - b. These statements (i through iv) shall be certified indicating disclosure of all facts that could impair or affect the statements presented.
  - c. The term “certified” is defined to mean that an officer of the corporation includes a statement that the financial statements fairly presents the financial position of the Offeror. Audited financial statements with the auditor’s opinion meets this requirement. The term “officer” is defined to mean the president, chief financial officer, or treasurer.
  - d. VRE reserves the right to request additional financial information as may be required to determine the Offerors’s financial responsibility. If required, a formal request shall be made by VRE to the Offeror.
- TAB 10 Business Plan:** The Offeror shall provide a business plan presenting specific ideas about its proposed operation and use of the leased premises to include proposed hours of operation, products/services to be offered, management structure and number of individuals on staff.
- TAB 11 Business License:** Relevant to the nature of the proposed business, the Offeror shall provide a copy of a valid license to do business in Virginia. The license must be in the name of the Offeror.



- TAB 12**      **Health Department Certificate of Approval:** If applicable, Offerors shall provide any necessary certifications or licenses which are required for the sale of non-alcoholic beverages and pre-packaged consumables.
- TAB 13**      **Acknowledge Receipt of Addenda Issued:** Offerors shall include signed acknowledgement of receipt of all addenda issued to this solicitation.
- TAB 14**      **Representations and Certifications:** The forms included in **ATTACHMENT P.4 – REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS/BIDDERS** must be completed and signed.
- TAB 15**      **Offeror’s Intent of Proposal:** The Offeror shall state the intent of its proposal utilizing the form provided herein.



**Offeror's Intent of Proposal**

*Check All that Apply*

\_\_\_\_\_ Lease of the North Side Retail Space at the VRE Woodbridge Station (**Scope of Services "A"**)

*and/or*

\_\_\_\_\_ Lease of the South Side Retail Space **and** Sale of VRE Fare Media at the VRE Woodbridge Station (**Scope of Services "B"**)

