

PART V
DOCUMENTS, EXHIBITS AND
OTHER ATTACHMENTS

SECTION	TITLE
O	Exhibits
P	List of Attachments



SECTION O

EXHIBITS

The following document is provided to assist Offerors with the preparation of the proposal package.

SECTION	EXHIBIT	NO. OF PAGES
O.1	VRE Insurance Coverage Requirements	1
O.2	Proposal Preparation Checklist	1



O.1 VRE INSURANCE COVERAGE REQUIREMENTS

“X” denotes that coverage is required. Applicability	Description	Coverage
X	1. Worker’s Compensation and Employer’s Liability	Limits as required by the Workers’ Compensation Act of Virginia. Employers Liability - \$100,000.
X	Admitted in Virginia	YES
X	All States Endorsement	Statutory
	USL&H Endorsement	Statutory
	Voluntary Compensation	Statutory
X	2. General Liability shall be Commercial General Liability endorsed as broad form to include minimum limits: <ul style="list-style-type: none"> • General Aggregate • Products & Completed Operations Aggregate • Personal & Advertising Injury • Each Occurrence 	 \$2,000,000 \$2,000,000 \$1,000,000 \$1,000,000
	Contractual Liability	
	Personal Injury	
	Independent Contractors	
	XCU Property Damage Exclusion Deleted	
	3. Automobile Liability (Coverage sufficient to cover all vehicles owned, used, or hired, by the Offeror, his agents, representatives, employees or subcontractors.) Minimum limits: <ul style="list-style-type: none"> • Combined Single Limit • Medical Expense Limit 	 \$1,000,000 \$ 5,000
	4. Professional Errors and Omissions	\$1,000,000
X	5. Builder’s Risk	\$2,000,000, if applicable
	6. Installation Floater	Contract Value
	7. Garage Liability	
	8. Garage Keeper’s Legal Liability	
	9. Fire Legal Liability	
	10. Railroad Protective Liability Insurance. VRE shall be named as insured. Furnish a certified copy of the Certificate to VRE, prior to entry on VRE property or any other railroad property upon which VRE operates. Policy shall contain a 30-days written notice of cancellation provision to VRE.	\$1,000,000 per person; \$3,000,000 per incident
	11. Pollution Liability	\$1,000,000
X	12. VRE shall be named as additional insured on General Liability Policy (this coverage is primary to all other coverages the VRE may possess). The language shall read as follows: “Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission together known as the Virginia Railway Express.”	
X	13. Thirty (30) days cancellation notice required.	
X	14. Best’s Guide Rating – A:VI or better or Equivalent	
X	15. The Certification must state RFP/IFB No. and RFP/IFB Title	
X	16. Umbrella Liability	\$3,000,000, if applicable



O.2 PROPOSAL PREPARATION CHECKLIST

This checklist is provided to assist the Offeror in the preparation of the proposal package. **DO NOT include the checklist with your submission.** Its use is OPTIONAL.

Notwithstanding this checklist, it is the Offeror’s responsibility to ensure that a complete proposal package has been submitted to satisfy the requirements described in this RFP.

(✓) Completed	DESCRIPTION
	Attend optional pre-proposal meeting and site visit.
	Submit written questions to VRE.
	Submit one (1) original and four (4) copies of the proposal.
	Proposal valid for 120 calendar days.
	Identify trade secrets or proprietary information (if applicable).
	Proposal Content:
	1. Table of Contents
	2. Title Page
	3. Transmittal Letter
	4. Narrative (Description of Experience)
	5. Outline of Proposed Improvements to the Leased Premises
	6. Exceptions to Scopes of Services
	7. References
	8. Resumes for Proposed Key Personnel
	9. Financial Statements
	10. Business Plan
	11. Business License
	12. Health Department Certificate of Approval
	13. Acknowledge Solicitation Addenda Issued
	14. Completion of Representations/Certifications
	15. Offeror’s Intent of Proposal (Scope of Services “A” and/or Scope of Services “B”)
	16. Cost Schedule of Lease Payments (separated from the Technical Proposal)



SECTION P

LIST OF ATTACHMENTS

The following documents are incorporated in the solicitation and resulting Contract by this reference.

ATTACHMENT NO.	TITLE	NO. OF PAGES
P.1	General Terms and Conditions	39
P.2	Scope of Services “A” - Lease of Retail Space	5
P.3	Scope of Services “B” - Lease of Retail Space and Sale of VRE Fare Media	6
P.4	Representations, Certifications, and Other Statements of Offerors/Bidders	13
P.5	Proposal Format, Organization and Content	12
P.6	Cost Schedule of Lease Payments for Retail Space (Scope of Services “A”)	3
P.7	Cost Schedule of Lease Payments for Retail Space and Sale of VRE Fare Media (Scope of Services “B”)	3

