

PART II

EVALUATION CRITERIA, CONTRACT AWARD AND CONTRACT EXECUTION

SECTION	TITLE
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F	Evaluation Criteria
G	Contract Award
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SECTION F

EVALUATION CRITERIA

F.1 EVALUATION CRITERIA - LEASE OF RETAIL SPACE

The Selection Committee will review and evaluate all applicable proposals using the following criteria and weighting scheme:

Evaluation Criteria		Point Value
Scope of Services “A” - Lease of Retail Space		
A.	Compatibility with the needs of VRE’s riders, and the residents of the Belmont Bay community.	15
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).	45
C.	Offer of an appropriate, realistic monthly rental payment to VRE for use of the leased premises.	40
TOTAL POINTS		100



F.2 EVALUATION CRITERIA - LEASE OF RETAIL SPACE AND SALE OF VRE FARE MEDIA

The Selection Committee will review and evaluate all applicable proposals using the following criteria and weighting scheme:

Evaluation Criteria		Point Value
Scope of Services “B” – 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.	15
B.	Demonstrate customer service experience and ability to address basic questions regarding VRE service and ticketing.	20
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).	45
D.	Offer of an appropriate, realistic monthly rental payment to VRE for use of the leased premises.	20
TOTAL POINTS		100



SECTION G

CONTRACT AWARD

G.1 AWARD SELECTION

- A. VRE anticipates awarding three (3) Contracts, including one (1) Contract for Scope of Services “A” and two (2) Contracts for Scope of Services “B”.
- B. Offerors will be rank ordered. Selection shall be made of one (1) or two (2) Offeror(s) deemed to be the best for the project on the basis of the evaluation factors.
- C. A selection panel will review the proposals using written score sheets. As the panel may require a personal interview with *the highest ranked* Offerors, the *date and time specified on Page 1* of this RFP shall be reserved for possible interviews. Interviews will be held at the VRE Offices, 1500 King Street, Suite 202, Alexandria, Virginia 22314.
- D. The interview will provide an opportunity for the Offeror to clarify their proposal in response to questions from the Selection Committee. This is a fact-finding and explanation session only and does not include negotiation.
- E. As the interviews are *optional* for VRE, Offerors should treat their proposals as a final product.
- F. Negotiations shall commence with the selected Offeror(s) in order to achieve a binding price and agreement on contract terms.
- G. If negotiations with the top-ranked Offeror(s) are not successful, discussions will commence with the next highest ranked Offeror, and negotiations will continue in this manner until an agreement is reached.
- H. The award document will be a Contract/Lease incorporating by reference the Request for Proposals, Terms and Conditions, Contract Provisions, Scope of Services and/or Technical Specifications, and the Contractor’s proposal as negotiated.



- I. VRE may cancel this RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D).

G.2 NOTICE OF INTENT TO AWARD

In addition to any verbal notice that VRE may make to Offerors, proposal results will be posted on the VRE Website at www.vre.org. VRE will post the Notice of Intent to Award on its website for a minimum of ten (10) days. The Notice of Intent to Award shall not be construed as a “Notice-To-Proceed (NTP).”

G.3 NOTICE OF AWARD

A Notice of Award will be posted on the VRE website at www.vre.org. The successful Offeror(s) will also be notified in writing.



SECTION H

CONTRACT EXECUTION

H.1 EXECUTION OF CONTRACT

- A. The successful Offeror shall execute and deliver the Contract, Insurance Certificates, security deposit and bond(s) to VRE not later than ten (10) calendar days after receipt of the Contract and Notice of Intent to Award.
- B. The Contract shall be in writing and shall be executed in the number of copies required by VRE. One (1) fully executed original shall be delivered to the Contractor.

H.2 FAILURE TO EXECUTE CONTRACT

Should the successful Offeror fail to execute the Contract within ten (10) calendar days after receipt and submit the required bond(s), security deposit and Insurance Certificates, VRE may, at its option, determine that the Offeror has abandoned the Contract, and thereupon the proposal and acceptance shall be null and void. VRE may also seek all available remedies at law and equity.

