

PART IV
PROPOSAL REQUIREMENTS

SECTION

TITLE

L	Proposal Preparation and Submission
M	Proposal Format, Organization and Content
N	Cost Schedule of Lease Payments



SECTION L

PROPOSAL PREPARATION AND SUBMISSION

L.1 GENERAL

This section specifies the general requirements for the preparation and submittal of proposals in response to this Request for Proposals. Proposals shall be submitted under the specified guidelines herein.

L.2 PACKAGING

The Offeror shall submit two (2) proposals - the Technical Proposal, Volume 1 and the Cost Proposal, Volume 2, which shall be physically broken into two (2) separate parts, titled “Technical Proposal, Volume 1” and “Cost Proposal, Volume 2”, each of which shall be distinct and complete in and of itself so that evaluation of one (or any portion thereof) may be accomplished independently of evaluation of the other.

L.3 BINDING

- A. Each volume of the proposal shall be separately bound in a loose-leaf, three-ring binder. The number of copies for each volume is specified below. Elaborate format and binding are neither necessary nor desirable. All binders must be capable of lying flat when opened.
- B. The cover must clearly identify the Offeror’s name, volume number, RFP number, RFP title and copy number (e.g. copy 1 of 8). The original for each volume shall be clearly identified on the cover.

L.4 COPIES


- A. Offerors shall submit **one (1)** signed original and **four (4)** copies of the “Technical Proposal, Volume 1” in one (1) sealed package separate from the Cost Proposal. The original shall be conspicuously marked “ORIGINAL” and the copies shall be conspicuously marked “COPY”.



- B. Offerors shall submit **one (1)** signed original and **four (4)** copies of the “Cost Proposal, Volume 2” in one (1) sealed package separate from the Technical Proposal. The original shall be conspicuously marked “**ORIGINAL**” and the copies shall be conspicuously marked “**COPY**”.
- C. Failure to physically separate the Technical and Cost Proposals may cause the Offeror to be disqualified.

L.5 IDENTIFICATION OF PROPOSAL PACKAGE

- A. The Cost Proposal shall be *clearly marked* in a sealed package *separate* from the Technical Proposal which shall also be clearly marked in a sealed package, but concurrently in a sealed package conspicuously marked.
- B. It is *imperative* that the label below be filled in and pasted on the lower left corner of the sealed package.

SEALED PROPOSAL IN RESPONSE TO:
RFP No. 010-012

RFP Title: Sale of VRE Fare Media and Lease of Retail Spaces at the VRE Woodbridge Station
Proposal Due Date: (Insert the date specified on Page 1)
Time: 10:00 a.m.
Name of Offeror:

- C. Failure to properly identify the proposal package may result in the premature opening of, or a failure to open, such proposal and result in the disqualification of the proposal.



L.6 HAND DELIVERY OR MAILING OF PROPOSALS

A. Offerors shall deliver or mail proposals to:

Ms. Gerri Hill, Manager
Contract Administration
Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314

- B. A proposal may be mailed, delivered by private courier, express mail or delivered in person to VRE in Alexandria, VA prior to the proposal closing date and time, between 9:00 A.M. and 5:00 P.M. EST, Monday through Friday.
- C. It is the responsibility of the Offeror to assure that its proposal is delivered to the place designated for receipt of proposals on or before the day and time set for receipt of proposals. The VRE receptionist's clock in the foyer is the official time clock.
- D. Electronic, facsimile or verbal proposals shall **not** be accepted.
- E. Proposals shall be kept unopened until after the closing date and time.

L.7 PROPOSAL CLOSING DATE

Proposals must be received by VRE at **10:00 A.M. EST. on the date specified on Page 1** of this RFP.



SECTION M

PROPOSAL FORMAT, ORGANIZATION AND CONTENT

M.1 GENERAL REQUIREMENTS

- A. Proposals shall include all of the requirements requested in the RFP. Failure to include all the information requested may adversely affect the evaluation. Noncompliance with the RFP requirements will raise serious questions regarding the Offeror's technical and/or past performance and may be grounds to eliminate the proposal from consideration for Contract award.
- B. Offerors are advised that their proposals represent their company's best efforts and most complete responses to this solicitation. Assurance of experience, capability, and qualifications that clearly demonstrate and support the Offeror's claim are essential. The absence of such evidence will adversely influence evaluation of the proposal.
- C. Offerors are to submit proposals that present the Offeror's qualifications and understanding of the overall work to be performed.
- D. The technical proposal must be as thorough and detailed as possible and contain sufficient information to provide a clear and concise representation of the requirements in the solicitation.
- E. By your proposal submission, you are representing that your firm will comply and perform all requirements specified in the RFP.
- F. The requirements included in **ATTACHMENT P.5 - PROPOSAL FORMAT, ORGANIZATION AND CONTENT** are purposely established to facilitate an objective, timely and efficient evaluation by VRE. The Offeror is advised to ensure that their proposal is in compliance with all such requirements.
- G. All written documentation shall be submitted in a binder separated with the respective tabs outlined in the aforementioned attachment. **Incomplete proposals may cause the proposal to be deemed non-responsive.**



SECTION N

COST SCHEDULE OF LEASE PAYMENTS

N.1 GENERAL REQUIREMENTS

Offerors are strongly encouraged to read this section carefully.

- A. Offerors must provide a Cost Schedule of Lease Payments. Offerors shall attach as necessary, additional sheets of paper to further detail their explanations. The cost information must be submitted with **ATTACHMENT P.6 – COST SCHEDULE OF LEASE PAYMENTS FOR RETAIL SPACE** and/or **ATTACHMENT P.7 – COST SCHEDULE OF LEASE PAYMENTS FOR RETAIL SPACE AND SALE OF VRE FARE MEDIA** included herein. Failure to provide a completed schedule may result in the proposal being deemed non-responsive.
- B. All price data shall be quoted in U.S. Dollars.
- C. If erasures or other handwritten changes appear on the schedules, such erasures or changes must be initialed by the person signing the proposal.
- D. The cost schedules must be signed in ink.
- E. All cost information must be marked in a separate sealed envelope from the technical proposal and properly marked as stated in **Section L.2.**

N.2 CERTIFICATION OF LEASE PAYMENTS

- A. The Offeror agrees to provide the services specified herein, in compliance with the Scope of Services and/or Technical Specifications and other terms and conditions in this Request for Proposals and make monthly lease payments to VRE as provided in the Cost Schedule of Lease Payments.
- B. A representative duly authorized to bind the company must complete and sign the Certification of Lease Payments.

