



VIRGINIA RAILWAY EXPRESS
REQUEST FOR PROPOSALS (RFP)

RFP No. 010-012

**SALE OF VRE FARE MEDIA AND LEASE OF RETAIL SPACES AT THE
VRE WOODBRIDGE STATION**

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RFP Issued:	May 25, 2010
Deadline to Confirm Site Visit Attendance:	June 8, 2010 at 10:00 A.M. EST. (See Page 3)
Optional Pre-Proposal Meeting:	June 9, 2010 at 10:00 A.M. EST. (See Page 3)
Optional Site Visit:	June 9, 2010 at 1:30 P.M. EST. (See Page 3)
Deadline for Submitting Questions:	June 14, 2010 at 10:00 A.M. EST. (See Page 3)
Proposals Due:	June 28, 2010 at 10:00 A.M. EST. (See Page 34)
Interviews (Optional):	July 14, 2010 at 1:00 P.M. to 4:00 P.M. EST. (See Page 18)

Contact: Ms. Gerri Hill, Manager, Contract Administration
Telephone/Fax: (703) 838-5427 **Email:** ghill@vre.org



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NOTICES FOR OFFERORS

A. OPTIONAL PRE-PROPOSAL MEETING

1. A **pre-proposal meeting** will be held for Offerors at VRE's Alexandria Office located at 1500 King Street, Suite 202, Alexandria, Virginia 22314. The ***date and time is specified on Page 1*** of this RFP.
2. Attendance at the pre-proposal meeting is **optional** and shall be limited to no more than three (3) representatives of each firm.

B. OPTIONAL SITE VISIT

1. A site visit will be held on the ***date and time specified on Page 1*** of this RFP. Interested Offerors shall meet at the VRE Woodbridge Station, 1040 Express Way, Woodbridge, VA 22191. An Offeror's failure to inspect the site shall not bar or be an excuse for non-performance arising out of or based on the site conditions.
2. As the site visit is optional, interested Offerors **must** confirm attendance by contacting Kristin Vivian at 703-838-5441 or kvivian@vre.org no later than the ***date and time specified on Page 1*** of this RFP.

C. QUESTIONS, INQUIRIES, OR REQUESTS FOR CLARIFICATION

1. Any explanation desired by any Offeror regarding the meaning or interpretation of this RFP and other solicitation documents must be submitted to the VRE Contract Administration Manager, via electronic mail no later than the ***date and time specified on Page 1*** of this RFP.
2. Questions and answers will be posted on VRE's website at www.vre.org.
3. Oral responses provided by VRE at the pre-proposal meeting or the site visit shall not be considered official until posted on the website.
4. It shall be the obligation of the Offeror to exercise due diligence to discover and bring to the attention of VRE, at the earliest possible time, any ambiguities, discrepancies, inconsistencies, or conflicts in or between any of the technical, pricing, or contractual provisions in the RFP.



5. Any interpretation of a question made by VRE will be in the form of an addendum to the RFP and will be available to all interested Offerors through the VRE website.

