



REQUEST FOR PROPOSALS #011-001

ENHANCEMENT OF VRE SYSTEM SAFETY AND SECURITY PROGRAM

QUESTIONS & ANSWERS

AUGUST 16, 2010

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Below are questions with responses that VRE has received as of August 12, 2010 at 10:00 A.M. EST. Whenever possible, questions are presented as originally asked. Otherwise, the question is presented to capture the main thrust or idea of the question or inquiry.

1. Within the Schedule of Costs, the Offeror is asked to identify hourly rates for administrative staff and support staff. Should the Offeror factor in the cost of travel and other expenses when calculating these rates?

No. Travel and other administrative expenses such as any costs incurred by the Consultant to professionally print VRE requested materials, any supplies purchased for drills, training or exercises shall be billed separately, in addition to the established hourly staff rates.

2. Is there an incumbent Consultant who has performed similar services for VRE in the past?

Yes.

3. Does the recent transition to a new operations and maintenance services contractor impact VRE's safety and security training and program requirements?

The operations and maintenance services contract, which was awarded to Keolis Rail Services Virginia, is very comprehensive and very meticulous in its requirements. This same discipline extends to the system safety and security stipulations of the operations and maintenance services contract. In practical terms, this means that VRE will focus even more keenly on ensuring that all stakeholders – VRE staff, Keolis staff, VRE passengers, and first responders – fully comprehend and fully implement all relevant programs, procedures and principles to ensure a safe and secure system.

4. Is it possible for Offerors to review after-action reports from past exercises conducted by VRE?

Requests to view such reports and findings shall be submitted to VRE in accordance with the Freedom of Information Act (FOIA) guidelines.

5. Are the First Responder Training Handbook and Emergency Response Handbook referenced in the Scope of Services new products or existing manuals that simply require updating?

These are new handbooks to be developed with the assistance of the Consultant to go along with the training currently provided by VRE to first responders.

6. Will VRE describe in greater detail the role of the Consultant with respect to carrying out VRE's annual full scale emergency exercise?

The Consultant shall be responsible for assisting VRE in preparation for the full scale emergency exercise by organizing preplanning meetings with VRE staff and participating local/state/federal first responders, designing the scenarios, selecting the exercise site, training first responders and evaluators, conducting a table top exercise, debriefing, as well as, preparing and ultimately publishing an after action report.

The role of the Consultant shall be in an assisting capacity to ensure that the annual full scale emergency exercise is executed successfully. The Manager of Safety and Security will take a very active role in all aspects of the design, planning and execution of each VRE full scale exercise.

7. What agencies participate in the full scale emergency exercise?

VRE full scale exercises typically involve a law enforcement agency as well as a fire and rescue agency that are considered primary players in the response action. The emergency exercises always include “victims” who are represented by a combination of VRE passengers, VRE staff and residents from the surrounding communities. The last VRE full scale emergency exercise conducted in November 2009 included Virginia State Police Explosive Ordnance Disposal (EOD), FBI (EOD), Federal Air Marshal VIPRs, Norfolk Southern Railroad, Fairfax County Fire and Rescue, Prince William County SWAT, City of Manassas SWAT, VRE train crew, VRE staff and VRE passengers.

8. Is the design process for VRE’s annual full scale emergency exercise consistent with the Department of Homeland Security (DHS) HSEEP?

VRE remains committed to the principle of standardized methodology and terminology in the design, development, conduct, evaluation and improvement planning for exercises. However, VRE does not make assertions that its full scale drills fully adhere to the conventions of HSEEP.

9. Is the Vulnerability and Threat Assessment both a physical assessment as well as a operational assessment?

Yes. The assessment focuses on all VRE facilities including corporate headquarters, rail yards, stations and other satellite offices in addition to the internal procedures and protocols followed by each of the departments that comprise VRE.