

PART IV

PROPOSAL PREPARATION AND REQUIREMENTS

SECTION	TITLE
L	Submission Requirements
M	Technical Proposal Requirements
N	Cost Proposal Requirements



SECTION L

SUBMISSION REQUIREMENTS

L.1 SUBMISSION OF PROPOSAL

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

L.2 IDENTIFICATION OF PROPOSAL ENVELOPE

- A. The Cost Proposal shall be *clearly marked* in a sealed envelope *separate* from the Technical Proposal which shall also be clearly marked in a sealed envelope, but concurrently in a sealed package or envelope conspicuously marked as follows:

PROPOSAL IN RESPONSE TO:	
RFP No. 08-007	Name of Offeror:
RFP Title: HVAC Maintenance and Repair Services for VRE Passenger Railcars	Street or Box Number
Closing Date: (Insert the date specified on Page 1) Time: 10:00 a.m.	City, State, Zip or Postal Code



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

L.3 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.

L.4 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

TECHNICAL PROPOSAL REQUIREMENTS

M.1 PROPOSAL CONTENT

- A. Offerors are directed to the evaluation criteria found in **Section F.1** and shall respond to each factor in detail and as thoroughly as possible so that VRE may properly evaluate the Offeror's capabilities to perform the work described in this RFP.
- B. Offerors are to submit proposals that present the Offeror's qualifications and understanding of the overall work to be performed.
- C. The technical proposal must be thorough and detail as possible and contain sufficient detail to provide a clear and concise representation of the requirements in the solicitation.
- D. By your proposal submission, you are representing that your firm will comply and perform all requirements specified in the RFP.

M.2 PROPOSAL FORMAT AND ORGANIZATION

- A. Offerors must submit the required information identified in this Section as a complete proposal. **Incomplete proposals may cause the proposal to be deemed non-responsive.** *The proposal shall include tabs labeled as specified below:*

TAB 1 **Table of Contents**

TAB 2 **Title Page:** The title page must include the following: the name of the firm, local address, email address, telephone and fax number, name of contact person, and name and title of the company official.

TAB 3 **Transmittal letter:** The Offeror shall provide a summary of the key points of the proposal; the type and size of business, and the years of operation. The letter must be dated and signed by a company officer authorized to bind the firm in a contract. Failure to manually sign the letter may disqualify the proposal.



TAB 4 **Point of Contact:** The Offeror shall provide an assigned single point of contact, including a 24/7 telephone number.

TAB 5 **Exceptions to Technical Specifications:** The Offeror shall state in its proposal whether it accepts the Technical Specifications as presented in this solicitation or if exceptions are taken. *If no exceptions are taken to either document, the Offeror shall so state.* Exceptions taken to Technical Specifications shall be identified. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. The Offeror shall provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation.

TAB 6 **References (Past and Present Experience):** The Offeror shall identify three (3) clients for whom comparable work has been done or is currently being done. The following information must be included:

- a. List contracts that are most relevant in demonstrating ability to meet the requirements specified herein;
 - i) Name of firm, address, telephone and fax number, web address;
 - ii) Point of contact and title;
 - iii) Contract No. and original contract value;
 - iv) Description and location of the work performed under Contract; and
 - v) Contract value at contract completion.
- b. Information on contracts performed by each of the Offeror's subcontractors that you consider most relevant in demonstrating their ability to support the Offeror in the effort, including rationale supporting your assertion of relevance. At VRE's direction, any proposed subcontractors identified by the Offeror may be contacted for the purposes of determining the responsibility of the Offeror.
- c. The Offeror shall provide a list of contracts within the past four (4) years, if any, on which failure to complete the work within the specified time frame resulted either in the assessment of liquidated damages, damages or contract termination.



TAB 7 **Subcontractors:** Offerors shall identify any Subcontractors and the type of work anticipated to be performed during the Contract.

a. For each Subcontractor, the Offeror shall provide the following information:

- i) Name of firm, address, telephone and fax number;
- ii) Point of contact and title;
- iii) Description of the work to be performed; and
- iv) Percentage or estimated dollar amount of the total work to be performed by the Subcontractor.

TAB 8 **Resumes for All Proposed Key Personnel:** Each resume must indicate educational background, recent experience, certifications, licenses, and specific technical listing of relevant publications.

TAB 9 **Acknowledge Receipt of All Addenda Issued:** Offerors shall include signed acknowledgement of receipt of all addenda issued to this solicitation.

TAB 10 **Representations/Certifications:** Offerors shall sign and include the Representations and certifications included in **ATTACHMENT P.4** herein. It is the Offeror's responsibility for ensuring that subcontractors used in support of this RFP are in compliance with the aforementioned certifications and coverages as described in the attachments, and all requirements to federal and state procurement regulations referenced in the RFP.

TAB 11 **Warranty:** Offerors shall furnish a copy of the warranty with the proposal.



SECTION N

COST PROPOSAL REQUIREMENTS

N.1 COST SCHEDULE

Offerors are strongly encouraged to read this section carefully.

- A. Offerors must provide a cost schedule. Offerors shall attach as necessary, additional sheets of paper to further detail their explanations. The cost information must be submitted with **ATTACHMENT P.5** included herein. Failure to provide a completed Cost Schedule and tabulation may result in the proposal being deemed non-responsive.
- B. All cost data shall be quoted in U.S. Dollars.
- C. Unless indicated otherwise, Offeror's rates shall be inclusive of all costs and shall include full compensation for all taxes, fees, labor, materials, insurances, permits, overhead and profit, etc. necessary to complete the work in conformance with the Contract and to the satisfaction of VRE.
- D. If erasures or other handwritten changes appear on the schedules, such erasures or changes must be initialed by the person signing the proposal.
- E. All cost proposal information must be marked in a separate sealed envelope from the technical proposal and properly marked as stated in **Section L.1.**

N.2 COST SCHEDULE CERTIFICATION

- A. The Offeror agrees to provide the services specified herein, in compliance with the Technical Specifications and other terms and conditions in this Request for Proposals at the cost provided in the Cost Schedule.
- B. A representative duly authorized to bind the company must complete and sign the Cost Schedule Certification included in the Cost Schedule herein.

