

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. 09-007	Name of Offeror:
RFP Title: Repair and Overhaul of Air Brake Equipment	Street or Box Number
Closing Date: (Offeror shall 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 detailed as possible and contain sufficient detail to provide a clear and concise representation of the requirements in the solicitation.
- D. The proposal must be typed.
- E. 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. A complete proposal consists of all information outlined in **ATTACHMENT P.7** of this RFP. All written documentation shall be submitted in the appropriate format marked with the respective tabs.
- B. Failure to include all information requested may adversely affect the evaluation. Offerors are advised that their proposals represent their company's best efforts and most complete responses to this solicitation.



SECTION N

COST PROPOSAL REQUIREMENTS

N.1 SCHEDULE OF PRICES

Offerors are strongly encouraged to read this section carefully.

- A. Offerors must provide a cost proposal. Offerors shall attach as necessary, additional sheets of paper to further detail their explanations. The cost information must be submitted with **ATTACHMENT P.8** 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, transportation (shipping equipment to VRE's warehouse), 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 PROPOSAL 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 Proposal.
- B. A representative duly authorized to bind the company must complete and sign the Cost Schedule Certification included in the Cost Proposal herein.

