

returning to Alexandria. Offerors shall meet at the VRE offices located at 1500 King Street, Suite 202, Alexandria, Virginia 22314 **at least fifteen (15) minutes prior to the time specified on Page 1** of this RFP. Parking will be provided for Offerors in two (2) designated lots near the intersection of King and Peyton Streets.

5. **Ivy City Yard, Washington, D.C.**: Following the pre-proposal meeting, bus transportation will be provided for the site visit to VRE's Ivy City Yard in Washington, D.C. The bus will depart from VRE Headquarters in Alexandria.

C. ATTENDANCE

1. Attendance at the pre-proposal meeting and site visits is **mandatory** and shall be limited to no more than three (3) representatives of each firm.
2. **Attendance at the pre-proposal meeting and site visits is a prerequisite to submitting a proposal.** Proposals will only be accepted from those Offerors who are represented at the meeting and site visits. Attendance will be evidenced by the representative's signature on the attendance roster.
3. No one will be admitted fifteen (15) minutes after the specified time of the pre-proposal meeting or site visits.
4. Offerors **must** confirm their attendance by contacting Kristin Vivian at (703) 838-5441 by the ***date and time specified on Page 1*** of this RFP.

D. AVAILABILITY OF APPENDIX DOCUMENTS

1. Appendices to the solicitation are available on DVD/CD **only**. DVDs/CDs will be distributed to Offerors at the pre-proposal meeting.
2. Offerors **must** request and specify the number of DVDs/CDs needed when confirming their attendance at the pre-proposal meeting.

E. 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, in writing, via email or fax no later than the ***date and time specified on Page 1*** of this RFP.
2. Questions to be discussed at the pre-proposal meeting should be submitted in advance in writing to the VRE Contract Administration Manager.

