

NOTICES FOR OFFERORS

A. MANDATORY PRE-PROPOSAL MEETING

1. A **pre-proposal meeting** will be held for Offerors at the Hilton Hotel located at 1767 King Street, Alexandria, Virginia 22314. *The date and time of the pre-proposal meeting is specified on Page 1* of this RFP. The hotel is easily accessible from the King Street Metrorail Station and Alexandria Train Station.
2. Parking is also available on site for a daily fee of \$13.75. It is highly recommended that Offerors driving to Alexandria utilize the hotel's daily parking for the pre-proposal meeting as well as the VRE office tour to follow.
3. Directions to the Hilton can be found on the hotel's website at http://www.alexandriahilton.com/map_and_directions.

B. MANDATORY SITE VISITS

1. A **site visit** to the VRE offices and the two (2) VRE yard facilities will be held on the *dates and times specified on Page 1* of this RFP.
2. Offerors are required to wear appropriate attire for the site visits at the yard facilities. Safety equipment is required. Safety hats and safety glasses will be available. Personnel wearing soft-soled shoes, shoes with spiked heels or open-toe shoes and other inappropriate attire will not be permitted in the yards.
3. **VRE Offices:** The initial site visit will be held after a recess following the pre-proposal meeting. Offerors shall meet at the VRE offices located at 1500 King Street, Suite 202, Alexandria, Virginia 22314 for a tour of VRE headquarters. *(The VRE offices are within walking distance, approximately two (2) blocks from the Hilton Hotel.)*
4. **Broad Run and Crossroads Yard:** Bus transportation will be provided for the site visit to VRE's two (2) overnight storage yards in Virginia. The bus will depart from the VRE offices in Alexandria and stop at the Broad Run Yard in Bristow, Virginia and the Crossroads Yard in Spotsylvania, Virginia before



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.

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 **only**. DVDs will be distributed to Offerors at the pre-proposal meeting.
2. Offerors **must** request and specify the number of DVDs 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.



3. Questions and answers will be posted on VRE's website at www.vre.org. VRE will make every effort to respond to questions received prior to the pre-proposal meeting.
4. Oral responses provided by VRE at the pre-proposal meeting or on the site visits shall not be considered official until posted on the website.
5. 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.
6. 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.

