

PART B
SCOPE OF SERVICES

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SECTION 10

MOBILIZATION AND TRANSITION

10.1 GENERAL

A Mobilization Plan shall be submitted with the proposal.

10.2 TERM

The Contractor shall anticipate the Mobilization Period shall be from Notice to Proceed (NTP) through June 30, 2010. VRE shall make all good faith efforts to issue the NTP for an effective date of January 1, 2010.

10.3 MOBILIZATION PLAN

- A. Mobilization shall include, without limitation, all preparation for the commencement of Contract Services, including taking all steps necessary to establish a seamless transition; hiring and training Contractor Personnel; developing procedures and internal guidelines; and transitioning equipment and facilities from the previous contractor, subject to any limitations imposed by this RFP.
- B. The mobilization plan must show the best efforts and cooperation of the Contractor to implement an efficient transition. At a minimum, the plan shall provide the following:
 - 1. The Contractor shall supply VRE with the method and schedule for the transition plan with the existing contractor, including a transition of responsibilities for each division of work. This plan shall include phase-in services for the six month transition period.
 - 2. The Contractor shall supply VRE with a hiring plan, including qualifications and evaluation criteria, for all employees with associated start dates. In an effort to maintain the continuity and consistency of the services required by the Contract, the Contractor shall interview all current personnel interested in transitioning. VRE will work with the Contractor to provide on-site interview locations.



3. The Contractor shall supply VRE with the training program for management and non-management employees, including a matrix of requirements and timing of certifications.
4. The Mobilization Plan shall identify all Mobilization Services to be performed by the Contractor prior to the commencement date and shall include a detailed schedule identifying the progress and sequence for completing all tasks detailed within the plan. The Mobilization Plan shall include a schedule for the submission of all plans that the Operating Contract requires to be prepared prior to the commencement date. The plan shall also include an organizational chart.

10.4 COMPENSATION

Refer to **SECTION 2. SPECIAL TERMS AND CONDITIONS** for general invoicing procedures and specific pricing structure and payment information.

10.5 INITIAL AUDIT OF MOBILIZATION FACILITIES

VRE and the Contractor shall conduct an initial joint audit to determine the condition of the VRE Facilities. The audit shall include a photographic record of the then existing condition of the facilities. Any issues identified by the Contractor shall be noted in writing or the facility will be considered to be in acceptable condition.

10.6 ACCESS TO VRE COMMUNICATIONS ROOM

VRE shall provide the Contractor with access to the VRE Communications Room during the Mobilization Period on terms, times, and conditions determined by VRE. General time requirements for training in this facility shall be included in the Mobilization Plan.

10.7 PERSONNEL

The Contractor shall submit a bi-weekly report, including an updated organizational chart, to VRE during the Mobilization Period documenting the progress made to date by the Contractor in assembling a qualified workforce of adequate size to perform the Contract Services.

10.8 TECHNICAL QUALIFICATION

- A. The Contractor Personnel must possess all necessary technical and operating qualifications (e.g. locomotive engineers' and conductors' certification and rules training, equipment certifications, QMP training, etc.), of CSX, Norfolk Southern, Amtrak, VRE and/or other federal or state regulatory bodies for all employees to perform their job



functions. Training on such qualifications will not be provided by VRE or the previous contractor. Required qualifications include, but may not be limited to, those specifically listed in **SECTIONS 2. SPECIAL TERMS AND CONDITIONS, 6.1.F GENERAL** and **6.3.7.D OTHER TRANSPORTATION RELATED DUTIES**.

- B. Firms short listed by VRE for advancement to the interview process shall be required to provide Letters of Conditional Approval from CSX Transportation Company and Norfolk Southern Corporation for the Contractor to operate VRE's trains on their respective railroads, using VRE's trackage agreements. A Letter of Conditional Approval from Amtrak must also be provided for the Contractor to operate VRE's trains on their property at Washington Union Terminal and the Ivy City Coach yard, using VRE's access agreements.
- C. Firms will be allowed to proceed through the interview process while letters are being obtained, with award contingent upon provision of this documentation.

10.9 EQUIPMENT AND VEHICLES

All equipment, yard vehicles, furniture and other items purchased by the Contractor from VRE through the Mobilization Plan shall become the property of the Contractor. All items are listed in **SECTION 5. EQUIPMENT AND FACILITIES** and shall be included in an itemized Bill of Sale. All highway vehicles used by the Contractor shall conform to VRE's standards for highway vehicles.

10.10 TRANSITION

The Contractor shall work with VRE and the existing contractor to ensure a smooth transition including attendance at meetings, site tours and orientations.

10.11 ENVIRONMENTAL PERMITS

No later than July 1, 2010, the Contractor shall take all necessary steps to transfer environmental permits, which shall be effective starting on the commencement date. Refer to **SECTION 11.5.4.B LICENSES AND PERMITS** for information on environmental permitting.

