

PART A
SCHEDULE

TABLE OF CONTENTS

SECTION

TITLE

- | | |
|----|------------------------------|
| 1. | Summary of Work |
| 2. | Special Terms and Conditions |
| 3. | Invoicing and Payment |
| 4. | Contract Deliverables |



SECTION 1

SUMMARY OF WORK

1.1 PURPOSE

VRE's goal is to establish a Contract with a qualified and experienced firm to provide operating and maintenance services for VRE's commuter rail operations on the Fredericksburg and Manassas lines, which operates between Washington, D. C. and suburban Northern Virginia. To achieve this goal, VRE has developed this Request for Proposals (RFP) to solicit proposals from prospective service providers. At the conclusion of the procurement process, VRE intends to select a qualified Contractor that will commence the Mobilization Phase and the subsequent Operations Phase in accordance with the schedule specified in this RFP.

1.2 BACKGROUND

- A. The Virginia Railway Express (VRE) operates commuter rail service to the District of Columbia from Northern Virginia. The Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC) are the transportation districts established under Virginia law that jointly own and operate this service.
- B. VRE began operations in 1992 and carries an average of 16,000 daily passengers. In addition, growth and service changes have added many new facilities and infrastructure enhancements to VRE's program of projects. VRE is committed to continued infrastructure and operational improvements, as the future growth of VRE will depend upon service reliability and the ability to expand to accommodate additional passengers.



1.3 GENERAL REQUIREMENTS

- A. The Contractor shall provide all Contract services in accordance with the scope of services and terms and conditions of this solicitation. Services to be performed include the following:
1. equipment and facilities;
 2. train operations;
 3. management;
 4. system safety and security;
 5. information systems management;
 6. claims administration;
 7. mobilization and transition; and
 8. environmental services.
- B. The Contractor is not responsible for the following:
1. ticket sales;
 2. marketing;
 3. direct customer service functions;
 4. maintenance of train stations;
 5. coordination with host railroads;
 6. mid-day train storage;
 7. customer communications; or
 8. coordination of alternate service during service disruptions.

1.4 ACCESS TO WASHINGTON UNION TERMINAL

The Contractor shall assume that access to Washington Union Terminal shall be provided by VRE through a separate agreement with Amtrak. The agreement with Amtrak would be for the duration of this Contract. In addition to access to Washington Union Terminal platforms and the mid-day equipment storage yard, this agreement will provide for mid-day emergency mechanical repairs, coach cleaning, emergency locomotive fueling, switcher operation, cutting vehicles in and out of trains sets, cross leasing of equipment during service disruptions, and train rescues. The Contractor shall not include the cost of providing these services in the Cost Proposal.



1.5 SCHEDULE OF SERVICE

- A. The Contractor shall make its personnel available in accordance with the schedule specified in the RFP.
- B. Any deviation or delay from the established schedule must be presented to and approved by VRE in writing.

1.6 CONFORMITY WITH SCOPE OF SERVICES

Any deviations from the scope of services must be authorized in writing by VRE. In addition, the Contractor shall perform work in accordance with the special terms and conditions, general terms and conditions, any forms, attachments, exhibits and appendices included in the RFP.

1.7 REGULATORY COMPLIANCE WITH LAWS, RULES, REGULATIONS, PERMITS AND STANDARDS

- A. The Contractor shall comply with all applicable Federal, State and Local laws, regulations, requirements or recommended practices set forth by the following regulatory agencies or transportation industry standards, as applicable:
 - 1. U.S. Department of Transportation (USDOT)
 - 2. Federal Railroad Administration (FRA)
 - 3. Federal Transit Administration (FTA)
 - 4. Association of American Railroads (AAR)
 - 5. American Public Transportation Association (APTA)
 - 6. Transportation Security Administration (TSA)
 - 7. American Railway Engineering and Maintenance of Way Association (AREMA)
 - 8. Environmental Protection Agency (EPA)
 - 9. Occupational Safety and Health Administration (OSHA)
 - 10. Virginia Department of Environmental Conservation (DEC)
 - 11. Virginia Department of Environmental Protection (DEP)
 - 12. Virginia Department of Environmental Quality (VDEQ)



13. All other Federal, Virginia, or local regulatory agencies
14. Amtrak
15. CSX Transportation
16. Norfolk Southern
17. VRE Policies and Procedures
18. VRE System Safety Program Plan
19. VRE System Security Plan

B. Unless otherwise waived by VRE, repaired equipment shall, prior to acceptance by VRE, comply in all respects with the requirements of:

1. The applicable laws of the State of Virginia and the District of Columbia; and
2. The requirements of the applicable FRA regulations, EPA regulations, APTA Standards and Recommended Practices, OEM and Rebuilder requirements, as well as AAR Mandatory Standards.

C. Unless otherwise specified, all references to industry, government, association, and society rules, regulations, standards, specifications, and recommended practices are those in effect at the time of Contract award.



1.8 DEFINITIONS

Whenever in the Request for Proposals or other Contract documents, the following abbreviations, acronyms and terms are used, the intent and meaning shall be defined as stated herein.

1. **AAR:** American Association of Railroads
2. **ADA:** Americans with Disabilities Act
3. **Agency:** Virginia Railway Express
4. **Amtrak:** National Railroad Passenger Corporation owns, operates, dispatches, and polices the majority of the Northeast Corridor rail system between Washington, D.C. and Boston, Massachusetts, serving commuter and freight customers in addition to its own intercity service.
5. **APTA:** American Public Transportation Association
6. **AREMA:** American Railway Engineering and Maintenance of Way Association
7. **BMP:** Best Management Practice
8. **CFR:** Code of Federal Regulations
9. **Coach Key:** Standard key used to control or access equipment and train operation. The key is J.L. Howard no. 2555.
10. **Commencement Date:** The date the Mobilization Period concludes and the Contractor begins providing Contract services.
11. **Contract:** Contract shall mean the document entitled “Agreement between the VRE and Contractor.”
12. **Contract Administration Manager:** During the term of the Contract, matters relating to bonding, insurance, terms and conditions, and other contract administration matters shall be directed to the Contract Administration Manager. Changes to the Contract value, scope, or schedule will require consultation with the Contract Administration Manager.
13. **Contract Deliverables:** Items to be provided by the Contractor as defined in the Contract.



14. **Contracting Officer:** The Contracting Officer is the only individual who can legally commit or obligate the VRE for the expenditure of federal/public funds. The technical administration of this Contract shall not be construed to authorize the revision of the terms and conditions of this Contract. Any such revision shall be authorized in writing only by the Contracting Officer.
15. **COOP:** Continuation of Operations Plan
16. **CPI-U:** Consumer Price Index – All Urban Consumers
17. **CRMF:** Commuter Rail Maintenance Facility
18. **CSX(T):** CSX Transportation, Inc., a Florida Corporation
19. **D & A Testing:** Drug and Alcohol Testing
20. **DBE:** Disadvantaged Business Enterprise
21. **DEC:** Virginia Department of Environmental Conservation
22. **DEP:** Virginia Department of Environmental Protection
23. **DOJ:** United States Department of Justice
24. **DOL:** United States Department of Labor
25. **DRPT:** Virginia Department of Rail and Public Transportation
26. **EAP:** Employee Assistance Program
27. **EEO:** Equal Employment Opportunity
28. **Engine House:** See S&I Building, below.
29. **EPA:** United States Environmental Protection Agency
30. **EPP:** Emergency Preparedness Plan
31. **Equipment:** Generally refers to VRE Rolling Stock.
32. **ERP:** Emergency Response Plan
33. **Excursion Train:** See Special Train
34. **FEMA:** Federal Emergency Management Agency
35. **FHWA:** United States Federal Highway Administration
36. **Fiscal Year:** A period used for calculating annual financial statements in an organization. VRE's fiscal year begins July 1st.
37. **FMP:** Facility Maintenance Plan
38. **FRA:** Federal Railroad Administration

SECTION 1. SUMMARY OF WORK



39. **Free Ride Certificate (FRC):** VRE's service guarantee that provides a voucher for a free ride if a VRE train enters a station 60 minutes or more behind the published schedule, according to the Conductor's watch.
40. **FTA:** Federal Transit Administration
41. **General Manager:** The specific individual person designated as the General Manager by the Contractor to directly and locally administer a Contract.
42. **HAZMAT:** Hazardous material
43. **HAZWOPER:** Hazardous Waste Operations and Emergency Response
44. **Host Railroads:** Railroads on whose property VRE operates – CSXT, NS, and Amtrak.
45. **HVAC:** Heating, Ventilation, and Air Conditioning
46. **Inventory Control System:** See MicroMain, below.
47. **Key Personnel:** Certain, skilled, experienced, professional and/or technical personnel that are essential for successful accomplishment of the work to be performed under the Contract. These persons' resumes shall be submitted as part of the technical proposal for evaluation.
48. **LED:** Light-Emitting Diode
49. **Metro (WMATA):** Transit System in Washington, D.C. Metropolitan Area which includes subways and buses.
50. **MicroMain:** VRE's Work Management System for the Equipment Department and the Inventory Control Program used by the VRE Warehouse.
51. **MIS:** Management Information System (See Micro Main, no. 50 above)
52. **Mobilization Service:** All preparation for the commencement of Contract Services, including taking all steps necessary to establish a seamless transition; preparing all operational plans required by VRE; developing and implementing all required maintenance plans; and developing procedures and internal guidelines.

SECTION 1. SUMMARY OF WORK



53. **MSDS:** Material Safety Data Sheets
54. **NEPA:** National Environmental Policy Act
55. **NIMS:** National Incident Management System
56. **NOS:** Network Operating System (IT)
57. **Notice To Proceed (NTP):** Formal written notice from the VRE to the Contractor to begin work pursuant to a Contract.
58. **NPDES:** National Pollutant Discharge Elimination System
59. **NS:** Norfolk Southern Railroad, a Virginia Corporation
60. **NVTC:** Northern Virginia Transportation Commission is the co-owner of Virginia Railway Express with the Potomac and Rappahannock Transportation Commission.
61. **On-Time Performance (OTP):** Ratio of trains operated compared with the number of trains arriving more than five (5) minutes late into its final destination station.
62. **OSHA:** United States Occupational Safety and Health Administration
63. **OS Report:** A daily report that identifies the time trains leave the first station and arrive at the last station and includes ridership, delay, and other information. A sample is included in **APPENDIX No. 23**.
64. **The Parties:** VRE and the Contractor.
65. **PM:** Project Manager. During the term of the Contract, the Contracting Officer may designate one or more Project Managers to represent the VRE and assist in monitoring the work under this Contract.
66. **Project:** The project as described in the Request for Proposals.
67. **PRTC:** Potomac and Rappahannock Transportation Commission is the co-owner of Virginia Railway Express with the Northern Virginia Transportation Commission.
68. **Quality Assurance (QA):** A set of activities intended to ensure that products (goods and/or services) satisfy customer requirements in a systematic, reliable fashion.

SECTION 1. SUMMARY OF WORK



69. **The Railroads:** The National Passenger Railroad Corporation, CSX Transportation, Incorporated, and Norfolk Southern Corporation, referred to herein as Amtrak, CSXT, and NS, respectively.
70. **RFP:** Request for Proposals
71. **ROW:** Right of Way
72. **RSMP:** Rolling Stock Maintenance Plan
73. **S&I Building:** Service and inspection building for the maintenance of VRE rolling stock.
74. **Service Property:** The physical assets used in providing to VRE commuter rail services, including owned or leased or otherwise – including railroad right of way and facilities.
75. **SOP:** Standard Operating Procedure
76. **SPCC:** Spill Prevention Control and Countermeasure
77. **Special Train:** Any train operating outside of the regular VRE schedule.
78. **SSP:** System Security Plan
79. **SSPP:** System Safety Program Plan
80. **Subcontract:** An individual, contractor, or corporation having a direct Contract with the Contractor or with any other Subcontractor for performance of a part of the work for the Project.
81. **Successor Contractor:** The selected Contractor entering into a new service Contract upon the expiration of the preceding contract.
82. **Support Property:** Equipment, tools, machines, non-revenue vehicles, computer equipment, and other equipment related to the maintenance of the Service Property or otherwise used in the provision of the maintenance services.
83. **Stop Work Order:** An order issued when Contractor is required to stop all work.
84. **Straight Line Depreciation:** A method of calculating the depreciation of an asset which assumes the asset will lose an equal amount of value each year.

SECTION 1. SUMMARY OF WORK



- 85. **SWPP:** Storm Water Pollution Prevention Plan
- 86. **T&E Crews:** Train and Engine Crews
- 87. **TARR:** Terrorism Awareness Recognition and Response
- 88. **Third Party or Third Party Contractor:** An individual or entity other than the Parties.
- 89. **TVM:** Ticket Vending Machine
- 90. **UPS:** Uninterruptible Power Supply
- 91. **USDOT:** United States Department of Transportation
- 92. **VDOT:** Virginia Department of Transportation
- 93. **VRE (Virginia Railway Express):** A transportation partnership of the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission.
- 94. **VRE Communications Room:** A centralized communication area that monitors train movements located at 1500 King Street, Suite 202, Alexandria, VA 22314.
- 95. **VRE Commuter Rail Services:** Commuter rail service from the Northern Virginia suburbs to Alexandria, Crystal City and L'Enfant Stations and Union Station.
- 96. **VRE Transit Link Card (VRE-TLC):** A joint fare card good for travel on both VRE and Metro.
- 97. **Work Management System:** See no. 50 above, MicroMain.

SECTION 1. SUMMARY OF WORK

