

PART H
DOCUMENTS, EXHIBITS,
APPENDICES AND OTHER ATTACHMENTS

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SECTION 27

EXHIBITS

The following documents are provided to assist Offerors with the preparation of the proposal package.

- 27.1 Technical Proposal Submission Requirements
- 27.2 Evaluation/Interview Submission Requirements
- 27.3 Cost Proposal Submission Requirements
- 27.4 Proposal Preparation Checklist



27.1 TECHNICAL PROPOSAL SUBMISSION REQUIREMENTS

The listed below in must be submitted along with the technical proposal. Notwithstanding this checklist, it is the Offeror's responsibility to ensure that a complete proposal package has been submitted to satisfy the requirements described in this RFP. Incomplete proposals may cause the proposal to be deemed non-responsive.

Item No.	EQUIPMENT AND FACILITY	Section No.
A.	Rolling Stock Maintenance Plan (RSMP)	5.5.2.A
B.	Facility Maintenance Plan (FMP)	5.6.2.B
C.	Warehouse Management Plan	5.7.U
D.	Material Quality Control Plan (sub-part of the Warehouse Management Plan)	5.7.V
E.	Procurement Management Plan (sub-part of the Warehouse Management Plan)	5.7.W
TRAIN OPERATIONS		
F.	Train Operations Staffing Plan	6.3
G.	Complaint Investigation Plan	6.4.3.1.A
H.	Preliminary Layover Plan	6.10.2.D
MANAGEMENT		
I.	Management Plan (with organizational chart, resumes of key personnel, staffing plan and proposed methodology for record keeping and documentation)	7.2.A
SYSTEM SAFETY AND SECURITY		
J.	Safety record, which enumerate injuries, property damage, fatalities and hazardous conditions that have occurred throughout the last 5 years of the Contractor's business history	8.19
K.	An outline of any comprehensive safety program that is currently used by the Contractor to guide and advise its employees on safe execution of their job responsibilities	8.21
MOBILIZATION AND TRANSITION		
L.	Mobilization Services Plan (including schedule, sequencing plan, organizational chart, transition plan, hiring plan, and training Program)	10.3.B.4



27.2 EVALUATION/INTERVIEW SUBMISSION REQUIREMENTS

Firms short listed by VRE for advancement to the interview process must provide the following:

Item No.	MOBILIZATION AND TRANSITION	Section
A.	Letters of Conditional Approval from CSX, NS, and Amtrak for railroad operations on their respective property.	10.8.B
	INVOICING AND PAYMENT	
B.	Example of a monthly invoice in a similar format requested by VRE.	3.E



27.3 COST PROPOSAL SUBMISSION REQUIREMENTS

The items listed below must be submitted along with the cost proposal. Incomplete proposals may cause the proposal to be deemed non-responsive.

Schedule of Prices Item No.	MANAGEMENT SERVICES	Section No.
1.	Itemized budget for the various components of management services.	20.2
TRAIN OPERATIONS		
2.	Itemized budget of components of fixed fee for current train service, including hourly labor rates and estimated labor hours broken out by position.	20.3
3.	Itemized budget of costs of service additions or deletions, including hourly labor rates and estimated labor hours by position.	20.3
4- 9	Itemized budget of increases or decreases to full crew or individual positions with no change to train service, including hourly labor rates.	20.3
10.	Components of hourly rate for test or special trains.	20.3
MAINTENANCE OF EQUIPMENT		
11.	Itemized budget of estimated costs for providing scheduled and preventive maintenance and repairs, including hourly labor rates and estimated labor hours broken out by position.	20.4
12.	Itemized budget of components of general and administrative services.	20.4
13.	Itemized budget of components of hourly shop rate, including hourly labor rates.	20.4
14.	Itemized budget of components of mark-up percentage for materials used in repairs.	20.4
MAINTENANCE OF FACILITIES		
15.	Itemized budget of maintenance costs for each facility to include labor, equipment, and materials.	20.5



	WAREHOUSE MANAGEMENT	Section No.
16.	Itemized budget of components of warehouse management services, including hourly labor rates and estimated labor hours broken out by position.	20.6
	MOBILIZATION	
17.	Itemized budget of estimated costs of providing mobilization services, including hourly labor rates and estimated labor hours broken out by position and period during which services provided.	20.7
18.	Itemized budget of components of general and administrative services.	20.7

ADDITIONAL SUBMITTAL
19. Alternative option for payment of mobilization services (conditions for amortization of all or a portion of costs over a 24 month period, including any additional fees).



27.4 PROPOSAL PREPARATION CHECKLIST

This checklist is provided to assist the Offeror in the preparation of the proposal package. **DO NOT include the checklist with your submission.** Its use is OPTIONAL.

Notwithstanding this checklist, it is the Offeror’s responsibility to ensure that a complete proposal package has been submitted to satisfy the requirements described in this RFP.

(✓) Completed	DESCRIPTION
	A. Confirm attendance to site visit (Virginia) and pre-proposal meeting.
	B. Reserve copy of Appendices on DVD.
	C. Attend mandatory site visit and pre-proposal meeting.
	D. Submit written questions to VRE.
	E. Identify trade secrets or proprietary information (if applicable).
	F. Proposal Limitation <ul style="list-style-type: none"> - 200 pages (including appendices, charts, graphs, diagrams, tables, photographs, drawings and submission requirements and information required in tabs 1 thru 23) - All pages including attachments, drawings, charts, etc. must be numbered and set at 11 or 12 point font.
	G. Packaging <ul style="list-style-type: none"> - Bound in loose-leaf, three-ring binder, clearly identified (Offeror’s name, volume number, RFP number and title; copy number (e.g. copy 1 of 8); the “original” identified on the cover. - Proposal consists of 2 volumes (Technical Proposal – Vol. 1 and Cost Proposal - Vol. 2) - Submit one (1) original and eight (8) copies of the proposal - Identification label for proposal package



(✓) Completed	DESCRIPTION
	H. Proposal Content
	1. Table of Contents
	2. Title Page
	3. Transmittal Letter
	4. Narrative (Description of Experience)
	5. Point of Contact
	6. Office Location
	7. Exceptions to Scope of Services
	8. Rolling Stock Maintenance Plan (RSMP)
	9. Facility Maintenance Plan (FMP)
	10. Warehouse Management Plan (a) Material Quality Control Plan (b) Procurement Management Plan
	11. Train Operations Staffing Plan
	12. Complaint Investigation Plan
	13. Preliminary Layover Plan
	14. Management Plan
	15. Safety Record
	16. Outline of Comprehensive Safety Program
	17. Mobilization Plan
	18. Transition Plan
	19. Hiring Plan
	20. Training Program
	21. References (Past and Present Experience)
	22. Identified Proposed Subcontractors
	23. Proposed Key Personnel
	24. Financial Statements
	25. Acknowledge Solicitation Addenda
	26. Completion of Representations/Certifications
	27. Cost Proposal (separated from the Technical Proposal)

