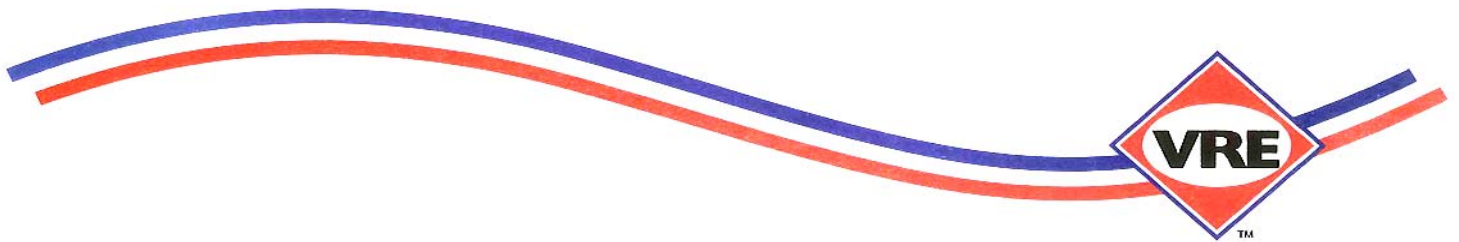


PART D
SUBMITTAL REQUIREMENTS

SECTION	TITLE
20	Preparation of Statement of Qualifications
21	Hand Delivery and Mailing Requirements
22	SOQ Format, Content, and Organization



SECTION 20

PREPARATION OF STATEMENT OF QUALIFICATIONS

20.1 GENERAL

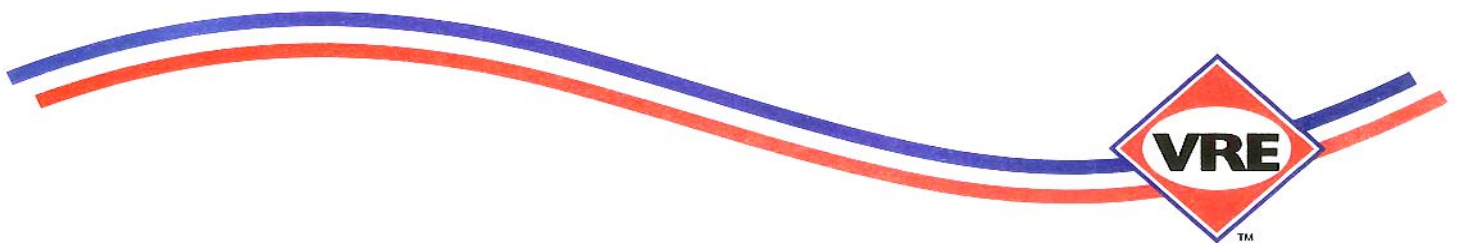
This Section specifies the general requirements for the preparation of SOQs in response to this Request for Qualifications. SOQs shall be submitted under the specified guidelines herein.

20.2 BINDING

- A. SOQs shall be bound in a loose-leaf, three-ring binder. Elaborate format and binding are neither necessary nor desirable. All binders must be capable of lying flat when opened.
- B. The cover must clearly identify the Offeror's name, RFQ title and copy number (e.g. copy 1 of 6). The original shall be clearly identified on the cover.

20.3 COPIES

Offerors shall submit **one (1)** signed original and **six (6)** copies of the Statement of Qualifications. The original shall be conspicuously marked "**ORIGINAL**" and the copies shall be conspicuously marked "**COPY**".

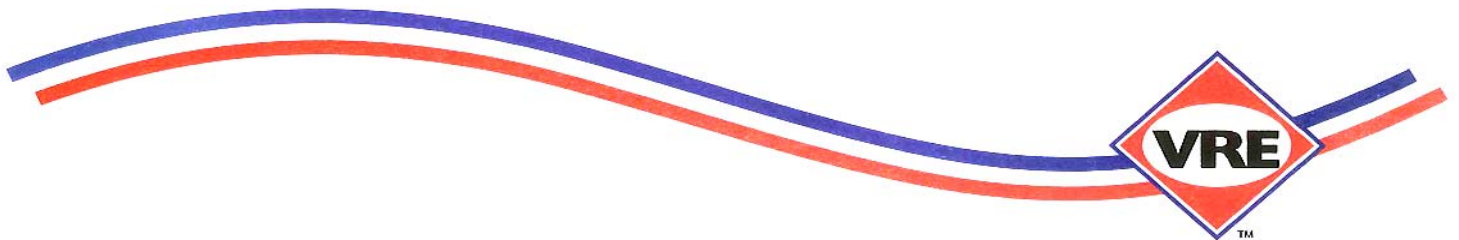


SECTION 21

HAND DELIVERY AND MAILING REQUIREMENTS


21.1 GENERAL REQUIREMENTS

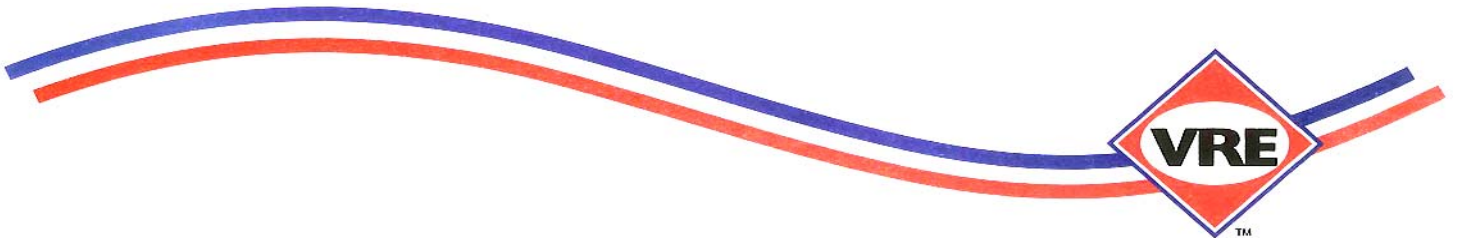
- A. Offerors shall deliver or mail the sealed SOQs to:
- Ms. Gerri Hill, Manager
Contract Administration
Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
- B. An SOQ may be mailed, delivered by private courier, express mail or delivered in person to VRE in Alexandria, VA prior to the SOQ closing date and time, between 9:00 A.M. and 5:00 P.M. EST, Monday through Friday.
- C. It is the responsibility of the Offeror to assure that its SOQ is delivered to the place designated for receipt of SOQs on or before the day and time set for receipt of SOQs. The VRE receptionist's clock in the foyer is the official time clock.
- D. Electronic, facsimile or verbal SOQs shall **not** be accepted.
- E. Offerors are responsible for effecting delivery by the deadline specified herein this RFQ. Late submissions will be returned and unopened to the sender. VRE accepts no responsibility for misdirected or lost SOQs.
- F. SOQs shall be kept unopened until after the closing date and time.



21.2 IDENTIFICATION OF SOQ PACKAGE

- A. The SOQ package shall be *clearly marked* in a sealed package.
- B. It is *imperative* that the label below be filled in and pasted on the lower left corner of the sealed package.

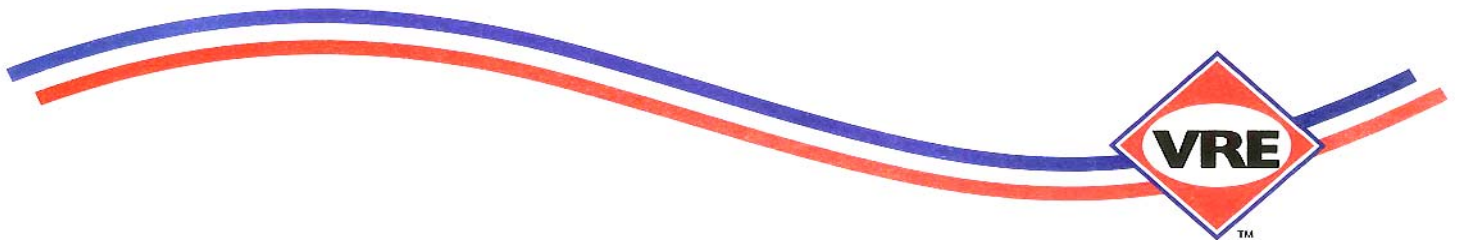
SEALED STATEMENT OF QUALIFICATIONS	
IN RESPONSE TO:	
	Title: Design-Build for the Arkendale-Powells Creek (Cherry Hill) Third Track Project
RFQ No: 010-007	
RFQ Due Date: (Insert the date specified on Page 2)	
Time: 10:00 a.m.	
Name of Offeror:	



- C. Failure to properly identify the SOQ package may result in a premature opening of, or a failure to open, such SOQ and result in the disqualification of the SOQ.

21.3 CLOSING DATE

SOQs must be received by VRE at **10:00 A.M. EST. *on the date specified on Page 2*** of this RFQ.

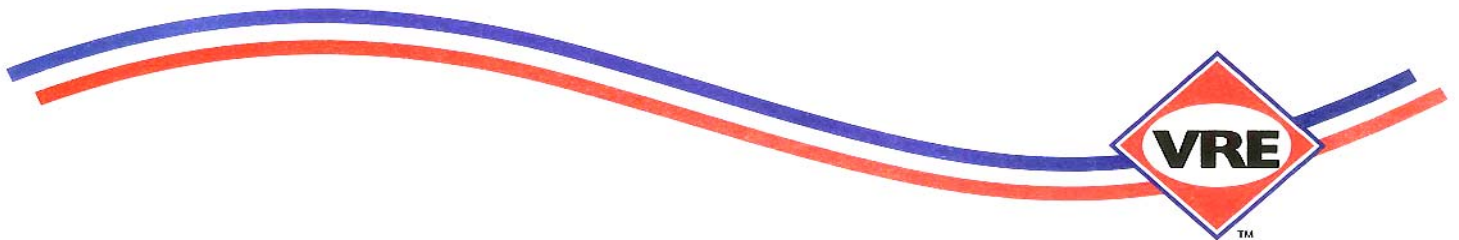


SECTION 22

SOQ FORMAT, CONTENT, AND ORGANIZATION

22.1 GENERAL REQUIREMENTS

- A. SOQs shall include all of the requirements requested in this RFQ. Failure to include all the information requested may adversely affect the evaluation. Noncompliance with the RFQ requirements will raise serious questions regarding the Offeror's performance and may be grounds to eliminate the SOQ from consideration.
- B. Offerors are advised that their SOQs represent their company's best efforts and most complete responses to this RFQ. Assurance of experience, capability, and qualifications that clearly demonstrate and support the Offeror's claims are essential. The absence of such evidence will adversely influence evaluation of the SOQ.
- C. Offerors are to submit SOQs that present the Offeror's qualifications and understanding of the overall work to be performed.
- D. The SOQ must be as thorough and detailed as possible and contain sufficient information to provide a clear and concise representation of the requirements outlined in the RFQ.
- E. The requirements included in **PART B – CONTENTS OF STATEMENT OF QUALIFICATIONS** are purposely established to facilitate an objective, timely and efficient evaluation by VRE. Offerors are advised to ensure that their SOQs comply with all such requirements.

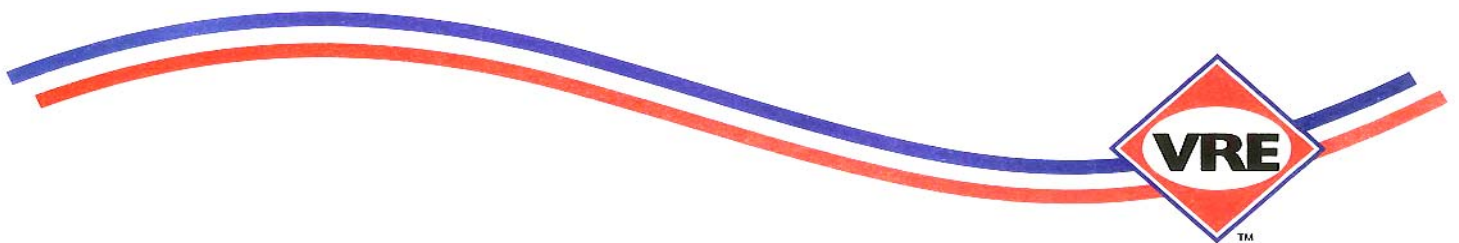


22.2 FORMAT

- A. The pages of the qualifications document (including attachments) shall be numbered and not exceed **seventy-five (75) pages**. If the page limit is exceeded, the pages in excess of the limit may be removed and not evaluated.
- B. Page Limit Includes: Appendices, charts, graphs, diagrams, tables, photographs, drawings, and submission requirements, including the information required in **TABS 3 through 10**, as specified below in **SECTION 22.3 CONTENT AND ORGANIZATION**.
- C. What Counts as a Page? A page shall be an 8-1/2" x 11" sheet of paper (minimum of 1/2" margins). **Exceptions shall include: charts, graphs, diagrams, tables, photographs, and drawings which must be folded to conform to the 8-1/2" x 11" format requirement.** All pages shall be printed one side only. The background color of each page of the proposal submission shall be white or ivory stock only.
- D. Text: The SOQ must be typed. Type size must not be smaller than Microsoft Word Times New Roman 12 point font, normal proportional spacing. Text lines must be single-spaced.

22.3 CONTENT AND ORGANIZATION

- A. Offerors must meet the requirements set forth in this Section. **NOTE: Incomplete SOQs may be disqualified.**
- B. All written documentation shall be submitted in a three-ring binder separated with the respective tabs as specified below:



TAB 1	Table of Contents
TAB 2	Title Page (Company official name, title, address telephone and fax numbers, and email address)
TAB 3	Letter of Submittal
TAB 4	Point of Contact
TAB 5	Team Structure
TAB 6	Team Experience References (Past and Present Experience)
TAB 7	Resumes of Key Personnel
TAB 8	Subconsultants/Subcontractors
TAB 9	Team Experience in Working Together
TAB 10	Project Understanding and Approach
TAB 11	Safety Program and History
TAB 12	DBE Goal
TAB 13	Contractor's License
TAB 14	Financial Statements
TAB 15	Acknowledge Receipt of Addenda Issued
TAB 16	Pre-Qualification Application and Attachments

