REQUEST FOR PROPOSALS (RFP) No. 020-011

MECHANICAL ENGINEERING CONSULTING SERVICES (MEC) VII
FOR VRE ROLLING STOCK AND MECHANICAL OPERATIONS

QUESTIONS AND ANSWERS

Below are questions VRE received as of February 10, 2020 at 1:00 P.M. EST, with responses. Whenever possible, questions are presented as originally asked. Otherwise, the questions or inquiries are presented to capture the main thrust or idea.

PART II – PROCUREMENT SCHEDULE

Question #1: Does VRE anticipate extending the proposal due date?

Response #1: No.

Question #2: Was the Request for Proposals posted to the nationwide free RFP notification website at www.mygovwatch.com?

Response #2: No.

Question #3: Other than VRE’s website, where was the Request for Proposals posted?

Response #3: The solicitation was advertised in the Washington Post, Mass Transit Magazine and via Virginia’s eProcurement Portal, eVA.

PART V – SUBMISSION OF PROPOSAL

Question #4: Page 20 of the RFP [V. Submission of Proposal, 02. Proposal Format, A. Text] states, “Type size must not be smaller than Microsoft Word Times New Roman 11-point font, normal proportional spacing.” May custom graphics and charts, with the exception of the organizational chart which must use 11-point font, use a font smaller than Microsoft Word Times New Roman 11-Point font?

Response #4: Yes.
PART VI – EVALUATION PROCESS AND CRITERIA

**Question #5**: What additional details will VRE provide, if any, beyond what is stated in the solicitation documents concerning how you will identify the winning proposal?

**Response #5**: Proposals received by VRE will be evaluated solely on the basis of the evaluation criteria, to include the associated weight, identified on Page 29 of the Request for Proposals.

VRE will post a “Notice of Intent to Award,” identifying the selected Offeror, on its website at www.vre.org following the evaluation process and after successful negotiations with the selected Offeror.

**Question #6**: Page 25 of the RFP [VI. Evaluation Process and Criteria, 04. Evaluation Criteria and Weights, Criteria No. 1, item f.] states, “Identify three (3) projects on which comparable work has been done by the Prime Contractor and each Subcontractor in the past seven (7) years or is currently being performed.” Is VRE requesting three projects total, or three projects for the Prime Contractor and three projects for each Subcontractor?

**Response #6**: VRE is requesting three (3) projects performed by the Prime Contractor as well as three (3) projects performed by each Subcontractor.

**Question #7**: Page 27 of the RFP [VI. Evaluation Process and Criteria, 04. Evaluation Criteria and Weights, Criteria No. 2, item d.] states, “Identify three (3) projects on which comparable work has been done by each of the Key Personnel in the past seven (7) years or is currently being performed.” The solicitation then states that these project sheets should be a page each. Is VRE requesting three projects total, or three projects for each key person for a total of nine projects? If VRE is requesting nine projects, can the page limit (currently nine pages total for Criteria No. 2) be increased? Or, should these project sheets be included as an appendix?

**Response #7**: VRE is requesting three (3) projects be identified for each of the key personnel. See Addendum No. 1 regarding the page limit.

**Question #8**: Page 28 of the RFP [Evaluation Process and Criteria, 04. Evaluation Criteria and Weights, Criteria No. 2, item e.] states, “In addition to the relevant experience required above, full resumes for each of the Key Personnel shall be included as an appendix.” Can VRE please confirm that this appendix should be a tab that follows Tab 11?

**Response #8**: Yes. See Addendum No. 1.
**Question #9**: Page 29 of the RFP [Evaluation Process and Criteria, 04. Evaluation Criteria and Weights, Criteria No. 4, item c.] requests that offerors provide a “List of personnel, positions, titles of each individual that will participate or may participate in the project, as well as the role they will serve.” Can VRE please clarify the distinction you draw among position, title, and role?

**Response #9**: See Addendum No. 1.

**Question #10**: VRE is requesting a Licensed Professional Mechanical Engineer in the Commonwealth of Virginia (RFP page 26) [VI. Evaluation Process and Criteria, 04. Evaluation Criteria and Weights, Criteria No. 2], as well as a licensed Professional Electrical Engineer in the Commonwealth of Virginia (RFP page 27) [same section number and title reference]. Our questions for these requirements are as follows:

- Will VRE consider re-wording this requirement so that it may be satisfied by one Professional Engineer in the Commonwealth of Virginia (mechanical or electrical), rather than two?
- If VRE will not relax the requirement for two Professional Engineers registered in the Commonwealth of Virginia, will you consider allowing proof of application for reciprocity for a Professional Engineer registered in another state at the time of technical proposal submission?

**Response #10**: The requirement for a Senior Mechanical Engineer and a Senior Electrical Engineer may be satisfied by one (1) individual. See Addendum No. 1.

**Question #11**: RFP Criteria #2 C.1 Senior Electrical Engineer, the RFP requests a “Licensed Professional Electrical Engineer in the Commonwealth of Virginia with a minimum of ten (10) years of experience in their field.” Will VRE accept a Senior Electrical Engineer P.E with 10 years’ experience in another state who has applied for a license in the Commonwealth of Virginia?

**Response #11**: See Addendum No. 1.

**PART IX – GENERAL PROVISIONS**

**Question #12**: Paragraph 39 requires the Contractor to indemnify VRE. As drafted, the required indemnity would extend to the negligent acts and omissions of VRE and its personnel, should a claim even name the Contractor as being accountable for any portion of the claim. Would VRE re-draft this provision to limit the Contractor’s indemnity to claims, etc. for its own negligent acts and omissions rather than taking responsibility for VRE acts and omission beyond the control of the Contractor?
Response #12: Proposed exceptions shall be identified in each Offeror’s proposal. Refer to Part IV - Proposal Requirements of the Request for Proposals. Specifically, Tab 9 – Exceptions to the Solicitation. The Offeror may take exceptions to the Special Provisions and General Provisions as presented in the solicitation. The Offeror shall identify the exception and provide rationale in support of the exception and fully explain its impact.

SECTION X – INSURANCE REQUIREMENTS

Question #13: Paragraph 02 requires $5M/$10M railroad protective liability coverage, naming VRE as the insured. The coverage would be cost prohibitive, since the Contractor is guaranteed $1,000 in revenue. Would VRE allow the cost of the railroad protective policy to be passed through or, in the alternative, adding the Contractor to an existing VRE policy when necessitated by a particular task order?

Response #13: See Addendum No. 1. VRE changed the minimum guarantee for this contract to require that at least one (1) Task Order be awarded to the Contractor. The cost of Railroad Protective Liability Insurance can thus be compensated through a Task Order.

ATTACHMENT A – SCOPE OF WORK

Question #14: Can VRE provide a potential percentage breakdown and time frame of task work regarding which improvement categories will be assigned; Rolling Stock (RS), Track & Signal (TS) and Train Maintenance Storage (MS)?

Response #14: VRE is unable to provide a specific percentage breakdown and time frame of task work for the contract term of up to five (5) years.

Question #15: With the high possibility of a combined procurement for Passenger Railcars with another Railroad/Authority, will the Contractor’s work tasks include; new car design reviews, manufacturing oversight, system supplier First Article Inspections and test/commissioning?

Response #15: Yes, these task assignments are anticipated.

Question #16: Will the VRE Project Manager have the direct authority and responsibility for approvals of the Contractor’s work submittals?

Response #16: Yes. Following award of a Task Order to the Contractor by VRE, the VRE Project Manager for the Task Order will have direct authority to approve the Contractor’s work submittals.
**Question #17:** Prior to VRE work order assignments, can VRE describe the timing and process allowed for mobilization and acquiring of staff and associated equipment to initiate the task work?

**Response #17:** The Contractor shall identify the amount of time required to mobilize when submitting a proposal in response to a Task Order Request initiated by VRE.

**Question #18:** During VRE rolling stock conversion/upgrade programs and beyond the oversight, will the Contractor also be responsible for vehicle touch shop labor required to perform upgrades to VRE rolling stock?

**Response #18:** No.

**Question #19:** During the contract will VRE provide on-site office space and/or work-related equipment for the contractor to use to perform required work scope tasks?

**Response #19:** A climate-controlled space will be available for the Contractor to use while on-site at VRE’s Crossroads and Broad Run Maintenance and Storage Facilities.

VRE has railroad specific tooling, however, the Contractor may need to provide engineering, analytical or other non-railroad specific tooling. The Contractor shall identify the specific tooling required when preparing a proposal in response to a Task Order Request initiated by VRE and shall consider different methods of acquisition for required equipment, to include lease and purchase.

**Question #20:** Will VRE require the Contractor to include specific safety personnel to be on-site during VRE wayside, shop and/or yard related work activities in connection with this contract?

**Response #20:** No.