RFP NO. 021-008

FINAL ENGINEERING DESIGN SERVICES FOR VRE BROAD RUN EXPANSION

Pre-Proposal Meeting Presentation

February 4, 2021
AGENDA

- Instructions to Participants
  - Update/edit profile info to identify your name and the company represented
  - Presentation & List of Participants to be posted on VRE’s website- https://www.vre.org/about/procurement/rfp-ifb-rfi/rfp-021-008-final-engineering-design-services-for-vre-broad-run-expansion/

- VRE Introductions

- Overview of Procurement Schedule & Requirements

- Scope of Work Overview
VRE TEAM

- Ramon Paez
  - Contracts Administrator, Purchasing and Contract Administration

- Adeel Mysorewala
  - Project Manager

- Christine Hoeffner
  - Deputy Project Manager and Task Manager for Property Acquisition
DISCLAIMER

The information contained in this presentation is for informational purposes only.

In the event of a discrepancy between the information contained herein and the RFP documents, the RFP documents will take precedence.
VRE POINT OF CONTACT

Offerors are cautioned not to contact any VRE staff (except the Contract Administrator or other Purchasing and Contract Administration staff) regarding this RFP until such time as a contract is awarded.

All inquiries pertaining to this solicitation must be directed to the Purchasing and Contract Administration Department.
ORAL EXPLANATIONS OR INSTRUCTIONS

No oral interpretation of this Request for Proposals shall be considered binding.

VRE shall be bound by information and statements only when such statements are written and executed under the authority of the Purchasing and Contract Administration Department.
PURPOSE

- The purpose of this Request for Proposals (RFP) is to solicit proposals and establish a Contract with one (1) qualified and experienced architectural/engineering (A&E) firm to provide professional A&E services to complete design development and prepare construction documents for the Broad Run Expansion Project (Project).

- The project includes the expansion of the Virginia Express Railway (VRE) Broad Run Station, Maintenance and Storage Facility (MSF), and addition of a third main Norfolk Southern Railway (NSR) track between the Broad Run Station and Wellington Road in the City of Manassas. Elements of the Project also extend into Prince William County.
FUNDING

- This Contract is subject to certain provisions required by the U.S. Department of Transportation, as set forth in Federal Transit Administration (FTA) Circular 4220.1.F, which are included in the RFP as Attachment D.

- FTA Certifications that must be submitted with your proposal include:
  - Certification of Restrictions on Lobbying
  - Seismic Safety Certification
  - Certification of Debarment

- These certifications are located in the Reps and Certs as Attachment B. Any Offeror that does not submit these certifications with their Technical Proposal may be deemed non-responsive.
PROCUREMENT SCHEDULE

- RFP Issued: January 25, 2021
- Optional Pre-Proposal Meeting: February 4, 2021 at 10 a.m.
- Submission of Written Questions: February 16, 2021 at 11 a.m.
- Proposals Due: March 4, 2021 by 2 p.m.
- Interviews (Optional): April 5, 2021 from 10 a.m. to 4 p.m.

*All times reflected are local, Eastern Time*
SUBMISSION OF PROPOSAL

- Proposals are due on **Thursday, March 4, 2021 by 2:00 P.M. local time** at the address indicated in the solicitation.

- The “Technical Proposal” shall be *clearly marked* in a sealed package.

<table>
<thead>
<tr>
<th>SEALED PROPOSAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN RESPONSE TO:</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td><strong>RFP No.: 021-008</strong></td>
</tr>
<tr>
<td><strong>Title: Final Design Services for VRE Broad Run Expansion</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposals Due Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Offeror:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Offeror’s Point of Contact:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address for Offeror’s Point of Contact:</th>
</tr>
</thead>
</table>
SUBMISSION OF PROPOSAL (CON’T)

- **Hard Copy**: Offerors shall submit **two (2)** signed hard copies of the Proposal in a sealed package.

- **Electronic Copy**: Offerors shall submit **two (2)** USB memory devices, each containing one (1) continuous electronic copy of the “Technical Proposal” package in PDF. Additionally, Offerors shall submit one (1) USB memory device, containing one (1) continuous electronic copy of the financial statements in **PDF**, separate from the Technical Proposal USB memory device. Each electronic copy shall be labeled appropriately with the RFP number and title, Offeror’s name and date.

- Price will not be considered by VRE in the evaluation process. Offerors **SHALL NOT** include an estimate of man-hours or cost for services as part of their Technical Proposal. Any Offeror that submits cost information with their Technical Proposal may be deemed non-responsive.
SUBMISSION OF PROPOSAL (CON’T)

- Proposal packages shall be addressed and delivered to the following location:

  Kristin Nutter  
  Manager of Purchasing and Contract Administration  
  Virginia Railway Express  
  1500 King Street, Suite 202  
  Alexandria, VA 22314

- To ensure “contactless delivery,” packages shall be left outside the front glass door of the VRE Headquarters Office, specifically the glass door for Suite 202. If possible, Offerors are encouraged to take a photo of the package at the time of delivery.
OVERVIEW OF PROPOSAL REQUIREMENTS

- TAB 1: Table of Contents
- TAB 2: Title Page
- TAB 3: Transmittal Letter
- TAB 4 - 7: Evaluation Criteria
- TAB 8: Subcontractors
- TAB 9: Exceptions to the Solicitation
- TAB 10: Acknowledge Receipt of Addenda Issued
- TAB 11: Representations and Certifications
- TAB 12: Appendix – Resumes for Key Personnel
# EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
<th>Weight</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge, Qualifications, and Relevant Experience of the Proposed Project Manager and Key Personnel</td>
<td>10</td>
<td>30</td>
<td>300</td>
</tr>
<tr>
<td>2. Capability, Expertise and Past Performance of the Prime Firm and Proposed Team/Subcontractor(s)</td>
<td>10</td>
<td>25</td>
<td>250</td>
</tr>
<tr>
<td>3. Project Approach and Understanding</td>
<td>10</td>
<td>25</td>
<td>250</td>
</tr>
<tr>
<td>4. Project Management and Quality Assurance/Control Plan</td>
<td>10</td>
<td>20</td>
<td>200</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td></td>
<td></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>
OVERVIEW OF PROPOSAL REQUIREMENTS (CON’T)

- **TAB 8: Subcontractors**

  Identify any Subcontractors and the type of work anticipated to be performed on the Contract; complete the SUBCONTRACTOR FORM included in the RFP and submit as part of Tab 8.

- Disadvantaged Business Enterprise (DBE) Participation Goal is 11.3%. (Attachment E – DBE Provisions & Forms).

Submission of DBE Utilization Forms and Related Documentation:

- **Exhibit B** (Intent to Perform as DBE Subcontractors/Subconsultants/Suppliers)
- **Exhibit E** (Summary of Subcontractors)
- **Exhibit C** (Evidence of Good Faith Effort Documentation), if applicable, must be submitted with your Proposal if the DBE goal is not met.

  - If awarded the Contract, the successful Offeror may not deviate from the DBE Summary of Subcontractors/Subconsultants/Suppliers form submitted in response to the RFP. Any subsequent changes and/or substitutions of DBE firms will require review and written approval by VRE.
OVERVIEW OF PROPOSAL REQUIREMENTS (CON’T)

DBE Participation Requirement

- VRE is committed to an active effort to involve Disadvantaged Business Enterprises (DBE) in contracting opportunities and encourages participation in procurement activities. Where it is practicable for any portion of the awarded Contract to be subcontracted to other suppliers, prospective Contractors are encouraged to offer such business to DBEs.

- VRE’s overall goal for DBE participation is set at 11.3%. This goal represents those elements of work under this Contract performed by qualified Disadvantaged Business Enterprises for amounts totaling **not less than 11.3%** of the total Contract price.

- Offerors must state any plans to utilize such businesses and the manner in which they may be utilized under the resultant Contract.

- All prospective DBEs must be certified through a Unified Certification Program (UCP). VRE recognizes certification by one of the following:
  - Virginia Department of Small Business and Supplier Diversity (SBSD);
  - Metropolitan Washington Airports Authority (MWAA); and
  - Washington Metropolitan Area Transit Authority (WMATA).
TAB 10: Acknowledge Receipt of Addenda Issued

Any interpretation of a question made to VRE will be responded to and distributed in the form of an addendum to the RFP and will be available to all interested Offerors through VRE’s website.

It is the responsibility of prospective Offerors to monitor VRE’s website for any addenda, notices or postings.

Failure to submit signed addenda may be grounds to declare a Proposal non-responsive.
SELECTION AND CONTRACTING PROCESS

- Proposals will be evaluated based on the evaluation criteria.

- Offerors will be in ranked order and a short list of the most qualified team(s) will be created. Selection shall be made of one (1) short-listed Offeror deemed to be the best for the project on the basis of the evaluation factors.

- VRE reserves the right to conduct oral interviews with short-listed firms prior to making a selection.

- Upon selection of the top-ranked firm, VRE will request submission of a binding Cost Proposal. Negotiations shall commence with the selected Offeror to achieve a binding price and agreement on Contract terms. If negotiations with the top-ranked Offeror are not successful, discussions will commence with the next highest ranked short-listed Offeror, and negotiations will continue in this manner until an agreement is reached.

- Successful negotiation of the selected Offeror’s labor, overhead, and fee rates will result in a Contract.
CONTRACT ANTICIPATED

- **Award:** The purpose of this Request for Proposals (RFP) is to establish a Contract with one (1) qualified and experienced architectural/engineering (A&E) firm to provide professional A&E services to complete design development and prepare construction documents for the Broad Run Expansion Project (Project).

- **Type of Contract:** Firm Fixed Price

- **Term of Contract:** Five hundred forty (540) Consecutive Calendar Days from issuance of Notice-To-Proceed (NTP) by VRE
While proof of insurance is not required as part of the technical proposal submission, prior to award of a contract, the Contractor shall secure, pay the premiums for and keep in force until the expiration of the Contract and any renewal thereof, adequate insurance as identified in the “VRE Insurance Coverage Requirements” document. Items marked “X” are required to be provided.

This contract requires insurance coverage for both VRE and Norfolk Southern. Pay close attention to the coverage limits and additional insured requirements.

By signing and submitting a Proposal under this solicitation, the Contractor certifies if awarded the Contract, the Contractor will have the insurance coverage identified and described in the VRE Insurance Coverage Requirements at the time of Contract award.
CONTRACT AWARD

- VRE may cancel this RFP or reject Proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D).

- VRE will post the “Notice of Intent to Award” on its website at www.vre.org, for a minimum of ten (10) calendar days.

- A “Notice of Award” will be posted on VRE’s website at www.vre.org. The successful Offeror will be notified in writing by VRE.
OVERVIEW OF THE PROJECT AND SCOPE OF SERVICES
PROJECT OVERVIEW

- Expanding the Broad Run Station and Maintenance and Storage facility is needed to accommodate forecast growth
  - Longer storage tracks for additional railcars and longer trains
  - Relocation of the Administration and Employee Welfare (AEW) building
  - Additional station commuter parking
  - Modified station platform
  - Third main track in the NS rail corridor to expand capacity between Broad Run and Manassas (Wellington Rd.)

- Expansion cannot be accommodated within the existing MSF and station areas
  - Contractors Storage, LLC properties north of tracks are needed for expansion of the station commuter parking
  - Additional properties south of the NS railroad corridor are needed for the MSF and station expansion and 3rd track
FINAL DESIGN SERVICES

1. Ensure Safety and Security
2. Project Management
3. Stakeholder Coordination
4. Final Design
5. Cost Estimating
6. Permitting
7. Everything else in the scope…
SCOPE CLARIFICATIONS

- Survey and utility designation ongoing as a separate task order for project area north of Cannon Branch
- Property Acquisition ongoing as a separate task order
- FAA coordination ongoing as a separate task order

- Survey and utility designation south of Cannon Branch to be completed
- Utility relocation for entire project
STAKEHOLDER COORDINATION

- NS (Host Railroad)
- DRPT/FTA/FRA
- FAA
- Manassas Airport
- City of Manassas
- Prince William Co.
- Various Utility Owners
QUESTIONS ?
THANK YOU