REQUEST FOR PROPOSALS (RFP) No. 021-008

FINAL ENGINEERING DESIGN SERVICES FOR
VRE BROAD RUN EXPANSION

QUESTIONS AND ANSWERS

Below are questions VRE received as of February 16, 2021 at 11:00 A.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 V – SUBMISSION OF PROPOSAL

Question #1: Section V. Submission of Proposal, #02 Proposal Format, B. Page: A page shall be: #2. 11” x 17” sheet of paper for a foldout only such as illustrations, charts, appendices, graphs, drawings, photographs, diagrams and tables and shall count towards one (1) page.

Is there a limit to how many 11” x 17” pages we can utilize in our proposal if they meet all of the requirements as stated above (illustrations, charts, appendices, graphs, drawings, photographs, diagrams and tables)?

Response #1: The 11” x 17” page format may only be used for illustrations, charts, appendices, graphs, drawings, photographs, diagrams and tables. Offerors may use as many 11” x 17” pages as needed to respond to the RFP as long as they do not exceed the number of pages allotted per tab.

Question #2: Section V. Submission of Proposal, 02. Proposal Format, A. Text. Page 21 of the RFP states, “Type size must not be smaller than Microsoft Word Times New Roman 11-point font, normal proportional spacing.” May custom graphics and charts use a font smaller than Microsoft Word Times New Roman 11-point font?

Response #2: See Addendum No. 2.
PART VI – EVALUATION PROCESS AND CRITERIA

**Question #3:** RFP Section VI. 04, page 27. In addition to the 5 Key Personnel resumes, can consultants include in the Appendix resumes of additional staff named on the organization chart who are subject matter experts?

**Response #3:** Yes.

**Question #4:** RFP Section VI. Evaluation Criteria and Weights, Criteria No. 2 Capability, Expertise, and Past Performance of the Prime Firm and Proposed Team/Subcontractor(s), pages 27-29. Criteria 2 requires 15 pages max and that each firm (including subconsultants) submit three 1-page project sheets. Given the additional requirements, beyond projects, in this section, we request that the page limit be increased to accommodate the addition of specialty and DBE subconsultants. Additionally, we request that subconsultants not be required to show one project per page.

**Response #4:** See Addendum No. 2.

**Question #5:** RFP Section VI. Evaluation Criteria and Weights, Criteria No. 3 Project Approach and Understanding, page 29. This section is a maximum of 5 pages. Given that this is the Approach and Understanding section and has many requirements, we request that the page limit be increased. Or would VRE consider allowing technical information to be included in an Appendix?

Item b. requires that the consultant “provide the expected level of effort to complete the project”. Is the intent of this requirement to provide a Milestone Project Schedule? If so, can this schedule be provided in the Appendix?

**Response #5:** Page limits have been increased, see Addendum No. 2. Technical information shall not be included as part of the Appendix.

**Question #6:** RFP Section VI. Evaluation Criteria and Weights, Criteria No. 4 Project Management and Quality Assurance/Control Plan, pages 29-30. This section is a maximum of 7 pages including the organization chart. As this section has a lot of required items, we request that the page limit is increased to accommodate specificity in our response.

**Response #6:** See Addendum No. 2.

**Question #7:** Section VI Evaluation Process and Criteria, #04 Evaluation Criteria and Weights, Pages 27-29, Evaluation Criteria No. 2 - Capability, Expertise and Past Performance of the Prime Firm and the Proposed Team/Subcontractors (Tab 5). The RFP states “F. Identify three (3) projects on which comparable work has been done by the Prime Contractor and each subcontractor in the past eight years or is currently being performed.” It also notes each “Project sheets shall be one (1) page per project.”
Given the 15 page limit in this section, if our team has eight (8) team members total including the prime consultant, we do not have enough pages to show three (3) projects per team member with each project being one (1) page. This also does not allow any space to cover the other requirements within this section, such as items A, B, C, D, E and G. Please advise how VRE would like consultants to handle this section to meet the requirements.

**Response #7:** See Addendum No. 2.

**Question #8:** Section VI Evaluation Process and Criteria, #04 Evaluation Criteria and Weights, Pages 29 - 30, Evaluation Criteria No. 4 – Project Management and Quality Assurance/Control Plan. Item i. Location(s) of the Prime Consultant’s and each Subconsultant’s main, local, and branch offices.

If the prime consultant and some subconsultants on the team has multiple offices throughout the country (for example 30 or more locations) does VRE want us to list all office locations or just the offices that will be working on the Broad Run Expansion project? Also, does VRE want complete addresses, or just city and state of each location?

**Response #8:** See Addendum No. 2.

**Question #9:** Section VI. (Evaluation Process and Criteria) 04 Criteria No. 2 is limited to 15 pages but requires 3 projects for the prime contractor and each subcontractor at one page per project, and additional information regarding our team’s makeup and capabilities.

Are proposed subcontractor qualifications considered as part of the page limit? If so, we respectfully suggest VRE amend the page limits to accommodate the requested subcontractor information.

**Response #9:** See Addendum No. 2.

**Question #10:** Section VI Evaluation Process and Criteria, #04 Evaluation Criteria and Weights, Page 29, Evaluation Criteria No. 3 – Project Approach and Understanding (Tab 6). The RFP states “B. Describe the technical methodology and expected level of effort required to complete the project;”

What is VRE looking for regarding “expected level of effort required to complete the project?”

**Response #10:** Please describe how you plan to complete the design (action plan) to include any perceived challenges for the project and how you plan to overcome them. See Addendum No. 2.

**Question #11:** Section VI. Evaluation Process and Criteria, 04. Evaluation Criteria and Weights, Criteria No. 2, item f. Page 28 states, “Identify three (3) projects on which comparable work has been done by the Prime Contractor and each Subcontractor in the past eight (8) years or is currently being performed.” Is VRE requesting three projects total, or three projects for the prime
and three projects for each subconsultant? If three each for the prime and subconsultants respectively, if a prime and subconsultant worked together on the same project, please confirm this would fulfill the requirement for one of the subs’ projects?

**Response #11:** VRE is requesting three projects total, or three projects for the prime and three projects for each subconsultant. Listing same projects where a prime and subconsultant have worked together will fulfill the requirements for one of the subconsultants projects.

**Question #12:** Section VI. Evaluation Process and Criteria, 04. Evaluation Criteria and Weights, Criteria No. 1, item f. Page 29 states, “Project sheets shall be one (1) page per project.” As an example, if a prime had five subconsultants and needed to provide three projects for themselves and each subconsultant, this would total 18 pages. The section is limited to 15 pages total. Will VRE consider increasing the page count, or can certain projects, such as subconsultant projects, be less than one page?

**Response #12:** See Addendum No. 2.

**MISCELLANEOUS**

**Question #13:** Will the railroad tracks be required to remain open during tunnel construction?

**Response #13:** Yes. Norfolk Southern will only allow short shutdowns for changeovers.

**Question #14:** Will the existing preliminary engineering design team be considered for the final engineering design services contract?

**Response #14:** The existing preliminary engineering design team is not precluded from competing for the final engineering design services contract.

**Question #15:** Will the 30% design plans be posted to the website or will you be sending it out only to those who directly request it?

**Response #15:** See Addendum No. 1.

**Question #16:** It sounded like 30% plans would not be available to the design consultant until NTP. It seems as if some of the details revealed in 30% may be useful for bidding purposes. Would you consider releasing those plans beforehand? For instance, the Phase I environmental survey may be informative for the clearing and mitigation of the junkyard property on the north side of the tracks.

**Response #16:** See Addendum No. 1 for 30% Plans. Phase I and II Environmental Site Assessments were conducted for the Contractors Storage parcels. The Virginia Department of Environmental Quality (DEQ) reviewed the ESA and based upon the information submitted regarding current site conditions, the DEQ has determined that petroleum contamination levels identified in the ESA at this site do not represent an identified risk to human health and the
environment. Therefore, DEQ has closed this petroleum contamination case and further corrective action related to this release is not required.

The question mentions “for bidding purposes.” This procurement is a Request for Proposals and does not require the submission of bids. 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. VRE will request the selected top-ranked Offeror to submit a binding Cost Proposal and shall commence negotiations with the selected Offeror to achieve a binding price and agreement on Contract terms.

**Question #17**: There seem to be three general areas for property acquisition: 1) junkyard where new parking lot will be placed north of the tracks; 2) strip taking along the 3rd mainline NS track; and 3) the access reconfiguration south of the existing parking lot where the new building will be built. Will all of the property be acquired by VRE or Prince William County?

**Response #17**: VRE is in the process of acquiring the property required for this project.

**Question #18**: Attachment A Scope of Work, Section IV. Final Engineering Design (Base Task), F.3, page 11. During the Pre-Proposal meeting, VRE stated that utility relocation is a scope of work for the selected A/E firm. Within the Scope of Work, Section IV. Final Engineering Design (Base Task), Subsection F. Design Development, Item 3 Utility Location Survey the RFP states “The consultant shall endeavor to minimize conflicts with existing utilities and ensure that any relocation(s) is designed by either the consultant or utility entities in accordance with existing agreements between the utility company(ies) and VRE, and that any new agreements required are identified and presented to VRE.” Within the State of Virginia, typically the A/E transportation firm will design public utilities (water/sewer) and the private utilities are designed by the private utility company.

Does VRE expect the selected A/E firm to design the private utility relocations or just coordinate for their relocation? If yes, the private utility companies have their own pre-approved engineering firms. Do we need to use one of the pre-approved engineering firms?

**Response #18**: The Final Design Consultant will have to coordinate the relocation design with the private utility owner. Relocation design of the private utility is not required and including pre-approved engineering firms is not required.

**Question #19**: Attachment A Scope of Work, Section III.C.6, page 6. Has NSR approved or reviewed a 3-feet clearance from top of tunnel to bottom of railroad ties?

**Response #19**: NSR has performed a cursory review of the preliminary plans. The 3’ clearance is not approved; the Final Design Consultant will need to get the 3’ clearance approved by NSR or revise the tunnel design.
**Question #20:** It was mentioned in the pre-proposal meeting that the Appendix shall include PE licenses and other registrations along with key personnel resumes. The RFP doesn't include a provision to supply copies of these licenses and registrations. Please confirm if we are required to submit copies of said licenses/registrations.

**Response #20:** See Addendum No. 2.

**Question #21:** Please confirm that font size for illustrations, graphics, tables and charts can be smaller than 11 point as long as it is easily legible.

**Response #21:** See Addendum No. 2.

**Question #22:** Section X. Insurance Requirements defines VRE Insurance Coverage Requirements for this project. Section X.01.C states, “The Contractor agrees to include the provisions of the foregoing clause in every subcontract or purchase order so that the provisions will be binding upon each Subcontractor or vendor.” Section X.01.D states, “The Contractor further certifies that it and any Subcontractors shall maintain these insurance coverages and the minimum limits of liability as stated, during the entire term of the Contract”.

If a small DBE firm is unable to provide the insurance limits defined in this RFP, will VRE consider offering relief on these insurance requirements to these DBE firms commensurate with the service they provide? This would be a firm that would not be providing design services.

**Response #22:** Railroad Protective Liability Insurance (RPLI) coverages are established and mandated by Norfolk Southern per their Project Manual. If any part of the work is sublet, similar RPLI insurance, and evidence thereof shall be provided by or on behalf of the subcontractor to cover its operations, if performed on the Norfolk Southern right of way. See Addendum No. 2 for updates to the General Liability Insurance limits.

**Question #23:** Section X (Insurance Requirements) in the RFP requires the prime to have the following coverages:

- CGL of $5M
- Auto of $1M
- Worker’s comp in the legal requirements
- Rail liability of $5M/$10M for VRE
- A second rail liability policy for Norfolk Southern in $5M/$10M
- E&O of $1M
- Umbrella policy of $5M

Do these insurance requirements apply to all subs as well? And is it acceptable for the Prime to request changes/exceptions in our submittal?

**Response #23:** Railroad Protective Liability Insurance coverages are established and mandated by Norfolk Southern per their Project Manual. If any part of the work is sublet, similar RPLI insurance, and evidence thereof shall be provided by or on behalf of the subcontractor to cover...
its operations, if performed on the Norfolk Southern right of way. See Addendum No. 2 for updates to the General Liability Insurance limits.

**Question #24:** Section IX.18 (General Provisions – Releases, Licenses, Permits and Authorizations), states the contractor holds harmless VRE for any claims related to the failure to have licenses, releases or permits. Does this only pertain to the Prime and its subcontractors, and not the work of 3rd Parties?

**Response #24:** This clause applies to the prime contractor and any of their subcontractors performing work on behalf of the prime contractor.

**Question #25:** Attachment A Scope of Work, Section IV. Final Engineering Design (Base Task), F. Design Development, #1 Basis of Design, is VRE set on the roundabout design for access to the station, drop-off area, and parking lot or will other designs be considered? Has a Traffic Impact Study (TIA) been conducted for the project and have any offsite improvements been identified?

**Response #25:** The preliminary design can be changed if a better solution is presented. TIA was conducted during Preliminary Engineering.

**Question #26:** Attachment A Scope of Work, Section IV. Final Engineering Design (Base Task), F. Design Development, #13. Federal Aviation Administration (FAA) Coordination, Page 14 – 15.

Please confirm VRE will be handling all coordination with the FAA regarding any airspace and/or approach zone considerations for the project.

Has FAA given any guidance on the lighting types for the parking lot areas and potential glare/light throw that they are concerned about?

**Response #26:** The VRE General Planning Consultant (GPC) will address direct coordination with FAA for required FAA approvals such as Form 7460 submission. The final design consultant will need to coordinate with the GPC to provide design-specific information for use in preparing Form 7460 submission materials.

The final design consultant should understand and consider airspace/approach restrictions in their design as well as coordinate directly with FAA NAVAIDS staff regarding potential impact of VRE design on runway navigation light utility that crosses beneath the NS tracks.

**Question #27:** Attachment A Scope of Work, Section III Part 7 NSR Third Track and Signals. Is the rail access to the Glen Gery Capitol Plant on Goodwin Drive to be included with the third track construction? Is this rail access to be improved from its current condition?

**Response #27:** Rail access to the Glen Gery Capitol plant will need to be confirmed with NSR during final design.
**Question #28:** Attachment A Scope of Work, Section IV Part F, Design Development, paragraph 5, Building Code and National Fire Protection Association (NFPA) Conformance. The project site straddles multiple jurisdictions. Will one AHJ act as the primary permit entity, specifically for construction/stormwater clearances? For example, Prince William County vs. the City of Manassas.

**Response #28:** The final design consultant should plan on coordinating with multiple jurisdictions. The preliminary design coordination has not discussed with the jurisdictions about one AHJ taking primary permit jurisdiction and the final design consultant shall be responsible for determining permit requirements and coordinating applications with the jurisdictions. It is assumed that a single Building Permit will be required for the buildings and the station located primarily in Prince William County. It is assumed that a Site Permit may be required for both jurisdictions.

**Question #29:** Will the NEPA documents be made available to the Offerors?

**Response #29:** See Addendum No. 1.

**Question #30:** Will the Basis of Design report be made available to the Offerors?

**Response #30:** See Addendum No. 2.

**Question #31:** Will the Geotechnical Report be made available to the Offerors?

**Response #31:** See Addendum No. 1.

**Question #32:** Will the preliminary plans be made available to the Offerors?

**Response #32:** See Addendum No. 1.

**Question #33:** Is the new platform a high- or low-level platform?

**Response #33:** See Addendum No. 1.

**Question #34:** To mitigate confusion, please confirm that the rail corridor is a north-south railroad. Drawing G-006 refers to proposed North and South Parking Lots.

**Response #34:** The rail corridor is Railroad North (towards DC) and Railroad South (towards Winchester) which does not match actual compass directions.

**Question #35:** Will all of the highway-rail grade crossings be designed by NS including the at-grade gates and roadway signals?

**Response #35:** The exact contribution of the NSR effort has not been determined. The final design consultant shall assume that the design of the grade crossing will utilize an NS standard.
grade crossing and will be specified by the VRE final design consultant and coordinated with NS. The final design consultant is also responsible for both roadway and track alignment design. It is assumed that NS will provide design for all signal components of each grade crossing i.e. lights, gates and circuits.

**Question #36:** The RFP specifies that VRE will reimburse the Consultant for any flagging costs incurred for the Project. Should flagging costs be excluded from the cost proposal?

**Response #36:** 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. VRE will request the selected top-ranked Offeror to submit a binding Cost Proposal and shall commence negotiations with the selected Offeror to achieve a binding price and agreement on Contract terms. Any questions related to the selected Offeror’s price proposal shall be discussed during negotiations.

**Question #37:** Is the existing Cannon Branch Bridge to be completely replaced or just widened for the third track?

**Response #37:** See Addendum No. 1- Preliminary Engineering Plans.

**Question #38:** Are as-built plans of the existing Cannon Branch Bridge available?

**Response #38:** The existing Cannon Branch Bridge is not being modified based on the Preliminary Design.

**Question #39:** Are the firms responsible for the Preliminary Design precluded from submitting a proposal?

**Response #39:** The existing preliminary engineering design team is not precluded from competing for the final engineering design services contract.

**Question #40:** Is VRE planning to make the Preliminary Design submission available for review during the proposal process? If the team responsible for the Preliminary Design is not precluded, they will be in possession of information that has not been reviewed by other proposers.

**Response #40:** See Addendum No. 1.

**Question #41:** Please elaborate on the status of the Administration and Employee Welfare Building. Has the program been set and the architectural design advanced to Preliminary Design?

**Response #41:** See Addendum No. 1.

**END OF QUESTIONS AND ANSWERS**