



**VIRGINIA RAILWAY EXPRESS
AMENDMENT OF SOLICITATION
REQUEST FOR PROPOSALS (RFP)**

ADDENDUM No. 1

Issued: February 9, 2026

RFP No.: 026-003 Title: General Planning and Engineering Consulting (GPEC) Services

Contact: Amanda Vitko Email: avitko@vre.org Telephone/Fax: (703) 838-5414

DESCRIPTION OF AMENDMENT

The above numbered solicitation is amended as follows:

1. PART II – PROCUREMENT SCHEDULE

Revision to the due date for Proposals.

DELETE: Page 5

REPLACE WITH: Page 5R attached herewith

2. PART IV – PROPOSAL REQUIREMENTS

Added page limit to Tab 11 Appendix.

DELETE: Page 18

REPLACE WITH: Page 18R attached herewith

3. PART V – SUBMISSION OF PROPOSAL

Added Sans Serif font. Removed reference to Financial Statements.

DELETE: Page 21

REPLACE WITH: Page 21R attached herewith

4. PART VI – EVALUATION PROCESS AND CRITERIA

Revised requirements for Criteria No.1 and No 2.

DELETE: Pages 24, 25, 28, 29, 30, and 31

REPLACE WITH: Pages 24R, 25R, 28R, 29R, 30R, and 31R attached herewith

5. **ATTACHMENT A – SCOPE OF WORK**

DELETE: Pages 3 and 9

REPLACE WITH: Pages 3R and 9R attached herewith

6. Except as specifically amended herein, all other terms and conditions of this solicitation remain unchanged and in full force and effect.

Offerors must acknowledge receipt of this amendment by returning a signed original with the Proposal package prior to the hour and date specified in the solicitation.

Company _____

Address _____

City _____ State _____ Zip Code _____

Name of Person Authorized to Sign _____
Print

Signature _____ Date _____

II. PROCUREMENT SCHEDULE

| | |
|---|--|
| RFP Issued | January 13, 2026 |
| Confirm Attendance at the Pre-Proposal Meeting | January 26, 2026 at 4:00 P.M. Eastern Standard Time (EST) |
| Pre-Proposal Meeting | January 28, 2026 at 2:00 P.M. EST |
| Submission of Written Questions | February 2, 2026 at 4:00 P.M. EST |
| Proposals Due (Closing Date and Time) | February 25, 2026 at 2:00 P.M. EST |
| Interviews (Optional) | March 25, 2026 from 10:00 A.M. to 4:00 P.M. EST |

Virginia Railway Express (VRE) reserves the right to make changes to the above-mentioned schedule. All such changes shall be made by an addendum to the solicitation. Offerors must frequently monitor VRE's website at www.vre.org for information concerning this solicitation, including any addenda or notices.



TAB 8- Subcontractors: Identify any Subcontractors and the type of work anticipated to be performed on the Contract by completing the **SUBCONTRACTOR FORM** included below.

- a. During Contract performance, **ALL** Subcontractors shall be approved in advance by VRE.
- b. The Offeror shall ensure lower-tier Subcontractors in support of this solicitation are in compliance with the certifications included herein, including the insurance coverage described in this solicitation and all requirements to Federal and State procurement regulations referenced herein.

TAB 9- Acknowledge Receipt of Addenda Issued: Include a signed acknowledgement of receipt of all addenda issued to this solicitation.

TAB 10- Representation and Certifications: Complete and sign forms in the **REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF BIDDERS/OFFERORS ATTACHMENT** included herein.

TAB 11- Appendix (Maximum 12 pages): Shall include full resumes for each Key Personnel *and any additional personnel selected by the Offeror.*

- B. 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.

04. SUBMISSION OF FINANCIAL STATEMENTS

- A. Upon selection of the highest ranked firms, VRE will request that the firms submit copies of their financial statements. The highest ranked firms must submit, within two (2) consecutive business days of written request from VRE, one (1) USB memory device, containing one (1) continuous electronic copy of the financial statements in PDF. The electronic copy shall be labeled appropriately with the RFP number and title, company's name and date. A hard copy is not required. Alternatively, due to the sensitive nature of the financial statements, the financial statements may be e-mailed to VRE's Chief Financial Officer or enclosed in an envelope addressed to VRE's Chief Financial Officer. The financial information will remain confidential and be discarded upon completion of the financial analysis.
- B. Offerors shall furnish complete financial statements for the current fiscal year (interim statements are acceptable) and the past two (2) years. The financial statements shall include the following:
1. Statement of Financial Position (Balance Sheet)
 2. Results of Operation (Income Statement)



V. SUBMISSION OF PROPOSAL

01. PROPOSAL FORMAT

- A. Each Proposal must be typed. Type size must not be smaller than Microsoft Word Times New Roman *or Sans Serif* 11-point font, normal proportional spacing. Text lines must be single-spaced. Type size for custom graphics, charts, headers, footers, tables and captions must not be smaller than Microsoft Word Times New Roman *or Sans Serif* 9-point font.
- B. **Proposals shall not exceed the number of pages listed per tab in Section 03-Proposal Submittal Elements above.** This page limit encompasses all documentation the Offeror may wish to submit in describing its organization, responsibilities, team, and Subcontractors. ~~The financial statements and the appendix for resumes do not count towards the page limit.~~

02. PROPOSAL SUBMISSION REQUIREMENTS

- A. Offerors must submit Proposals electronically through the Commonwealth of Virginia's e-procurement portal (eVA). To submit Proposals electronically, Offerors must be registered in eVA- www.eva.virginia.gov.
- B. Proposals submitted in hard copy format or via email or facsimile will not be accepted.
- C. Proposals shall be submitted through eVA by:
1. Clicking on Business Opportunities, Virginia Business Opportunities (VBO).
 2. Typing "Virginia Railway Express" into the Search Box.
 3. Finding VRE RFP No. 026-003.
 4. Clicking "View Opportunity" to select the solicitation.
 5. Clicking "Respond Online" in the upper right corner of the screen.
 6. Following the instructions provided online to submit a response.
- D. Offerors must submit one (1) complete continuous electronic copy of the Proposal package in PDF, including all attachments.
- E. Offerors requiring assistance submitting an electronic response, must contact eVA Customer Care via email at eVACustomerCare@dgs.virginia.gov or at 866-289-7367.
- F. Sealed electronic Proposals shall be received online through eVA no later than the date and time specified in PART II – PROCUREMENT SCHEDULE of this RFP. The time an electronic Proposal is received shall be determined by the time stamp on the Proposal receipt by the time clock on the eVA Sourcing and Contracting



Criteria No. 1- Capability, Expertise and Past Performance of the Prime Firm and Proposed Team/Subcontractor(s) (Maximum 15 pages, exclusive of project sheets):

The Offeror shall describe, in concise detail, the capability, expertise, and past performance of the Offeror and the proposed Project Team/Subconsultant(s), if applicable, that demonstrates competence in performing work of similar size, scope, and complexity as described in the RFP. All Subcontractors must be clearly identified as well as their roles and responsibilities. The description shall include the following:

- a. The Offeror shall describe its prior work experience, qualifications, and past performance delivering planning, engineering, design, and construction management services comparable in complexity to the required work. This includes, but is not limited to:
 1. Experience conducting planning activities and preparing planning documents for public transit agencies, including commuter rail, such as short- and long-range plans, ridership/market forecasts, financial analyses and financial plans, grant applications, data collection, and environmental compliance/permit monitoring.
 2. *Experience developing incremental designs (i.e. 30%, 60% and 90%) and reviewing designs by others.*
 3. Experience establishing and implementing project controls for planning, design, and construction management, including on-site activities for maintenance facilities, stations, and track.
 4. Experience performing construction management services for maintenance facilities, stations, railroad infrastructure, and track.
 5. Experience ensuring project compliance with Federal, State, and Local regulations, codes, and statutes.
 6. Experience with Federal and State-funded projects.
 7. Experience working in compliance with the Federal Railroad Administration (FRA) and freight railroad requirements for performing work within or in proximity to active railroad right-of-way.
- b. The Offeror shall identify all proposed Subcontractor(s) and the type of work anticipated to be performed on the Contract; complete the **SUBCONTRACTOR FORM** included herein this RFP. Subcontractor Forms shall be placed in TAB 8 and shall not count towards the overall page limit. List specific relevant experience, and the role each is expected to play in this project.
 1. Knowledge of the proposed project team/Subcontractor(s) shall include depth of experience in the areas identified in the Scope of Work where they will perform work on the Contract.



2. Information shall be on work experience and projects performed by each of the Offeror's Subcontractors that are considered most relevant in demonstrating their ability to support the Offeror in the effort, including rationale supporting the Offeror's assertion of relevance. At VRE's direction, any proposed Subcontractor(s) identified by the Offeror may be contacted for the purpose of determining the responsibility of the Offeror.
- c. Specific relevant experience of firm(s) working together on previous projects.
 - d. Identify ~~three (3)~~ **five (5)** projects on which comparable work has been done by the **Prime Contractor and each Subcontractor** in the past five (5) years or is currently being performed. The total list of projects must include at least one (1) project from each discipline / service category included in the Scope of Work. If applicable, the following information must be provided.
 1. Project name, location, and brief description of the work completed.
 2. Similarity or relevance of the work completed.
 3. Name of the Owner's representative, title, address, email, and telephone number. The Owner's representative must have personal knowledge of the Offeror's performance.
 4. Detailed project description.
 5. Roles and responsibilities of the firm.
 6. Dollar value of services provided.
 7. The date the project started, the duration, and the actual project completion date, as compared to the planned completion date at the time of award.
 8. Explanation of any variance between original budget, award amount and final cost (if any).

Project sheets shall contain two (2) projects per page.

The Owner's representative contact person submitted by the Offeror must be someone with personal knowledge of the project and Offeror's performance. The contact person must be informed they are being used by the Offeror as a reference and that VRE may call or email them to discuss the Offeror's performance. More than one contact person can be listed; however, all must have knowledge of the specific project identified by the Offeror.

Do not list principals, officers, board members or representatives who do not have intimate knowledge of project specific information. Failure of the references to have the ability to respond to project inquiries may negatively impact the Offeror's rating for this criterion.



- i. A minimum of ten (10) years of progressive experience in project management to include using various project delivery systems and tools for similar projects or projects similar in magnitude. Successful delivery of projects on time and within budget.
 - ii. Professional Engineer or comparable professional certification or license.
 - iii. Knowledge of, and relevant experience with, techniques for timely delivery of maintenance facilities and track projects.
 - iv. Demonstrated ability to control project overhead costs.
 - v. Experience in change management and compliance with applicable laws, rules, ordinances and regulations; experience in all construction project phase services including pre-design, design/pre-bid, bid, construction, and post-construction as well as experience in government contract administration.
2. ~~Indicate estimated availability to the contract as the Manager of Engineering, including identification of potential competing commitments.~~
- d. One (1) of the proposed Key Personnel must be the designated **Manager of Construction** with experience managing project(s) of comparable size, scope and complexity as detailed in the Scope of Work. The Manager of Construction shall act as the construction “Project Coordinator” and continuously facilitate communications and interaction with the construction contractor and VRE. The Manager of Construction shall ensure that all personnel assigned to the project are knowledgeable of the contract and schedule requirements, terms and conditions and deliverables. The Manager of Construction will oversee the performance of all assigned personnel for the project and ensure the project is constructed in accordance with contract documents and that the construction contractor meets all of their obligations under the contract. The Manager of Construction is responsible for overseeing day-to-day project activities and delivering projects on time and within budget, and as such will proactively and aggressively manage issues, concerns, and potential problems.
 1. Required qualifications and skills shall include:
 - i. A minimum of ten (10) years of progressively responsible experience in construction management services and project management, to include various project delivery systems and tools for similar projects or projects similar in magnitude. Successful delivery of construction projects on time and within budget.



- ii. Recognition as a Certified Construction Manager through the Construction Management Association of America (CMAA) or similar Professional Registration/Certification.
 - iii. Minimum of ~~ten~~ *fifteen* (15) years of field construction experience.
 - iv. Knowledge of, and relevant experience with, techniques for timely delivery of work as described in the Scope of Work. Ideally, the experience should be representative of projects in a Commuter and/or Freight Rail setting.
 - v. Experience coordinating and monitoring stakeholders, permitting agencies and utilities.
 - vi. Demonstrated knowledge of Federal regulations governing federally funded projects.
 - vii. Demonstrated capacity to successfully comply with Federal regulatory requirements for federally funded projects. Prior experience working with projects funded by Federal dollars is preferred.
 - viii. Demonstrated ability to control project overhead costs.
 - ix. Thorough knowledge of construction management techniques.
 - x. Considerable knowledge of State and Local building codes and zoning ordinances.
 - xi. Ability to prepare estimates and reports.
 - xii. Ability to interpret plans, specifications and contracts.
 - xiii. Ability to plan, coordinate and supervise the work of contractors, subcontractors and other personnel
- e. One (1) of the proposed Key Personnel must be the designated **Quality Control Manager (QCM)** shall be responsible for overall quality management and provision of all Quality Assurance (QA) services, to include logging, monitoring/tracking, reviewing, and reporting of project quality through an integrated and comprehensive quality management system, to ensure projects are completed according to an established quality standard.

1. Required qualifications and skills shall include:

- i. A minimum of a four-year ABET-accredited college program in one of the following disciplines: Planning, Engineering, Architecture, Construction Management, Engineering Technology, Building Construction, Building Science, or approved equivalent experience or



certification. Experience shall include a minimum of five (5) years' experience as a superintendent, QCM, project manager, project engineer, or construction manager.

- ii. Certifications for Quality Management and Process Management for courses offered by agencies including but not limited to: Construction Management Association of America (CMAA), Associated General Contractors (AGC), Associated Builders and Contractors (ABC), the Army Corps of Engineers, International Organization for Standardization (ISO) and American Society for Quality (ASQ), or list of projects on which the individual served in a designated quality control manager function throughout the lifecycle of each project.
 - iii. Be familiar with VRE's Safety and Security Guidelines, Host Railroad Safety and Quality Control Requirements, and have experience in the areas of hazard identification and safety compliance.
 - iv. Be familiar with the CMAA CM Standards of Practice.
 - v. Provide quality-related deliverables to ensure that VRE's goals and objectives, contract performance, and requirements are met.
 - vi. Ability to oversee and enforce program-level standardization, ensuring that the quality of all projects is managed in a similar, consistent way and quality assurance services are aligned with industry standards of practice including, but not limited to, the most recent versions of the CMAA Quality Management Guidelines and the most current version of ISO 9000 Quality Management Principles.
 - vii. Ability to provide Quality Control Management at the work site to implement and manage the Contractor's Quality Control Program.
- f. Identify three (3) projects on which comparable work has been done by **each of the Key Personnel** in the past ~~five (5)~~ **ten (10)** years or is currently being performed. The projects must show the applicable skills and experience appropriate for the requirements described in the RFP. The following information must be provided:
- 1. Project name and location.
 - 2. Detailed project description.
 - 3. Similarity or relevance of work completed.



4. Name of the Owner's representative, title, address, email, and telephone number. The Owner's representative must have personal knowledge of the Offeror's performance.
5. Roles and responsibilities of the individual to include notable accomplishments of the individual on the project.
6. Dollar value of services provided.
7. The date the project started, the duration, and the actual project completion date, as compared to the planned completion date at the time of award.

Project sheets shall contain two (2) projects per page.

The Owner's representative contact person submitted by the Offeror must be someone with personal knowledge of the project and Offeror's performance. The contact person must be informed they are being used by the Offeror as a reference and that VRE may call or email them to discuss the Offeror's performance. More than one contact person can be listed; however, all must have knowledge of the specific project identified by the Offeror.

Do not list principals, officers, board members or representatives who do not have intimate knowledge of project specific information. Failure of the references to have the ability to respond to project inquiries may negatively impact the Offeror's rating for this criterion.

- g. In addition to the relevant experience required above, full resumes for each of the Key Personnel **and any additional personnel selected by the Offeror within the 12-page limit** shall be included as an appendix. Resumes must include education, degrees, experience, qualifications, background, accomplishments, and current professional certifications to include issuing organization, date, and other specifications of the certification.

Criteria No. 3- Overall Program Approach and Understanding (Maximum 5 pages):

Furnish a clear and concise summary of the proposed program approach to properly perform the work outlined in the RFP. The summary must fully describe the means, methods, and technical expertise to perform the requirements in the Scope of Work and shall include the following:

- a. Understanding of the scope of the program and potential projects, technical requirements, and VRE's needs.
- b. Describe the technical methodology that will be used to identify contract/task needs, match team qualifications to those needs, and expected level of effort(s) to complete projects.



closeout documentation; National Transit Database (NTD) sampling and reporting support; GIS mapping and spatial data management; and where applicable, ensure compliance with state or federal environmental and/or regulatory permitting requirements and other services as may be requested by VRE.

- E. A general description of the services to be performed is provided in this Scope of Work. The term “railroad” is referred to herein as pertaining to operations or facilities under the regulatory jurisdiction of the Federal Railroad Administration (FRA). The term “railway” is referred to herein as pertaining to operations or facilities under the regulatory jurisdiction of the Federal Transit Administration (FTA). The term “rail” shall pertain equally to “railroad” and “railway.”

II. GENERAL REQUIREMENTS

- A. The Consultant shall furnish all labor (including all required professional disciplines), supervision, materials, supplies, equipment and transportation to provide a range of services to include planning studies, surveying, related studies, investigations, pre-design programming, concept design, design development, construction drawings and specifications, design scheduling, construction phasing and scheduling, cost estimating, value engineering, procurement support, construction administration, construction management and construction inspection (special inspection) services as may be requested by VRE.
- B. The Consultant’s work shall be managed at VRE’s Headquarters Office under the direction of VRE’s designated GPEC Project Manager(s) responsible for respective Task Orders.
- C. The Consultant shall assign a ~~Project~~ **Program** Manager who will be responsible for VRE/Consultant coordination on all individual Task Order assignments. The ~~Project~~ **Program** Manager shall be responsible for all project matters for the Consultant and shall be available for all required project meetings.
- D. The Consultant shall ensure that tasks are accomplished and managed by qualified planning, design, engineering, and construction management professionals.
- E. VRE will assume full and complete ownership of all deliverables and all final documents under this Contract. All source files associated with deliverables



24. Coordinate and advise the VRE Project Manager of construction progress (schedule), unusual disruptions, potential changes, and potential Change Orders.
25. In conjunction with, and following approval from the VRE Project Manager, take action to mitigate actions that may lead to claims and/or stop work orders and resolve potential conflicts as promptly as possible.
26. Attend and participate in the construction contract pre-bid meeting and site visit and pre-construction conference (if applicable).
27. Assist the VRE Project Manager and Contract Administrator with review and evaluation of bid submittal materials from contractors for compliance and completeness.

VI. ENGINEERING SERVICES

A. **General Services:** Enumerated below are services the VRE may request for any one of the specific Service Categories listed in Section VI.B below.

1. Perform engineering calculations and prepare sealed final design and construction documents (100% Plans and Specifications).
2. Architectural/engineering support for construction or repairs of VRE facilities/infrastructure.
3. Develop incremental designs (i.e., 30%, 60% and 90%) and review designs by others.
4. Develop construction phasing and maintenance of traffic plans for trains, automobiles, bicycles, pedestrians, local transit, and emergency vehicles during construction.
5. Provide project level planning/environmental/engineering support through the completion of design activities such as NEPA compliance, permitting, or stakeholder engagement.

B. **Service Categories:** The Consultant ~~shall~~ ***may be asked*** to provide design services under the following seven (7) service categories plus ancillary support.

1. Shops and Yards

Examples of potential task assignments include, but are not limited to, the following:

