



VIRGINIA
RAILWAY
EXPRESS

IFB 027-002 WOODBIDGE STATION EAST ELEVATOR MODERNIZATION

Pre-Bid Meeting Presentation

SEPTEMBER 30, 2026 @ 10: 00 A.M.



AGENDA

IFB 027-002 Woodbridge Station East Elevator Modernization



- 1 Attendees Sign-In
- 2 Safety Briefing
- 3 Introduction of VRE Staff
- 4 Overview of Procurement Requirements
- 5 Overview of the Scope of Work
- 6 Questions & Answers

SAFETY BRIEFING

- **Location:**
 - ✓ 1040 Express Way, Woodbridge, VA
- **Identify:**
 - ✓ Evacuation Route(s)
 - ✓ CPR
 - ✓ Fire Alarms & Extinguishers
- **Assign:**
 - ✓ Primary & Secondary 911 Caller
 - ✓ Primary & Secondary CPR



VRE TEAM



Amanda Vitko
Contracts Administrator



Eric Johnson, P.E.
Director of Facilities
Maintenance

Project Manager

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 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.

VRE POINT OF CONTACT



Bidders 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.

FUNDING



The Woodbridge Station East Elevator Modernization contract is funded in whole or in part by Federal and State grants and is subject to certain provisions required by Federal and State agencies.



The Consultants shall not perform any act, fail to perform any act, or refuse to comply with any requests that would cause VRE to be in violation of Federal or State requirements and/or guidelines.

PURPOSE

RFP 026-003 General Planning and Engineering Consulting (GPEC) Services



The purpose of this Invitation for Bids (IFB) is to establish a Contract with one (1) qualified and experienced Contractor to modernize the east elevator, which is situated within the parking garage, serving five (5) floors, at the VRE Woodbridge Station, located at 1040 Express Way, Woodbridge, Virginia 22191.

PROCUREMENT SCHEDULE



- ◆ IFB Issued: September 15, 2026
- ◆ Pre-Bid Meeting (Non-Mandatory) : September 30, 2026 at 10:00 A.M.
- ◆ Site Visit (Non-Mandatory: September 30, 2026 following Pre-Bid Meeting
- ◆ Submission of Written Questions: October 8, 2026, by 4:00 P.M.
- ◆ Bids Due: October 22, 2026, by 2:00 P.M.
- ◆ Public Bid Opening: October 22, 2026, at 2:00 P.M.

*All times reflected are local, Eastern Time

ELECTRONIC SUBMISSION OF BIDS



- ◆ Bids are due on Thursday, October 22, 2026, by 2:00 P.M. ET.
- ◆ VRE will accept electronic submission using the Commonwealth of Virginia's e-procurement portal (eVA). Bidders must be registered in eVA as a Supplier: <https://eva.virginia.gov/>.
- ◆ Bidders requiring assistance submitting an electronic response must contact eVA Customer Care via email at eVACustomerCare@dgs.virginia.gov or at 866-289-7367.

WRITTEN QUESTION TO VRE



- ◆ Deadline for Written Questions is October 8, 2026, by 4:00 P.M.
- ◆ Questions must be submitted in Microsoft Word format and include the related Section number and title.
- ◆ All questions or communication related to this IFB shall be directed to the Contract Administrator and VRE Director of Purchasing and Contract Administration.

OVERVIEW OF BID REQUIREMENTS



◆ Tab 1 – Table of Contents

◆ Tab 2 – Title Page

- ✓ Company information, including identification of the designated contact person and company officer

◆ Tab 3 – Transmittal Letter

- ✓ Type and size of business
- ✓ Years of operation
- ✓ Description of the company and relevance of services to this IFB

OVERVIEW OF BID REQUIREMENTS (CONTINUED)



◆ TAB 4 – VA Contractor's License

- ✓ Copy of the applicable Class A, B, or C Contractor's License

◆ TAB 5 – Reference (Past and Present Experience)

- ✓ Identify three clients
- ✓ Form is included in ATTACHMENT E- BID FORM CERTIFICATION

◆ TAB 6 – Subcontractors

- ✓ Form is included in ATTACHMENT E- BID FORM CERTIFICATION
- ✓ Certification of Debarment and Suspension
- ✓ Certification of Restriction on Lobbying
- ✓ Non-Collusion Affidavit
- ✓ Federal Tax Liability and Recent Felony Convictions Certification

OVERVIEW OF BID REQUIREMENTS (CONTINUED)



◆ TAB 7 – Acknowledge Receipt of Addenda Issued

- ✓ Any addendum issued will be posted on VRE's website and eVA
- ✓ Failure to submit signed addenda may be grounds to declare the Proposal non-responsive

◆ TAB 8 – Representations and Certifications

- ✓ Company Information Questionnaire
- ✓ Conflict of Interest Certification
- ✓ Trade Secrets or Proprietary Information
- ✓ Certification of Debarment and Suspension
- ✓ Certification of Restriction on Lobbying
- ✓ Non-Collusion Affidavit
- ✓ Buy America Certification
 - Must be signed
- ✓ Seismic Safety Certification of Compliance
- ✓ Federal Tax Liability and Recent Felony Convictions Certification

OVERVIEW OF BID REQUIREMENTS (CONTINUED)



◆ Tab 9 – Bid Bond/Bid Guarantee

- ✓ Copy of Bid Bond/Guarantee
- ✓ 5% of the amount of the Bid

◆ Tab 10 – Bid Form Certification and Bid Form

- ✓ ATTACHMENT E and E1
 - Included on the Bid Form – Allowance for unseen elevator conditions (see pg. 30) for the authorization process.
- ✓ Submit Bid Form in Excel and PDF
- ✓ Unit Prices Prevail

CONTRACT ANTICIPATED



- ◆ VRE reserves the right to cancel or withdraw in whole or in part this IFB at its sole discretion.
- ◆ VRE will request the apparent low Bidder to submit financials for the purpose of determining the Bidder is responsible.
- ◆ **Award:** A contract will be awarded to the lowest responsible and responsive Bidder conforming to the solicitation's requirements on a **TOTAL PRICE** basis.
- ◆ **Type of Contract:** VRE contemplates award of a firm-fixed-unit-price Contract with an allowance for unforeseen elevator conditions from this solicitation.
- ◆ **Contract Completion:** Within one hundred eighty (180) consecutive calendar days from the date set forth in the written Notice-To-Proceed.

CONTRACT AWARD

- ◆ 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 Bidder will also be notified in writing.
 - ◆ ten (10) consecutive calendar days of the notification
 - Signed Contract
 - Executed Performance Bond and Payment Bond
 - Insurance
 - W-9
 - Contractor Information Form

PROJECT OVERVIEW AND SCOPE OF SERVICES





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Thank You!

1500 King Street, Suite 202,
Alexandria, Virginia 22314



800-743-3873



QUESTIONS?

