



**VIRGINIA RAILWAY EXPRESS
AMENDMENT OF SOLICITATION
REQUEST FOR PROPOSALS (RFP)
ADDENDUM No. 1**

Issued: May 30, 2025

RFP No. 025-005

Title: Photography and Videography Services

Contact: Monica McKenzie

Email: mmckenzie@vre.org

Telephone: (703) 838-5428

This addendum is hereby incorporated into the solicitation documents of the above referenced RFP. The following items are clarifications, corrections, additions, deletions and/or revisions to the RFP, which shall take precedence over the original documents. ***Bold and Italics*** indicates additions while deletions are indicated by ~~striketrough~~. Offerors must acknowledge receipt of this addendum by returning a signed original with their Proposals.

DESCRIPTION OF AMENDMENT

The above numbered solicitation is amended as follows:

1. PART I – INTRODUCTION TO RFP

DELETE: Page 3

REPLACE WITH: Page 3R attached herewith

2. PART III – INSTRUCTIONS FOR OFFERORS

Added hyperlink for video pre-Proposal video conference

DELETE: Page 7

REPLACE WITH: Page 7R attached herewith

3. PART VIII – SPECIAL PROVISIONS

Modified minimum guarantee and task order funding

DELETE: Page 32

REPLACE WITH: Page 32R attached herewith

4. PART IX – GENERAL PROVISIONS

Modified term of contract

DELETE: Page 37

REPLACE WITH: Page 37R attached herewith

5. 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. Failure to acknowledge receipt of this document may be grounds to declare your Proposal non-responsive.

Company _____

Address _____

City _____ State _____ Zip Code _____

Name of Person Authorized to Sign _____

Print

Signature _____ Date _____

I. INTRODUCTION TO RFP

01. **PURPOSE**

The purpose of this Request for Proposals (RFP) is to establish two (2) Contracts with two (2) qualified and experienced Contractors to provide photography and videography services, on an as needed basis through Task Orders initiated by Virginia Railway Express. The two (2) Contractors selected shall each be ~~capability~~ *capable* of providing both photography and videography services.

02. **VRE BACKGROUND**

- A. The Virginia Railway Express (VRE) is a commuter rail service linking the District of Columbia and Northern Virginia. The Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC) are transportation districts established under Virginia law and jointly own this service. An Operations Board consisting of members from each of the jurisdictions within the VRE service area governs the development and operation of VRE and serves as an advisory board to the NVTC and PRTC governing boards. Use of the term VRE in this RFP refers to NVTC and PRTC.
- B. VRE began operations in 1992 on two (2) lines, Fredericksburg and Manassas. In January 2014, VRE's Operations Board adopted System Plan 2040 which calls for expansion of service, requiring the addition of railcars, expansion of station and yard facilities, as well as expanding operations to meet the goal of doubling ridership by 2040. VRE's multi-prong program addresses short term growth needs, as well as longer term capacity improvements and investments in maintaining and servicing VRE's equipment and facilities.
- C. The primary mission of VRE is to provide commuter-oriented passenger rail service between the outlying suburbs and the Washington-Arlington-Alexandria urban core. Some tourists and "day-trippers" also ride the trains. The service is heavily oriented towards that core area in the morning peak and in the opposite direction in the evening peak.



- D. Individuals interested in participating in the video conference via computer, tablet or smartphone can join by clicking:

[Join the meeting now](#)

Meeting ID: 225 740 791 535 3

Passcode: 5ro6UB9i

OR

Dial in by phone

+1 540-566-5614, 886538802# United States, Roanoke

Phone conference ID: 886 538 802#

- E. Participants utilizing a cell phone are required to download the Microsoft Teams app in advance of the meeting or to participate in the meeting using the audio only option identified above. The app is available free of charge from the Apple and Google app stores.

11. CONFIRM ATTENDANCE AT THE PRE-PROPOSAL MEETING

Offerors must confirm their attendance at the non-mandatory pre-proposal meeting by contacting the Purchasing & Contract Compliance Specialist whose name and contact information appear on the face of this solicitation, prior to the ***date and time specified in PART II. – PROCUREMENT SCHEDULE*** of this RFP. *It is recommended that prospective Offerors monitor VRE's website for an addendum which may change the location or date/time of the pre-proposal meeting.*

12. SUBMISSION OF WRITTEN QUESTIONS

- A. **Deadline:** All questions and requests for clarification regarding the meaning or interpretation of this RFP and other solicitation documents, or any ambiguities, discrepancies, inconsistencies, or conflicts in or between any of the technical, pricing, or contractual provisions, must be submitted no later than the ***date and time specified in PART II. – PROCUREMENT SCHEDULE*** of this RFP. Questions and clarifications requested after such time will not be answered unless VRE elects, at its sole discretion, to do so.
- B. **Format for Questions:** Questions must be submitted in Microsoft Word format and include the related Section number and title.
- C. **VRE Point of Contact:** Questions must be submitted to the VRE Purchasing & Contract Compliance Specialist and Director of Purchasing in writing via electronic mail as listed on Page 1 of this RFP. No questions or requests for additional information, clarification or any other communication should be directed to any other individual.
- D. **No oral communication will be accepted.** VRE will not be bound by any oral communications, or written interpretations or clarifications that are not set forth in an addendum.



VIII. SPECIAL PROVISIONS

01. **SIGNATURES**

All documents to be delivered pursuant to this solicitation, requiring a signature, may be executed via handwritten (manual), stamped, electronic (portable document format), photocopied, digital or scanned signature. A signed copy of the documents transmitted by any of the means listed above shall be deemed to have the same legal effect as delivery of an original executed copy.

02. **TASK ORDER REQUIREMENTS**

- A. The Contractor shall perform the work on this Contract through Task Orders initiated by VRE. All Task Orders and the provision of services pursuant to such Task Orders are subject to the terms and conditions of this Contract and in the event of a conflict between the Task Order and the Contract, the Contract shall control.
- B. All Task Orders issued under this Contract shall either be Firm Fixed Price or Cost-Plus Fixed Fee, as specifically defined in the Request for Task Order Proposal.
- C. Any Task Order issued during the effective period of the Contract and not completed within that period shall be completed by the Contractor within the time specified in the Task Order.
- D. Any Task Order issued during the effective period of the Contract and not completed within that period shall be completed by the Contractor within the time specified in the Task Order.

03. **MINIMUM GUARANTEE AND TASK ORDER FUNDING**

- A. The Contracts resulting from this solicitation shall be Indefinite Delivery/Indefinite Quantity (IDIQ) and the total cost for any individual Task Order (including modifications) shall not exceed \$150,000. The cumulative ceiling amount for all Task Orders issued for both Contracts in any given contract year (Base Period and any subsequent Option Year Period exercised by VRE) shall not exceed a maximum of \$175,000 in aggregate per year or ~~\$875,000~~ **\$525,000** in aggregate for a term of up to ~~five (5)~~ **three (3)** years.
- B. As a minimum guarantee, at least one (1) Task Order will be issued to the Contractor during the term of the Contract. There is no limit on the number of Task Orders that may be issued against this Contract. If and when needed, the maximum number of Task Orders issued will be contingent upon the requirements of VRE and shall be subject to the appropriation and availability of funds and will be within the maximum value of the Contract.
- C. Individual Task Orders will be funded separately. VRE will not issue any Task Orders that are not fully funded, and the Contractor shall not perform any work which is not funded. In no event shall the Contractor be authorized to incur costs under an individual Task Order in excess of the total amount of funds obligated



direction to the Contractor. All communications to other agencies shall be through the VRE PM, unless directed otherwise.

03. PRIME CONTRACTOR RESPONSIBILITIES

- A. The Contractor shall be responsible for completely supervising and directing the work under this Contract and all Subcontractor(s) that it may utilize, using adequate skill and attention. Subcontractor(s) who perform work under this Contract shall be responsible to the Prime Contractor.
- B. During the period of performance, the Contractor shall not substitute personnel without the written approval of VRE. The Contractor shall provide VRE with information as to the circumstances necessitating the proposed change and other information as requested. Periodically, the VRE Project Manager may request an updated list of personnel.
- C. The Contractor agrees that it is fully responsible for the acts and omissions of its Subcontractor(s) and of persons employed by the Subcontractor as it is for the acts and omissions of its own employees.
- D. The VRE PM shall coordinate the work on this Contract with VRE's ongoing operations and other activities performed by VRE or other contractors.

04. CONFORMITY WITH SCOPE OF WORK

All deviations from the Scope of Work shall be authorized in writing by VRE. No extra compensation for material or labor shall be allowed for work evidently necessary within the general intent of the Scope of Work.

05. TERM OF CONTRACT

- A. The term of the Contract shall be for a Base Period of one (1) year with the option to extend for ~~four (4)~~ **two (2)** additional one-year periods, not to exceed ~~five (5)~~ **three (3)** years. The Base Period will commence on the date set forth in the written Notice-To-Proceed.
- B. The exercise of the Contract option will be at the sole discretion of VRE. Unless otherwise directed in writing, the Contract will be extended by VRE under the terms and conditions of the original Contract.
- C. A preliminary written notice of VRE's intention to exercise the option will be given approximately thirty (30) calendar days prior to the expiration date of the Base Period. The preliminary notice does not commit VRE to an extension. The exercise of the option is subject to the availability of funds.
- D. The Contractor may submit in writing to VRE a request for an escalator sixty (60) consecutive calendar days prior to the expiration of the Base Period and the commencement of each subsequent Option Year Period of the Contract.
- E. Escalation of hourly rates shall not exceed the percentage of change in the U.S. Department of Labor Consumer Price Index, All Items, Unadjusted, Urban Areas ("CPI-U") for the most recent twelve (12) month period, for which statistics are

