ATTACHMENT A

Scope of Work

July 30, 2026

SCOPE OF WORK

I. OVERVIEW

A. The intent of this solicitation is to obtain professional Cost Estimating and Cost Validation Services (CVS) in support of the Construction Manager/General Contractor (CM/GC) delivery of the L'Enfant Station and Fourth Track Improvements Project (LEF Project). The selected firm is referred to herein the Scope of Work as the "Consultant" or Cost Validation Services Consultant "CVS Consultant". The Consultant shall provide objective, independent, and auditable cost estimating and validation services throughout design development, preconstruction, and Guaranteed Maximum Price (GMP) development for the LEF Project.

B. The LEF Project will reconstruct the existing VRE L'Enfant Station and construct a continuous fourth mainline railroad track between the Virginia (VA) and L'Enfant (LE) Interlockings in Washington, D.C., between approximately 10th Street SW and 2nd Street SW. The existing station is located along Virginia Avenue SW between 6th Street SW and 7th Street SW within a shared-use rail corridor utilized by commuter rail operated by VRE, intercity passenger rail operated by Amtrak, and freight rail operated by CSX Transportation (CSX).

C. The existing VRE L'Enfant Station includes a 550-foot-long by 12.5-foot-wide side platform which is shorter than the longest VRE train in operation, thus creating a condition where all cars on the train are not accessible for boarding or alighting. As a result, passengers are required to move between cars, contributing to increased dwell times. The LEF Project will replace the existing platform with a new center platform designed to accommodate simultaneous boarding and alighting from two full-length eight (8) car trains, providing full platform access to all passenger cars and improving passenger circulation capacity.

D. The LEF Project includes construction of new station access points at the north and south ends of the platform, consisting of stairs, elevators, and associated equipment rooms. These improvements will enhance passenger access, provide operational redundancy, and achieve compliance with the Americans with Disabilities Act of 1990 (ADA).

E. Railroad infrastructure improvements include, but are not limited to:
   1. Installation of approximately one (1) mile of new fourth mainline track;
   2. Demolition of the existing platform and station access points at 6th Street SW and 7th Street SW;
   3. Interlocking modifications and signal system upgrades, including construction of a signal house and associated equipment foundations;
   4. Drainage improvements and utility relocations, including installation of railroad duct banks;
   5. Construction of retaining walls and load transfer platforms;

6. Removal and replacement of existing catenary structures;
7. Replacement of the railroad bridge over 6th Street SW; and
8. Widening and modification of the railroad bridge and abutments over 7th Street SW.

F. Construction will be performed in phases to maintain continuous freight, commuter, and passenger rail operations, as well as local pedestrian, bicycle, and vehicular traffic throughout the duration of the LEF Project.

G. The Scope of Work under this Contract includes the provision of independent, objective, and fully-auditable construction cost estimating and cost validation services to assist VRE in evaluating and validating construction costs developed by the CM/GC during design development, preconstruction services, and GMP negotiations. These services will provide VRE with a quantified, documented basis for assessing cost reasonableness, risk allocation, and commercial terms at each major project milestone.

H. The Consultant's work shall be managed through VRE's Headquarters Office of Design and Construction. A Project Manager (PM) will be designated by VRE for this Contract to coordinate all tasks.

II. <u>GENERAL REQUIREMENTS</u>

A. The CVS Consultant shall provide independent cost estimating and cost validation services to support VRE throughout the planning, design, preconstruction, and construction phases of the LEF Project. The Consultant shall serve as VRE's independent cost advisor and shall provide objective analysis, guidance, and recommendations on all matters affecting the LEF Project cost.

B. VRE anticipates the term of Contract to be fifty-one (51) consecutive months from Notice-to-Proceed (NTP) to closeout. The CVS Consultant shall perform services for a base period of fifteen (15) months from Notice-to-Proceed (NTP). Preconstruction services shall be completed no later than December 31, 2027. Cost Estimating and Cost Validation Services shall span preconstruction and design development activities. Following execution of a Construction Contract with the CM/GC contractor, VRE may, at its sole discretion, exercise an option for continued services with the CVS Consultant for up to thirty-six (36) additional months to support construction phase activities for the LEF Project.

C. The CVS Consultant shall coordinate with the Project Team and shall attend and facilitate meetings, workshops, and coordination sessions as directed by the VRE Project Manager. The Consultant shall lead all cost-related coordination and reconciliation efforts and provide technical cost analysis and recommendations to support LEF Project decision-making.

D. The CVS Consultant shall prepare and distribute meeting agendas and supporting materials in advance of meetings; document key discussion items, decisions, and action items; and submit meeting summaries in accordance with the Submittal Timeframes defined in ***Section III. I- Deliverables and Submittals***.

E. The CVS Consultant shall conduct a minimum of four (4) site visits during the base contract period and may be directed by VRE to perform additional site visits as necessary to support validation of LEF Project conditions and cost information. All site visits shall be coordinated through the VRE Project Manager.

III. CVS CONSULTANT SERVICE REQUIREMENTS

A. General Meeting Requirements

1. Throughout the term of the Contract, the CVS Consultant shall participate in all LEF Project-related meetings, workshops, and coordination sessions related to cost estimating, cost validation, cost reconciliation, GMP development, and other cost management activities, as requested by VRE. Where designated by the VRE Project Manager, the CVS Consultant shall plan and facilitate meetings and workshops within the scope of cost validation services.

2. All meetings required under this Scope of Work shall be conducted in-person, in a hybrid format or virtually (e.g., telephone or video conference), as determined by VRE. In-person meetings will generally be held at VRE-designated locations in Alexandria, Virginia, or in the Washington, D.C metropolitan area. The CVS Consultant shall ensure the attendance of all CVS Key Personnel whose role or responsibilities are relevant to support each meeting or as otherwise requested by VRE. VRE reserves the right to modify the format, frequency and location of meetings throughout the Contract to meet Project needs.

3. For all cost-related meetings required under this Scope of Work, the CVS Consultant shall:
   a. Prepare and distribute agendas and supporting materials no later than two (2) business days before the meeting, unless otherwise specified;
   b. Document attendees, key discussion items, decisions, action items, responsible parties, due dates, and unresolved issues; and
   c. Submit meeting minutes or summaries within five (5) business days after the meeting, unless otherwise specified. Meeting-specific sections may impose additional substantive requirements, but need not restate these baseline administrative obligations.

4. The CVS Consultant shall review all meeting materials provided by VRE in advance of scheduled LEF project meetings and workshops, and provide technical input regarding construction cost estimating, cost drivers, risk allocation, and construction phasing assumptions.

5. Following any meeting in which cost-related matters are discussed, the CVS Consultant shall prepare and submit a meeting summary to the VRE Project Manager. Each meeting summary shall, at a minimum, document key cost issues discussed, decisions reached, action items, responsible parties, due dates, and required follow-up action.

B. <u>Required Project Meetings</u>

1. <u>Kickoff Meeting (Lead – VRE)</u>
   Within ten (10) business days following issuance of the Notice-to Proceed (NTP), The CVS Consultant shall attend an in-person kickoff meeting (3 hours) at VRE Headquarters in Alexandria, Virginia with VRE and the Engineer of Record (EOR) to establish expectations for collaboration, communication protocols, and alignment of cost methodologies.

2. <u>Monthly CVS Coordination Meeting (Lead – CVS Consultant)</u>
   a. The CVS Consultant shall plan, schedule, coordinate, and facilitate one (1) CVS coordination meeting per calendar month throughout the Contract term, unless otherwise directed in writing by VRE.

   b. CVS coordination meetings shall be for the purpose of providing Project status updates and shall be one (1) hour in duration unless otherwise directed in writing by VRE.

   c. CVS coordination meetings shall be conducted in a format determined by VRE and may be held in-person at a VRE-designated location, in a hybrid format, or virtually (e.g., telephone or video conference).

   d. All meeting logistics, including scheduling, agenda preparation, distribution of materials, and facilitation, shall be managed by the CVS Consultant.

   e. At a minimum, the CVS Consultant shall:
      i. Present and discuss independent cost analyses, findings, and recommendations related to CM/GC cost information, including current estimate status, variances, cost drivers, risks, contingency considerations, scope impacts, and items requiring VRE direction.
      ii. Document significant variances, evaluate pricing and quantity assumptions, and provide recommended strategies for reconciliation, cost alignment, and propose resolutions in an allowance and assumptions log.
      iii. Prepare meeting summaries documenting key discussion items, decisions, action items, responsible parties, due dates, and items requiring follow-up.

3. <u>Virtual Design and Value Engineering Coordination Meeting – (Lead - Engineer of Record/VRE)</u>
    a. Attend design coordination meetings involving cost, constructability, phasing, procurement strategy, schedule impacts, or other matters affecting the independent estimate or GMP, as directed by the VRE Project Manager. It is anticipated that approximately eighteen virtual (18) meetings will occur during preconstruction for budgeting purposes. Additional meetings or services will require prior written authorization from VRE.

    b. At a minimum, The CVS Consultant shall:
        i. Identify cost risks, estimate deviations, cross-discipline coordination issues, and any matters affecting GMP development, and escalate items requiring reconciliation to VRE.
        ii. Monitor recurring cost issues and patterns, and provide VRE leadership with summaries of trends, risks, and potential cost impacts.
        iii. Track all open action items and confirm their completion or update their status in subsequent meetings.

4. <u>Estimate Basis Review (EBR) – (Lead – CVS Consultant)</u>
    a. The CVS Consultant shall plan, coordinate, and facilitate a minimum of three (3) EBR meetings with VRE, the EOR, and the CM/GC Contractor at least four (4) weeks in advance of each major estimating milestone (60% Opinion of Probable Construction Cost (OPCC), 90% OPCC, and GMP Estimate) to discuss items including but not limited to the following:
        i. Design maturity and completeness;
        ii. Scope inclusions and exclusions;
        iii. Drawing and specification packages to be used;
        iv. Construction sequencing and phasing assumptions;
        v. Railroad access and outage assumptions;
        vi. Labor productivity assumptions;
        vii. Major material pricing assumptions;
        viii. Escalation methodology, Contingency methodology;
        ix. Market conditions;
        x. Risk assumptions; and
        xi. Outstanding design issues affecting cost.

    b. EBR meetings shall be conducted in a format determined by VRE and may be held in-person at a VRE-designated location, in a hybrid format, or virtually (e.g., telephone or video conference).

    c. Following each EBR meeting, the CVS Consultant shall prepare and submit an EBR Summary to VRE within two (2) weeks. The EBR Summary shall document the agreed-upon estimating assumptions, outstanding issues, required actions, and reference documents that establish the basis for the estimate.

5. <u>Open-Book Cost Coordination Meetings (Lead – CVS Consultant, except for GMP Development Meetings, which shall be led by the CM/GC Contractor)</u>
   a. The CVS Consultant shall plan, lead, and facilitate all open book cost coordination meetings with the Project Team. A minimum of twenty (20) in-person meetings, approximately three (3) hours each in duration, shall be conducted at VRE-designated locations. Additional meetings may be required with prior written authorization from VRE.

   b. At a minimum, The CVS Consultant shall:
      i. Review all CM/GC Contractor cost submissions, supporting documentation, and prior meeting minutes in advance to identify discrepancies, unusual pricing, or deviations from approved methodologies.
      ii. Provide technical input regarding labor classifications, wage rates, production rates, allowances, contingency allocations, and other cost drivers.
      iii. Document decisions, action items, responsible parties, and due dates, and track open items to ensure timely resolution.
      iv. Update independent cost models or estimates to reflect agreed-upon changes resulting from each meeting.
      v. Maintain all records, calculations, and supporting documentation in a format accessible to VRE for review and audit through the designated project document management platform.
      vi. Analyze recurring cost issues, trends, or potential impacts, and provide recommendations to VRE as needed.

6. <u>Opinion of Probable Construction Cost (OPCC) Reconciliation Workshop (Lead - CVS Consultant)</u>
   a. The CVS Consultant shall plan, lead, and facilitate six (6) OPCC reconciliation workshops, consisting of four (4) in-person workshops and two (2) virtual workshops.

   b. Workshops shall be conducted at major design milestones, including, at a minimum, the 60% design, 90% design, and GMP development stages, to reconcile the Consultant's independent cost opinions with the CM/GC Contractor's estimates.

      i. At 60% OPCC: The CVS Consultant shall facilitate two (2) consecutive in-person workshops and one (1) supplemental virtual workshop;

ii. At 90% OPCC: The CVS Consultant shall facilitate two (2) consecutive in-person workshops and one (1) supplemental virtual workshop.

c. Each workshop shall be conducted as a full-day/eight (8) hour working session unless otherwise authorized in writing by VRE.

d. For each workshop, the Consultant shall perform the following activities, including but not limited to:
   i. Facilitate structured reconciliation of quantities, unit pricing, production rates, risk allocation, and contingency;
   ii. Document agreements, action items, and unresolved variances;
   iii. Incorporate all reconciliation outcomes into the applicable Risk Register(s) and Variance Report(s);
   iv. Document the final disposition of all variances for VRE determination; and
   v. Prepare and submit a Reconciliation Workshop Summary Report.

e. All Risk Registers shall be owned, maintained, and controlled solely by VRE. The CVS Consultant shall provide risk inputs, analysis, and updates for incorporation into the Project Risk Registers as directed by VRE. The Consultant shall have no authority to approve or independently control any Risk Register content, structure, or acceptance.

7. <u>GMP Review and Negotiation (Lead - VRE)</u>
   a. The CVS Consultant shall provide technical cost support during GMP negotiations by evaluating the proposed GMP, resolving outstanding cost issues, and supporting VRE in establishing a fair, reasonable, and well-supported GMP.

   b. The CVS Consultant shall attend six (6) in-person negotiation meetings with the Project Team and shall be prepared to validate cost, test assumptions, document variances, and advise VRE on reasonableness. Each meeting shall last approximately three (3) hours.

C. <u>Opinion Of Probable Construction Cost (OPCC)</u>

1. The CVS Consultant shall prepare fully-independent, quantity-based OPCCs at each established design milestone (60% and 90%). Each OPCC shall comply with all applicable federal, state, and local requirements.

2. At a minimum, each OPCC shall:
   a. Be fully quantity-based and traceable to specific drawing and specification references;
   b. Follow Federal Transit Administration (FTA) Standard Cost Categories (SCC) where applicable;

   c. Include detailed direct and indirect cost components: labor, equipment, materials, subcontractor scope, general conditions, overhead and profit, fees, escalation, contingencies, insurance, bonding, railroad protective services, temporary facilities, utility coordination, traffic control, sales tax, environmental compliance costs, third-party inspection and testing costs, and phasing and staging impacts;
   d. Reflect applicable wage, labor, procurement, and domestic sourcing requirements, including but not limited to prevailing wage requirements under the Davis-Bacon and Related Acts and domestic sourcing requirements under the Build America, Buy America Act, to the extent such requirements are applicable to the LEF Project;
   e. Reflect railroad access limitations, track outage windows, work window restrictions, flagging and escort requirements, shift premiums, FTA regulatory compliance costs, flagging cost escalation risk over the multi-year LEF Project duration, and prevailing regional market conditions;
   f. Benchmark major cost elements and cost drivers against historical heavy civil and rail projects of comparable size, scope and complexity;
   g. Present information in open-book format with full supporting backup documentation; and;
   h. Be prepared independently.

3. The Consultant shall not incorporate CM/GC Contractor supplied quantities or pricing without independent validation and documented reconciliation.

4. Each OPCC shall be accompanied by an Estimate Basis Document (EBD) that includes, but is not limited to:
   a. A narrative describing the scope of the basis, major assumptions, and explicit exclusions;
   b. The escalation methodology and indices applied (e.g., ENR Construction Cost Index, RS Means, or regional indices), with the base date and escalation period clearly stated;
      i. Escalation assumptions made in preparing the OPCC shall be calculated using the Producer Price Index, or as otherwise approved in writing by VRE, with the baseline date established and fixed at the time of the Construction Contract Notice-to-Proceed (NTP).
      ii. The OPCC will include escalation only for cost elements explicitly defined in the Construction Contract, while contingency may cover unforeseen escalation in accordance with pre-agreed rules. All escalation calculations and their application to the OPCC shall be subject to validation by the CVS Consultant.
   c. The contingency methodology applied, which shall be consistent with the Association of the Advancement of Cost Estimating (AACE)

International guidelines or FTA risk-based contingency guidance, with written justification for any deviation from the baseline ranges; and

d. Identification of the key cost risk items and any unresolved design issues with a material effect on the estimate.

5. 60% Design OPCC

   The CVS Consultant shall prepare a fully bottom-up, quantity-based OPCC at the 60% design milestone. Additionally, the CVS Consultant shall perform services that includes, but are not limited to:

   a. Review all 60% design documents, specifications, geotechnical reports, and technical reports;
   b. Develop an OPCC with all quantities traceable to specific drawing references;
   c. Identify variances against the CM/GC Contractor's estimate, quantify scope differences, and highlight potential cost drivers; and
   d. Submit the OPCC and EBD in accordance with ***Section III. I-Deliverables and Submittals*** within ten (10) business days of the 60% design milestone review meeting.

6. 90% Design OPCC

   The CVS Consultant shall prepare an OPCC at the 90% design milestone. The 90% OPCC shall serve as the primary technical basis for GMP negotiations. Additionally, the CVS Consultant shall perform services that includes, but are not limited to:

   a. Refine all quantities and pricing to reflect the advanced level of design;
   b. Validate constructability, construction staging, schedule-driven cost impacts, and design alignment; and
   c. Submit the OPCC and EBD in accordance with ***Section III. I-Deliverables and Submittals*** within ten (10) business days of the 90% design milestone review meeting.

D. <u>Cost Reconciliation and Variance Reporting</u>

1. The CVS Consultant shall conduct structured, side-by-side comparisons of the independent OPCC against the CM/GC Contractor's estimate at each design milestone (60% and 90%). Comparisons shall identify scope discrepancies, quantity variances, pricing differentials, cost and risk drivers, and schedule-driven cost implications.

2. The CVS Consultant shall review and validate all allowance drawdowns to confirm all anticipated expenditures are consistent with the defined scope, pricing basis, and risk allocation established in the OPCC. The Consultant shall identify any misuse, scope expansion, or pricing inconsistencies and provide recommendations to VRE.

a. Cost Variance Reports

Following each milestone comparison, the CVS Consultant shall prepare a Cost Variance Report. Each report shall include, but is not limited to:

i. A tabular side-by-side comparison at the FTA SCC and work element level;

ii. A written narrative explaining the basis and significance of each variance;

iii. A written disposition of each identified variance, classified using the following standardized categories:

1. Agreed – VRE and the responsible party have formally concurred on all components of the variance, including scope, quantity, and unit pricing, with no outstanding exceptions;
2. Disputed – VRE and the responsible party do not concur on one or more components of the variance, including scope, quantity, and/or unit pricing, and the variance remains unresolved; or
3. Deferred – Final disposition of the variance is pending due to incomplete design, unresolved assumptions, or insufficient information.

iv. Each disposition shall be supported by documented rationale and maintained in a manner that ensures full traceability. This disposition record shall serve as an auditable record in accordance with FTA requirements;

v. Sensitivity analyses for the top cost risk items and high-uncertainty line items;

vi. Staging and phasing cost implications; and

vii. A summary table of all variances exceeding five percent (5%) of the total estimated cost for that work element, flagged for VRE decision.

b. Final Reconciliation Report

Prior to reaching an agreement on the GMP, the CVS Consultant shall prepare and submit a Final Reconciliation Report. The report shall include, but is not limited to:

i. The full history of estimate development from the earliest OPCC through GMP, in a single tabular format showing values at each milestone with explanations for movements exceeding five percent (5%);

ii. All variances identified during reconciliation and their final written disposition;

iii. The basis for the agreed upon GMP, including all allowances, contingencies, and unresolved items carried into the GMP; and

iv. A written certification by the CVS Consultant confirming the GMP is reasonable, supported by the independent cost analysis.

3. The Consultant shall evaluate the CM/GC Contractor's procurement strategies at each major procurement milestone, including bid package structure, timing, and market conditions.

4. The Consultant shall assess the CM/GC Contractor's compliance with the "trade/bidding" requirements set forth in VRE's Preconstruction Services Contract, and shall evaluate bid coverage, identify risks of limited competition, and provide written recommendations to VRE to improve pricing competitiveness and mitigate cost risk.

5. Any unresolved variance exceeding five percent (5%) of the total estimated construction cost shall be escalated in writing to the VRE Project Manager within five (5) business days of identification.

6. All Cost Variance Reports shall be submitted in accordance with ***Section III. I- Deliverables and Submittals,*** within ten (10) business days of the milestone review meeting.

E. Schedule Analysis and Validation Support

1. The CVS Consultant shall provide independent schedule review, analysis, and validation services to support VRE's evaluation of the CM/GC Contractor's schedule assumptions, sequencing strategies, construction durations, and schedule-related cost impacts.

2. Independent schedule review, analysis and validation services shall include, but are not limited to:
   a. Review and analysis of the CM/GC Contractor's schedule submissions, including baseline schedules, updates, recovery schedules, time impact analyses, and schedule narratives, as applicable, to evaluate reasonableness, completeness, and alignment with the Project requirements;
   b. Evaluation of:
      i. Construction sequencing and work breakdown structure;
      ii. Critical path activities and controlling constraints;
      iii. Railroad access requirements, track outages, operational restrictions, and work windows;
      iv. Coordination requirements with CSX, Amtrak, the Washington Metropolitan Area Transit Authority (WMATA), the District Department of Transportation (DDOT), utilities, and other third parties;
      v. Design development milestones and procurement durations;
      vi. Long-lead materials and equipment procurement assumptions;
      vii. Labor productivity assumptions and crew duration impacts;
      viii. Construction phasing assumptions affecting cost;
      ix. Allowances, contingencies, escalation, and schedule-related risk assumptions; and
      x. Schedule impacts associated with proposed changes, differing site conditions, and potential claims.

3. The CVS Consultant shall coordinate schedule review and validation activities with its cost estimating and commercial management to identify schedule-driven cost impacts, including extended general conditions, escalation exposure, productivity impacts, inefficiencies, acceleration costs, and potential entitlement issues.

4. The CVS Consultant shall participate in EBRs, OPCC Reconciliation Workshops, Open-Book Cost Coordination Meetings, and GMP negotiation sessions when schedule-related matters affect cost validation or commercial negotiations.

5. The CVS Consultant shall provide written analyses and recommendations identifying schedule risks, unreasonable assumptions, unsupported durations, and potential cost impacts requiring VRE consideration**.**

6. All written analyses and recommendations shall be submitted in accordance with ***Section III. I- Deliverables and Submittals***.

F. GMP Review and Negotiation Support

The CVS Consultant shall provide comprehensive technical support to VRE during GMP formation and negotiation. Services shall include:

1. Review of the CM/GC Contractor's complete GMP package, including but not limited to; all direct costs, general conditions, trade bids, crew build ups, contingencies, allowances, and escalation;
2. Line-item comparison of the CM/GC Contractor's GMP against the 90% Design OPCC, with written identification of all unsupported costs, unexplained allowances, and items requiring clarification;
3. Preparation and submission of a GMP Package Review and Comparison Report including executive summary;
4. Participation in GMP negotiation sessions. A minimum of three (3) in-person and three (3) virtual sessions are required;
5. Preparation of written technical backup, issue summaries, and negotiating discussion points; and
6. If negotiations extend beyond the six (6) sessions, additional sessions will require prior written VRE authorization and will be compensated at the hourly contracted rate agreed upon between VRE and the CVS Consultant.

G. Construction Phase (Optional Task To Be Exercised At VRE's Sole Discretion) Assume Up To Fifteen (15) Events

1. Upon written authorization by VRE, the CVS Consultant shall provide independent pricing for cost events which may include, but are not limited to, change orders, allowance drawdowns, scope modifications, and differing site conditions.

2. For each authorized event, the Consultant shall:

    a. Prepare an independent cost analysis and, where applicable, an independent price estimate based on quantity verification, current market conditions, and Construction Contract requirements;
    b. Evaluate cost reasonableness, including but not limited to: labor, equipment, materials, subcontractor pricing, and applied markups;
    c. Perform cost entitlement analysis to determine if the proposed cost is justified;
    d. Identify unsupported costs, scope gaps, or pricing inconsistencies;
    e. Provide written recommendations to VRE, including a fair and reasonable cost determination; and
    f. Provide technical support during negotiations as directed by VRE.

H. Communication and Coordination

1. All formal communications shall be directed through the designated Points of Contact. VRE's primary point of contact shall be the VRE Project Manager, with the VRE Deputy Project Manager (or designee) serving as alternate.

2. The CVS Consultant shall coordinate all activities solely through the VRE Project Manager unless otherwise authorized in writing by VRE.

3. The CVS Consultant shall not accept direction from or independently communicate formal LEF Project matters to, the EOR, the CM/GC Contractor, the Project Team, or third parties except with the knowledge and written authorization of the VRE Project Manager. All authorized formal communications shall be documented in the official project record.

4. The CVS Consultant shall designate a primary and alternate point of contact and shall notify VRE in writing of any change to their designated contacts within two (2) business days.

I. Deliverables and Submittals

The CVS Consultant shall prepare, maintain, and submit all project documentation in an organized and auditable manner sufficient to support independent review, validation, and Federal Transit Administration (FTA) audit requirements. All cost models, estimate data, quantity takeoffs, pricing assumptions, and supporting documentation developed or maintained for the LEF Project shall be the exclusive property of VRE and shall be maintained as part of the official project record and made available to VRE upon request.

1. Submittal Timeframes and Frequency
   Unless otherwise specified in this Scope of Work, the CVS Consultant shall adhere to the following minimum submittal requirements:
    a. Meeting agendas and materials shall be prepared and distributed no less than two (2) business days prior to each scheduled meeting.

b. Meeting minutes and summaries shall be submitted within five (5) business days following each meeting in which the Consultant participates.
c. Monthly progress reports shall be submitted monthly, no later than the date specified by VRE, and shall reflect all activities performed during the reporting period.
d. Technical reports and deliverables including, but not limited to, Cost Variance Reports, Reconciliation Reports, OPCCs, EBDs, and GMP Review Reports, shall be submitted within ten (10) business days following the applicable milestone, workshop, or receipt of required inputs.
e. Comment responses and resubmittals shall be submitted within five (5) business days following receipt of VRE comments, unless otherwise directed in writing by the VRE Project Manager.

2. <u>Recordkeeping</u>

The CVS Consultant shall maintain a comprehensive and current record of all LEF Project documentation, including, but not limited to:
a. Cost models and independent estimates;
b. Estimate Basis Documents (EBDs);
c. Cost Variance Reports and reconciliation logs;
d. Risk registers and contingency analyses;
e. Meeting agendas, minutes, and supporting materials;
f. Assumptions logs, allowance logs, and decision logs;
g. Monthly progress reports;
h. Correspondence and formal communications; and
i. All supporting calculations, data sources, and reference materials.

All records shall include version control, revision history, date tracking, and identification of preparer and reviewer.

3. <u>Submittal Format and Content Requirements</u>

All deliverables and supporting documentation shall:
a. Be submitted in both PDF and fully editable electronic format (e.g., Excel, Word), unless otherwise approved by VRE;
b. Include sufficient detail to permit independent verification of all quantities, assumptions, methodologies, and calculations;
c. Clearly identify all assumptions, exclusions, data sources, and methodologies applied; and
d. Note clear references between summary outputs and supporting backup.

4. <u>Auditability and Traceability</u>

All documentation shall be prepared to ensure full traceability from summary-level outputs to detailed supporting calculations. The CVS Consultant shall ensure:

a. All quantities are traceable to specific drawing or specification references;
b. All pricing is supported by documented assumptions, historical data, or market references;
c. All revisions are logged and clearly distinguishable from prior versions; and
d. All variance dispositions, assumptions, and reconciliation decisions are fully documented and traceable.

5. Data Access
The CVS Consultant shall track all assumptions, revisions, and reconciliations using VRE approved software to ensure transparency and auditability.

All cost models and supporting data shall:
a. Be fully accessible to VRE upon request and at defined LEF Project milestones;
b. Remain fully-auditable, with visible formulas, inputs, and outputs;
c. Not be password-protected or restricted, preventing independent review; and
d. Allow VRE to independently validate all calculations.

VRE shall retain full ownership and control of all LEF Project-related data, deliverables, and supporting documentation.

6. Submittal Method and Record of Transmission
All deliverables shall be transmitted through the VRE-designated document management platform. Each submittal shall constitute the official LEF Project record. Email transmission shall not constitute formal submittal unless authorized in writing by the VRE Project Manager.

7. Retention Requirements
All LEF Project records shall be retained by the CVS Consultant for the duration of the Contract and for a minimum of three (3) years following final LEF Project closeout.

J. Acceptance

1. All deliverables are subject to VRE review and formal acceptance. A deliverable will be deemed acceptable only upon VRE determination that it meets all of the following requirements:
   a. The deliverable is complete and addresses all requirements of the applicable Scope of Work section without exception or omission;
   b. The deliverable is technically accurate, internally consistent, and supported by sufficient backup documentation to enable independent verification by VRE or designee;
   c. All quantities are independently derived and traceable to specific drawing or specification references;

d. Assumptions, exclusions, escalation methodology, and contingency basis are explicitly stated in the EBD or equivalent written documentation;
e. The deliverable is submitted in the required format(s), through the designated document management platform; and
f. The deliverable was prepared and internally reviewed in accordance with the ***Section III. I- Deliverables and Submittals***.

2. A deliverable that does not satisfy these criteria will be returned to the CVS Consultant with written comments identifying specific deficiencies. The Consultant shall revise and resubmit within the timeframes specified in ***Section III. K - VRE Review and Resubmittal Process***, at no additional cost to VRE.

K. VRE Review and Resubmittal Process

1. Review and submittal timeframes shall be consistent with ***Section III. I- Deliverables and Submittals*** unless otherwise specified.

2. The CVS Consultant shall submit each deliverable through the designated document management platform. Upon receipt, VRE shall provide written acceptance within ten (10) business days.

3. The CVS Consultant will address all comments, prepare a written response matrix identifying how each comment was resolved, and resubmit the deliverable within five (5) business days, unless otherwise agreed in writing between the Consultant and VRE.

4. Upon receipt of the resubmittal, VRE shall complete its review within five (5) business days. If the resubmittal remains unacceptable, VRE shall issue a written notice identifying the remaining deficiencies. The CVS Consultant shall resolve all identified deficiencies and resubmit the deliverable within five (5) business days of receipt of such notice, unless otherwise authorized in writing by VRE.

L. Key Personnel Attendance

1. The CVS Consultant shall identify and designate Key Personnel responsible for workshops, coordination meetings, OPCC development, reconciliation activities, and other critical cost validation services.

2. All substitutions or changes to Key Personnel shall require prior written approval from VRE. The CVS Consultant shall provide qualifications and experience documentation for any proposed substitutes at least ten (10) business days prior to the requested substitution date.

M. Software Requirements

1. The CVS Consultant shall utilize a professional, auditable, and industry-recognized estimating and cost modeling platform, such as Heavy Construction Systems Specialists (HCSS) HeavyBid or an equivalent software platform, capable of producing detailed, quantity-based cost estimates. The software shall provide full line-item documentation and export capability to Microsoft Office editable formats (including, as applicable, Microsoft Word and Microsoft Excel), searchable PDF or another VRE-approved electronic format.

2. The estimating platform shall have the capability to document and clearly present quantity takeoffs, unit cost build-ups, production assumptions, escalation factors, and pricing references sufficient to permit external review and audit by VRE or all authorized parties.

3. The CVS Consultant's estimating platform shall be compatible with, or capable of interfacing cost model data directly with the estimating software utilized by the CM/GC Contractor for cross-validation, reconciliation, and side-by-side comparison of estimates.

4. Editable cost model files and supporting documentation shall be submitted to VRE upon request and at VRE defined milestones. Files shall remain fully-auditable and accessible for cost review and validation purposes.

EXHIBIT A

Project Overview

Exhibit- A- Project Overview