

ATTACHMENT H

MOBILIZATION AND TRANSITION

H.1 TERM OF MOBILIZATION

The period of time from the NTP through the commencement of Contract Services on the 1st day of the Base Period of the Contract shall be defined as the “Mobilization Period.” During the Mobilization Period, the Contractor shall perform the start-up activities necessary to enable the Contractor to begin the successful performance of the Contract Services. The Contractor shall anticipate a six (6) month Mobilization Period beginning on or before January 1, 2026, through June 30, 2026.

H.2 MOBILIZATION PLAN

- A. Mobilization shall include, without limitation, all preparations necessary for the commencement of the Contract Services on the first day of the Base Period of the Contract, including taking all steps necessary to establish a seamless transition; hiring and training personnel; developing procedures and internal guidelines; and transitioning the operations and maintenance of VRE rolling stock and facilities from the current contractor.
- B. Each Offeror shall include within its Proposal, a Mobilization Plan outlining the resources, tasks, procedures, and methodologies that will be employed to ensure a smooth and efficient transition. At a minimum, the plan shall include the following:
 - 1. A detailed schedule identifying the tasks to be completed and their prescribed sequence. The schedule shall include milestones (including specified dates for submission of plans, programs, forms, etc.) and the activities required to meet each milestone.
 - 2. The process for ensuring the Contractor’s personnel are qualified to carry out their responsibilities when the Base Period of the Contract commences and the Contract Services go-live.

H.3 HIRING PLAN

Each Offeror shall include within its Proposal, a Hiring Plan, including the qualifications and evaluation criteria for all employees with associated start dates. The Hiring Plan shall provide timelines and sequencing of hiring (hiring schedule). The Contractor shall interview all current personnel interested in continuing employment under the new Contract. VRE will work with the Contractor to identify a location where interviews can be conducted.

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H.4 INITIAL AUDIT OF VRE ROLLING STOCK AND FACILITIES

VRE and the Contractor shall conduct an initial joint audit during the Mobilization Period to determine the condition of VRE's rolling stock and facilities. The audit shall include a photographic record of the then existing condition of VRE's rolling stock and facilities. Any concerns identified by the Contractor shall be noted in writing or the rolling stock and facilities will be considered in acceptable condition.

H.5 PERSONNEL

The Contractor shall submit a bi-weekly report, including an updated organizational chart, to VRE during the Mobilization Period documenting the progress made to date by the Contractor in assembling a qualified workforce of adequate size to perform the Contract Services.

H.6 TECHNICAL QUALIFICATION

- A. The Contractor's personnel must possess all necessary technical and operating qualifications (e.g. locomotive engineers' and conductors' certification and rules training) from CSXT, NS, Amtrak, VPRA, as applicable, VRE and/or other Federal or State regulatory bodies for all employees to perform their job functions. Training required for such qualifications will be provided by VRE or its contractors.
- B. Offerors shortlisted by VRE for an interview shall be required to provide Letters of Conditional Approval from CSXT, NS, and VPRA, as applicable, for the Offeror, if selected as the Contractor, to operate VRE's trains on their respective railroads, using VRE's trackage agreements. A Letter of Conditional Approval from Amtrak must also be provided to operate VRE's trains on their property at Washington Union Terminal and within the Ivy City Coach Yard, using VRE's access agreements.
- C. Award of a Contract is contingent upon the receipt of the above-mentioned Letters of Conditional Approval by VRE.