



VIRGINIA  
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# RFP 026-003 GENERAL PLANNING AND ENGINEERING CONSULTING (GPEC) SERVICES

Pre-Proposal Meeting Presentation

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JANUARY 28, 2026 @ 2:00 p.m.



# HOUSEKEEPING

- **Electronic Devices**
  - ✓ Silence your cellphones and laptops.
  - ✓ All of those participating via Teams, please mute your microphones.
- **Facilities**
  - ✓ Restroom keys are available at the sign-in table.
  - ✓ Water is available in the kitchen.
  - ✓ If you need to leave, please be courteous to those around you and close the door upon exiting the room.
- **Questions**
  - ✓ Please hold all questions until the conclusion of the presentation.

# AGENDA

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



- 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:**
  - ✓ 1500 King Street, Suite 201, Alexandria, VA
- **Identify:**
  - ✓ Evacuation Route(s)
  - ✓ AED/First Aid Supplies Location
  - ✓ Fire Alarms & Extinguishers
- **Assign:**
  - ✓ Primary & Secondary 911 Caller
  - ✓ Primary & Secondary AED/CPR
  - ✓ Runner
  - ✓ Evacuation Head Counter



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# VRE TEAM



**Amanda Vitko**  
**Contracts Administrator**



**Monica McKenzie**  
**Purchasing and Contract  
Compliance Specialist**



**Jason Bortz, PE**  
**Design and Construction  
Project Manager**



**Nick Ruiz, AICP**  
**Planning Program  
Manager  
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



Offerors 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 GPEC contracts may be 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 Request for Proposals (RFP) is to establish Contracts with a maximum of four (4) qualified and experienced Consultants to provide on-call professional construction management and design services, professional planning, environmental, and preliminary design services leading directly to construction or repair of new or existing facilities, equipment, rolling stock, and infrastructure.



VRE intends to select the most qualified Offerors to provide work on an on-call Task Order basis. Task Orders will be competed amongst the selected firms following qualifications-based competitive source selection conducted in accordance with the Brooks Act under 40 U.S.C. §§ 1101-1104.

# PROCUREMENT SCHEDULE



- ◆ RFP Issued: January 13, 2026
- ◆ Pre-Proposal Meeting (Non-Mandatory) : January 28, 2026, at 2:00 p.m.
- ◆ Submission of Written Questions: February 2, 2026, at 4:00 p.m.
- ◆ Proposals Due: February 18, 2026, by 2:00 p.m.
- ◆ Interviews (Optional): March 25, 2026, from 10:00 a.m. to 4:00 p.m.

**\*All times reflected are local, Eastern Time**

# ELECTRONIC SUBMISSION OF PROPOSAL

- ◆ Proposals are due on Wednesday, February 18, 2026, by 2:00 P.M. ET.
- ◆ VRE will accept electronic submission using the Commonwealth of Virginia's e-procurement portal (eVA). Offerors must be registered in eVA as a Supplier: <https://eva.virginia.gov/>.
- ◆ Offerors requiring assistance submitting an electronic response must contact eVA Customer Care via email at [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov) or at 866-289-7367.

# WRITTEN QUESTION TO VRE



- ◆ Deadline for Written Questions is **February 2, 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 RFP shall be directed to the Contract Administrator and VRE Director of Purchasing and Contract Administration.

# OVERVIEW OF PROPOSAL REQUIREMENTS



- ◆ TAB 1: Table of Contents
- ◆ TAB 2: Title Page
- ◆ TAB 3: Transmittal Letter
- ◆ TAB 4 - 7: Evaluation Criteria
- ◆ TAB 8: Subcontractors
- ◆ TAB 9: Acknowledge Receipt of Addenda Issued
- ◆ TAB 10: Representations and Certifications
- ◆ TAB 11: Appendix – Resumes for Key Personnel

# OVERVIEW OF PROPOSAL 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 RFP

# EVALUATION CRITERIA



Evaluation Criteria		Maximum Points	Weight	Maximum Score
1	Capability, Expertise and Past Performance of the Prime Firm and Proposed Team/Subcontractor(s)	10	30	300
2	Knowledge, Qualifications and Relevant Experience of the Proposed Program Manager and Key Personnel	10	30	300
3	Overall Program Approach and Understanding	10	25	250
4	Project Management and Quality Control Plan	10	15	150
<b>TOTAL POINTS</b>				<b>1000</b>

# PRICE

- ◆ Price will NOT be considered 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.



# EVALUATION CRITERIA

- ◆ TAB 4 – Criteria No. 1: Capability, Expertise and Past Performance of the Prime Firm and Proposed Team/Subcontractor(s)
  - ✓ Maximum 15 pages, excluding the Subcontractor Form(s)
  - ✓ Three (3) projects on which comparable work has been done by the Prime and Subcontractor
  - ✓ Two (2) Projects per page / sheet
  
- ◆ TAB 5 – Criteria No. 2: Knowledge, Qualifications and Relevant Experience of the Proposed Program Manager and Key Personnel
  - ✓ Maximum 13 pages, excluding resumes
  - ✓ Identify key personnel
  - ✓ Three (3) projects on which comparable work has been done by each key personnel
  - ✓ Two (2) projects per page / sheet

# EVALUATION CRITERIA

- ◆ TAB 6 – Criteria No. 3: Overall Program Approach and Understanding
  - ✓ Maximum 5 pages
  
- ◆ TAB 7 – Criteria No. 4: Project Management and Quality Control Plan
  - ✓ Maximum 8 pages
  - ✓ Include organizational chart

# OVERVIEW OF PROPOSAL REQUIREMENTS



## ◆ TAB 8 – Subcontractors

- ✓ Subcontractor Form, found on page 20 of the RFP
- ✓ Certification of Debarment and Suspension
- ✓ Certification of Restriction on Lobbying
- ✓ Non-Collusion Affidavit

## ◆ TAB 9 – Acknowledge Receipt of Addenda Issued

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

# OVERVIEW OF PROPOSAL REQUIREMENTS



## ◆ TAB 10 – 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
- ✓ Seismic Safety Certification of Compliance
- ✓ Federal Tax Liability and Recent Felony Convictions Certification

## ◆ TAB 11 – Appendix

- ✓ Resumes for Key Personnel

# SELECTION & CONTRACTING PROCESS



- ◆ An administrative review will be conducted to determine the responsiveness of each Proposal to the RFP requirements
- ◆ Proposals will be evaluated based on the evaluation criteria identified in the RFP.
- ◆ Offerors will be ranked in order according to the scores of the TET, and a short list of the most qualified Offeror(s) will be created
- ◆ VRE reserves the right to conduct oral interviews with the short-listed firms.
- ◆ Upon selection of the top-ranked firm(s), VRE will request submission of a binding Cost Proposal (proposed hourly rates) and exceptions, if applicable
- ◆ Negotiations shall commence with the selected Offeror(s)
- ◆ Best and Final Offer
- ◆ Final Ranking

# CONTRACT ANTICIPATED



- ◆ **Award**: A maximum of four (4) contracts will be awarded to the most qualified and experienced Consultants to provide on-call General Planning and Engineering Consultign Services.
- ◆ **Type of Contract**: Indefinite Delivery/Indefinite Quantity (IDIQ).
- ◆ **Term of Contract**: Base Period of one (1) year with the option to extend for three (3) additional one-year periods, not to exceed four (4) years.

## CONTRACT AWARD

- ◆ VRE may cancel this RFP or reject Proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D).
- ◆ VRE will post the **“Notice of Intent to Award”** on its website at [www.vre.org](http://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](http://www.vre.org). The successful Offeror(s) will also be notified in writing by VRE.

# TASK ORDERS



- ◆ Task Orders will be competed amongst the GPEC Consultants following qualifications-based competitive source selection conducted in accordance with the Brooks Act under 40 U.S.C. §§ 1101-1104.
  
- ◆ Task Order Limits
  - ✓ Individual Task Orders (including modifications) shall not exceed \$2,500,000.
  - ✓ All Task Orders issued in any given contract year shall not exceed \$10,000,000 in aggregate.
  - ✓ Maximum value of the Contract is \$40,000,000 for a term of up to four (4) years shared amongst the selected Consultants.
  - ✓ Task Orders exceeding \$200,000 shall be authorized by the VRE Operations Board.

# TASK ORDERS



- ◆ VRE will initiate work by issuing a Task Order Proposal Request to all GPEC Consultants.
  - ✓ Scope of Work
  - ✓ Period of Performance
  - ✓ Reporting Requirements and Deliverables
  - ✓ Type (firm fixed price or cost-plus fixed fee)
  - ✓ Schedule
  - ✓ Due date for proposal
  - ✓ Insurance requirements (if applicable)
  - ✓ If a GPEC Consultant cannot provide a Task Order Proposal, notify VRE in writing

# TASK ORDERS



- ◆ Consultants shall submit a Task Order Proposal that includes
  - ✓ Approach
  - ✓ Project completion schedule
  - ✓ Assumptions
- ◆ Each Proposal will be evaluated based on the evaluation criteria identified by VRE
- ◆ VRE will request a Task Order Cost Proposal from the highest-ranked, most qualified GPEC Consultant
  - ✓ Labor rates
  - ✓ Number of hours
  - ✓ Profit shall be a separate and distinct line
- ◆ Negotiations
- ◆ Notice-To-Proceed

# PROJECT OVERVIEW AND SCOPE OF SERVICES



# PLANNING

*Two main scope of services focus areas\*:*

- ◆ Strategic and Operations Planning
  - ◆ System Plans (and periodic updates)
  - ◆ Fleet planning and fleet procurement support
  - ◆ Operational modeling and service planning
  - ◆ NTD reporting-related support
  - ◆ Financial analyses to support plan development
  - ◆ Discretionary grant preparation support
- ◆ Stations and Facilities Planning and Preliminary Engineering
  - ◆ NEPA/ Virginia EIR and all related environmental activities (incl. permitting)
  - ◆ Facilities master plans, feasibility investigations, conceptual designs (up to 30% level)
  - ◆ Construction cost estimates/project schedule development
  - ◆ Real estate acquisition support services
  - ◆ GIS mapping and geospatial analysis
  - ◆ Public engagement related to the above tasks in both focus areas

# ENGINEERING



- ◆ Progress designs based upon facilities planning and preliminary engineering to an Invitation for Bids (IFB) level
- ◆ Provide planning, environmental and engineering support for NEPA compliance, permitting and stakeholder engagement
- ◆ Inspection of existing facilities, and preparation of bid documents for necessary improvements
- ◆ Construction Engineering / Construction Administration
- ◆ Review and updates to the VRE Design Guidelines

# CONSTRUCTION MANAGEMENT

- ◆ Constructability Review of Designs
- ◆ Construction Oversight
- ◆ Handling of Submittals, Shop Drawings, Product Data, RFIs, etc.
- ◆ Material Testing and Inspection
- ◆ Stakeholder Coordination
- ◆ Schedule Review



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# COST ENGINEERING

- ◆ Preparation of Independent Cost Estimates
- ◆ Develop project quantities and production rates
- ◆ Apply appropriate industry indices based on project specifics and timeline
- ◆ Evaluate estimates prepared by others, and analyze bids
- ◆ Review Value Engineering proposals



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# Thank You!

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# QUESTIONS?

