



REQUEST FOR PROPOSALS (RFP) No. 026-003

GENERAL PLANNING AND ENGINEERING CONSULTING (GPEC) SERVICES

QUESTIONS AND ANSWERS

Below are questions VRE received as of February 2, 2026, by 4:00 P.M. Eastern Time, with responses. Whenever possible, questions are presented as originally asked. Otherwise, the questions or inquiries are presented to capture the main thrust or idea.

GENERAL QUESTIONS

1. Regarding the solicitation below, I would like to request the name of the previously awarded vendor(s) (incumbents) and their total spend to date.

This is the first time VRE is soliciting proposals for General Planning and Engineering Consulting (GPEC) Services. Therefore, there are no incumbents. Previously these services were carried out under separate General Engineering Consulting (GEC) and General Planning Consulting (GPC) contracts.

The GEC has two (2) program areas. STV Incorporated dba STV Group Inc. is the incumbent for Construction Management. HDR Engineering, Inc. is the incumbent for Design Services. The approximate authorized spend to date for the GEC contracts is \$18.8M.

The GPC also has two (2) program areas. Vanasse Hangen Brustlin, Inc. (VHB) is the incumbent for Stations and Facilities Planning and Preliminary Design. STV Incorporated dba STV Group Inc. is the incumbent for Strategic and Operations Planning. The approximate authorized spend to date for the GPC contracts is \$1.1M.

2. If a firm is awarded a Contract under this solicitation, would that same firm be eligible to be awarded other VRE Construction Management contracts?

Awards made in response to this solicitation will not automatically preclude any firm from proposing on or being awarded other VRE contracts, provided the firm has not been awarded specific Task Order work under the GPEC that would create a conflict

of interest or competitive advantage. However, the Engineer of Record is precluded from serving as the Construction Manager on the same project.

3. Are subcontractors required to participate exclusively with a single proposing team, or may they be included on multiple proposal teams under this solicitation?

Subcontractors may propose on multiple teams. See Part III, Section 05 of the RFP.

PART II - PROCUREMENT SCHEDULE

4. Would VRE consider extending the proposal due date?

VRE will extend the due date for proposals by one (1) week. See Addendum No.1.

5. To ensure a comprehensive review of responses to questions. Would VRE extend the Proposal due date by two (2) weeks upon issuance of the Q&A?

See the response to Question No. 4.

PART IV - PROPOSAL REQUIREMENTS

6. At the Pre-Proposal Meeting, slide 19 of the slide presentation lists all subconsultant forms under Tab 8. Subcontractors. Please clarify if the forms signed by the subconsultants from Attachment B. Representation and Certifications should be placed in Tab 8. Subcontractors or Tab 10. Representation and Certifications?

Tab 8 shall include the following for each Subcontractor/Subconsultant: Subcontractor Form; Certification of Primary Participants Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion; Certification of Restrictions on Lobbying; and Non-Collusion Affidavit.

The Prime shall complete all documents in Attachment B – Representations, Certifications, and Other Statements of Bidders/Offerors and submit them under Tab 10.

7. The Subcontractor form requires the identification of an estimated percentage of work. As this is a task order contract, and no task orders have been assigned yet, should the percentage be listed as “to be determined”? Or should the Prime provide an anticipated percentage that could change based on the task orders eventually issued?

“To be determined” is an acceptable response. The estimated percentage of work to be performed by Subcontractors shall be identified in each Task Order Proposal.

8. The RFP references that full resumes for each of the Key Personnel shall be included as an appendix. Please confirm whether there is a page limit or a required format for resumes.

VRE does not require a specific format for resumes. Resumes must include education, degrees, experience, qualifications, background, accomplishments, and current professional certifications to include issuing organization, date, and other specifications of the certification. Resumes do not count toward the 13-page limit for Criteria 2.

VRE will allow a total of twelve (12) pages for resumes, to include the required resumes for the five (5) designated Key Personnel. See Addendum No. 1.

9. Would it be permissible to include additional resumes in the Appendix, beyond the five Key Personnel, for other important staff we'd like to highlight?

See the response to Question No. 8.

10. Section IV, Item 04.A. states that submission of financial statements is required within 2 days "upon selection of the highest ranked firms". Why is this required?

VRE will request Financial Statements prior to award of contracts to the highest-ranked firms as part of the process of determining that each firm is responsible. Financial Statements should not be included with each Offeror's Proposal.

PART V – SUBMISSION OF PROPOSAL

11. Confirm whether the eVA portal has file size limitations for final submissions.

There is a maximum file size of 80 MB.

12. Are proposal covers and dividers/tabs allowed? If yes, are they excluded from the pages counts?

Yes, proposal covers and dividers/tabs are allowed. They will not be counted toward the defined page limits.

13. Would VRE consider a Sans Serif font and not the Times New Roman font?

VRE will accept either Times New Roman 11-point font or Sans Serif 11-point font. See Addendum No.1.

14. Paragraph 01.B, are financial statements required to be submitted with proposals per Section V?

Financial Statements are not required to be submitted with the Proposal. See Addendum No. 1.

PART VI - EVALUATION PROCESS AND CRITERIA

Criteria No.1 – Capability, Expertise and Past Performance of the Prime Firm and Proposed Team/Subcontractor(s)

15. Clarify if project sheets will or will not be included in the 15-page maximum for this tab?

Project sheets shall not count toward the 15-page limit.

16. The Pre-Proposal Meeting Slide Presentation slide 17 details the page limit for Tab 4, Evaluation Criteria 1 identifies a maximum of 15 pages, however, does not indicate that team project sheets are exclusive of the 15-page maximum as stated in the RFP.

The Pre-Proposal Meeting presentation is intended to provide an overview of the requirements of the solicitation. However, the RFP documents shall take precedence. See the response to Question No. 15.

17. Paragraph d:- Regarding comparable projects, the RFP states, "... the total list of projects must include at least one project from each discipline/service category included in the Scope of Work." Please clarify if this statement means each team member must provide one project from each discipline/service category or if the total list of projects includes projects from all team members must include a project from each discipline/service category?

VRE requires the total list of projects from all team members to include at least one (1) project from each discipline / service category. It is not required for each individual team member to have at least one (1) project from each discipline / service category.

18. Paragraph d. states that project sheets shall contain 2 projects per page. For readability and organization purposes, can we show 3 projects per page?

No.

19. Paragraph d. states that there should be two projects per project sheet. Given the breadth of service categories covered in this RFP, would VRE be open to full-page project sheets?

No.

20. This contract may require small specialty contractors for data collection, including subsurface drilling and traffic counts. Is it required that these firms provide all requirements for subconsultants set forth in the RFP? Can requirements related to qualifications, such as three project descriptions, be waived?

VRE will not waive this requirement for specialty Subcontractors.

21. Paragraph d., states “The total list of projects must include at least one (1) project from each discipline/service category included in the Scope of Work.”

- a. Is this intended to apply specifically to the three projects provided for each member firm?

It is not required that each team member have a project from each discipline / service category. It is required that the team, as a whole, provide at least one (1) project from each discipline / service category.

- b. Is “Discipline/Service Category” intended to be defined as top-level services indicated with Roman Numerals in Attachment A- Scope of Work: Strategic and Operations Planning, Station and Facilities Planning and Preliminary Design, Construction Management, Engineering Services, Cost Engineering?

Yes.

- c. Section VI.A and B of Attachment A- Scope of Work labels all asset types and services under Engineering Services as “Service Categories”. If project examples are to address every listed discipline under this contract, could an additional list of qualifications be provided in the body of the Category 1 narrative to address this requirement in addition to the 3 projects per firm?

See Addendum No. 1.

22. Would VRE excluding paragraph e., “A list of contracts for prime and all subcontractors within past 5 years, if any, on which failure to complete the work within the specified time frame resulted either in the assessment of liquidated damages, penalties, or contract termination” from the maximum 15- page limit?

VRE will not exclude the list of contracts on which failure to complete the work within the specified time frame resulted in the assessment of liquidated damages, penalties, or termination from the maximum 15-page limit. This requirement is applicable only to projects within the past five (5) years.

23. Under Evaluation Criteria No.1, Item d., the number of submitted comparable projects is limited to three (3) projects per Prime or Subcontractor. Given that there are five program areas would VRE be open to up to five projects per Prime or Subcontractor?

VRE will increase the number from three (3) projects to five (5) projects. See Addendum No.1.

24. Paragraph d. requests specific relevant experience of firms working together on previous projects. Could VRE clarify whether this requirement applies only to projects where the proposed prime and subcontractors collaborated as a team, or if individual firm experience on similar projects will also satisfy this criterion?

This requirement applies to projects on which the Prime and Subcontractor collaborated as a team.

25. Under paragraph d. can the project examples be IDIQ contracts to show similarity to breadth of service areas requested within this RFP?

Yes, IDIQ contracts are acceptable as project examples. The Offeror may choose to demonstrate either a breadth of services or specific services relevant to the RFP.

26. Section VI.01.04, Criteria #1, states this tab has a maximum page limitation of 15 “exclusive of project sheets.” Please confirm that the three projects per team member will not count towards the 15-page limit?

See the response to Question No. 15.

27. Section VI.01.04, Criteria #1, subsection g states: “In addition to the relevant experience required above, full resumes for each of the Key Personnel shall be included as an Appendix.” Will VRE allow additional staff bios beyond those for Key Personnel to be included in the Appendix?

Yes, see the response to Question No. 8.

28. Paragraph a.2) asks for ‘experience establishing and implementing project controls for planning, design, and construction management, including on-site activities for maintenance facilities, stations, and track.’ However, the referenced section appears to discuss project controls for design (and planning and CM) rather than actual design experience. Please clarify whether a.2 is intended to request *project controls experience supporting design*, or *design experience itself*?

See Addendum No. 1.

Criteria No. 2 – Knowledge, Qualifications and Relevant Experience of the Proposed Program Manager and Key Personnel

29. Under Criteria No. 2, item f. states that key personnel project sheets shall contain 2 projects per page. For readability and organization purposes, will VRE accept can 3 projects per page

No.

30. Keeping with previous RFP requirements, would VRE consider changing the requirements for staff projects from the last (5) five years to the last (10) ten years?

VRE will accept staff projects from the last ten (10) years. See Addendum No. 1.

31. Paragraph c.2 Please provide clarity around the requirement to include estimated availability for the Manager of Engineering, including identifying potential competing commitments. Is VRE seeking an overall percentage of availability for this role, along with a list of other project assignments that will occur during the contract period?

See Addendum No. 1.

32. Criteria No. 1- Capability, Expertise and Past Performance of the Prime Firm and Proposed Team/Subcontractor(s) specifically indicates the page limit is exclusive of project sheets. However, Criteria 2 does not make this designation. Are project sheets included in the maximum page limit of 15 pages for Criteria 2?

Project sheets are included in the 13-page limit for Criteria 2. Project sheets are excluded from the maximum 15-page limit for Criteria 1.

33. Please confirm that a subconsultant staff member can be listed as a Key Personnel?

Yes, a subconsultant staff member can be included as a Key Personnel.

34. Under Evaluation Criteria 2 Key Personnel, d. 1.iii ,: Construction Manager states: "Minimum of ten (15) years of field construction experience". Please confirm either 10 or 15 years?

A minimum of fifteen (15) years of field construction experience is required. See Addendum No. 1.

35. Will VRE clarify whether the Manager of Construction role is designed as a part-time position focused on assigning resources and managing construction personnel, or a full-time field role responsible for daily project execution and project delivery?

The Manager of Construction role is envisioned as a part-time position focused on assigning and managing resources. Construction Management field roles, full-time or otherwise, will be staffed on a Task Order basis.

Criteria No. 3 – Overall Program Approach and Understanding

36. Evaluation Criteria No. 3, states this section being a maximum of 5 pages. Given that there are five Program areas, please provide additional guidance, especially for item b, technical methodology, and the level of discussion VRE would like relative to the breadth of service categories covered.

VRE will not provide additional guidance for Criteria 3: Overall Program Approach and Understanding. Offerors should exercise their professional judgment in determining the appropriate level of detail within the five-page limit. The response should reflect the Offeror's overall program approach, understanding, and technical methodology across the program areas that best satisfies the RFP requirement.

Criteria No. 4 – Project Management and Quality Control Plan

37. An Organization Chart including identification of the proposed team for each proposed team for each discipline/service category, including the task leader and key personnel.” Is this “key personnel” in addition to the 5 Stated Key Personnel and can we include their resumes?

The organizational chart should include all team members that the Offeror determines to be essential to the success of their team. Beyond the five (5) Key Personnel specifically identified in the RFP, the Offeror shall determine which additional team members warrant inclusion based on their proposed role and level of involvement.

38. Clarify if VRE is requesting a single organizational chart that covers all of the program areas/service categories, or unique organizational charts for each program area/service category?

Please provide a single, comprehensive organizational chart that reflects the entire team and all program areas.

39. Criteria 4 requests a 1-page organizational chart of the proposed team. Given that there are multiple service categories requested in the Scope of Work (Strategic and Operations Planning, Station and Facilities Planning, Construction Management, and Engineering Services), would VRE allow additional organizational chart pages so all services required under each category can be shown?

See the responses to Question Nos 37 and 38.

40. Will VRE permit the inclusion of supplemental matrices and tables on 11x17 pages?

No, a single 11x17 page shall be permitted for the Organizational Chart only.

41. Will VRE be allowed to have 11x17 pages for any other content than the Organization Chart?

See the response to Question No. 40.

42. Criteria No. 4 will VRE confirm that the Contractor’s official Project Management Plan and Quality Control/Quality Assurance (QA/QC) Plan should be submitted after contract award, as these are typically much longer than 8 pages, and that the response to Criteria #4 (8 pages) is intended to be the Contractor's project management and QA/QC approaches in response to items a-h.

Correct, the plan provided is intended to specifically address the requirements identified in the RFP. Formal Project Management Plans and QA/QC Plans will be submitted on a Task Order basis, reflective of the specifics of that Task Order.

PART X - INSURANCE REQUIREMENTS

43. Do Prime contractors need to show proof of their insurance coverages (provided in a sample COI) with our proposal submittal?

No. A certificate of insurance is not required with the proposal submittal. VRE will request the certificate of insurance during the award process.

44. Would VRE consider allowing reduced insurance coverage limits for certain subcontractors, where such limits are aligned with industry standards and proportional to the subcontractor's scope of work? Some subcontractors are small businesses/SWaM providing professional services only and will not be involved in construction activities; as such, the currently specified limits may exceed the risk associated with their anticipated role?

VRE may consider reducing insurance requirements based on the role of the Subcontractor and associated risk. If an Offeror is short-listed, the Offeror may submit a request to modify the insurance requirements along with any other exceptions, which shall in turn be addressed during negotiations.

45. Can the consultants' Umbrella policy be used to meet the required CGL limits?

Yes.

ATTACHMENT A - SCOPE OF WORK

46. Firms that do not provide architectural/engineering design services but do provide the other services required in the RFP are eligible for award under this solicitation, wherein that firm could provide services on Task Orders that do not specifically require architectural/engineering design services?

This solicitation is intended to seek Proposals from qualified firms who can satisfy the requirements to perform general planning and engineering services as described in the Scope of Work (SOW). This includes architectural/engineering design services. Firms that do not provide architectural/engineering services may partner with other firms or serve as a Subcontractor.

47. Please clarify if a Firm has to be qualified and submit for all five program areas described in Attachment A – Scope of Work, or can a firm submit for one other program areas?

The contracts resulting from this RFP will not be awarded by specific program area. Each selected Offeror must be able to satisfy all requirements of the SOW, whether this be through partnering, joint ventures, or the use of Subcontractors.

48. Attachment A – Scope of Work, page 3, II.C., clarify if the Project Manager listed in this paragraph is the same person as the Program Manager (Key Personnel), or is the Project Manager one of the other Key Personnel positions, or is it a separate position for a Task Order Assignments.

Yes, the Project Manager reference in this paragraph should state Program Manager (in alignment with the Key Personnel). See Addendum No. 1.

49. Will VRE confirm the anticipated balance of task orders across planning, engineering, and construction management services?

No. VRE cannot confirm the anticipated balance of Task Orders across planning, design/engineering, and construction management. Task Orders will be issued on an as-needed basis. Historically, VRE has issued a greater number of Task Orders for engineering and construction management services. However, this historical information is provided for reference only and is not a guarantee of future Task Order distribution.

ATTACHMENT B - REPRESENTATIONS AND CERTIFICATIONS

50. Can VRE clarify which forms and certifications must be submitted by subconsultants versus the prime?

See the response to Question No. 6.