



RFP NO. 025-007

**MECHANICAL ENGINEERING CONSULTING SERVICES
(MEC) VIII FOR VRE ROLLING STOCK AND
MECHANICAL OPERATIONS**

Pre-Proposal Meeting Presentation

December 18, 2024

AGENDA

- **VRE Introductions**
- **Overview of Procurement Schedule & Requirements**
- **Scope of Work Overview**
- **Questions and Answers**



VRE TEAM

- **Kristin Nutter**
 - Director of Purchasing and Contract Administration
- **Doug Knieriem**
 - Mechanical Operations Manager – Crossroads
 - Project Manager for MEC VIII
- **Rob McClung**
 - Mechanical Operations Manager – Broad Run
 - Project Manager for MEC VIII



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 Request for Proposal (RFP) documents, the RFP documents will take precedence.



VRE POINT OF CONTACT

Offerors are cautioned not to contact any VRE staff (except the Director of Purchasing or other Purchasing and Contract Administration staff) regarding this RFP until such time as a contract is awarded.

All inquiries pertaining to this solicitation must be directed to the VRE Purchasing and Contract Administration Department.



PURPOSE



The purpose of this Request for Proposals (RFP) is to establish a Contract with one (1) qualified and experienced professional engineering firm to provide all labor, including all required professional disciplines, supervision, materials, equipment, supplies, tools, transportation, and incidentals necessary to perform mechanical engineering, quality assurance, and administrative consulting services for VRE rolling stock and mechanical operations to include support for equipment acquisition, maintenance and modifications, as well as select shop services. The selected Consultant shall perform MEC Services on an as-needed basis through Task Orders initiated by VRE.





VRE BACKGROUND

- 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.
- VRE provides commuter rail service from the Northern Virginia suburbs to Alexandria, Crystal City and downtown Washington, D.C., along the I-66 and I-95 corridors. Service began in 1992, operating 16 trains from 16 stations and carried, on average, 5,800 passengers daily. Now, VRE operates 32 trains from 19 stations and carries, on average, 8,000 passengers daily.
- The primary mission of VRE is to provide safe, cost effective, accessible, reliable, convenient, and comfortable commuter-oriented rail passenger service.



FUNDING

- This solicitation and the subsequent Contract are subject to certain provisions required by the U.S. Department of Transportation, as set forth in Federal Transit Administration (FTA) Circular 4220.1F, which are included in the RFP as Attachment D.
- FTA Certifications that must be submitted with your proposal include:
 - Certification of Restrictions on Lobbying
 - Disadvantaged Business Enterprise (DBE) Statement
 - Certification Regarding Debarment/Suspension
- These certifications are included in the Reps and Certs in Attachment B to the RFP. Any Offeror that does not submit these certifications with their Proposal may be deemed non-responsive.



PROCUREMENT SCHEDULE

- RFP Issued: November 25, 2024
- Optional Pre-Proposal Meeting: December 18, 2024, at 11:30 a.m.
- Submission of Written Questions: December 20, 2024, by 1:00 p.m.
- Proposals Due: January 29, 2025, by 2:00 p.m.
- Interviews (Optional): February 2025

**All times reflected are local, Eastern Time*




SUBMISSION OF PROPOSAL

- Proposals are due on **Wednesday, January 29, 2025, by 2:00 P.M.** local time.
- Proposals may be submitted either electronically or in hardcopy format.
- Electronic submissions must be made using the Commonwealth of Virginia's e-procurement portal (eVA). To submit Proposals electronically, Offerors must be registered in eVA as a Supplier - <https://eva.virginia.gov/>.
- eVA registration is not considered complete unless a Commonwealth of Virginia Substitute W-9 is uploaded to eVA. A link to the Substitute W-9 and New Supplier Registration Guide is available online at <https://eva.virginia.gov/register-now.html>.
- Electronic responses must also include complete financial statements for the Offeror.



SUBMISSION OF PROPOSAL (CON'T)

- Hardcopy Proposals must be delivered to VRE's Headquarters at 1500 King Street, Suite 202, Alexandria, VA 22314 and shall be **clearly labeled** in a sealed package.

SEALED PROPOSAL	
IN RESPONSE TO:	
	RFP No.: 025-007 Title: Mechanical Engineering Consulting Services (MEC) VIII for VRE Rolling Stock and Mechanical Operations
Proposals Due Date:	
Name of Offeror:	

- If submitting a hardcopy Proposal, the package may be mailed, delivered by private courier, or delivered in person to VRE in Alexandria, VA prior to the Proposal closing date and time, between **9:00 A.M. and 5:00 P.M.** Eastern Time, Monday through Friday, on days that VRE service is in operation.
- It is the responsibility of the Offeror to make certain that its Proposal is delivered to the place designated for receipt of Proposals on or before the day and time set for receipt of Proposals. Proposals received at VRE Headquarters will be time stamped by VRE's official time clock at the receptionist's desk in the foyer.



SUBMISSION OF PROPOSAL (CON'T)

- Billing rates will **NOT** be considered by VRE in the evaluation process. Offerors **SHALL NOT** include an estimate of man-hours or cost for services as part of their Proposal. Any Offeror that submits cost information with their Proposal may be deemed non-responsive.
- Proposals shall not exceed the number of pages listed per tab in Section 03- Proposal Submittal Elements (Pages 17 and 18 of the RFP).
 - This page limit encompasses all documentation the Offeror may wish to submit in describing its organization, responsibilities, team, and Subcontractors.
- An appendix shall be submitted with the Offeror's proposal.
 - Only include full resumes for each Key Personnel, Licenses and Registrations (i.e., Professional Engineering Licenses).
 - The appendix shall not count towards the overall page limit.



SUBMISSION OF PROPOSAL (CON'T)

- Deadline for Written Questions is **December 20, 2024, at 1:00 p.m.**
 - Questions must be submitted in Microsoft Word format and include the related Section number and title.
 - Questions concerning this Request for Proposals must be directed to the VRE Director of Purchasing in writing via electronic mail as listed on the Cover Page of the RFP.
 - Any Proposer who initiates any discussions with VRE staff in any manner other than that described above is subject to disqualification from this procurement.
- Offerors are hereby cautioned not to contact VRE consultants, or VRE personnel other than the VRE Purchasing and Contract Administration Department, regarding this solicitation until such time as a contract is awarded. All inquiries pertaining to this Request for Proposals must be directed to the VRE Purchasing and Contract Administration Department.



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: Exceptions to the Solicitation
- TAB 10: Acknowledge Receipt of Addenda Issued
- TAB 11: Representations and Certifications
- TAB 12: Appendix – Resumes for Key Personnel



EVALUATION CRITERIA

Evaluation Criteria		Maximum Points	Weight	Maximum Score
1.	Capability and Expertise of the Offeror and Proposed Team/Subcontractor(s)	10	30	300
2.	Knowledge, Qualifications, and Relevant Experience of the Proposed Project Manager and Key Personnel	10	30	300
3.	Project Approach and Understanding	10	25	250
4.	Contractor's Organization and Management Plan	10	15	150
	TOTAL POINTS			1000

OVERVIEW OF PROPOSAL REQUIREMENTS (CON'T)

TAB 8: Subcontractors

- Identify any Subcontractors and the type of work anticipated to be performed on the Contract; complete the – SUBCONTRACTOR FORM included in the RFP and submit as part of Tab 8.
- Disadvantaged Business Enterprise (DBE) Participation Goal is 14.7%. (Attachment E – DBE Provisions & Forms).
- Submission of DBE Utilization Forms and Related Documentation:
 - **Exhibit B** (Intent to Perform as DBE Subcontractors/Subconsultants/Suppliers)
 - **Exhibit C** (Evidence of Good Faith Effort Documentation)
 - **Exhibit E** (Summary of Subcontractors)



OVERVIEW OF PROPOSAL REQUIREMENTS (CON'T)

DBE Participation Requirement

- VRE is committed to an active effort to involve Disadvantaged Business Enterprises (DBE) in contracting opportunities and encourages participation in procurement activities. Where it is practicable for any portion of the awarded Contract to be subcontracted, prospective Contractors are encouraged to offer such business to DBEs.
- VRE's overall goal for DBE participation is set at **14.7%**. This goal represents those elements of work under this Contract performed by qualified Disadvantaged Business Enterprises for amounts totaling **not less than 14.7%** of the total Contract amount.
- Offerors must state any plans to utilize such businesses and the manner in which they may be utilized under the resultant Contract.
- All prospective DBEs must be certified through a Unified Certification Program (UCP). VRE recognizes certification by one of the following:
 - Virginia Department of Small Business and Supplier Diversity (SBSD);
 - Metropolitan Washington Airports Authority (MWAA); and
 - Washington Metropolitan Area Transit Authority (WMATA).



OVERVIEW OF PROPOSAL REQUIREMENTS (CON'T)

TAB 10: Acknowledge Receipt of Addenda Issued

- Any interpretation of a question made to VRE will be responded to and distributed in the form of an addendum to the RFP and will be available to all interested Offerors through VRE's website.
- It is the responsibility of prospective Offerors to monitor VRE's website for any addenda, notices or postings.
- Failure to submit signed addenda may be grounds to declare a Proposal non-responsive.



SELECTION & CONTRACTING PROCESS

- Proposals will be evaluated based on the evaluation criteria.
- Offerors will be in ranked order and a short list of the most qualified team(s) will be created. Selection shall be made of one (1) short-listed Offeror deemed to be the best for the project on the basis of the evaluation factors.
- VRE reserves the right to conduct oral interviews with short-listed firms prior to making a selection.
- Upon selection of the top-ranked firm, VRE will request submission of a binding Cost Proposal with proposed hourly billing rates for Task Orders. Negotiations shall commence with the selected Offeror to achieve an agreement on rates and the contract terms. If negotiations with the top-ranked Offeror are not successful, discussions will commence with the next highest ranked short-listed Offeror, and negotiations will continue in this manner until an agreement is reached.
- Successful negotiation of the selected Offeror's billing rates will result in a Contract.



CONTRACT ANTICIPATED

- Award: The purpose of this Request for Proposals (RFP) is to establish a Contract with one (1) qualified and experienced Consultant to provide Mechanical Engineering Consulting Services as outlined in the Scope of Work (SOW) to support VRE's rolling stock and mechanical operations.
- Type of Contract: Indefinite Delivery / Indefinite Quantity (IDIQ) (Task Order Contract)
- 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. The Base Period is anticipated to commence on May 29, 2025, or shortly thereafter.
- Contract Value: The ceiling amount for all Task Orders issued in any given contract year (Base Period and any subsequent Option Year Period exercised by VRE) shall not exceed \$6M in aggregate per year. Therefore, the maximum value of the Contract is \$24M for a term of up to four (4) years.



OVERVIEW OF THE SCOPE OF WORK (SOW)



OVERVIEW OF THE SOW (CON'T)

Potential Task Orders

- Support VRE in the procurement of additional remanufactured or new locomotives and on-going planning for the locomotive fleet.
- Assist in developing specifications for new passenger rail cars and support procurement as required by VRE.
- Assist in addressing Federal Railroad Administration (FRA) fleet safety requirements, including analysis and testing of rail cars as well as engineering retrofits and upgrades.
- Support fleet improvements and retrofits with design, fabrication, and installation capability.
- Analyze new technology VRE may consider including in its fleet such as communications or infotainment systems.
- Design of rolling stock and systems components as necessary and monitor implementation to ensure compliance with design.
- Conduct facility compressed air quality audits.
- Periodic facilities and equipment audits, to include recommendations to improve maintenance activities.



OVERVIEW OF THE SOW (CON'T)

Transit Asset Management (TAM) Plan

VRE's TAM Plan describes the methodology for condition and risk assessments for each asset and provides guidance for how each asset should be life-cycled. The TAM Plan identifies and provides a strategy for implementing the business practices needed to maximize the Transit Asset Management System.

The Consultant shall perform the following tasks in support of VRE's TAM Plan:

- Conduct a complete assessment of VRE's existing TAM Plan.
- Assess current asset management activities.
- Review the systems used in support of VRE's TAM Plan and recommend areas to improve VRE business processes for management of its assets and allocation/utilization of its resources.
- Bring VRE into alignment with industry best practices and enable FTA/TAM Final Rule performance reporting requirements and industry standards.
- Assist in updating VRE's TAM Plan, as required, to ensure compliance with FTA's Transit Asset Management Final Rule. The TAM Plan will serve as the standard for the implementation of the program within each of VRE's transit asset categories (i.e., vehicles, systems and facilities).



OVERVIEW OF THE SOW (CON'T)

VRE Equipment (Rolling Stock)

LOCOMOTIVES

Quantity	Locomotive Type	Locomotive Number
20	MP36PH-3C	V50 – V69

PASSENGER COACHES

Quantity	Car Type	Number of Seats	Car Numbers
21	Sumitomo Gallery Cab Cars with a Restroom	123	V710 – V730
49	Sumitomo Gallery Trailers with a Restroom	132	V800 – V848
30	Sumitomo Gallery Trailers without a Restroom	144	V850 – V879

QUESTIONS?



[VRE.ORG](https://vre.org)





THANK YOU

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