



VIRGINIA RAILWAY EXPRESS
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VIRGINIA RAILWAY EXPRESS

REQUEST FOR QUOTES (RFQ)

**DIESEL FUEL PRICE RISK MANAGEMENT
CONSULTING SERVICES**

RFQ Issued: May 29, 2026

Questions Due: June 5, 2026, at 10:00 A.M. Eastern Time

Quotes Due: June 12, 2026, at 1:00 P.M. Eastern Time

Contact: Monica McKenzie, Purchasing/Contract Compliance Specialist
Virginia Railway Express, 1500 King Street, Suite 202, Alexandria, VA 22314

Main Office: (703) 684-1001 **Email:** procurement@vre.org

1. PURPOSE/BACKGROUND

A. INTRODUCTION

The Virginia Railway Express (VRE) is soliciting Quotes to establish a firm-fixed price Purchase Order with one (1) qualified and experienced Contractor, also referred to herein as the Consultant, to provide diesel fuel price risk management consulting services. VRE has substantial exposure to the diesel fuel market and aims to mitigate the risks arising from this exposure.

B. VRE BACKGROUND

1. 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. An Operations Board consisting of members from each of the jurisdictions within the VRE service area governs the development and operation of VRE and serves as an advisory board to the NVTC and PRTC governing boards. Use of the term VRE in this RFQ refers to NVTC and PRTC.
2. VRE provides commuter rail service from the Northern Virginia suburbs to Alexandria, Crystal City, and downtown Washington, DC, along the I-66 and I-95 corridors. VRE's trains operate over a network of two (2) lines (Fredericksburg and Manassas) that cover eighty-nine (89) miles of track, from Union Station in Washington, D.C., south to Fredericksburg, Virginia and west to Manassas, Virginia.
3. Currently, VRE's schedule includes thirty-two (32) trains which operate Monday through Friday, serving nineteen (19) stations. VRE operates a fleet of twenty (20) MP36PH-3C locomotives and one hundred (100) Gallery IV passenger railcars, with twenty-one (21) additional railcars on order from Alstom Transportation, Inc. VRE trains are typically composed of four (4) to eight (8) railcars and one (1) locomotive.



2. INSTRUCTIONS FOR QUOTERS

A. SUBMISSION OF WRITTEN QUESTIONS

1. **Deadline:** All questions and requests for clarification regarding the meaning or interpretation of this RFQ and other solicitation documents, or any ambiguities, discrepancies, inconsistencies, or conflicts in or between any of the technical, pricing, or contractual provisions, must be submitted no later than the ***date and time specified on Page 1*** of this RFQ. Questions and clarifications requested after such time will not be answered unless VRE elects, in its sole discretion, to do so.
2. **Format for Questions:** Questions must be submitted in writing and include the related section number and title.
3. Questions must be submitted to VRE's contact in writing via electronic mail as listed on Page 1 of this RFQ. No questions or requests for additional information, clarification, or any other communication should be directed to any other individual.
4. No oral communication will be accepted. VRE will not be bound by any oral communications, or written interpretations or clarifications that are not set forth in an addendum to the RFQ.
5. Questions and responses will be posted on VRE's website at www.vre.org.
6. Any interpretation of the questions made by VRE will be responded to and distributed in the form of an addendum to the RFQ and will be available to all interested Quoters through VRE's website.

B. SUBMISSION OF QUOTE

1. Quotes must be submitted no later than the ***date and time specified on Page 1*** of this RFQ.
2. The Quote shall be submitted on **ATTACHMENT 1 - QUOTE FORM** provided by VRE.
3. Quotes shall be submitted via electronic mail to VRE's contact as listed on Page 1 of this RFQ.
4. The subject line of the electronic mail shall include the RFQ title.
5. Incomplete Quotes or Quotes received after the Quote closing date and time will not be considered by VRE.

C. AWARD

A firm-fixed price Purchase Order will be awarded by VRE based on the lowest total price quoted.

D. VRE POINT OF CONTACT (POC)

VRE's Manager of Operations Administration will be the point of contact following award of a Purchase Order.



3. SCOPE OF WORK

A. GENERAL REQUIREMENTS

1. The Consultant shall provide all labor, supervision, materials, supplies, equipment, software, etc. necessary to carry out the required services to the satisfaction of VRE.
2. The Consultant shall be responsible for advising VRE with respect to systematic purchasing decisions related to diesel fuel.
3. VRE is seeking to reduce the range of prices it expects to pay for fuel and to reduce the volatility of fuel costs. The Consultant shall assist in accomplishing these goals with respect to the budgetary and cash-flow risks that the consumption of fuel presents.
4. VRE realizes there are multiple ways to approach price risk management (e.g., “hedging via swaps,” caps, “futures” purchases, etc.) that may be more or less suited to VRE’s needs, and to Commonwealth of Virginia laws governing such activities for public entities. Thus, the Consultant shall have a mastery of these and other risk management approaches to be applied in order to customize a plan that is ideally suited to VRE’s operating environment.
5. The Consultant shall utilize its mastery and expertise to educate VRE about the various possible approaches, learn about the sensitivities of VRE, and customize an appropriate course of action.

B. SPECIFIC REQUIREMENTS

The Consultant shall perform the following tasks:

1. Review current fuel practices, fuel budgets, fuel procurement practices and contracts, in order to develop a comprehensive understanding of the factors that have shaped VRE practices to date.
2. Recommend changes to practices to enhance the fuel purchasing program.
3. Develop and assist in the incorporation of fuel cost hedging alternatives into VRE’s fuel supply contracts, as requested.
4. Develop and assist in the implementation of hedging strategies outside of VRE’s fuel supplier contracts, as requested.
5. Assist in establishing the hedging requirements for fuel suppliers and in evaluating the bids/proposals received by VRE.
6. Coordinate with VRE’s fuel suppliers or others to put fixed price or futures contracts into place, as requested.
7. Review monthly invoices/statements from VRE’s fuel suppliers to verify the accuracy of pricing, both fixed and rack prices.



8. Track pricing and risk management developments and provide ongoing advice and budgetary forecasts to VRE to account for changing market and other conditions.

C. DELIVERABLES

The Consultant shall make available to VRE upon request all reports, studies, specifications, calculations, work instructions, estimates, and other data prepared by or for it under the resultant Purchase Order during the effective period of the Purchase Order and upon termination or completion of the work. VRE shall have the right to use the work products produced by the Consultant in connection with this Purchase Order without restriction or limitation and without compensation to the Consultant other than that provided for by the Purchase Order.



4. SPECIAL TERMS AND CONDITIONS

A. TERM

The Purchase Order shall be valid through June 30, 2027.

B. GENERAL PROVISIONS

The Contractor shall comply with **ATTACHMENT 2 – VRE GENERAL PROVISIONS**, as applicable to the Scope of Work.

C. REPRESENTATIONS AND CERTIFICATIONS

The Contractor shall complete and sign the forms in **ATTACHMENT 3 – REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF QUOTERS** included herein.

D. QUOTE ACCEPTANCE PERIOD

The Quote and any modification thereof shall be binding upon the Quoter for ninety (90) consecutive calendar days following the Quote closing date. Any Quote in which the Quoter shortens the acceptance period shall be rejected, although the acceptance period may be extended by mutual agreement between VRE and the Quoter. At the end of the Quote acceptance period, the Quoter may withdraw its Quote by giving written notice to VRE.

E. SIGNATURES

All documents requiring a signature may be executed via handwritten (manual) stamped, electronic (portable document format), photocopied, digital or scanned signature. A signed copy of the documents transmitted by any of the means listed above shall be deemed to have the same legal effect as an original executed copy.

F. QUALITY ASSURANCE

Any work product which fails to meet the requirements of the Scope of Work and/or the requirements of the work request shall be subject to rejection and shall be revised, free of charge, by the Contractor, if so directed by VRE.

G. GENERAL AND ADMINISTRATIVE COSTS

The Contractor's monthly fee / monthly retainer shall be fully loaded and shall constitute the exclusive billing rate authorized under this Purchase Order. This rate shall include all general and administrative costs, overhead, and profit. No additional charges, markups, or fees shall be permitted.

H. SAFETY RULES AND SECURITY AT VRE'S RAILROAD FACILITIES

In the performance of this Purchase Order, the Contractor shall comply with VRE's Rules to Live By available at <https://www.vre.org/about/safety-and-security/contractors/>. In an emergency, the Contractor shall act at its discretion to prevent threatened damage, injury or loss.

I. COOPERATIVE RIDER CLAUSE

A lead agency format is used to accomplish the services specified herein this solicitation. VRE, the lead agency in this procurement, has included this Rider Clause indicating its willingness to allow its Parent Commission, the Potomac and Rappahannock Transportation Commission (PRTC), to participate pursuant to the following terms and conditions:



1. PRTC, through its use of the Cooperative Rider Clause, agrees to the terms and conditions incorporated herein this RFQ to the extent that they can be reasonably applied.
2. PRTC may also negotiate additional terms and conditions specific to their requirements upon mutual agreement between the Contractor and PRTC.
3. PRTC will issue a Purchase Order / Contract separate from that provided by VRE to engage with the Contractor.



5. INSURANCE

A. GENERAL REQUIREMENTS

1. The Contractor shall secure, pay the premiums for and keep in force until the expiration of the Purchase Order, and any renewal thereof, adequate insurance as identified in the "VRE Insurance Coverage Requirements" document. Items marked "X" are required to be provided. By signing and submitting a Quote under this solicitation, the Contractor certifies if issued a Purchase Order, the Contractor will have the insurance coverage identified and described below in the VRE Insurance Coverage Requirements at the time of the issuance of a Purchase Order.
2. All required insurance coverage must be acquired from insurers that are authorized to do business in the Commonwealth of Virginia, with a rating of "A-" or better and a financial size of "Class VII" or better in the latest edition of the A.M. Best Co. Guides.
3. The Contractor shall furnish VRE proof of compliance with these insurance requirements in the form of an original Certificate of Insurance signed by an authorized representative or agent of the insurance company(ies). The Certificates of Insurance must be furnished within three (3) calendar days of the request from VRE and before any work under the Purchase Order will be allowed to commence.
4. Failure to provide the Certificate(s) when required may be cause for VRE to issue a Purchase Order to the next responsive Contractor. However, in no event shall work be performed until the required Certificate(s) of Insurance have been furnished and approved by VRE.
5. If the Contractor is furnished a written notice of cancellation from the insurance carrier, the Contractor shall provide VRE a copy of the cancellation notice within thirty (30) calendar days of receipt of the notification.
6. In no event shall the failure by VRE to receive Certificates of Insurance required hereunder, or to receive them by the date(s) required hereunder, be construed as a waiver of the Contractor's obligation to obtain the required insurance coverages. Failure by VRE to demand any Certificate of Insurance or other evidence of full compliance with the insurance requirements set forth herein, or failure by VRE to identify a deficiency in the evidence provided, shall not be construed as a waiver of the obligation to procure or maintain the insurance required hereunder. The acceptance of shipments by VRE of any Certificate of Insurance does not constitute approval or agreement that the insurance requirements have been met or that the insurance policies identified in the Certificates of Insurance are in compliance with such requirements.



B. VRE INSURANCE COVERAGE REQUIREMENTS

“X” denotes that coverage is required. Applicability	Description	Coverage
X	1. Workers' Compensation and Employer's Liability	Limits as required by the Workers' Compensation Act of Virginia. Employers Liability - \$1,000,000
	Admitted in Virginia	YES
	All States Endorsement	Statutory
	USL&H Endorsement	Statutory
	Voluntary Compensation	Statutory
X	2. General Liability, which shall be Commercial General Liability endorsed as broad form to include the following minimum limits: <ul style="list-style-type: none"> • General Aggregate • Products & Completed Operations Aggregate • Personal & Advertising Injury • Each Occurrence 	<ul style="list-style-type: none"> \$2,000,000 \$2,000,000 \$1,000,000 \$1,000,000
X	Contractual Liability	
X	Personal Injury	
X	Independent Contractors	
	XCU Property Damage Exclusion Deleted	
	3. Automobile Liability (Coverage sufficient to cover all vehicles owned, used, or hired by the Contractor, its agents, representatives, or employees.) Minimum limits: <ul style="list-style-type: none"> • Combined Single Limit • Medical Expense Limit 	<ul style="list-style-type: none"> \$1,000,000 \$ 5,000
	4. Professional Errors and Omissions	\$1,000,000
	5. Builder's Risk	Purchase Order Value
	6. Installation Floater	Purchase Order Value
	7. Garage Liability	
	8. Garage Keeper's Legal Liability	
	9. Fire Legal Liability	
	10. Railroad Protective Liability Insurance. VRE shall be named as insured. The language shall read as follows: "Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission, together known as the Virginia Railway Express."	\$5,000,000 per occurrence; \$10,000,000 aggregate
	11. Railroad Protective Liability Insurance. A second policy shall name the host railroad as insured. Furnish a copy of the policy to VRE, prior to entry on VRE property or any other railroad property upon which VRE operates.	\$5,000,000 per occurrence; \$10,000,000 aggregate
X	12. Pollution Liability.	Purchase Order Value
X	13. VRE shall be named as additional insured on the General Liability Policy. This coverage is primary to all other coverage VRE may possess. The language shall read as follows: "Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission, together known as Virginia Railway Express."	
X	14. Best's Guide Rating – A:VI or better or Equivalent	
X	15. The Certification must state the Request for Quotes Title	
X	16. Umbrella Liability	\$5,000,000



6. INVOICES

A. INVOICES

1. Invoices shall be submitted by the Contractor monthly for services delivered and accepted by VRE.
2. The Contractor shall submit invoices by electronic mail to accountspayable@vre.org and cc: dwilliams@vre.org.
3. At a minimum, invoices shall contain the following information:
 - a. Name, address and telephone number of the Contractor
 - b. Remit to address
 - c. VRE Purchase Order Number
 - d. Invoice number
 - e. Invoice date
 - f. Time period during which services were rendered / billing month
 - g. Total invoice amount
4. If invoices fail to meet all of the above requirements, they will not be processed for payment and will result in the invoice being returned to the Contractor for correction and resubmission. VRE may request additional substantiating documentation as necessary.

B. PAYMENT

Payment will be made upon receipt and acceptance of goods and services by VRE.



7. ATTACHMENTS

The following documents are incorporated in this Request for Quotes and the resulting Purchase Order by this reference.

- A. Attachment 1 – Quote Form
- B. Attachment 2 – VRE General Provisions
- C. Attachment 3 – Representations, Certifications and Other Statements of Quoters

