



VIRGINIA RAILWAY EXPRESS
A Better Way. A Better Life.

VIRGINIA RAILWAY EXPRESS

REQUEST FOR QUOTES (RFQ)

LORTON STATION

PEDESTRIAN CROSSINGS

RFQ Issued: May 14, 2026

Questions Due: May 27, 2026, 2026, at 10:00 A.M. Eastern Time

Quotes Due: June 3, 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 to install four (4) pedestrian crossings at the VRE Lorton Station, located at 8990 Lorton Station Blvd, Lorton, VA 22079.

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. As a joint project of NVTC and PRTC, VRE will provide safe, cost effective, accessible, reliable, convenient, and comfortable commuter-oriented rail passenger service. VRE will contribute to the economic development of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.



2. INSTRUCTIONS FOR QUOTERS

A. NON-MANDATORY SITE VISIT

A non-mandatory site visit will be held at 10:00 A.M. Eastern Time on Wednesday, May 20, 2026, at VRE's Lorton Station, located at 8990 Lorton Station Blvd, Lorton, VA 22079. Attendees will be required to sign-in and participate in a VRE-led safety briefing upon arrival at the site.

B. 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 direct 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.

C. 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. In addition, the forms included in **ATTACHMENT 4 – REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF BIDDERS/OFFERORS** shall be included with your submission.
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.



D. AWARD

A firm-fixed price Purchase Order will be awarded by VRE to the lowest responsive, responsible Quoter.

E. VRE POINT OF CONTACT (POC)

VRE's Facilities Maintenance Administrator will be the point of contact following award of a Purchase Order.



3. GENERAL CONDITIONS FOR QUOTERS

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

1. In the performance of the work, the Contractor shall comply with the following:
 - a. VRE Rules to Live By (<https://www.vre.org/about/safety-and-security/contractors/>)
 - b. VRE Safety and Security Guidelines (**ATTACHMENT 5**)

In an emergency, the Contractor shall act at its discretion to prevent threatened damage, injury or loss.

2. The Contractor is responsible for initiating, maintaining and supervising all safety precautions and programs in connection with this Purchase Order. This includes the Contractor's employees and other persons who may be affected thereby, as well as materials and equipment, both in storage and on-site.
3. It is incumbent upon the Contractor and its employees to work in a safe manner at all times due to the nature of the work and proximity to active railroad operations. The Contractor while performing work around VRE's facilities shall be alert for train movement through the facility to ensure a safe operation. While train movement is ongoing at the facility the Contractor shall move to a safe distance. VRE reserves the right to require the Contractor to be qualified and its employees to meet the safety qualifications required by the applicable railroads, Federal Railroad Administration (FRA), and VRE's safety rules for operations.
4. The designated VRE Project Manager shall be notified immediately by the Contractor should installation activities necessitate the use of a ladder on the station platform, as adherence to specific railroad safety protocols is required in such circumstances.

B. ROADWAY WORKER PROTECTION TRAINING

1. The Contractor's employees and all Subcontractors' employees performing work pursuant to the Purchase Order, who will at any time work on Host Railroad, CSX Transportation (CSXT), property, must participate in annual Federal Railroad Administration (FRA) mandated Roadway Worker Protection (RWP) training classes, conducted by an approved third-party training company. Payment of employees for time spent completing the RWP training and any expenses incurred is the sole responsibility of the Contractor and is not eligible for reimbursement from VRE.
2. All Contractor and Subcontractor employees shall have a copy of their current annual certification card for CSXT's Roadway Worker Protection training while performing work on-site. The annual certification card shall have been issued within the past year.

C. FLAGGING PROTECTION SERVICES

If it is determined that flagging protection service is required at the work site, VRE shall schedule and pay for the flagging protection service. VRE will determine the schedule with the Host Railroad to provide the flagging protection service and advise the Contractor. The length of the



flagging protection service shall be based on the Contractor's schedule. If the flagging services extend beyond the project schedule, the additional cost may be borne by the Contractor.

D. ACCESS ONTO CSXT RIGHT-OF-WAY

In order to complete the proposed work within CSXT Right-of-Way, the Contractor is required to comply with all CSXT requirements for access onto their property including, but not limited to, Insurance, Right-of-Entry, Roadway Worker Protection training, and all policies regarding safe operations. The Contractor is responsible for obtaining a Right-of-Entry permit from CSXT prior to accessing CSXT property.



4. SCOPE OF WORK

A. GENERAL REQUIREMENTS

1. The Contractor shall be responsible for providing all labor, supervision, equipment, material, and transportation necessary to install four (4) pedestrian crossings at VRE's Lorton Station in accordance with the requirements specified herein and in **ATTACHMENT 6 – SITE DRAWINGS**.
2. Unless noted otherwise, the Contractor shall keep the site free from the accumulation of waste materials. When the project is complete, the Contractor must remove from and about the project site, all waste, tools, equipment, and surplus materials. If a dispute arises regarding maintenance or clean-up of the premises, VRE may maintain and clean the site and assess actual damages to the Contractor. The Purchase Order and any associated unit prices shall include all costs and fees for removal and disposal of all waste and debris.
3. The Contractor may elect to deliver a dumpster to the site in a location approved by the VRE Project Manager. The Contractor shall be responsible for securing the dumpster, including prevention of unauthorized use by others.
4. During VRE service hours, the Contractor shall endeavor to keep pedestrian pathways clear of debris and allow for the unobstructed access of riders to the trains from the platform. This shall include the placement of cones or other means of safely conveying passengers through the work site. The VRE Project Manager shall have the authority to suspend work during normal service hours should there be no safe way of conveying passengers until such passengers have boarded the train and work may safely resume.

B. PRODUCT SPECIFICATIONS AND SALIENT CHARACTERISTICS

The Contractor shall meet the following requirements for form, fit, and function:

1. All pedestrian crossings shall be constructed of pressure-treated nominal lumber.
2. All crossings shall be approximately 12' in width.
3. All wood members shall be in accordance with the detail provided in **ATTACHMENT 6 – SITE DRAWINGS**.
4. Any spans larger than 10' (or non-continuous spans) must be supported at the center in accordance with the detail provided in **ATTACHMENT 6 – SITE DRAWINGS**.
5. Walkway surfaces shall be solid composite decking. Composite decking that has "fluted" profiles, shall NOT be used.
6. **ATTACHMENT 6 – SITE DRAWINGS** shall govern all means and methods. Any deviations shall be brought to VRE Project Manager for approval prior to implementation in the field.

C. SCHEDULE

1. Upon award of the Purchase Order, VRE's Facilities Maintenance Administrator, the designated VRE Project Manager, shall coordinate the schedule with the Contractor. However, all work must



be completed by the Contractor within thirty (30) consecutive calendar days from receipt of the Purchase Order from VRE.

2. Installation by the Contractor shall occur during normal business hours, 8:00 A.M. through 5:00 P.M. Eastern Time, Monday through Friday (excluding Federal Observed Holidays). Weekend work is prohibited unless authorized in advance by the VRE Project Manager.
3. Any delay in the schedule shall be submitted to VRE in writing for approval.



5. SPECIAL TERMS AND CONDITIONS

A. TERM

The Purchase Order shall be valid for no more than sixty (60) consecutive calendar days.

B. GENERAL PROVISIONS

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

C. FEDERAL TRANSIT ADMINISTRATION THIRD PARTY CONTRACT PROVISIONS

This purchase is funded in whole or in part by grants from the Federal Transit Administration (FTA) of the United States Department of Transportation. Therefore, the Contractor shall comply with **ATTACHMENT 3 - FEDERAL TRANSIT ADMINISTRATION (FTA) THIRD PARTY CONTRACT PROVISIONS FOR MATERIALS & SUPPLIES**.

D. REPRESENTATIONS AND CERTIFICATIONS

The Contractor shall complete and sign the forms in **ATTACHMENT 4 – REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF BIDDERS/OFFERORS** included herein and shall submit the forms along with its Quote.

E. 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.

F. 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.

G. WARRANTY OF MATERIALS AND WORKMANSHIP

1. The Contractor shall warrant all labor and material provided by the Contractor pursuant to the Scope of Work and/or technical specifications for a period of one (1) year or as otherwise stated in the **PRODUCT SPECIFICATIONS AND SALIENT CHARACTERISTICS identified above in Section 4B**. The Contractor, at no expense to VRE, shall correct all defects covered by this guarantee.
2. If any portion of the work performed or material provided by the Contractor proves to be defective within the warranty period, the Contractor will be notified by VRE. Upon receipt of such notification, the Contractor shall immediately furnish VRE with instructions for the disposition of the defective part(s).



3. Within ten (10) business days from notification of the warranty claim by VRE, the Contractor shall deliver replacement parts. Prior written authorization is required from VRE for completions exceeding ten (10) business days.
4. Any material or labor applied by the Contractor to correct warranted defects shall be warranted for one (1) additional year from the date of delivery.
5. All defective parts returned to and by the Contractor for repair or replacement shall be shipped at the Contractor's sole expense.
6. The Contractor shall supply a failure analysis for any warranty failure, unless the requirement is waived in writing by VRE.
7. Repetitive failure (i.e., three (3) failures during the warranty period) of an item that was repaired by the Contractor shall be considered a breach. VRE may, at its sole discretion, have the repairs made by another party, with no further notice to the Contractor, and the Contractor shall be fully liable to pay for all such third-party work.

H. QUALITY ASSURANCE

Any material or part which fails to meet the requirements of the Scope of Work and/or technical specifications shall be subject to rejection and shall be replaced, or brought up to specification, free of charge, by the Contractor, if directed by VRE.

I. NEW MATERIALS

Unless noted otherwise, the Contractor shall furnish all materials required to produce the work in accordance with the Scope of Work and/or technical specifications and said materials shall meet the requirements of the Scope of Work, plans, drawings and/or specifications for the kind of applications involving their use. Only quality materials, which are generally accepted in the industry, and which conform to the requirements of the Scope of Work, plans, drawings and/or specifications, shall be used in the work.

J. SUBSTITUTIONS

1. The Purchase Order is based on the materials, equipment and methods described herein that will allow for compliance with all Federal, State, and Local rules and regulations. No substitutions or cancellations shall be permitted without the written approval of VRE. VRE will consider requests for substitutions of materials, equipment and methods only when such requests are accompanied by full and complete technical data and all other information required to evaluate the proposed substitution.
2. The Contractor shall not substitute materials, equipment or methods unless VRE has specifically approved such substitutions in writing. Substitutions, if approved, shall be without any additional compensation from VRE, unless approved otherwise.



6. 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 matrix 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, responsible Quoter. 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 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. RAILROAD PROTECTIVE LIABILITY INSURANCE

1. The Contractor shall obtain Railroad Protective Liability insurance having a combined single limit of not less than \$5,000,000 each occurrence and \$10,000,000 in the aggregate applying separately to each annual period. Said policy shall provide coverage for all loss, damage or expense arising from bodily injury and property damage liability, and physical damage to property attributed to acts or omissions at the job site. The policy shall be signed and name "Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission, together known as Virginia Railway Express" as insured.



2. VRE does not accept notation of Railroad Protective insurance on a certificate of liability insurance form or Binders as VRE must have the full original countersigned policy. The standards for VRE's RPLI requirements shall conform to the requirements numerated below for CSX Transportation, Inc. RPLI standards.
3. The Contractor shall obtain a second separate Railroad Protective Liability insurance policy having a combined single limit of not less than \$5,000,000 each occurrence and \$10,000,000 in the aggregate applying separately to each annual period. Said policy shall provide coverage for all loss, damage or expense arising from bodily injury and property damage liability, and physical damage to property attributed to acts or omissions at the job site. The policy shall be signed and name "CSX Transportation, Inc." as insured and shall satisfy the following additional CSX requirements:
 - a. The Railroad Protective Liability insurance policy must be on the ISO/RIMA Form of Railroad Protective Insurance – Insurance Services Office (ISO) Form CG 00 35.

The named insured's address shall be listed as:
CSX Transportation, Inc.
500 Water Street, C-907
Jacksonville, FL 32202

- b. The name and address of the Contractor and of VRE must be shown on the declarations page.
- c. A description of operations and location must appear on the declarations page and must match the CSX project description.
- d. Terrorism Risk Insurance Act (TRIA) coverage must be included.
- e. Authorized endorsements must include Pollution Exclusion Amendment – CG 28 31, unless using Form CG 00 35 version 96 and later.
- f. Authorized endorsements may include the following:
 - i. Broad Form Nuclear Exclusion – IL 00 21
 - ii. Notice of Non-Renewal or Cancellation
 - iii. Required State Cancellation Endorsement
 - iv. Quick Reference or Index – CL/IL 240
- g. Authorized endorsements may not include:
 - i. Pollution Exclusion Endorsement except CG 28 31
 - ii. An Endorsement that excludes TRIA coverage
 - iii. An endorsement that limits or excludes Professional Liability coverage
 - iv. A Non-Cumulation of Liability or Pyramiding of Limits Endorsement
 - v. A Known Injury Endorsement
 - vi. A Sole Agent Endorsement
 - vii. A Punitive or Exemplary Damages Exclusion



- viii. A “Common Policy Conditions” Endorsement
 - ix. Policies that contain any type of deductible
 - x. Any additional endorsement that is not specifically named which CSX Transportation, Inc. deems unacceptable.
- h. Such additional or different insurance as CSX Transportation, Inc. may require.
- i. Please note that CSX Transportation, Inc. does not accept notation of Railroad Protective insurance on a certificate of liability insurance form or Binders as CSX Transportation, Inc., must have the full original countersigned policy.



C. 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	
X	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	
X	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
X	11. Railroad Protective Liability Insurance. A second policy shall name CSX Transportation, Inc. as insured. Furnish a copy of the policy to VRE and CSXT, prior to entry on CSXT property or any other railroad property upon which VRE operates.	\$5,000,000 per occurrence; \$10,000,000 aggregate
	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



7. INVOICES

A. INVOICES

1. Invoices shall be submitted by the Contractor for work/services/goods ordered, delivered, and accepted by VRE.
2. The Contractor shall submit invoices by electronic mail to accountspayable@vre.org and cc the VRE Project Manager, Brandon Stine at bstine@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. Description of the work performed to include dates and applicable unit prices/rates
 - 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 the required work/services/goods by VRE.



8. 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 – Federal Transit Administration (FTA) Third Party Contract Provisions for Materials & Supplies**
- D. Attachment 4 – Representations and Certifications**
- E. Attachment 5 – VRE Safety and Security Guidelines**
- F. Attachment 6 – Site Drawings**

