

PART V
DOCUMENTS, EXHIBITS AND
OTHER ATTACHMENTS

SECTION	TITLE
O	Exhibits
P	List of Attachments



SECTION O

EXHIBITS

SECTION

TITLE

The following documents are provided to assist Offerors with the preparation of the proposal package.

- | | |
|-----|---|
| O.1 | VRE Insurance Coverage Requirements |
| O.2 | Norfolk Southern Insurance Requirements |
| O.3 | Proposal Preparation Checklist |



O.2 NORFOLK SOUTHERN INSURANCE COVERAGE REQUIREMENTS

A. In addition to any other forms of insurance or bonds required under the terms of the contract and specifications, the Prime Contractor will be required to carry insurance of the following kinds and amounts:

1. Commercial General Liability Insurance having a combined single limit of not less than \$2,000,000 per occurrence for all loss, damage, cost and expense, including attorneys' fees, arising out of bodily injury liability and property damage liability during the policy period. Said policy shall include explosion, collapse, and underground hazard (XCU) coverage, shall be endorsed to name Railroad specified in item A.2.c. below both as an additional insured, and shall include a severability of interests provision.
2. Railroad Protective Liability Insurance having a combined single limit of not less than \$2,000,000 each occurrence and \$6,000,000 in the aggregate applying separately to each annual period. If the project involves track over which passenger trains operate, the insurance limits required are not less than a combined single limit of \$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 standards for the Railroad Protective Liability Insurance are as follows:

- a. The insurer must be rated A- or better by A.M. Best Company, Inc.
- b. The policy must be written using one of the following combinations of Insurance Services Office ("ISO") Railroad Protective Liability Insurance Form Numbers:
 - (1) CG 00 35 01 96 and CG 28 31 10 93; or
 - (2) CG 00 35 07 98 and CG 28 31 07 98.
- c. The named insured shall read:

[Name of railroad that owns the track]; and
Norfolk Southern Railway Company
3 Commercial Place
Norfolk, Virginia 23510-2191
Attn: C.W. Bremus, Director of Risk Management



- d. The description of operations must appear on the Declarations, must match the project description in this agreement, and must include the appropriate Department project and contract identification numbers.
 - e. The job location must appear on the Declarations and must include the city, state, and appropriate highway name/number. NOTE: Do not include any references to milepost on the insurance policy.
 - f. The name and address of the prime contractor must appear on the Declarations.
 - g. The name and address of the Department must be identified on the Declarations as the “Involved Governmental Authority or Other Contracting Party.”
 - h. Other endorsements/forms that will be accepted are:
 - (1) Broad Form Nuclear Exclusion – Form IL 00 21
 - (2) 30-day Advance Notice of Non-renewal or cancellation
 - (3) Required State Cancellation Endorsement
 - (4) Quick Reference or Index Form CL/IL 240
 - i. Endorsements/forms that are **NOT** acceptable are:
 - (1) Any Pollution Exclusion Endorsement except CG 28 31
 - (2) Any Punitive or Exemplary Damages Exclusion
 - (3) Known injury or Damage Exclusion form CG 00 59
 - (4) Any Common Policy Conditions form
 - (5) Any other endorsement/form not specifically authorized in item no. 2.h above.
- B. If any part of the work is sublet, similar insurance, and evidence thereof as specified in A.1 above, shall be provided by or on behalf of the subcontractor to cover its operations on Railroad’s right of way.
- C. Prior to entry on Railroad right-of-way, the original Railroad Protective Liability Insurance Policy shall be submitted by the Prime Contractor to the Department at the address below for its review and transmittal to the Railroad. In addition, certificates of insurance evidencing the Prime Contractor’s and any subcontractors’ Commercial General Liability Insurance shall be issued to the Railroad and the Department at the addresses below, and forwarded to the Department for its review and transmittal to the Railroad. The certificates of insurance shall state that the insurance coverage will not be suspended, voided, canceled, or reduced in coverage or limits without thirty (30) days advance written notice to Railroad and the Department. No work will be permitted by



Railroad on its right-of-way until it has reviewed and approved the evidence of insurance required herein.

DEPARTMENT:

RAILROAD:

Mr. C. W. Bremus, ARM
Director of Risk Management
Norfolk Southern Railway Company
3 Commercial Place
Norfolk, Virginia 23510-2191
chris.bremus@nscorp.com
Telephone No.: 757-629-2687
Fax No. 757-823-5706

- D. The insurance required herein shall in no way serve to limit the liability of Department or its Contractors under the terms of this agreement.



O.3 PROPOSAL PREPARATION CHECKLIST

This checklist is provided to assist the Offeror in the preparation of the proposal package. **DO NOT include the checklist with your submission.** Its use is OPTIONAL.

Notwithstanding this checklist, it is the Offeror's responsibility to ensure that a complete proposal package has been submitted to satisfy the requirements described in this RFP.

(✓) Completed	DESCRIPTION
	Attend optional pre-proposal meeting.
	Submit written questions to VRE.
	Submit one (1) original and five (5) copies of the proposal.
	Proposal valid for 120 calendar days.
	Identify trade secrets or proprietary information (if applicable).
	Proposal Content:
	1. Table of Contents
	2. Title Page
	3. Transmittal Letter
	4. Narrative (Description of Experience)
	5. Exceptions to Scope of Services/Technical Specifications
	6. Management Plan
	7. References (Past and Present Experience)
	8. Identified Proposed Subconsultants
	9. Financial Statements
	10. Proposed Key Personnel
	11. Acknowledge Solicitation Addenda
	12. Completion of Representations/Certifications
	13. Cost Proposal (separated from the Technical Proposal)



SECTION P

LIST OF ATTACHMENTS

ATTACHMENT NO.	TITLE	NUMBER OF PAGES
----------------	-------	-----------------

The following documents are incorporated in the solicitation and resulting Contract by this reference.

P.1	General Terms and Conditions	39
P.2	Scope of Services	9
P.3	Proposal Submission Forms	9
P.4	Representations, Certifications, and Other statements of Offerors/Bidders	13
P.5	Cost Proposal and Schedule of Costs	2
P.6	VRE Gainesville-Haymarket Extension Project Area Map and Schematic Plan	3

