



RFP NO. 025-006

**CONSTRUCTION MANAGEMENT SERVICES FOR
CONSTRUCTION OF FRANCONIA-SPRINGFIELD
STATION IMPROVEMENTS**

Pre-Proposal Meeting Presentation

November 21, 2024



AGENDA

- **VRE Introductions**
- **Safety Briefing**
- **Instructions to Attendees**
 - Presentation & Sign-In Sheet to be posted on VRE's website:
<https://www.vre.org/procurement/rfp-025-006/>
- **Overview of Procurement Schedule & Requirements**
- **Scope of Work Overview**
- **Questions and Answers**



VRE TEAM

- **Ramon Paez, CPPB**
 - Contracts Administrator, Purchasing and Contract Administration
- **Jason Bortz, PE**
 - Project Manager



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 RFP documents, the RFP documents will take precedence.



VRE POINT OF CONTACT

Offerors are cautioned not to contact any VRE staff (except the Contract Administrator 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.



ORAL EXPLANATIONS OR INSTRUCTIONS

No oral interpretation of this Request for Proposals shall be considered binding.

VRE shall be bound by information and statements only when such statements are written and executed under the authority of the 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 Contractor to provide professional construction management services for the construction of improvements at VRE's Franconia-Springfield Station located in Springfield, Virginia.

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. 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.
- VRE began operations in 1992 on two (2) lines, Fredericksburg and Manassas. In January 2014, VRE's Operations Board adopted System Plan 2040 which calls for expansion of service, requiring the addition of railcars, expansion of station and yard facilities, as well as expanding operations to meet the goal of doubling ridership by 2040. VRE's multi-prong program addresses short term growth needs, as well as longer term capacity improvements and investments in maintaining and servicing VRE's equipment and facilities.
- The primary mission of VRE is to provide commuter-oriented passenger rail service between the outlying suburbs and the Washington-Arlington-Alexandria urban core. Some tourists and "day-trippers" also ride the trains. The service is heavily oriented towards that core area in the morning peak and in the opposite direction in the evening peak.



PROJECT BACKGROUND

- Franconia-Springfield Station improvements will extend the existing platforms to better accommodate up to 8-car train consists, allowing all car doors to open, and improving the efficiency of boarding.
- The improvements will also enhance the existing Americans with Disabilities Act (ADA) compliant access to the Barry Road cul-de-sac, by constructing a new pedestrian ramp and tunnel extending along the existing tracks toward the cul-de-sac.
- This tunnel is designed to maintain continuous pedestrian access to the existing VRE and Washington Metropolitan Area Transit Authority (WMATA) stations, to include providing access upon completion of the Virginia Passenger Rail Authority's (VPRA) Franconia to Lorton Third Track project, which will construct a 3rd track through the limits of the Franconia-Springfield Station.



FUNDING

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



PROCUREMENT SCHEDULE


- RFP Issued: November 12, 2024
- Optional Pre-Proposal Meeting: November 21, 2024, at 1 p.m.
- Optional Site Visit: November 21, 2024, at 1:30 p.m.
- Submission of Written Questions: December 3, 2024, at 2 p.m.
- Proposals Due: December 18, 2024, by 2 p.m.
- Interviews (Optional): February 4, 2024, from 10 a.m. - 4 p.m.

**All times reflected are local, Eastern Time*



SUBMISSION OF PROPOSAL

- Proposals are due on **Wednesday, December 18, 2024, by 2:00 P.M.** local time at the address indicated in the solicitation.
- The “Technical Proposal” shall be **clearly labeled** in a sealed package.

SEALED PROPOSAL	
IN RESPONSE TO:	
	RFP No.: 025-006 Title: Construction Management Services for Construction of Franconia-Springfield Station Improvements
Proposals Due Date:	
Name of Offeror:	
Offeror's Point of Contact:	
Email Address for Offeror's Point of Contact:	



SUBMISSION OF PROPOSAL (CON'T)

- Proposal packages shall be addressed and delivered to the following location:

Kristin Nutter
Director of Purchasing and Contract Administration
Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314

- A Proposal may be mailed, delivered by private courier, express mail 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.** EST, Monday through Friday, on days that VRE service is in operation.
- It is the responsibility of the Offeror to assure 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 will be time stamped by VRE's official time clock at the receptionist's desk in the foyer.



SUBMISSION OF PROPOSAL (CON'T)

- **Hard Copy:** Offerors shall submit **one (1)** signed hard copy and one (1) copy of the Proposal in a sealed package.
- **Electronic Copy:** Offerors shall submit **two (2)** USB memory devices, each containing one (1) continuous electronic copy of the “Technical Proposal” package in PDF.
 - Additionally, Offerors shall submit one (1) USB memory device, containing one (1) continuous electronic copy of the financial statements in PDF, separate from the Technical Proposal USB memory device. Each electronic copy shall be labeled appropriately with the RFP number and title, Offeror’s name and date.
 - Due to the sensitive nature of the financial statements, the CD/DVD or USB memory device may be enclosed in a separate envelope addressed to VRE’s Chief Financial Officer and included in the Proposal package. The financial information will remain confidential and be discarded upon completion of the financial analysis.
- Price 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 Technical Proposal. Any Offeror that submits cost information with their Technical Proposal may be deemed non-responsive.



SUBMISSION OF PROPOSAL (CON'T)

- Proposals shall not exceed the number of pages listed per tab in Section 03- Proposal Submittal Elements.
 - 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)

- Cut-Off for Written Questions is **December 3, 2024, at 2:00 p.m.**
 - Questions must be submitted in Microsoft Word format and include the related Section number and title.
 - Questions concerning this Request for Proposal must be directed to VRE Contract Administrator and Director of Purchasing in writing via electronic mail as listed on the Cover Page of the RFP.
 - Any Proposer who initiates any discussions with 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 Contract Administrator and Director of Purchasing** regarding this solicitation until such time as a contract is awarded. All inquiries pertaining to this Request for Proposal must be directed through the Purchasing and Contract Administration Department.



OVERVIEW OF PROPOSAL REQUIREMENTS

- TAB 1: Table of Contents
- TAB 2: Title Page
- TAB 3: Transmittal Letter
- **TAB 4 - 8: Evaluation Criteria**
- **TAB 9: Subcontractors**
- TAB 10: Exceptions to the Solicitation
- **TAB 11: Acknowledge Receipt of Addenda Issued**
- TAB 12: Representations and Certifications
- TAB 13: Appendix – Resumes for Key Personnel



EVALUATION CRITERIA

Evaluation Criteria		Maximum Points	Weight	Maximum Score
1.	Capability, Expertise and Past Performance of the Prime Firm 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	20	200
4.	Workplace Safety and Security Plan	10	10	100
5.	Project Management and Quality Control Plan	10	10	100
TOTAL POINTS				1000



OVERVIEW OF PROPOSAL REQUIREMENTS (CON'T)

- [TAB 9: 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 9.
- 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), if applicable, must be submitted with your Proposal if the DBE goal is not met
 - **Exhibit E** (Summary of Subcontractors)
- If awarded the Contract, the successful Offeror may not deviate from the DBE Summary of Subcontractors/Subconsultants/Suppliers form submitted in response to the RFP. Any subsequent changes and/or substitutions of DBE firms will require review and written approval by VRE.



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 price.
- 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 II: 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 AND 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 ranked firm, VRE will request submission of a binding Cost Proposal. Negotiations shall commence with the selected Offeror to achieve a binding price and agreement on 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 labor, overhead, and fee 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 Contractor to provide professional construction management services.
- **Type of Contract:** Firm-Fixed-Price
- **Term of Contract:** Thirty-one (31) Consecutive Calendar Months from issuance of Notice-To-Proceed (NTP) by VRE, which will be issued separately at a time subsequent to execution of the Contract.



CONTRACT ANTICIPATED (CON'T)

- While proof of insurance **is not** required as part of the Technical Proposal submission, prior to award of a Contract, the Contractor shall secure, pay the premiums for and keep in force until the expiration of the Contract and any renewal thereof, adequate insurance as identified in the “VRE Insurance Coverage Requirements” document. Items marked “X” are required to be provided.
- This Contract requires insurance coverage for both VRE and its host railroad, CSX Transportation (CSXT). **Please pay close attention to the coverage limits and additional insured requirements.**
- By signing and submitting a Proposal in response to this solicitation, the Contractor certifies if awarded the Contract, the Contractor will have the insurance coverage identified and described in the VRE Insurance Coverage Requirements at the time of Contract award.



CONTRACT AWARD

- VRE may cancel this RFP or reject Proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous.
- VRE will post a “**Notice of Intent to Award**” on its website at www.vre.org, for a minimum of ten (10) calendar days.
- A “**Notice of Award**” will be posted on VRE’s website at www.vre.org. The successful Offeror will also be notified in writing by VRE.



QUESTIONS?



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THANK YOU

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