



## **Addendum No. 2**

DATE: 1/19/2023

RFP No.: 1-000-22-0007  
Description: Program Management Services, Transforming Rail in Virginia  
Issue Date: 12/20/2022  
Proposal Due: **2/2/2023 (by 2:00 PM EST)**

TO ALL OFFERORS:

This Addendum No. 2 informs Offerors as to the questions/answers that were submitted to VPRA in regard to the open RFP. It also attaches a list of registered attendees (virtual and in-person) and the presentation shown during the optional pre-proposal conference held on 1/10/2023.

**NOTE:** Offerors must acknowledge receipt of this Addendum in writing within the RFP Cover Page (FORM PD 07) at time of proposal submittal.

Very truly yours,

John Kostyniuk  
804.339.2604

**VPRA received the following questions electronically:**

- Question #1:** Is the participating firm required to have an office local to Richmond? In a team/JV situation, are all the individual firms on the team required to have offices in Richmond? Would it be acceptable if the firms have offices elsewhere in the Commonwealth of Virginia?
- Answer #1:** There is no requirement that firms have a local office in Richmond. However, the nature of the work will require onsite presence by key personnel on a periodic and/or recurring basis at VPRA offices in Richmond and Northern Virginia, as well as at job sites located throughout the Commonwealth. Proposals should demonstrate the ability to dispatch key personnel in a timely and cost-efficient manner to meet VPRA's program management needs as outlined in the RFP.
- Question #2:** Are key personnel in staff augmentation roles required to be physically present at the VPRA office every day? Is there flexibility of working remotely? If yes, how many days per week?
- Answer #2:** Periodically and depending upon the nature of the work, key personnel, including those functioning in staff augmentation roles, may need to be physically present in VPRA's office. Remote working arrangements are acceptable on a case-by-case basis if such arrangements do not negatively affect responsiveness, timeliness, or quality of the work.
- Question #3:** Should the fee proposal be submitted for the prime only, for each firm on the team in separate forms, or for the entire team in a combined form?
- Answer #3:** VPRA asks that a separate form be provided for each firm.
- Question #4:** Can the Authority explain how the fee proposal required as part of the submittal will be evaluated?
- Answer #4:** Tab Seven (7) considers if rates are reasonable and appropriate. The determination will be based on Firm's rates and fees compared to current market rates and the rates and fees submitted by competing Offerors.
- Question #5:** Will the team awarded the contract be limited to personnel classifications submitted in the fee proposal, or will other personnel classifications be permitted as part of the contracting process or later over the course of the contract if the need for specialty services arises?
- Answer #5:** Other personnel classifications are allowed.
- Question #6:** The fee proposal form indicates that there is a footnote by way of a superscript 1 in the Annual Percentage Rate Increase column. Can VPRA advise as to whether a footnote was intended?
- Answer #6:** A footnote was not intended. "Superscript 1" is a typo in the fee proposal form.
- Question #7:** Can a subconsultant support rail construction oversight services for TRV projects that they are not involved in constructing under other contracts to VPRA, CSXT, Amtrak, or VRE? Additionally, would their involvement preclude them from any VPRA work outside the TRV program of projects (e.g., Buckingham Branch)?

**Answer #7:** Matters involving real or perceived organizational conflicts of interest (OCI) will be administered in accordance with VPRA's Organizational Conflict of Interest Policy (the "OCI Policy") which is available on the VPRA website ([VPRA-Organizational-Conflict-of-Interest-Policy\\_Executed-FINAL\\_Effective-08\\_24\\_2022\\_V1.pdf](https://vpassengerrailauthority.org/VPRA-Organizational-Conflict-of-Interest-Policy_Executed-FINAL_Effective-08_24_2022_V1.pdf) ([vpassengerrailauthority.org](https://vpassengerrailauthority.org))). OCI determinations involve fact specific inquiries and VPRA does not provide advisory opinions involving hypotheticals or generalized statements of fact. To the extent a potential offeror is unclear as to whether an actual, potential, or perceived OCI exists, it should promptly request a written determination from VPRA via electronic mail at [procurement@vpra.virginia.gov](mailto:procurement@vpra.virginia.gov).

**VPRA received the following questions during the optional pre-proposal conference:**

**Question #1:** How will conflicts of interest be handled?

**Answer #1:** Please go to VPRA's web site and see our Conflict-of-Interest (COI) Policy. Any Contractor having or potentially having an Organizational Conflict of Interest shall promptly disclose the matter to VPRA. Submit any potential COI in accordance with our policy and VPRA will answer on case-by-case basis.

**Question #2:** Have we used this type of contract in the past?

**Answer #2:** Yes, we have a current TRV Consultant whose contract is expiring.

**Question #3:** Can you provide the name of current consultant?

**Answer #3:** Yes, Kimley Horn is the current TRV Consultant.

**Question #4:** Exhibit I, section IV ids key personnel, must we submit resumes for each? Your proposal doesn't necessarily need those positions.

**Answer #4:** Please provide resumes for your core team and the roles you suggest/intend to use as key personnel. VPRA listed some personnel classifications that may be on firm's proposals. Include the qualifications and experience of program staff/key personnel that will be needed and available to ensure you can deliver on your methods and approach to providing services.

**Question #5:** Do you anticipate any federal funds being used on this contract?

**Answer #5:** Per the RFP, Section 9.0 FEDERAL FUNDING AND REQUIREMENTS; Sub-Section 9.1: *VPRA anticipates receiving federal financial assistance on the Project in the form of a grant from the Federal Railroad Administration (FRA). Accordingly, this procurement shall be subject to all requirements associated with FRA federal financial assistance.*

**Question #6:** Can we expand on staff augmentation needs?

**Answer #6:** Yes, please show how you can support working with VPRA as we go into each project, pull projects together, manage oversight for design and construction, and have timely delivery through Phases 1 &2 of TRV. VPRA is looking to bring in talent externally as staff augmentation.

\*\*\*END OF QUESTIONS\*\*\*



### RFP – Conference Register

RFP NUMBER: <u>1-000-22-0007</u>	TITLE: <u>RFP For Program Management Services in Support of VPRA's TRV Program</u>
RFP DUE DATE AND TIME: <u>2/2/2023 (2:00 PM)</u>	
DATE-TIME PRE-PROPOSAL CONFERENCE/SITE VISIT: <u>1/11/2023</u> ( ) Mandatory ( x ) Optional	
OFFICIATED BY: <u>JOHN KOSTYNIUK</u>	

NAME OF FIRM'S REPRESENTATIVE

NAME, ADDRESS, TELEPHONE & E-Mail.

**PLEASE PRINT**

CONFERENCE REGISTER for RFP # 1-000-22-00027

(1)

Wayne Hyatt  
Signature

Name Printed:

WAYNE HYATT

Name of Firm:

MOFFATT & NICHOL

Address:

1100 BOULDERS PKWY, STE 500

City & State:

RICHMOND VA 23225

Phone No.:

804-762-6835

E-mail Address:

whyatt@moffattnichol.com

☐ DBE

☐ SWaM (MBE, WBE, Micro,  
Small, SDV)

(2)

Revella Warrag  
Signature

Name Printed:

Revella Warrag

Name of Firm:

Revella Consulting Group

Address:

215 depot Ct SE Ste 210

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Leesburg VA 20175

Phone No.:

703-988-5771

E-mail Address:

revella@revellagroup.com

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(3)   
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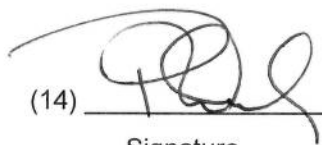


(12)   
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E-mail Address: gbmunden@transystem.com  
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(14)   
Signature

Name Printed: Paul Worley  
Name of Firm: Mott MacDonald  
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City & State: Raleigh NC  
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E-mail Address: paul.worley@mottmac.com  
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(24) \_\_\_\_\_  
Signature

Name Printed: MATTHEW LONG  
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City & State: JASPER, TN.  
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(25) \_\_\_\_\_  
Signature

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Address: 511 S. Chester st  
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Signature

Name Printed: \_\_\_\_\_  
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City & State: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
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Small, SDV)

# Virtual Registration

1. Summary	
Meeting title	Pre-Proposal for VPRA Program Management Services - RFP 1-000-22-0007
Viewed registration page	39
Registered participants	28
Canceled registrations	0

2. Participants					
Registration first name	Registration last name	Registration email	Job title	Organization	Is your firm DBE and/or SBSD SWaM
Niyi	Ladipo	nladipo@mbpce.com	Service Executive	MBP	No
Cristina	Aboyme	cristina@revellagroup.com	Project Coordinator/Team Lead	Revella Consulting Group	yes
Corey	Hill	corey.hill@kimley-horn.com	Vice President	Kimley-Horn	No
Stephen	Lisse	sklisse@aol.com	Professional Engineer	Stephen Lisse, PE	Service Disabled Veteran
Michelle	Kazanow	michelle.kazanow@volkert.com	Proposal Manager	Volkert, Inc.	No
Brian	Speight	brian.speight@mottmac.com	Sr. Vice-President	Mott MacDonald	No
Chris	Ley	cley@szpmconsultants.com	Marketing	SZ PM Consultants, Inc.	United States



Joe	Cooper	jcooper@atcsplc.com	VP, Transit and Rail	ATCS, PLC	No
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John	Bavoso	john.bavoso@kimley-hornDC.com	Senior Marketing Specialist	Kimley-Horn	No
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Alex	Russell	arussell@avid-core.com	Strategic Communications Specialist	Avid Core	Yes - DBE and SWaM
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Brett	Mccaffrey	brett.mccaffrey@kiewit.com	Chief Estimator	Kiewit Infrastructure Co.	No
Jennifer	Bell	jbelle@ricesurveys.com	Vice President	Rice Associates	Yes
Doug	Nauman	dnauman@delonhampton.com	Vice President, Transit Practice Leader	Delon Hampton & Associates	VDOT DBE
Mark	Atkinson	mark.atkinson@anseradvisory.com	EVP	Anser Advisory	No

Robert	Towle	rtowle@primcorp.com	Head of State & Local Government Business Development	PrimCorp	Yes
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Kevin	ODonnell	kevinodonnell@hillintl.com	Vice President, Business Development	Hill International	No
Skylar	Hudson	skylar.hudson@kiewit.com	Business Development Specialist	Kiewit	No
Brooke	Fey	bfey@primcorp.com	Business Operations Specialist	PrimCorp, LLC	Yes



**RFP 1-000-22-0007**

**Program Management  
Support Services,  
Transforming Rail in  
Virginia**

# Pre-Proposal Logistics

- Emergency Exits are up the ramp and then stairwells are located on both sides of the floor
- Silence all electronic devices
- Optional Pre-Proposal
- In-Person and Virtual attendees
- Attendees will be posted in Addendum Number Two (will post the sign in sheet at the door and virtual Registration)

# Agenda

- Opening Remarks
- Transforming Rail in Virginia (TRV) Overview
- RFP Highlights
- Questions and obtain clarification relative to this solicitation
- Networking opportunity

# Meeting Disclaimer

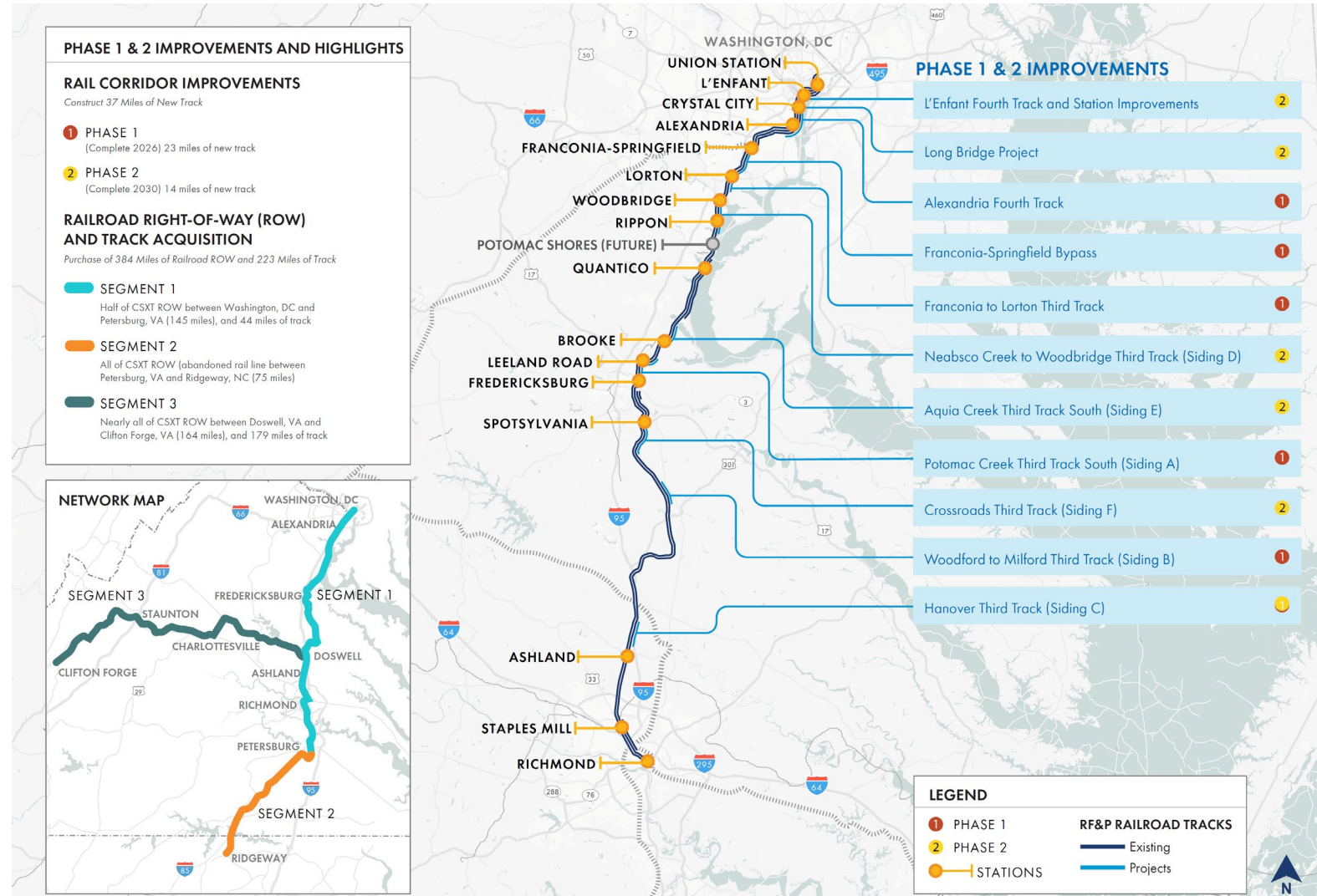
- The pre-proposal meeting is for information purposes only. Statements or representations made during this meeting are not legally binding. Changes to this solicitation resulting from this meeting are only official if they are issued through an Addendum to the RFP.

# VPRA Personnel

- Mike McLaughlin, Chief Operating Officer
- John Kearney, VP Engineering & Construction
- Cheryl Openshaw, Operations Support Director
- John Kostyniuk, Director of Procurement
- Wini Campbell, Senior Contracts and Compliance Manager

# Transforming Rail in Virginia Overview

- Infrastructure Improvements including New Long Bridge to Expand Rail Service in Virginia
- Phase 1 Improvements Complete in 2026
- Phase 2 Improvements Complete in 2030
- Each phase will trigger additional VRE and Amtrak service
- Doubling of state-supported Amtrak service into Union Station and 75% increase in VRE commuter rail service





# Request for Proposals – Scope of Services Overview

Scope of Services / Exhibit 1: Consultant will deliver a range of Program Management Services, including but not limited to:

- capital program management support,
- capital projects development and delivery support,
- real estate and asset management support,
- passenger rail service planning and performance, monitoring support, and
- grant management support.

# Request for Proposals – Key Points

- Purpose: to establish a contract through competitive negotiation for the procurement of as-needed program management services.
- Sect 11 – Small Business Participation
- Sect 15 – Proposal Preparation & Submission Requirements
- Sect 20: Reporting and Delivery Requirements
- Exhibit 1 – Sect III: Task Orders and Consulting Invoicing

# Request for Proposals - Key Dates

- Issued RFP: 12/20/2022
- Optional Pre-Proposal Meeting: 1/10/2023
- Final Questions Due: 1/13/2023 (by 5:00 PM EST)
- Proposals Due: 2/2/2023 (by 2:00 PM EST)
  
- Interviews (if applicable): Late February (estimated)
- Negotiations: February 2023 (estimated)
- Contract Award: March 2023 (estimated)

- VPRA will receive questions from those in attendance
- If virtual, please submit your questions via the question section in the webinar
- All questions and answers will be posted in Addendum Number One

# Rules of Contact

- As a reminder, VPRA's sole point of contact (POC) for matters related to this RFP shall be John Kostyniuk, Director of Procurement.
- All communications with VPRA's POC about the Project or this RFP shall be by electronic mail addressed to:  
[john.kostyniuk@vp.ra.virginia.gov](mailto:john.kostyniuk@vp.ra.virginia.gov).
- No Offeror or representative thereof shall contact any employee, board member or representative of VPRA concerning the solicitation, except for the POC as specifically permitted in this RFP.

# Thank You

Thanks for your interest in doing business with VPRA