TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: JANUARY 18, 2013
RE: AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR CONSULTING SERVICES RELATED TO A VRE SYSTEM PLAN

RECOMMENDATION:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to issue a Request for Proposals for the procurement of consulting services related to a VRE System Plan.

BACKGROUND:

The VRE Strategic Plan was approved by the Operations Board in May 2004. And, although the Strategic Plan and the expansion opportunities outlined in it continue to be valid as a long-term vision, staff level work has been undertaken since then to keep it as current as possible. VRE’s Transit Development Plan (TDP) addresses the FY14-19 planning horizon and outlines system needs, consistent with the Strategic Plan, state-of-good-repair initiatives and funding availability and is the planning document supporting the VRE Capital Improvement Plan.

In July of 2011, a Strategic Planning retreat was conducted that focused on short term planning and the identification of aspects of the Strategic Plan that needed to be updated. Changes within the VRE service area and operating environment in the ensuing years that are not addressed in the Strategic Plan or the TDP, include:
• Long-term requirements to maintain the state of good repair of the existing system.
• Changes in regional employment patterns, such as the relocations associated with Base Realignment and Closure (BRAC) actions, and rising demand for transit service.
• The addition of new regional projects such as the HOT lanes.
• Capacity limitations with VRE equipment, mid-day storage and station facilities that constrain the ability to accommodate additional ridership growth.

With timelines of three to more than ten years to plan, design, fund, and construct small to moderate-sized capital improvements, a system-wide plan is needed to begin eliminating current capacity constraints and identifying VRE improvements that help address regional transportation needs. This System Plan will focus on the next twenty plus years of VRE service.

Funding for capital investments have also declined at all levels – Federal, state and local – making it imperative that available resources are used efficiently. Advancing those initiatives that offer the greatest benefit in terms of growth potential, operational efficiency and/or system preservation and enhancement must be the goal.

This contract will provide for consultant services to assist VRE staff and the VRE Operations Board Capital Subcommittee in developing a plan that outlines VRE system priorities and a strategy to achieve it. Once proposals are received, VRE staff will evaluate them and return to the Operations Board for a recommendation to award along with a schedule to complete this work.

**FISCAL IMPACT:**

Funding for this contract is included in VRE’s FY2013 Operating Budget.
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: JANUARY 18, 2013
RE: AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR CONSULTING SERVICES RELATED TO A VRE SYSTEM PLAN

RESOLUTION
9A-01-2013
OF THE VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

WHEREAS, VRE’s Strategic Plan was completed approximately nine years ago; and,

WHEREAS, VRE’s Transit Development Plan (TDP) addresses the FY14-19 planning horizon and is the planning document supporting the VRE Capital Improvement Plan; and,

WHEREAS, there have been a number of changes within the VRE service area and operating environment that are not addressed in the Strategic Plan or the TDP; and,

WHEREAS, a system-wide plan is needed to begin eliminating current capacity constraints and identifying VRE improvements that help to address regional transportation needs; and,

WHEREAS, consultant services are required to assist in developing a plan that outlines VRE system priorities and a strategy to achieve it.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to issue a Request for Proposals for the procurement of consulting services to prepare a VRE System Plan.

Approved this 18th day of January 2013

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Paul Smedberg
Chairman

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John Cook
Secretary
AGENDA ITEM 9-B
ACTION ITEM

TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: JANUARY 18, 2013
RE: AUTHORIZATION TO AWARD A CONTRACT FOR STATION COMMUNICATION CABINETS

RECOMMENDATION:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to enter into a contract with Rio Prime, LLC of Fredericksburg, Virginia for the upgrade of station communication cabinets. The contract will be in the amount of $138,150, plus a 10% contingency of $13,815, for a total amount not to exceed $151,965.

BACKGROUND:

In August of 2012, the VRE Operations Board approved the issuance of an IFB for the upgrade of existing station communication cabinets. The IFB was issued on November 26, 2012 and bids were due on December 17, 2012. Two bids were received.

The communication cabinets at VRE stations house the network devices for VRE’s fare collection system, visual messaging sign (VMS) system and secure network communication. The cabinets are located adjacent to the station platforms where they are exposed to the elements and ambient temperature conditions. Additionally, the electronic devices housed in the cabinets generate a significant amount of heat. Currently, the cabinets are not equipped with proper cooling systems or redundant power supply devices, which affect the useful lifespan of the equipment.
The scope of services for this contract includes an upgrade of the old communication cabinets to new standardized rack mounted equipment at 13 VRE stations. The contractor will install VRE provided cabinets along with air conditioning units and uninterruptible power supply (UPS) devices. The UPS devices regulate the power, protect the equipment from power surge attacks, and provide extended power during events when electrical service is interrupted. The air conditioning units will control the internal temperature of the cabinet during hot weather conditions which will extend the life cycle of all electronic devices housed inside the cabinet. Installation is expected to take approximately five weeks.

**FISCAL IMPACT:**

Funding for this project is included in VRE's Capital Improvement Program as part of the security enhancement project. Funding is via the FY 2013 Operating budget, $50,000 from a FY 2008 federal grant (VA-90-X329), and $88,000 from a FY 2012 federal grant (VA-90-X380). The contractor's bid falls within the engineer's estimate.

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TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: JANUARY 18, 2013
RE: AUTHORIZATION TO AWARD A CONTRACT FOR STATION COMMUNICATION CABINETS

RESOLUTION
9B-01-2013
OF THE
VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

WHEREAS, in August of 2012, the VRE Operations Board approved the issuance of an IFB for the upgrade of existing station communication cabinets; and,

WHEREAS, the IFB was issued on November 26, 2012 and two bids were received on December 17, 2012; and,

WHEREAS, the scope of services includes upgrade of the old communication cabinets to new standardized rack mounted equipment as well as installation of air conditioning units and uninterruptible power supply devices.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to enter into a contract with Rio Prime, LLC of Fredericksburg, Virginia for the upgrade of station communication cabinets. The contract will be in the amount of $138,150, plus a 10% contingency of $13,815, for a total amount not to exceed $151,965.

Approved this 18th day of January 2013

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Paul Smedberg
Chairman

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John Cook
Secretary
AGENDA ITEM 9-C
ACTION ITEM

TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD

FROM: DOUG ALLEN

DATE: JANUARY 18, 2013

RE: AUTHORIZATION TO AWARD A CONTRACT FOR INSPECTION PIT COVERS AND FALL PROTECTION AT THE VRE MAINTENANCE FACILITIES

RECOMMENDATION:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to award a contract to Industrial TurnAround Corporation (ITAC), of Chester, Virginia, for the design and installation of inspection pit covers and fall protection at VRE maintenance facilities in the amount of $154,074, plus a 10% contingency of $15,408, for a total amount not to exceed $169,482.

BACKGROUND:

Following completion of construction of the Service and Inspection (S&I) facilities and movement of VRE rolling stock maintenance activities to the Crossroads and Broad Run yards in 2009 & 2010 respectively, VRE has developed opportunities to enhance the safe use of the facilities by VRE’s maintenance operations team. The two areas targeted for enhancement were protection of the inspection pits, both in the storage yards and S&I buildings, and fall protection inside the S&I buildings related to performing work on top of the rolling stock equipment.

In May 2011, VRE participated in the APTA Commuter Rail Safety Management Program in the form of an audit. During this audit, the aforementioned areas of enhancement were supported by a team of industry experts. The audit concluded that in order to accomplish the type and volume of rolling stock maintenance work currently projected by VRE, these enhancements were necessary to maintain the safest working environment.
The contract will include the design and installation of pit covers and overhead fall protection for the maintenance facilities to be OSHA compliant. Once a notice to proceed is issued, work will take approximately six months.

**FISCAL IMPACT:**

Funding for this project is from the operating budget and is included in the Amended FY13 Budget.
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: JANUARY 18, 2013
RE: AUTHORIZATION TO AWARD A CONTRACT FOR INSPECTION PIT COVERS AND FALL PROTECTION AT THE VRE MAINTENANCE FACILITIES

RESOLUTION
9C–01–2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

WHEREAS, VRE has moved all rolling stock maintenance and repair activities to facilities at the Crossroads and Broad Run yards; and,

WHEREAS, VRE continues to look for enhancements to the safe use of these facilities; and,

WHEREAS, two areas targeted for enhancement are protection of the inspection pits, both in the storage yards and S&I buildings, and fall protection inside the S&I buildings related to performing work on top of the rolling stock equipment; and,

WHEREAS, this work was supported through the APTA Commuter Rail Safety Management audit; and,

WHEREAS, these enhancements are necessary to maintain the safest working environment.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to award a contract to Industrial TurnAround Corporation, of Chester, Virginia, for the design and installation of inspection pit covers and fall protection at VRE maintenance facilities in the amount of $154,074, plus a 10% contingency of $15,408, for a total amount not to exceed $169,482.

Approved this 18th day of January 2013

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Paul Smedberg
Chairman

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John Cook
Secretary
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD

FROM: DOUG ALLEN

DATE: JANUARY 18, 2013

RE: AUTHORIZATION TO AMEND THE PARKING LEASE AT RIPPON STATION

RECOMMENDATION:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to extend the current lease agreement with Kettler for 320 parking spaces at the Rippon Station. The lease extension would be in the amount of $161,645 for one year.

BACKGROUND:

In May 2002, the Operations Board approved a three year lease with Hazel Land for 320 parking spaces at the Rippon VRE Station. These additional spaces were instrumental in reducing the parking shortage at the station where the parking lot was routinely 97% full. The lot was constructed by Hazel Land and opened in March 2004, which also commenced the lease term. The lease agreement was subsequently assigned by Hazel Land to Kettler and extended for six years through the end of February 2013; with the approval of the Operations Board in November 2006, February 2009, February 2010, January 2011 and December 2011.

In March 2011, a Proffer Statement / Development Plan submitted by Kettler was approved by Prince William County, which includes the construction of a parking garage by Kettler on the County owned property on which the current parking lot for the VRE Rippon Station is located. The Plan further stipulates that until such
time that the parking garage is constructed and available for use, Kettler shall continue to allow VRE to lease the surface parking at an annual increase in rent of two percent (2%) per year.

VRE staff is requesting permission to extend the lease for one year, at a cost not to exceed $161,645 during that period. The average cost of $42.10 per space, per month is comparable to the current market value VRE is paying elsewhere.

**FISCAL IMPACT:**

Funds for the project are included in VRE’s Capital Improvement Program as part of the Rippon lease project.
WHEREAS, in May 2002, the Operations Board approved a three year lease with Hazel Land for 320 parking spaces at the Rippon VRE Station; and,

WHEREAS, these additional spaces were instrumental in reducing the parking shortage at Rippon where the parking lot was routinely 97% full; and,

WHEREAS, the lease has been renewed several times, with the current extension set to expire at the end of February 2013; and,

WHEREAS, VRE staff is requesting permission to extend the lease for one additional year.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to extend the current lease agreement with Kettler for 320 parking spaces at the Rippon Station. The lease extension would be in the amount of $161,645 for one year.

Approved this 18th day of January 2013

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Paul Smedberg
Chairman

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John Cook
Secretary