TO:       CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD

FROM:     DOUG ALLEN

DATE:     MARCH 15, 2013

RE:        AUTHORIZATION TO ISSUE AN IFB FOR CONSTRUCTION OF THE
SPOTSYLVANIA STATION PROJECT

RECOMMENDATION:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for the construction of the Spotsylvania VRE station project.

BACKGROUND:

The Spotsylvania Station Project includes three elements: the Crossroads to Hamilton Third Track, the station and the parking lot. This IFB pertains to the Station building and platform part of the project. In accordance with the terms of Spotsylvania County joining VRE, the execution of this railroad infrastructure is a VRE responsibility while construction of the station and parking facility are a responsibility of the County.

Under a separate agreement, Spotsylvania County requested that VRE assume project management responsibility for the platform and head-house portions of the new station project. Due to the coordination effort required between the track and platform construction, it was determined that VRE is best suited to manage this work. The County will continue to be responsible for the design and construction of the parking lot.

VRE began design in June of 2012 and the plans are expected to be finalized in April and bids to be received in May. Once bids are received, staff will return to the Board with a recommendation for contract authorization. Authorization of this IFB will allow the project to proceed in an effort to complete construction by the end of this year.
FISCAL IMPACT:

Funding for this project is being provided via a state transit grant, with match provided by Spotsylvania County. The state grant (73113-01) will provide 55% of the first $3.4M of costs. Any costs above that amount will be funded by Spotsylvania County.
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD  
FROM: DOUG ALLEN  
DATE: MARCH 15, 2013  
RE: AUTHORIZATION TO ISSUE AN IFB FOR CONSTRUCTION OF THE SPOTSYLVANIA STATION PROJECT

RESOLUTION  
8A–03–2013  
OF THE  
VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

WHEREAS, Spotsylvania County requested that VRE assume project management responsibility for the platform and head-house portions of the new station project; and,

WHEREAS, the project will be constructed in coordination with the Crossroads to Hamilton Third Track project; and,

WHEREAS, authorization is required in order to meet an aggressive project schedule and complete construction by the end of this year.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to issue an Invitation for Bids (IFB) for the construction of the Spotsylvania VRE station project.

Approved this 15th day of March, 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: MARCH 15, 2013

RE: AUTHORIZATION TO ISSUE AN IFB FOR CONSTRUCTION OF THE CROSSROADS TO HAMILTON THIRD TRACK PROJECT

RECOMMENDATION:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for the construction of the Crossroads to Hamilton Third Track (Spotsylvania Track) project.

BACKGROUND:

The Spotsylvania Station Project includes three elements: The Crossroads to Hamilton Third Track, the station and the parking lot. This IFB pertains to the track part of the project. This portion of track is required by CSX prior to the initiation of train service to the new Spotsylvania VRE station. The Crossroads to Hamilton third track is the last of the original MOU projects. In accordance with the terms of Spotsylvania County joining VRE, the execution of this railroad infrastructure is a VRE responsibility while construction of the station and parking facility are a responsibility of the County.

VRE began design in January of 2011 and the plans are expected to be finalized in April and bids to be received in May. Environmental documents are being finalized and permitting is underway. Coordination with CSX and utility relocation efforts are underway in order to allow construction to begin in June.

Once bids are received, staff will return to the Board with a recommendation for contract authorization. Authorization of this IFB will allow the project to proceed in an effort to allow the new Spotsylvania station to be operational by the end of this year.
FISCAL IMPACT:

Funding for this project is included in VRE’s Capital Improvement Program as part of the Spotsylvania Station Third Track (Crossroad to Hamilton Third Track) project. Total funding for the project of $32.5M is provided from the following sources:

- VRE federal formula funds - $7,920,000 (VA-05-0048, VA-90-X380 and FY 13 grant)
- Federal funds allocated by DRPT - $4,500,000 (VA-95-X046)
- Rail Enhancement Funds - $13,856,292 (76512-XX)
- Local match – VRE - $3,723,708
- Match funds provided by CSX - $2,500,000
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: MARCH 15, 2013
RE: AUTHORIZATION TO ISSUE AN IFB FOR CONSTRUCTION OF THE CROSSROADS TO HAMILTON THIRD TRACK PROJECT

RESOLUTION
8B-03-2013
OF THE
VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

WHEREAS, VRE began design in January of 2011 and the plans are expected to be finalized in April and bids to be received in May; and,

WHEREAS, the project will be constructed in coordination with the Spotsylvania Station project; and,

WHEREAS, authorization is required in order to meet an aggressive project schedule and allow the new Spotsylvania Station to be opened by the end of this year.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to issue an Invitation for Bids (IFB) for the construction of the Crossroads to Hamilton Third Track (Spotsylvania Track) project.

Approved this 15th day of March, 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: MARCH 15, 2013

RE: AUTHORIZATION TO ISSUE A TASK ORDER TO STV FOR ENGINEERING AND OVERSIGHT WORK FOR PTC IMPLEMENTATION

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RECOMMENDATION:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to issue a task order to STV, Inc., under the MEC V contract, to provide for engineering and oversight work for PTC implementation in the amount not to exceed $550,645, plus a 10% contingency, for a total contract value of $605,710.

BACKGROUND:

The Rail Safety Improvement Act of 2008 mandates the implementation of Positive Train Control (PTC) by December 31, 2015. VRE is working with CSX and NS to align our efforts with their PTC implementation plan(s). The estimated projected phase-in for the territory VRE operates in for CSX is CY 2014. This is the more aggressive schedule between the two host railroads. The characteristics of PTC are:

- Train separation or collision avoidance
- Line speed enforcement
- Temporary speed restrictions
- Rail worker wayside safety

The law was in effect when VRE began the procurement of new locomotives; therefore, VRE was able to include provisions for PTC equipment installation. Since VRE’s fleet of cab cars were procured prior to 2008, the cab cars do not have the same provisions as the new locomotives.
In August 2011, the Operations Board authorized a task order with STV to provide the necessary engineering and design work for the enclosures and other requirements for installation of the on-board PTC equipment in the cab cars. This design work is near completion.

As such, VRE is in need to start the next phase of PTC implementation with the procurement of enclosures to house the on-board equipment in the cab cars; procurement of the on-board electronic equipment for the locomotives and cab cars; provide oversight for the installation of PTC on-board equipment provided for by a contractor; work on various internal and external programs to support the implementation, training, and certification of VRE’s PTC program; coordinate activities with the host railroads to define field testing requirements; coordinate activities to define VRE’s back office solution; coordinate activities to define communications systems requirements.

STV will provide the necessary engineering services and oversight work to perform the above functions under this task order. VRE staff will return to the Operations Board with an additional task order for the full implementation of field testing, back office solution, communications systems and other implementation tasks once the scope of work is completely identified.

**FISCAL IMPACT:**

Funds for the project are available from FY 12 federal grant X380 with state and local match.
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: MARCH 15, 2013
RE: AUTHORIZATION TO ISSUE A TASK ORDER TO STV FOR ENGINEERING AND OVERSIGHT WORK FOR PTC IMPLEMENTATION

RESOLUTION
9A–03–2013
OF THE
VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

WHEREAS, VRE has a Contract with STV, Inc. for Mechanical and Engineering Services (MEC V); and,

WHEREAS, VRE is mandated to implement Positive Train Control (PTC) by the Rail Safety Improvement Act of 2008 by December 31, 2015; and,

WHEREAS, VRE is working with CSX and Norfolk Southern to implement PTC ahead of the deadline; and,

WHEREAS, STV will provide the next phase of engineering and oversight work to accommodate the implementation of the required on-board PTC equipment and system applications.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to issue a task order to STV, Inc., under the MEC V contract to provide for engineering and oversight work for PTC implementation in the amount not to exceed $550,645, plus a 10% contingency, for a total contract value of $605,710.

. Approved this 15th day of March, 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: MARCH 15, 2013
RE: AUTHORIZATION TO AWARD GENERAL ENGINEERING CONSULTING SERVICES CONTRACTS

RECOMMENDATION:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to award general engineering consulting (GEC) services contracts. The cumulative contract terms would be limited to five years or $5,000,000.

BACKGROUND:

The current GEC contract is set to expire in March of 2013. To-date, over 45 task orders have been issued with a total contract value approaching the $5,000,000 limit. VRE’s general engineering needs have included projects such as platform extensions and second platforms, parking lot design, yard facilities design and several railroad infrastructure projects.

The GEC contract provides for engineering, planning, environmental and construction support services. As a result, VRE has found the use of a general engineering consulting contract to be more efficient than completing numerous, separate procurements. The GEC program is not intended to address all projects and separate procurements will continue to be issued using the RFP process when appropriate.

Authorization was granted at the June 2012 Board meeting to solicit proposals from various firms. Eleven proposals were received on November 13, 2012 and an evaluation committee was formed to evaluate them.
As a result, Staff recommends award to the following firms: AECOM, STV, Gannett Flemming, Michael Baker and Parsons Brinkerhoff. The proposed contracts will have a cumulative value of up to $5,000,000, for a term not to exceed five years.

The GEC contract is awarded to multiple firms to promote competition and allow tasks to be assigned based on areas of expertise and qualifications. Award to multiple firms also promotes competition for task order work. The proposed contract will have a cumulative value of $5,000,000 and a term not to exceed five years.

**FISCAL IMPACT:**

Funds for the project are included in VRE’s Capital Improvement Program through specific capital projects. Once the Board approves a task order, the applicable project/grant is charged for that authorization amount. If federal grant funds are being used, the local match is provided for using debt service reserve funds.
RESOLUTION
9B–03–2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

WHEREAS, past general engineering needs for the VRE have included civil project work, technical report writing and research and planning; and,

WHEREAS, the period of the existing contracts will expire on March 31, 2013 and the total authorization of $5,000,000 is close to being reached; and,

WHEREAS, eleven proposals were received on November 13, 2012 and an evaluation committee was formed to evaluate them; and,

WHEREAS, AECOM, STV, Gannett Flemming, Michael Baker and Parsons Brinkerhoff are the firms being recommended for award.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to award general engineering consulting (GEC) services contracts for a term of five years and in a cumulative value of up to $5,000,000.

Approved this 15th day of March, 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: MARCH 15, 2013
RE: AUTHORIZATION TO AWARD A CONTRACT FOR INSURANCE BROKERAGE SERVICES

RECOMMENDATION:

The VRE Operations Board is being asked to recommend that the Commissions authorize the Chief Executive Officer to enter into a three year contract, with two additional one-year options, with Aon Risk Services, Inc. of Maryland for the provision of insurance brokerage services. The total contract value will not exceed $645,000 over the five-year period, including a $5,000 contingency for any requested consulting services not specifically covered under the agreement.

BACKGROUND:

Prior to July 1, 2008, the state Division of Risk Management (DRM) was responsible for procuring insurance coverage for the operation of the Virginia Railway Express, as an adjunct to their duties under the Commuter Rail Operations Liability Insurance Plan. During negotiations on changes and clarifications to the Insurance Plan during FY 2007, VRE and DRM agreed that this function could be more efficiently handled by VRE.

After a competitive process, in April 2008 the Operations Board recommended Commission approval of an agreement with Aon Risk Services for insurance brokerage services for the five year period ending June 30, 2013. Although the current contract doesn’t expire for several months, a broker needs to be selected now so that they will have sufficient time to arrange insurance contracts for the period beginning July 1, 2013.
On January 18, 2013 VRE issued a solicitation for insurance brokerage services and proposals were due on February 19, 2013. Six proposals were received and evaluated by a selection committee composed of staff from VRE, DRM and the Prince William County Division of Risk Management. Interviews with the top three respondents were held on February 26, 2013 at the PRTC offices.

The new contract with Aon Risk Services will commence for the year that begins July 1, 2013. Aon will arrange for all required property and liability insurance for VRE, make recommendations regarding the use of self-insurance, and serve as liaison between VRE, the state Division of Risk Management (DRM) and the insurers. Aon is one of the largest transportation insurance brokers in the world and their clients include Chicago METRA, Amtrak, and CSX Corporation.

VRE is requesting authorization for the total five-year term of the contract, with the VRE CEO exercising the option years at his discretion.

**FISCAL IMPACT:**

The costs of insurance brokerage services are budgeted in the Insurance Trust Fund. VRE's annual operating budget provides for a transfer of funds to the Trust Fund to cover these costs.
TO:      CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM:    DOUG ALLEN
DATE:    MARCH 15, 2013
RE:      AUTHORIZATION TO AWARD A CONTRACT FOR INSURANCE
          BROKERAGE SERVICES

RESOLUTION
9C–03–2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

WHEREAS, prior to July 1, 2008 the state Division of Risk Management (DRM) was
responsible for procuring insurance coverage for the operation of the Virginia Railway
Express, as an adjunct to their duties under the Commuter Rail Operations Liability
Insurance Plan; and,

WHEREAS, VRE and DRM agreed that this function could be more efficiently handled
by VRE; and,

WHEREAS, in April 2008, VRE entered into an agreement with Aon Risk Services for
brokerage services for the five year period ending June 30, 2013; and,

WHEREAS, a competitive solicitation for insurance brokerage services was conducted
for the five-year period beginning July 1, 2013.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board
recommends that the Commissions authorize the Chief Executive Officer to enter into a
three year contract, with two additional one-year options, with Aon Risk Services, Inc.,
of Maryland, for the provision of insurance brokerage services. The total contract value
will not exceed $645,000 over the five-year period.

Approved this 15th day of March 2013

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Paul Smedberg
Chairman

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John Cook
Secretary