AGENDA ITEM 9-A
ACTION ITEM

TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: MAY 17, 2013
RE: AUTHORIZATION TO ISSUE AN INVITATION FOR BIDS FOR LUBRICATING OIL DELIVERY SERVICES

RECOMMENDATION:

The VRE Operations Board is being asked to authorize the VRE Chief Executive Officer to issue an Invitation for Bids (IFB) for lubricating oil delivery services.

BACKGROUND:

In 2007 and 2010, the VRE Operations Board authorized contracts with Quarles Petroleum, Inc. through separate solicitations to provide lubricating oil delivery services to the VRE maintenance facilities at Broad Run and Crossroads for VRE locomotives. The contracts were for one (1) base year with the option to extend for two (2) additional one-year periods. The current contract expires in October 2013.

VRE locomotives consume various types of lubricating oils. As such, the type and quantity requires routine bulk delivery to reduce operating costs. An IFB will be developed for the bulk delivery of locomotive lubricating oils and will be structured as a firm fixed unit price contract. A recommendation for award will be brought back to the Operations Board for action once the solicitation is complete.
FISCAL IMPACT:

The cost for lubricating oils is provided for in the FY 2014 - FY 2016 operating budgets.
RESOLUTION
9A-05-2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

WHEREAS, the current contract with Quarles Petroleum, Inc. for lubricating oil delivery services expires in October of 2013; and,

WHEREAS, VRE’s locomotives consume various types of lubricating oils; and,

WHEREAS, the level of activity involved in restoring lubricating oils in the locomotives requires bulk delivery of the product.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the VRE Chief Executive Officer to issue an Invitation for Bids for lubricating oil delivery services.

Approved this 17th day of May 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: MAY 17, 2013
SUBJECT: AUTHORIZATION TO EXTEND AMENDED OPERATING/ACCESS AGREEMENT WITH NORFOLK SOUTHERN

RECOMMENDATION:

The VRE Operations Board is being asked to recommend the Commissions authorize the Chief Executive Officer to execute an extension of the existing Amended Operating/Access Agreement with Norfolk Southern to January 31, 2014.

BACKGROUND:

VRE has an Operating/Access Agreement with Norfolk Southern (NS) for VRE operations in the Manassas to Washington corridor. The agreement, dated as of May 5, 2000, has been amended and extended several times, most recently this past December, with an agreed upon extension to July 31, 2013. A further extension is being requested at this time to provide sufficient time to complete negotiations of a new agreement.

Negotiation sessions with Norfolk Southern representatives were held this Spring. Work is currently underway to conclude discussions on a few outstanding issues. VRE staff will return to the Operations Board once a final draft has been agreed upon.
FISCAL IMPACT:

Funding for the Norfolk Southern track access fee has been budgeted in the FY 2014 budget, including an escalation of 4%.
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD  
FROM: DOUG ALLEN  
DATE: MAY 17, 2013  
RE: AUTHORIZATION TO EXTEND AMENDED OPERATING/ACCESS AGREEMENT WITH NORFOLK SOUTHERN

RESOLUTION
9B–05–2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

WHEREAS, the Commissions currently have an Operating/Access Agreement with Norfolk Southern, dated as of May 5, 2000, related to VRE operations in the Manassas to Washington corridor; and,

WHEREAS, this agreement, following several extensions, will expire on July 31, 2013; and,

WHEREAS, staff has held negotiation sessions with Norfolk Southern representatives; and,

WHEREAS, staff recommends extending the existing agreement to January 31, 2014 to allow time to conclude negotiations and finalize a new agreement; and,

WHEREAS, necessary funding has been incorporated into the FY 2014 budget to allow VRE to continue its operations over Norfolk Southern tracks via this contract extension.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board recommends the Commissions authorize the Chief Executive Officer to execute an extension of the existing May 5, 2000 Amended Operating/Access Agreement with Norfolk Southern to January 31, 2014.

Approved this 17th day of May, 2013.

_____________________
Paul Smedberg
Chairman

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

FROM: DOUG ALLEN

DATE: MAY 17, 2013

RE: AUTHORIZATION TO EXECUTE AN AGREEMENT WITH NVTC FOR NATIONAL TRANSIT DATABASE (NTD) CONSULTING SERVICES

RECOMMENDATION:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute the attached project agreement with the Northern Virginia Transportation Commission (NVTC), for services related to National Transit Database (NTD) reporting requirements to be provided to VRE via an NVTC consultant contract.

BACKGROUND:

As a recipient of Federal Urbanized Area Formula (§5307) grant funds, VRE is required to report ridership, passenger miles and other performance data to the NTD on an annual basis. VRE conducts annual, random on-board ridership samples as well as triennial boarding/alighting surveys. The survey data is used to determine average trip lengths and passenger miles for NTD reporting purposes. VRE's GEC consultant currently provides these data collection services to support NTD reporting requirements.

NVTC provides similar data collection services to six northern Virginia transit systems (ART, DASH, Alexandria Trolley, Fairfax Connector, CUE and Loudoun County Transit) via a consultant contract. That contract expires on June 30, 2013. NVTC has initiated the procurement process to issue a new contract for NTD data collection consultant services. A request for proposals (RFP) was issued by NVTC in May 2013 and a contract award is anticipated in June 2013.
While VRE could continue to use its GEC consultant contract for the NTD data collection, procuring those services through NVTC will allow for greater competition and the potential for financial and other efficiencies if those services are combined with other regional transit data collection efforts.

NVTC will contract with the selected consultant on behalf of VRE. NVTC and VRE have agreed upon the scope of the services to be provided under the consultant contract. The attached agreement outlines the general terms of the services to be provided under the NVTC contract and the procedures for VRE to remit payment to NVTC for those services.

**FISCAL IMPACT:**

The approval of this agreement has no fiscal impact. The consultant data collection services that will be completed under the NVTC contract are included in the VRE FY 2013 and FY 2014 Operating Budget.
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: MAY 17, 2013
RE: AUTHORIZATION TO EXECUTE AN AGREEMENT WITH NVTC FOR NATIONAL TRANSIT DATABASE (NTD) CONSULTING SERVICES

RESOLUTION
9C–05–2013
OF THE
VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

WHEREAS, as a recipient of Federal Urbanized Area Formula (§5307) grant funds, VRE is required to report ridership, passenger miles and other performance data to the National Transit Database (NTD) on an annual basis; and,

WHEREAS, VRE’s GEC consultant currently provides these data collection services for VRE; and,

WHEREAS, the Northern Virginia Transportation Commission (NVTC) provides similar data collection services to six northern Virginia transit systems via a consultant contract; and,

WHEREAS, NVTC has initiated the procurement process to issue a new contract for NTD data collection consultant services which includes collection of VRE-related NTD data.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to execute an agreement with NVTC to provide NTD consultant services to VRE via an NVTC contract.

Approved this 17th day of May 2013

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Paul Smedberg
Chairman

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

FROM: DOUG ALLEN

DATE: MAY 17, 2013

RE: AUTHORIZATION TO AMEND THE CONTRACT FOR THE EMPLOYEE COMPENSATION STUDY

RECOMMENDATION:

The VRE Operations Board is being asked to recommend that the Potomac and Rappahannock Transportation Commission (PRTC) authorize a contract amendment with The Segal Company of Washington, DC for the employee compensation study. The contract amendment will be in the amount not to exceed $10,750 (10% contingency), for a total contract value not to exceed $118,250.

BACKGROUND:

On February 15, 2013, the Operations Board recommended that PRTC enter into a contract with The Segal Company for a compensation study for all PRTC employees, including those staff employed through PRTC as Virginia Railway Express (VRE) employees. The original contract was approved in the amount of $107,500 and did not include a contingency.

Since that time, The Segal Company was asked to increase the number of comparative agencies to include one additional rail system and two additional bus systems for the peer portion of the study. The total cost for the amendment is $3,000.

A contingency of $10,750 is requested to accommodate the three additional comparative agencies as well as any other unforeseen changes to the scope of services in order to complete the study.
FISCAL IMPACT:

Funding will be provided through the FY 2013 operating budgets of both PRTC and VRE.
TO:   CHAIRMAN SMEDBURG AND THE VRE OPERATIONS BOARD
FROM:  DOUG ALLEN
DATE:   MAY 17, 2013
RE:      AUTHORIZATION TO AMEND THE CONTRACT FOR THE EMPLOYEE
         COMPENSATION STUDY

RESOLUTION
9D–5–2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

WHEREAS, on March 7, 2013, the Potomac and Rappahannock Transportation
Commission approved the contract in the amount not to exceed $107,500 for a
compensation study for all PRTC employees, including those staff employed through
PRTC as Virginia Railway Express (VRE) employees; and,

WHEREAS, the contract did not include a contingency amount and additional services
are desirable for the effort.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board requests
the Potomac and Rappahannock Transportation Commission amend the contract with
The Segal Company of Washington, DC for the employee compensation study in an
amount not to exceed $10,750 (10% contingency), for a total contract value not to
exceed $118,250.

Approved this 17th day of May, 2013.

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Paul Smedberg
Chairman

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John Cook
Secretary
AGENDA ITEM 9-E
ACTION ITEM

TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD

FROM: DOUG ALLEN

DATE: MAY 17, 2013

RE: AUTHORIZATION TO AWARD A CONTRACT FOR TRACK AND TIE REHABILITATION AT THE VRE BROAD RUN AND CROSSROADS YARDS.

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RECOMMENDATION:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to execute a contract with G.W. Peoples Contracting Company, Inc. for the Track and Tie Rehabilitation at the VRE Broad Run and Crossroads Yards, in the amount not to exceed $395,048, plus a contingency of 10%, for a total amount not to exceed $434,553.

BACKGROUND:

The VRE Crossroads and Broad Run yards were constructed in 1992. Due to the age and increased use of the tracks, tie replacement and resurfacing are now needed in order to sustain operations at the same level of safety and efficiency. This project will replace all substandard ties, rail, switches and ballast at both the Crossroads and Broad Run yards.

In June 2012, the Board authorized the Chief Executive Officer to issue an Invitation for Bids (IFB) for the track rehabilitation project at the Crossroads and Broad Run Yards. A mailing list of about 45 prospective Bidders was established for the solicitation to ensure access to adequate sources.

On April 2, 2013, the IFB was issued and bids were due on May 3, 2013. Three responses were received.
The bid abstract is as follows:

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. G.W. Peoples Contracting Co., Inc.</td>
<td>$395,048.00</td>
</tr>
<tr>
<td>Carnegie, PA 15106</td>
<td></td>
</tr>
<tr>
<td>2. RailWorks Track Services, Inc.</td>
<td>$547,523.75</td>
</tr>
<tr>
<td>3. Amtrak Railroad Contractors of Maryland, Inc.</td>
<td>$587,860.00</td>
</tr>
</tbody>
</table>

After review of the bids, it was determined that G.W. Peoples Contracting Company, Inc. was the lowest responsive bidder. This authorization allows work to begin.

Work is scheduled to be complete within 60 days of Notice-To-Proceed.

**FISCAL IMPACT:**

Funding for this project is included in the FY 2013 Federal Grant for Facilities Infrastructure Renewal.
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD  
FROM: DOUG ALLEN  
DATE: MAY 17, 2013  
RE: AUTHORIZATION TO AWARD A CONTRACT FOR TRACK AND TIE REHABILITATION AT THE VRE BROAD RUN AND CROSSROADS YARDS.

RESOLUTION  
9E-05-2013  
OF THE  
VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

WHEREAS, both the VRE Crossroads and Broad Run yards were constructed in 1992; and,

WHEREAS, based on the age and increased use of the tracks, tie replacement and resurfacing are now needed in order to sustain operations at the same level of safety and efficiency; and,

WHEREAS, the project will replace all substandard ties, rail, switches and ballast at both the Crossroads and Broad Run yards; and,

WHEREAS, authorization is required in order to meet an aggressive project schedule and complete work this summer.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to execute a contract with G.W. Peoples Contracting Company, Inc. for the track and tie rehabilitation at the VRE Broad Run and Crossroads Yards project in the amount not to exceed $395,048, plus a 10% contingency, for a total amount not to exceed $434,553.

Approved this 17th day of May, 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: MAY 17, 2013

RE: AUTHORIZATION TO AWARD A CONTRACT FOR CONSTRUCTION OF THE SPOTSYLVANIA STATION PROJECT

RECOMMENDATION:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to execute a contract with (name of firm to be provided at the Operations Board meeting) for the construction of the Spotsylvania VRE station project, in the amount not to exceed (cost to be provided at the Operations Board meeting), plus a 10% contingency, for a total amount not to exceed (cost to be provided at the Operations Board meeting.)

BACKGROUND:

As set forth when Spotsylvania County joined VRE, a new station serving Spotsylvania County is to be constructed. Due to the coordination required between the track and platform construction, Spotsylvania County requested that VRE assume project management responsibility for the platform and head-house for the new station. Per the Agreement Governing Spotsylvania County’s Admission to Membership in PRTC and Participation in the VRE executed on November 5, 2009, Spotsylvania County is responsible for all costs. Spotsylvania County continues to be responsible for the design and construction of the parking lot.

In June 2012, the Board authorized an agreement with Spotsylvania County for VRE to manage the station project. Design work began in June 2012 and was completed in March 2013.
In March 2013, the VRE Operations Board approved a request to issue an Invitation for Bids (IFB) for the Spotsylvania station construction project. A mailing list of 45 prospective Bidders was established for the solicitation to ensure access to adequate sources. On April 9, 2013 the IFB was issued and bids were due on May 13, 2013.

The bid abstract is as follows:

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (To be provided at Operations)</td>
<td>$</td>
</tr>
<tr>
<td>2. Board meeting via blue sheet.)</td>
<td>$</td>
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<tr>
<td>3.</td>
<td>$</td>
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<tr>
<td>4.</td>
<td>$</td>
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<tr>
<td>5.</td>
<td>$</td>
</tr>
<tr>
<td>6.</td>
<td>$</td>
</tr>
<tr>
<td>7.</td>
<td>$</td>
</tr>
</tbody>
</table>

After review of the bids, it was determined that (name of firm to be provided at the Operations Board meeting) was the apparent low bidder. This authorization allows construction to begin in coordination with CSX and Spotsylvania County.

**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. Spotsylvania County will pay remainder of costs as per the Agreement Governing Spotsylvania County’s Admission to Membership in PRTC and Participation in the VRE.
RESOLUTION
9F-05-2013
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, Spotsylvania County will pay costs above the state grant (73113-01) of 55% of $3.4 million, and,

WHEREAS, on March 15, 2013, the VRE Operations Board authorized a solicitation for bids for the construction of the Spotsylvania VRE station project; and,

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

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer award a contract to (name of firm to be provided at the Operations Board meeting) for the construction of the Spotsylvania VRE station project in the amount not to exceed (cost to be provided at Operations Board meeting), plus a 10% contingency, for the total contract amount not to exceed (cost to be provided at the Operations Board meeting); and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to execute permits and other documents related to the completion of this project.

Approved this 17th day of May, 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:    MAY 17, 2013

RE:      AUTHORIZATION TO AMEND TASK ORDERS FOR THE BROOKE AND LEELAND PARKING EXPANSION DESIGN

RECOMMENDATION:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to execute task order amendments with AECOM for final design of the parking expansion at the Brooke and Leeland VRE stations. This authorization is to reduce the Brooke task order by $9,490, from $255,200 to $245,710 and to increase the Leeland task order by $9,490, from $298,100 to $307,590.

BACKGROUND:

On November 20, 2009, the Board authorized a task order with AECOM for the final design of the parking expansion at the Leeland Road VRE Station in the amount of $298,100. On April 16, 2010, the Board authorized a task order with AECOM for the final design of the parking expansion at the Brooke VRE Station in the amount of $255,200.

Final design and construction of the two parking expansion projects were done at the same time and both projects were completed. Additional engineering was required in the second round of construction bidding to reduce the amount of fill required at the Leeland project. During the contract closeout process it was identified that these additional engineering costs in the amount of $9,490 were billed to Brooke rather than to Leeland and that the Leeland task order was fully expended, so the costs could not be transferred without Board Authorization.
The overall cost of both projects is unchanged and these projects were completed within the budgeted grant amounts. Sufficient funds are available in the Brooke task order to transfer the $9,490 to the Leeland project.

**FISCAL IMPACT:**

Funding for both task orders is being provided using CMAQ funds. No local match is required.
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: MAY 17, 2013
RE: AUTHORIZATION TO AMEND TASK ORDERS FOR THE BROOKE AND LEELAND PARKING EXPANSION DESIGN

RESOLUTION
9G–05–2013
OF THE
VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

WHEREAS, the engineering and construction have been completed for a parking expansion at the Brooke and Leeland VRE stations; and,

WHEREAS, further engineering was required during the second round of rebidding for the Leeland project; and,

WHEREAS, budget between the Brooke and Leeland task orders to be shifted and no additional funding is needed for the project; and,

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to execute task order amendments with AECOM for final design of the parking expansion at the Brooke and Leeland VRE stations. This authorization is to reduce the Brooke task order by $9,490 and increase the Leeland task order by $9,490.

Approved this 17th day of May 2013

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Paul Smedberg
Chairman

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John Cook
Secretary
AGENDA ITEM 9-H
ACTION ITEM

TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: MAY 17, 2013
RE: AUTHORIZATION TO EXECUTE A LEASE AGREEMENT FOR THIRTY PARKING SPACES AT THE FREDERICKSBURG STATION

RECOMMENDATION:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to execute a lease agreement with AFM, LLC, doing business as the Thomas J. Wack Company, for 30 parking spaces located at 400 Charles Street, Fredericksburg, Virginia. The lease would be in the amount of $60,140 for three years.

BACKGROUND:

In July 2011, a two year lease agreement commenced with AFM, LLC in the amount of $38,542 for 30 parking spaces in close proximity to the Fredericksburg Station. These parking spaces were instrumental in reducing the parking shortage at the station where the parking lots were routinely full. Additionally, the lease agreement with AFM, LLC served to largely offset the loss of available parking spaces at the Fredericksburg Station, which would otherwise have been realized when the property owner at 518 – 520 Princess Anne Street elected to terminate an existing lease agreement with VRE for 38 parking spaces effective July 15, 2011. Since these parking spaces are close to the station, it is expected that they will continue to be in demand even after the grand opening of the new Spotsylvania VRE station and parking.
VRE staff is requesting permission to execute a new lease for three years, at a cost not to exceed $60,140 during that period, which represents a 4 percent increase per parking space per month as compared to the current two year lease agreement. The average cost of $55.69 per space, per month is comparable to the current market value VRE is paying in Fredericksburg.

**FISCAL IMPACT:**

Funding will be provided through the FY 2014 operating budget.
WHEREAS, in July 2011, a two year lease with AFM, LLC for 30 parking spaces at the Fredericksburg VRE Station was executed; and,

WHEREAS, these additional spaces were instrumental in offsetting the loss of available parking that would otherwise have been realized when the property owner of a nearby lot terminated a 38 space parking lease with VRE; and,

WHEREAS, VRE staff is requesting permission to execute a new three year lease effective upon expiration of the existing agreement, July 2013.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to execute a lease agreement with AFM, LLC for 30 parking spaces at the VRE Fredericksburg Station. The lease agreement would be in the amount of $60,140 for a period of three years, terminating July 31, 2016.

Approved this 17th day of May 2013

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Paul Smedberg
Chairman

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John Cook
Secretary