VRE OPERATIONS BOARD

July 18, 2014

Executive Committee Meeting - 9:00 am
Operations Board Meeting - 9:30 am
Joint Audit Committee Meeting – Follows

PRTC Headquarters
14700 Potomac Mills Road
Woodbridge, VA 22192

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from the June 20, 2014 VRE Operations Board Meeting
5. Chairman’s Comments
6. Chief Executive Officer’s Report
7. Virginia Railway Express Riders’ and Public Comments
8. Consent Items
   A. Authorization to Issue a Request for Proposals for Mechanical Engineering Consulting Services
   B. Authorization to Issue a Request for Proposals for Engineering and Environmental Services for Brooke and Leeland Road Stations
9. Action Items

A. FY 2016 Key Budget Issues

B. Authorization to Award a Contract for Heavy Interior Cleaning of Passenger Railcars

C. Authorization to Award a Task Order for Station Painting Services

D. Authorization to Award a Task Order for Station Painting Services

E. Authorization to Execute a Ticket Sales Agreement with DASH Transit

F. Authorization to Award a Purchase Order for Multi-Function Copier Lease Agreement

10. Information Items

A. General Engineering Consulting Services

11. Operations Board Members’ Time

The Next VRE Operations Board Meeting
September 19, 2014 - 9:30 am at PRTC
To: Chairman Milde and the VRE Operations Board

From: Doug Allen

Date: July 18, 2014

Re: Authorization to Issue a Request for Proposals for Mechanical Engineering Consulting Services

Recommendation:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for Mechanical Engineering Consulting services.

Background:

In May of 2011, the VRE Operations Board awarded a contract to STV, Inc. for mechanical engineering consulting services via a competitive solicitation process. The contract term was for five years or $5,000,000, whichever occurred first. While the contract term would expire in May of 2016, the monetary limit is close to completion and a new competitive solicitation must be initiated.

VRE’s requirements for mechanical engineering services include specific project work for passenger car and locomotive maintenance, repair and overhaul work as well as system-wide improvements and on-call services. Specific task orders will include oversight of locomotive and passenger car modernization, support for the implementation of positive train control, future fleet procurements, fleet configuration planning and implementation of life cycle maintenance. VRE has found the use of a mechanical engineering consultant to be more time and cost efficient than completing numerous, separate procurements.

After competitive proposals have been evaluated, VRE staff will return to the Operations Board with a recommendation for award. As with the existing contract, the proposed contract will be a task order agreement with a value of $5,000,000 for
a term not to exceed five years. VRE Operations Board approval is required prior to each task order award over the Chief Executive Officer’s authority limit. Multiple qualified and respondent proposers may be selected for contract award.

**Fiscal Impact:**

There is no fiscal impact to issuing this Request for Proposal. Funds supporting the Mechanical Engineering Consultant Services contract are budgeted through specific projects in VRE’s adopted CIP or approved operating budget.
Virginia Railway Express
Operations Board

Resolution
8A-07-2014

Authorization to Issue a Request for Proposals for Mechanical Engineering Consulting Services

WHEREAS, VRE requirements for mechanical engineering services include both specific project work and system-wide improvements; and,

WHEREAS, the use of a mechanical engineering consultant has proven to be more time and cost effective than numerous, separate procurements; and,

WHEREAS, the current Mechanical Engineering Consultant contract is approaching its authorization limit and a new competitive solicitation must be initiated.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals for Mechanical Engineering Consultant Services.

Approved this 18th day of July 2014

__________________________________________
Paul Milde
Chairman

__________________________________________
Gary Skinner
Secretary
Agenda Item 8-B
Consent Item

To: Chairman Milde and the VRE Operations Board

From: Doug Allen

Date: July 18, 2014

Re: Authorization to Issue a Request for Proposals for Engineering and Environmental Services for Brooke and Leeland Road Stations

Recommendation:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for Engineering and Environmental Services for Brooke and Leeland Road Stations.

Background:

VRE has initiated platform improvement projects at Brooke and Leeland Road Stations in order to improve safety, accommodate ridership growth, and provide more flexibility to railroad operations. The recently approved MOU amendment regarding Potomac Shores Station committed that these stations would enter Preliminary Engineering by September 2014.

Preliminary engineering and environment studies for these stations were to be part of DRPT’s Southeast High Speed Rail Tier II Environmental Impact Statement - Richmond Area to Potomac Segment project, but the Federal Railroad Administration made a determination limiting the amount of work the project could perform at commuter rail stations. DRPT and VRE mutually agreed to transfer the work to VRE in order to keep it on schedule and to amend the pending Rail Enhancement Fund (REF) to include funding for the additional work.

Staff will seek the Operations Board and Commissions’ authorization to sign the multi-year funding agreement for the REF grant in September following that month’s meeting of the Commonwealth Transportation Board. We are requesting
authorization to issue a Request for Proposals at this time in order to enter into preliminary engineering by September 2014.

The platform improvements at both stations will include a new second platform and an extension of the existing platform. Both stations will be initially engineered to a 10 percent level of design in order to accommodate ten-car trains, which is the maximum train length for VRE trains identified in the adopted System Plan 2040. Subsequently, a portion of both station designs sufficient to accommodate eight-car trains (the longest presently operated by VRE) will be engineered to the 30 percent level of design and subjected to environmental scrutiny under the National Environmental Policy Act. This two-step approach to design is intended to ensure that the immediate improvement project does not preclude expansion to the stations’ ultimate configuration at a later date.

The platform improvements will also include up to 600-foot canopies, LED lighting, upgrades to the existing lighting system/electrical components, and an accessible, grade-separated pedestrian connection between the two platforms. Both station designs will be coordinated with adjacent third track project designs and will comply with CSXT standards and allow for future third track clearances and coordination. When complete, engineering and environmental review of both stations will be sufficient to initiate final design.

This authorization will allow for the procurement process to occur in time for entry into Preliminary Engineering by September 2014. Upon receipt and evaluation of the proposals, VRE will return to the Board to seek authorization to award the contract.

**Fiscal Impact:**

Funding is provided through the Commonwealth’s FY 2015 Rail Enhancement Fund with local match provided through in-kind services supplied by the private developer in the design and construction of the Potomac Shores Station.
Virginia Railway Express  
Operations Board  

Resolution  
8B-07-2014  

Authorization to Issue a Request for Proposals for Engineering and Environmental Services for Brooke and Leeland Road Stations  

WHEREAS, due to current ridership demand along with future growth projections, VRE has initiated platform improvements that will include both the Brooke and Leeland Road stations; and,  

WHEREAS, this project will accommodate ridership growth as well as improve safety and provide enhanced flexibility for railroad operations; and,  

WHEREAS, the VRE has committed through the Second Amendment to the Corridor Improvement Project Memorandum of Understanding with CSX Transportation and the Virginia Department of Rail and Public Transportation that these stations would enter Preliminary Engineering by September 2014; and,  

WHEREAS, this authorization and anticipated schedule will allow the design process to begin in September 2014 by initiating field survey and geotechnical evaluations, identifying environmental concerns, and developing design concepts, alternatives, and details.  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals for Engineering and Environmental Services for Brooke and Leeland Road Stations.  

Approved this 18th day of July 2014  

________________________________________  
Paul Milde  
Chairman  

________________________________________  
Gary Skinner  
Secretary
Recommendation:

The VRE Operations Board is being asked to provide feedback and direction for the development of the FY 2016 Budget and Capital Improvement Program (CIP).

Background:

VRE has adopted a financial planning process that provides for early consideration of key budget issues and assumptions. During the budget cycle, VRE staff meets monthly with the member jurisdictions’ Chief Administrative Officers (CAO) Budget Taskforce to develop the annual proposed budget and an independent CAO recommendation is provided to the Operations Board and Commissions in conjunction with the final budget submission at the December Operations Board meeting. In addition, the Capital Committee meets periodically to provide an in-depth review of major capital needs and issues for referral to the full Operations Board as required.

During the course of the last budget cycle, the Operations Board approved a set of financial and debt management principles, endorsed a System Plan for future development of the commuter rail system, and implemented a life-cycle maintenance strategy to ensure the efficient maintenance of the system’s rail equipment. In addition, changes to all of VRE’s major grant funding sources led to a substantial increase to the capital plan that was presented with the FY 2015 budget, allowing for the replacement of the remaining legacy fleet, the development of a funding plan for the purchase of 14 expansion rail cars, the construction of a maintenance facility to support life-cycle maintenance of VRE’s rail equipment, the construction of a second platform at the Lorton station, and a set-aside of funds for project development. The FY 2016 key issues presented below are the result of
the actions taken during the FY 2015 budget cycle and represent a further refinement for FY 2016 and future years.

**Proposed FY 2016 Key Issues:**

The key issues described below apply to the development of the FY 2016 Budget and CIP and to the six-year financial plan, which provides a consolidated financial projection over a multi-year time frame.

**Key Issue #1: Level of service:** Some trains are at or over 100% capacity and the addition of the Spotsylvania station and parking facility will result in increased ridership.

An additional Fredericksburg train scheduled to begin service in FY 2015 was added in order to mitigate the overcrowding and the capacity issues at stations further up the line to some extent; the full year cost of this additional service will be included in the FY 2016 operating budget. A plan to purchase 14 expansion railcars was approved by the Operations Board in January 2014. The first five cars were funded in the FY 2015 Budget with the intention of including the remaining nine cars in FY 2016. The additional cars along with related infrastructure improvements to stations and storage yards will allow for the lengthening of existing peak trains and the conversion of a “deadhead” train on the Manassas line to revenue service after FY 2016.

**Key Issue #2: Maintenance of VRE Assets:** Federal formula funds devoted to maintaining transit assets in a “State of Good Repair” are expected to provide the ongoing capital cost of maintaining VRE assets over their life-cycle.

The federal priority under MAP-21 of maintaining transit systems in a “State of Good Repair” has been included in the current versions of the next transportation authorization. So long as the formula funding available to VRE continues at the projected level (see information on federal funding below) the funds to adequately maintain equipment and facilities will be available from this source. An asset management strategy for facilities will be completed during FY 2015, which will be used to refine the costs included in the FY 2016 Budget and CIP. In accordance with the already completed asset management strategy for VRE’s rolling stock, construction of the new maintenance facility will be finished during FY 2016 and the costs of the life-cycle maintenance program for equipment will continue to be reflected in the CIP.

**Key Issue #3: Contract renewal with Amtrak:** VRE’s current five-year contract with Amtrak expires at the end of FY 2015.

Discussions have begun on the new contract with Amtrak which will be reflected in the FY 2016 operating budget and CIP. The new contract will incorporate the requirements of the Passenger Rail Investment and Improvement Act (PRIIA) for the calculation of access fees. (This change will actually be implemented in October 2014 for the last year of the current contract). The cost of mid-day storage at Ivy City will be part of the negotiation of the new
contract. In addition, funding for the development of alternative storage sites for VRE equipment will be incorporated into the FY 2016 Budget and CIP and the six-year financial plan.

**Key Issue #4: Capital improvements to support the VRE System Plan:** Capital improvements needed to meet the expected demand for VRE service and to increase railroad infrastructure capacity in the VRE service territory require the identification and commitment of funds beyond those currently available to VRE.

During FY 2014 the Operations Board and Commissions endorsed the VRE System Plan, which provides for the logical, incremental expansion of VRE infrastructure and service. The improvements needed for Phase 1 of the Plan were linked to the CIP for the period FY 2015 through FY 2020. Although funding was identified for a number of these improvements, many other projects were left unfunded. In addition, the creation of a schedule for the construction of a third mainline track in the CSX territory may increase the need for additional funding sources within the six-year CIP currently under development. This issue will be addressed in more detail at a Capital Committee meeting in September. A financial planning effort related to the VRE System Plan will be included in this discussion.

NVTA regional funding is available on a discretionary basis for certain VRE capital projects, but only for those located within the NVTA jurisdictions, which has created an imbalance of funding sources within VRE.

**Key Issue #5: Capital reserve:** VRE needs to develop a target level for the capital reserve.

For the last several years, VRE has maintained a capital reserve in order to take advantage of discretionary state and federal grants that require a local match; to fund smaller capital projects and/or those for which grant funds are unavailable; and to benefit from the cost efficiencies of early advancement of certain projects. Prior to FY 2015, the capital reserve was funded solely through surplus funds at year-end and proceeds from the sale of older rolling stock. The FY 2015 budget and six-year forecast included an annual contribution from current revenue of $3 million in order to provide a larger and more stable source of funds for the current purposes and to provide funding to advance complex system investments beyond Phase 1 of the System Plan. The $3 million annual contribution level was pegged, in part, to the additional funds available from the retirement of the outstanding tax-exempt bonds, with the understanding that a target level for the capital reserve would be developed based on the further refinement of the System Plan.

**Key Issue #6: VRE staffing and office space:** VRE needs the staff resources necessary to operate and administer the commuter rail system safely, efficiently and in compliance with all federal and state requirements.

Since inception, the administration and oversight of the commuter rail system has been accomplished by a relatively small permanent staff, supplemented at times with assistance on a contract or temporary basis. As the system itself has grown and developed, along with
internal and external requirements, the staff level has not kept pace. As a result, the FY 2016 budget is expected to include the need for additional staff resources, along with the need for additional office space since the current offices in Alexandria are fully utilized. Early implementation of some of the proposals may be requested at budget adoption in December.

**Key Issue #7: Jurisdictional subsidy:** The VRE service must be supported within the confines of jurisdictional budget constraints.

Subsidy increases or decreases in FY 2016 and future years will be evaluated based on system requirements, changes to state and federal funding levels and the jurisdiction’s ability to contribute using fuel tax revenue or other sources of funding. The FY 2015 six-year financial forecast projected a subsidy increase for FY 2016. However, VRE will work with jurisdictional staff on formulating future subsidy levels and will make every effort to identify alternative sources of funding.

**Key Issue #8: Fare increases:** An appropriate balance is needed between the levels of service necessary to meet customer needs and competitive pricing for that service.

VRE has had two fare increases in the last five fiscal years (FY 2013 and FY 2014). These have been necessary to maintain the level of service without being excessive in cost to the rider. Fare increases will be evaluated as the budget process continues, with consideration given to market factors, system funding needs, commuter benefit levels, comparison to relevant indices, and a preference for biennial increases. The FY 2015 six-year financial forecast projected a fare increase for FY 2016. In the event a fare increase is warranted, staff will attempt to hold the increase to 5% or less.

**Other FY 2016 Issues and Assumptions:**

- **State Funding:** The state transportation bill made significant changes to the amount of funding potentially available to VRE for both operating and capital needs, and the TSDAC process set parameters for how those funds would be used. However, state capital funding is projected to reach a “fiscal cliff” after FY 2018 when additional bond funding is no longer available. VRE staff will monitor the continuing work of the TSDAC committee as they refine their original recommendations, along with estimates of future levels of available state funding.

- **Federal funding:** MAP-21 will expire in September 2014, and VRE’s federal funding for FY 2016 and future years will be based on a new transportation authorization, although there may simply be a continuing resolution for federal FY 2015 (VRE FY 2016). The six-year financial forecast assumed a reduction in available federal funds of 25% in FY 2016 and future years, compared to the MAP-21 level ($21.1M annually compared to $28.3M), because of the substantial uncertainties involved. In addition, the Highway Trust Fund is facing a shortfall in August 2014 and the Mass Transit Account in October 2014, and may be insolvent by the end of the calendar year. This
could affect the pace at which funding is provided, meaning that all federal funds allocated to VRE will still be received but it will take longer than usual to actually have them deposited in our coffers. At this point VRE does not see this causing cash flow issues. VRE staff will continue to revise our funding and cash flow projections as additional information becomes available.

In addition, VRE staff will monitor the availability of funding through discretionary federal programs such as TIGER and the CIP will indicate what projects could be submitted for this funding.

- **NVTA funding**: The CIP will reflect funding for projects already selected by NVTA and will indicate what additional projects could be submitted for NVTA funding. NVTA funding is available to VRE only on a discretionary basis.

- **Financial and debt management principles**: In October 2013 the Operations Board approved a set of financial and debt management principles. The FY 2016 budget document will explicitly reflect the adherence to these principles.

- **Positive Train Control (PTC)**: The capital cost of PTC was funded in prior years. However, the ongoing operating costs of this equipment, primarily software licensing fees, will be incorporated into the FY 2016 budget.

- **Access fee grants**: Beginning in FY 2015, grant reimbursement for railroad access fees will be provided through multi-year agreements with the state that rely on an assignment of flexible STP funds combined with a state capital match. The state agreements will run concurrently with the railroad access agreements. Because of the magnitude of these costs ($15.6M in FY 2015), the multi-year funding agreements will provide considerably more stability for VRE’s budget. We are currently working with the state to ensure that the new process doesn’t inadvertently exacerbate some of the delays already experienced in receiving grant reimbursement.

**Next Steps:**

- Continue discussion of FY 2016 budget scenarios with the CAO Budget Task Force.
- Present preliminary budget forecasts/options to the Operations Board in September 2014.
- Continue Capital Committee involvement in pertinent matters, based on the proposed FY 2016 budget and six-year financial forecast.

**Fiscal Impact:**

The fiscal impact of the FY 2016 budget and capital program will be addressed at the September Operations Board meeting.
Virginia Railway Express
Operations Board

Resolution
9A-07-2014

FY 2016 Budget Key Issues

WHEREAS, financial planning for the Virginia Railway Express is based on a set of budget issues and assumptions discussed by the VRE Operations Board prior to the development of the annual operating and capital budget; and,

WHEREAS, the VRE Operations Board has directed that the development of each annual budget involve consultation and cooperation with the Chief Administrative Officers (CAO) Budget Taskforce established by VRE’s participating and contributing jurisdictions; and,

WHEREAS, budget issues and assumptions for the development of the FY 2016 operating and capital budget were reviewed by the CAO Budget Taskforce prior to their presentation to the Operations Board.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board directs VRE staff to develop the FY 2016 Budget and CIP in accordance with the Board’s direction.

Approved this 18th day of July 2014

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Paul Milde
Chairman

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Gary Skinner
Secretary
To: Chairman Milde and the VRE Operations Board
From: Doug Allen
Date: July 18, 2014
Re: Authorization to Award a Contract for Heavy Interior Cleaning of Passenger Railcars

Recommendation:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to execute a contract with ServiceMaster Preferred Services of Woodbridge, VA for heavy interior cleaning of passenger railcars in the amount of $573,624, plus a 10% contingency of $57,362, for a total amount not to exceed $630,986, for a base year and two option years, with the CEO exercising the option years at his discretion.

Background:

On April 18, 2014, the VRE Operations Board approved a request to issue a Request for Proposals (RFP) for intensive interior cleaning of passenger railcars to supplement regular, daily cleaning.

In accordance with VRE Public Procurement Policies and Procedures, it was appropriate to utilize an RFP as a method of procurement for this solicitation because there are different approaches to the desired service and an evaluation of technical merit is thus required. There is a greater performance risk for this service and, therefore, price is less important and the technical or past performance considerations figured more heavily in the selection.

Specifically, the requirements for the cleaning of rail cars are unique and differ from the cleaning of other commercial facilities. Great care must be taken to remove seats for thorough cleaning as well as to not damage windows or engineer’s controls in the cab cars. Therefore, the approach to cleaning these elements must be evaluated to ensure cleaning is performed in a manner which not only presents a professional appearance, but which also avoids damage to VRE property.
A mailing list of fifteen prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On May 2, 2014, an RFP was issued and Proposals were due on June 2, 2014. Three responses were received.

Evaluation of the Proposals received was performed by the Technical Evaluation Team (TET), which consisted of three VRE staff members.

The TET met to discuss and evaluate the Proposals using the following criteria:

- Demonstrated experience and knowledge capabilities of the firm related to cleaning commercial facilities.
- Demonstrated experience and knowledge capabilities of the firm related to cleaning passenger rail cars.
- Overall project approach and management plan for the execution of cleaning rail cars twice per year (Spring and Fall).
- Price and value of cost proposal.

Interviews were conducted with all Offerors. Following the interview process, it was determined that the Proposal from ServiceMaster Preferred Services was technically compliant and unanimously selected to be the best value for the project.

Below is the final ranking of firms who submitted a proposal for heavy interior cleaning of passenger rail cars.

<table>
<thead>
<tr>
<th>Offerors</th>
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<tbody>
<tr>
<td>1. ServiceMaster Preferred Services of Woodbridge, Virginia</td>
</tr>
<tr>
<td>2. Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland</td>
</tr>
<tr>
<td>3. Hallcon Corporation of Toronto, Canada</td>
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</tbody>
</table>

ServiceMaster Preferred Services previously performed heavy interior cleaning of VRE’s railcars from October 2008 to May 2013 as part of two previous contracts and subsequently completed cleaning services in Fall 2013 under a Purchase Order.

ServiceMaster Preferred Services’ pricing is within approximately 5% of the cost estimate for this contract, which was developed based on historical pricing and is, therefore, considered fair and reasonable. Complete pricing information may not be publically disclosed until after execution of a contract.

The contract will be for a base year and two option years, with the VRE CEO exercising the option years at his discretion. This authorization allows work to begin.
**Fiscal Impact:**

The FY 2015 budget for equipment operations includes a budget amount of $220,845 for the first year of this activity, which exceeds the cost of the contract for the first year ($630,986/3 = $210,329). Funding for future years will be included in subsequent annual operating budgets.
Virginia Railway Express  
Operations Board  

Resolution  
9B-07-2014  

Authorization to Award a Contract for Heavy Interior Cleaning of Passenger Railcars  

WHEREAS, VRE has a need for interior cleaning of passenger railcars in order to maintain a state of good repair and a positive customer image; and,  

WHEREAS, the VRE Operations Board authorized the issuance of a Request for Proposals on April 18, 2014; and,  

WHEREAS, three Proposals were received and it was determined by the Technical Evaluation Team that ServiceMaster Preferred Services provided a responsive and responsible Proposal for interior cleaning of passenger railcars.  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with ServiceMaster Preferred Services of Woodbridge, VA for heavy interior cleaning of passenger railcars in the amount of $573,624, plus a 10% contingency of $57,362, for a total amount not to exceed $630,986, for a base year and two option years, with the Chief Executive Officer exercising the option years at his discretion.  

Approved this 18th day of July 2014  

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Paul Milde  
Chairman  

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Gary Skinner  
Secretary
To: Chairman Milde and the VRE Operations Board

From: Doug Allen

Date: July 18, 2014

Re: Authorization to Award a Task Order for Station Painting Services

Recommendation:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to award a task order under the facilities maintenance contract to NV Enterprises for station painting services in an amount of $207,000, plus a 10% contingency of $20,700, for a total amount not to exceed $227,700.

Background:

VRE recently completed an assessment of its rail stations in order to identify those in need of painting this year. The six stations identified are Rippon, Quantico, Brooke, Crystal City, Rolling Road and Manassas Park.

This task order covers the painting of the Rippon, Quantico and Brooke stations. Of the six stations identified above, these three stations are in need of extensive preparation work in addition to painting. In addition, the Rippon station includes a pedestrian bridge over the CSX tracks, which adds both quantity and complexity to the scope of work.

VRE is requesting Board authorization separately to award a similar task order to Fresh Air for the painting of the Crystal City, Rolling Road and Manassas Park stations. VRE requested task order proposals from both contractors in the interest of maximizing productivity by having multiple painting projects underway simultaneously.

This task order covers the estimated costs of the above referenced station painting
services for the Rippon, Quantico and Brooke stations.

**Fiscal Impact:**

The FY 2015 budget for Facilities Maintenance includes a budget amount of $470,000 for R&M – Non-Routine Maintenance. The estimated amount for this project is $207,000.
Authorization to Award a Task Order for Station Painting Services

WHEREAS, VRE performed an assessment of its station facilities to identify those in need of painting this year; and,

WHEREAS, the six stations identified for painting are Rippon, Quantico, Brooke, Crystal City, Rolling Road and Manassas Park; and,

WHEREAS, VRE is requesting Board authorization separately to award a similar task order to Fresh Air for the painting of the Crystal City, Rolling Road and Manassas Park stations; and,

WHEREAS, this task order covers the estimated costs of station preparation and painting services for the Rippon, Quantico and Brooke stations.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to award a task order under the facilities maintenance contract to NV Enterprises for station painting services in an amount of $207,000, plus a 10% contingency of $20,700, for a total amount not to exceed $227,700.

Approved this 18th day of July 2014

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Paul Milde
Chairman

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Gary Skinner
Secretary
To: Chairman Milde and the VRE Operations Board

From: Doug Allen

Date: July 18, 2014

Re: Authorization to Award a Task Order for Station Painting Services

**Recommendation:**

The VRE Operations Board is being asked to authorize the Chief Executive Officer to award a task order under the facilities custodial services contract to Fresh Air, LLC for station painting services in an amount of $83,770, plus a 10% contingency of $8,377, for a total amount not to exceed $92,147.

**Background:**

VRE recently completed an assessment of its rail stations in order to identify those in need of painting this year. The six stations identified are Rippon, Quantico, Brooke, Crystal City, Rolling Road and Manassas Park.

This task order covers the painting of the Crystal City, Rolling Road and Manassas Park stations. The above stations will not need as much preparation work and are not as complex as the other three stations identified for painting this year. VRE is requesting Board authorization separately to award a similar task order to NV Enterprises for the painting of the Rippon, Quantico and Brooke stations that require more complex and extensive preparation work.

This task order covers the estimated costs of the above referenced station painting services for the Crystal City, Rolling Road and Manassas Park stations.

**Fiscal Impact:**

The FY 2015 budget for Facilities Maintenance includes a budget amount of $470,000 for R&M – Non-Routine Maintenance. The estimated amount for this project is $83,770.
Virginia Railway Express
Operations Board

Resolution
9D-07-2014

Authorization to Award a Task Order for Station Painting Services

WHEREAS, VRE performed an assessment of its rail stations to identify those in need of painting this year; and,

WHEREAS, the six stations identified for painting are Rippon, Quantico, Brooke, Crystal City, Rolling Road and Manassas Park; and,

WHEREAS, VRE is requesting Board authorization separately to award a similar task order to NV Enterprises for the painting of the Rippon, Quantico and Brooke stations; and,

WHEREAS, this task order covers the estimated costs of station painting services for the Crystal City, Rolling Road and Manassas Park stations.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to award a task order under the facilities custodial services contract to Fresh Air, LLC for station painting services in an amount of $83,770, plus a 10% contingency of $8,377, for a total amount not to exceed $92,147.

Approved this 18th day of July 2014

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Paul Milde
Chairman

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Gary Skinner
Secretary
To: Chairman Milde and the VRE Operations Board

From: Doug Allen

Date: July 18, 2014

Re: Authorization to Execute a Ticket Sales Agreement with DASH Transit

Recommendation:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to execute a ticket sales agreement for the sale of fare media by DASH Transit at their Old Town Transit Shop for a base period of one year with an option to extend for up to four additional one year periods, with the VRE CEO exercising the option years at his discretion. Sales commissions are paid to VRE ticket vendors based on sales volume, as described in more detail below. The estimated value of this contract is $18,000 annually or $90,000 over the five year period.

Background:

VRE tickets are sold by a variety of independent vendors under the terms of negotiated sales agreements. DASH Transit has sold VRE tickets in Alexandria since 2009. The scope of work for the contract includes appointment to act as a non-exclusive vendor of fare media and support materials to VRE customers. DASH Transit will sell all forms of VRE fare media, including discounted tickets to seniors, youth and disabled riders and VRE/WMATA Transit Link Cards (TLC’s). They are required to accept payment in the form of cash, credit/debit cards and WMATA-based Electronic Smart Benefits (ESB).

This contract was negotiated with DASH Transit due to the nature of their business and the proximity of their Old Town Transit Shop to the Alexandria VRE station. DASH is a non-profit public service corporation wholly owned by the City of Alexandria and the VRE Procurement Policy exempts contracts with other public bodies from the competitive bidding process. The fees that will be paid to DASH
Transit are the same as those paid to other vendors providing the same level of service.

**Contract Estimate:**

Commission payment to vendors is dependent upon ticket sales volume each period, with a minimum commission of $1,000 per month. Actual commissions paid in fiscal year 2014 to the Alexandria vendor were in the amount of approximately $1,500 per month. For the five year period of this contract, the total value is estimated at $90,000. However, since sales volumes vary over time due to a number of factors, the amount paid over the five years may differ from this estimate.

The commission rate is $2.25 per VRE ticket sold, with exceptions for Step-up tickets ($0.25 per ticket) and TLCs ($10 per ticket). In addition, the vendor will receive an additional 0.5% of sales for credit/debit and electronic benefit processing.

The new contract will be for a base year beginning in August 2014 at the expiration of the current contract and four one year option years, for a total not to exceed five years, with the VRE CEO exercising the option years at his discretion.

**Fiscal Impact:**

The FY 2015 budget for the Finance Department includes sales commissions for all vendors of $1.4 million; of this total, the estimated amount for commissions at the Alexandria location is $18,000. Funding for future years will be included in each proposed annual budget.
Virginia Railway Express
Operations Board

Resolution
9E-07-2014

Authorization to Execute a Ticket Sales Agreement with DASH Transit

WHEREAS, the VRE tariff requires all passengers to possess a valid VRE ticket in order to ride; and,

WHEREAS, station-based Ticket Vending Machines (TVM’s) provide limited functionality to serve VRE passenger ticket buying needs; and,

WHEREAS, vendor-based ticket sales operations provide greater flexibility for VRE to offer a full complement of ticketing options, payment acceptance options, and information material distribution services as well as allow VRE to accept WMATA Electronic Smart Benefits; and,

WHEREAS, VRE staff recommends contracting with an off-site vendor for ticket vending and sale of fare media in the Alexandria area.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a ticket sales agreement for sale of VRE fare media in Alexandria to DASH Transit at their Old Town Transit Shop location for one year with four one year options. The four one year options are at the discretion of the Chief Executive Officer.

Approved this 18th day of July 2014

_______________________________________
Paul Milde
Chairman

_______________________________________
Gary Skinner
Secretary
To: Chairman Milde and the VRE Operations Board

From: Doug Allen

Date: July 18, 2014

Re: Authorization to Award a Purchase Order for Multi-function Copier Lease Agreement

**Recommendation:**

The VRE Operations Board is being asked to authorize the Chief Executive Officer to execute a Purchase Order with Sharp Electronics Corporation of Mahwah, NJ for the lease of two (2) multi-function color copiers, plus the corresponding maintenance, service and supply contract, in the amount of $141,840, plus a 10% contingency of $14,184, for a total amount not to exceed $156,024. The term of the lease agreement shall be for a period of one base year and four option years with the CEO exercising the option years at his discretion.

**Background:**

The two multi-function black and white copiers currently utilized at the VRE offices were obtained through an eVA (public procurement) lease agreement executed in 2006 with Ricoh. The copiers are presently leased on a month-to-month basis with supply, maintenance and repair costs paid as needed.

New color copiers with greater capacity and functionality are required to increase VRE’s in-house printing capabilities, thereby reducing the need to rely on outside sources to provide printed materials used to disseminate information to passengers and others. Additionally, the new copiers will also serve to replace two networked color printers and multiple black and white printers that are no longer supported by the manufacturer.
In December 2012, following a competitive Request for Proposals process, the National Joint Powers Alliance (NJPA) entered into Contract No. 100312-SEC with Sharp Electronics Corporation for copiers with related imaging equipment solutions, accessories, supplies and services. VRE intends to take advantage of this national cooperative price contract.

**Fiscal Impact:**

Funding is provided for in the FY 2015 Operating Budget for Administration and will be reflected in future budgets.
Authorization to Award a Purchase Order for Multi-function Copier Lease Agreement

WHEREAS, in 2006, VRE entered a lease agreement with Ricoh America, Inc. for two (2) multi-function black and white copiers; and,

WHEREAS, new multi-function color copiers will replace the existing multi-function black and white copiers as well as multiple networked printers, which are no longer being supported by the manufacturer; and,

WHEREAS, the new multifunction color copiers will reduce the need to outsource large color print jobs to third party printing companies; and,

WHEREAS, VRE is able to utilize a contract for copiers with related imaging solutions, accessories, supplies and services established through a competitive procurement process by the National Joint Powers Alliance (NJPA).

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Purchase Order with Sharp Electronics Corporation of Mahwah, NJ for the lease of two (2) multi-function color copiers, plus the corresponding maintenance, service and supply contract, in the amount of $141,840, plus a 10% contingency of $14,184, for a total amount not to exceed $156,024, for a period of one base year and four option years with the Chief Executive Officer exercising the option years at his discretion.

Approved this 18th day of July, 2014

______________________________  
Paul Milde  
Chairman

______________________________  
Gary Skinner  
Secretary
Agenda Item 10-A
Information Item

To:        Chairman Milde and the VRE Operations Board  
From:      Doug Allen  
Date:      July 18, 2014  
Re:        General Engineering Consulting Contracts  

The purpose of this item is to discuss the need for additional authorization on the present General Engineering Consulting (GEC) contract.

VRE uses General Engineering Consulting (GEC) contracts to provide on-call engineering, planning, environmental and construction support services. VRE has found the use of GEC contracts to be very beneficial and more efficient than completing numerous, separate procurements of tasks of a limited duration or needed in a timely manner. GEC contracts also help VRE maintain smaller, consistent staffing levels by supplying access to specialized skills and expertise as an extension of staff on an as-needed basis.

VRE has used a succession of GEC contracts over the years, each awarded to multiple firms in order to promote competition and allow tasks to be assigned based on their areas of expertise and qualifications. The VRE Operations board approved the current GEC contract (GEC-VI) in March 2013, for a period of up to five years or an accumulative value of $5,000,000. Each firm is typically invited to submit a proposal for a new task order and the winning firm is determined on the basis of best value following review by an internal selection panel consisting of three members of VRE staff. GEC-VI was awarded to five consulting firms: AECOM, Gannett Fleming, Michael Baker Associates, Parsons Brinkerhoff, and STV/Ralph Whitehead.

GEC VI is rapidly approaching its $5,000,000 authorization limit after only 16 months of activity. As of May 2014, about $4,400,000 (87 percent) of the current authorization for GEC-VI had been allocated to 21 task order assignments (see Exhibit A). With the addition of task orders currently pending, the present authorization of GEC-VI is expected to be fully committed by the end of September.
Preparations have begun on a new GEC but that will not be in place before the end of December 2014. Procurement and legal counsel advise that it is permissible to amend the existing GEC-VI while we proceed with a new procurement.

Therefore, VRE proposes the following actions to maintain work program progress:

1. Request authorization at the September meeting of the Operations Board to issue a Request for Proposals for a new GEC-VII with the intention of returning by the December meeting with a recommendation for award.

2. Request authorization at the September meeting of the Operations Board to expand the authorization limit of the present GEC-VI by $500,000 to sustain progress until GEC-VII is awarded.

3. Conduct a review with GEC-VI firms and other interested parties to determine how VRE can better structure and manage work through GEC versus other methods of procurement.
Exhibit A
GEC-VI Task Orders as of May 2014

1. Spotsylvania Station Level Boarding Analysis
2. Peer Agency Operational Cost Review
3. Spotsylvania Station Civil Engineering and Inspection Services
4. Hamilton-Crossroads Third Track Civil Engineering and Inspection Services
5. Transit Asset Management Inventory for Station and Maintenance Facilities
6. FY 2013 Roadway Worker Safety Training
7. Project Management Services
8. VRE System Plan 2040 Development
9. Analysis of Highway Traveler Benefits Derived from VRE Operation
10. VRE System Plan 2040 Public Outreach
11. VRE System Plan 2040 Preliminary Operational Analysis
12. VRE Mobile Ticketing Support
13. Mobile Ticketing Project Oversight
14. On-Call Engineering Support Services
15. Alexandria Pedestrian Tunnel Final Design and Construction Management
16. Lorton Station Construction Engineering and Support Services
17. Virginia Pollutant Discharge Elimination System Storm Water Monitoring
18. Alexandria Pedestrian Tunnel Preliminary Geotechnical Surveys
19. National Transit Database Ridership Data Collection
20. On-Call Planning Support Services
21. FY 2014 TIGER Grant Application Technical Support