To: Chairman Milde and the VRE Operations Board
From: Doug Allen
Date: October 17, 2014
Re: Authorization to Award a Contract for State Legislative Services

Recommendation:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to execute a contract with The Hillbridge Group of Richmond, Virginia for State Legislative Services. The contract will be for a three year base at $45,000 per year and two one year options, for an authorization amount not to exceed $225,000 over the five year period, 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 State Legislative Services.

Since there are different approaches to the desired service, an evaluation of technical merit is required. The selected firm and its key personnel will be responsible for lobbying on behalf of VRE which requires interaction with the Office of the Governor, members of the General Assembly, various state agency representatives, members of the Commonwealth Transportation Board, and other elected officials.
Consequently, it is imperative that factors other than price receive consideration in order to ensure that the firm selected is experienced, reputable and will represent VRE in a professional manner, which at all times reflects favorably upon the image of VRE.

A mailing list of forty-eight (48) prospective offerors was established for the solicitation to ensure access to adequate sources of services.

On August 19, 2014, an RFP was issued and proposals were due on September 18, 2014. Four (4) responses were received in response to the solicitation.

Evaluation of the proposals received was performed by a Technical Evaluation Team (TET) consisting of Bernie Caton, Legislative Director, City of Alexandria; Bryan Jungwirth, Director of Public Affairs, VRE; and Joe Swartz, Chief of Staff, VRE. The TET met to discuss and evaluate the Proposals using the following criteria:

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<td>A.</td>
<td>Demonstrated understanding of the Scope of Services and RFP requirements and methodology for satisfying the requirements and goals of VRE.</td>
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<td>B.</td>
<td>Demonstrated legislative experience of the firm in rail, transit, transportation or civil construction programs within Virginia and/or programs financed by the federal, state, county, or local government.</td>
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<td>C.</td>
<td>Demonstrated experience of key personnel relevant to project management on similar contracts of this size and magnitude.</td>
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<td>D.</td>
<td>Development of a management plan and staffing plan to meet the requirements of the Scope of Services.</td>
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<td>E.</td>
<td>Price and value of cost proposal.</td>
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The TET agreed that offeror interviews were unnecessary since the recommended firm received high scores to a degree that other offers could not overcome the scoring differential if interviews were conducted. It was determined that the proposal from The Hillbridge Group was technically compliant and unanimously selected to be best value for the project. The Hillbridge Group offers VRE superior understanding of our needs and how to satisfy our requirements; demonstrated legislative experience; the ability to work across the aisle and with all agencies, elected officials, and leaders; and the staffing and experience to provide innovative solutions to VRE issues.

Listed below is the final raking of offerors subsequent to the TET evaluation.
**Final Ranking of Offerors**

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<td>1. The Hillbridge Group of Richmond, VA</td>
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<td>2. Eckert, Seamans, Cherin &amp; Mellott, LLC of Richmond, VA</td>
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<tr>
<td>3. Alcalde &amp; Fay of Arlington, VA</td>
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<td>4. Reed Smith LLP of Richmond, VA</td>
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The Hillbridge Group previously performed services for VRE for the 2014 Commonwealth of Virginia legislative session under a Purchase Order.

The Hillbridge Group’s pricing is considered to be fair and reasonable based on the cost estimate. The Contract will be for a Base Period of three (3) years with the option to extend for two (2) additional one-year periods, at the discretion of the CEO, and the contract term will not exceed five (5) years.

**Fiscal Impact**

The FY2015 budget for Legislative Services includes a budget amount of $40,000. Estimated expenses in FY2015 are $30,000 (November – June @$3,750 per month). Future annual expenses will be $45,000 per fiscal year. Funding for future years will be included in each proposed annual budget.
Virginia Railway Express
Operations Board

Resolution
9A-10-2014

Authorization to Award a Contract for State Legislative Services

WHEREAS, VRE has an on-going need for representation to the General Assembly, Commonwealth Transportation Board (CTB), Governor’s Office, and other State Agencies in developing and implementing strategies for successfully advancing VRE’s legislative goals in Richmond, VA; and,

WHEREAS, VRE has numerous operations and capital projects that require funding from the Commonwealth and its agencies, and,

WHEREAS, it is important for VRE to be aware of potential legislation or proposals that may affect its, or its jurisdiction members, financial grants or practices; and,

WHEREAS on April 18, 2014, the VRE Operations Board approved a staff request to issue a Request for Proposals (RFP) for state legislative services; and,

WHEREAS, on August 19, 2014 an RFP was issued and four proposals were received on September 18, 2014; and,

WHEREAS, subsequent to a review by the Technical Evaluation Committee (TET), the TET unanimously recommends that the Operations Board award a contract to The Hillbridge Group of Richmond, VA.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board is being asked to authorize the Chief Executive Officer to execute a contract with The Hillbridge Group of Richmond, VA for legislative services in an amount not to exceed $225,000 over a five year period. The contract will be for a three year base with two one year options, with the VRE CEO exercising the option years at his discretion.

Approved this 17 day of October 2014

____________________________
Paul Milde
Chairman

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Gary Skinner
Secretary
Agenda Item 10-A
Information Item

To: Chairman Milde and the VRE Operations Board
From: Doug Allen
Date: October 17, 2014
Re: 2015 Legislative Agenda

The VRE Operations Board is being asked to consider and provide comment on the draft 2015 VRE Legislative Agenda. The CEO will return to the Operations Board in November to request approval of the Legislative Agenda with a recommendation that the Commissions approve the Agenda and authorize the Chief Executive Officer to actively pursue the elements set forth in the document.

Background:

Prior to each calendar year, VRE prepares a Legislative Agenda to communicate VRE legislative priorities in coordination with the Commissions and local jurisdictional staff. Advocacy positions related to specific federal and state legislation are presented.

Virginia Railway Express
2015 Legislative Issues

State Legislative Issues:

Issue 1: Avoid the Commonwealth “Bond Cliff” funding for transportation

- In FY2019, the CTB will allocate the last of the Transportation Revenue Bond revenue authorized by the 2007 act. Starting in fiscal year 2018, unless the
Bond Cliff issue is resolved, the Commonwealth’s transit capital funding will be reduced by 62%.

- Begin discussions with transportation partners, DRPT, CTB, the Governor’s office, and General Assembly members to advocate the benefit and need for continued capital funding to avoid the Bond Cliff.

**Issue 2: Amend State Law to allow VRE to earn interest on funds it has invested in the State Insurance Trust Fund**

- VRE retains over $10M in the Insurance Trust Fund to pay operations related claims. Prior to 2011, VRE received interest earnings from the funds invested in the pool. Change law so VRE can earn interest earnings on the funds it has deposited.

**Issue 3: Amend State Law to better leverage State and Federal grant funds for railroad infrastructure projects**

**Federal Legislative Issues:**

**Issue 1: Commuter Benefits Equity**

- Advocate for passage of currently proposed legislation (H.R. 2288 and S. 1116) to establish parity between parking and transit benefits.
- Advocate for legislation to make commuter benefits permanently equal to parking benefits in the Internal Revenue Code.

**Issue 2: Support Reauthorization of a Long-term Federal Transportation and Infrastructure Authorization Bill**

- MAP-21, the current authorization law, expires May 31, 2015. At that time, the Highway Trust Fund and its Mass Transit Account will again be depleted.
- Support long-term, dedicated funding mechanisms that ensure the solvency and supplement the Highway Trust Fund and its Mass Transit Account.
As requested by the VRE Operations Board at the September 19th Operations Board meeting, the purpose of this item is to provide further discussion and review options for closing the gap in the preliminary FY 2016 VRE Operating and Capital Budget.
Agenda Item 10-C
Information Item

To: Chairman Milde and the VRE Operations Board
From: Doug Allen
Date: October 17, 2014
Re: Procurement Discussion

As requested by the VRE Operations Board at the September 19th Operations Board meeting, Mr. MacIsaac will offer guidance on issues regarding procurement.