Agenda Item 8-A
Action Item

To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: July 17, 2015
Re: Authorization to Issue Invitation for Bids for the Purchase of Replacement Material for Head End Power Engine Maintenance

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for replacement material for head end power engine maintenance for VRE’s fleet of twenty (20) locomotives.

Background:

Invitation for Bids is the preferred and normal method of procurement suitable when seeking bids to provide goods and services at a firm-fixed price. This method is utilized when there is a complete, adequate, precise specification or purchase description. Award is made on the basis of price alone without discussions or negotiations with the Bidders.

VRE’s rolling stock maintenance management plan requires replacement of specific components and systems at various intervals based on factors such as fuel consumption, hours of operation or mileage. The head end power engines installed on VRE locomotives are nearing their interval for replacement of specific engine components based on fuel consumption and hours of operation. The scope of work for this IFB includes purchase and delivery of material for the replacement of heads, injectors, turbo chargers, fuel pumps and other components.
Upon receipt of the bids, staff will return to the Board for authorization to award the contract.

**Fiscal Impact:**

Funding is provided for in the FY 2016 Capital Improvement Budget through Federal Formula Funds (5337) with associated state and local match.
Virginia Railway Express  
Operations Board  

Resolution  
8A-07-2015  

Authorization to Issue an Invitation for Bids for the Purchase of Replacement Material for Head End Power Engine Maintenance  

WHEREAS, VRE’s rolling stock maintenance management plan requires the replacement of specific components and systems at specified intervals; and,  

WHEREAS, VRE’s head end power engines are nearing the requirement for replacement of specific engine components based on fuel consumption and hours of operation; and,  

WHEREAS, VRE needs to purchase replacement material for twenty (20) locomotives in FY 2016 to complete the required maintenance;  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for replacement material for head end power engine maintenance for VRE’s fleet of twenty (20) locomotives.  

Approved this 17th day of July 2015  

______________________________  
John C. Cook  
Chairman  

______________________________  
Pual Smedberg  
Secretary
To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: July 17, 2015
Re: Authorization to Execute a Contract for Elevator Rehabilitation or Replacement at Franconia-Springfield and Rippon Stations

Recommendation:
The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with (name of firm to be provided at the board meeting via bluesheet) for elevator rehabilitation or replacement at Franconia-Springfield and Rippon stations for a total amount not to exceed (amount to be provided at the board meeting via bluesheet.)

Background:
In recent years, the frequency of failures and required maintenance service calls have increased for the two elevators at the Franconia-Springfield station and the elevator at the Rippon station, creating an inconvenience to VRE riders and WMATA patrons. The failures are due to aging elevator cabs and associated equipment. The project scope of work includes the modernization of elevator cabs, controls, support structures and systems.

On March 20, 2015, the VRE Operations Board approved a request to issue an Invitation for Bids (IFB) for the Elevator Rehabilitation or Replacement at Franconia-Springfield and Rippon Stations project. A mailing list of fifty-two (52) prospective Bidders was established for the solicitation to ensure access to adequate sources of services. Additionally, the IFB was posted on eVA.
On June 11, 2015, an IFB was issued and bids were due on July 10, 2015.

After review of the bids, it was determined that (name of firm to be provided at the board meeting via bluesheet) was the lowest responsive-responsible bidder.

Once the contract is executed, VRE will meet with (name of firm to be provided at the board meeting via bluesheet) to develop a detailed construction schedule and work plan. It is expected the project will take no more than five months and four months to complete work on the Franconia-Springfield west and east elevators, respectively, and no more than four months to complete work on the Rippon elevator.

**Fiscal Impact:**

The total cost of this project is funded with Federal FY 2016 State of Good Repair formula grants (5337), matched with state and local funds.
WHEREAS, the elevators at the Franconia-Springfield and Rippon stations have experienced increased failures and required maintenance service calls due to aging elevator cabs and associated equipment; and,

WHEREAS, the project scope of work includes the modernization of elevator cabs, controls, support structures and systems; and,

WHEREAS, the VRE Operations Board in March 2015 approved issuance of an Invitation for Bids (IFB) for the Elevator Rehabilitation or Replacement at Franconia-Springfield and Rippon Stations project; and,

WHEREAS, VRE advertised an Invitation for Bids on June 11, 2015; and,

WHEREAS, it was determined that (name of firm to be provided at the board meeting via bluesheet) was the lowest responsive-responsible bidder;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with (name of firm to be provided at the board meeting via bluesheet) for elevator rehabilitation or replacement at Franconia-Springfield and Rippon stations for a total amount not to exceed (amount to be provided at the board meeting via bluesheet.)

Approved this 17th day of July 2015

________________________________________
John C. Cook
Chairman

________________________________________
Paul Smedberg
Secretary
Agenda Item 8-C  
Action Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: July 17, 2015

Re: Recommend Authorization to Amend the Contract for Passenger Railcars

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to amend the contract with Sumitomo Corporation of Americas (SCOA) to place an option order for nine additional railcars and increase the contract by $18,900,000, from $47,118,174, plus a contingency of $890,000, for a total amount not to exceed $66,908,174.

Background:

Purchase of Replacement Railcars:
In April 2011, the VRE Operations Board approved a funding plan, developed in conjunction with DRPT, for the purchase of fifteen (15) new railcars to replace the remaining twenty legacy gallery railcars still in VRE service. Only fifteen new railcars are needed to replace the twenty legacy railcars primarily due to reduced maintenance cycles of the new cars and reduced spare ratios required by a standardized fleet. The cost of the fifteen railcars was estimated at $36 million, or $2.4 million per railcar, including contingency and engineering oversight costs.

In May 2011, the VRE Operations Board authorized the issuance of an RFP for the purchase of the railcars. On July 1, 2011, an RFP was issued for a base order of eight railcars with an option for up to forty-two railcars. The base order had to be limited to eight railcars due to
the schedule for receiving federal formula funds. Responses to the RFP were due on September 1, 2011, and VRE received one response from Sumitomo Corporation of Americas (SCOA). The railcars proposed by SCOA are the same as those currently in VRE service with the exception of design changes required by new safety standards. The proposed price for the railcars exceeded the available funding primarily due to significant increases in the cost of rolled and stainless steel used in the construction of the frame and car shell. The funding plan was revised to $42.8 million for the fifteen cars, and additional funds were identified by both DRPT and VRE.

In January of 2012, the VRE Operations Board authorized a contract with SCOA for the base order of eight new railcars. In March of 2012, a contract was executed and a Notice to Proceed (NTP) was issued. The eight cars were placed in VRE service in August of 2014.

In November of 2013, the VRE Operations Board recommended to the Commissions a contract amendment for the option order of seven (7) new railcars. In December of 2013, the Commissions approved the recommendation and a contract amendment was executed and a Notice to Proceed (NTP) was issued. The seven cars are expected to be placed in service in early 2016.

**Purchase of Expansion Railcars:**
In January of 2014, a revised funding plan for fourteen (14) expansion railcars was presented to the VRE Operations board as shown below. The purpose of the revised funding plan was to address the eventual decision not to use NVTA funds for the purchase of expansion railcars. The funding plan was further updated to show specifically from which funding source the state funds are allocated.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Budget FY 14 - FY15</th>
<th>Revised Funding Plan FY 14 - FY16</th>
<th>Amendments to Revised Funding Plan FY 14-FY 17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal formula funds -5307</strong></td>
<td>3,278,400</td>
<td>9,895,000</td>
<td>9,895,000</td>
</tr>
<tr>
<td><strong>State Mass Transit funds</strong></td>
<td>7,808,200</td>
<td>24,990,000</td>
<td>17,771,250</td>
</tr>
<tr>
<td><strong>State STP funds</strong></td>
<td></td>
<td></td>
<td>7,218,750</td>
</tr>
<tr>
<td><strong>NVTA regional funds</strong></td>
<td>19,800,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Jurisdictional funds</strong></td>
<td>3,508,800</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>VRE - subsidy match/cap res</strong></td>
<td>467,600</td>
<td>1,865,000</td>
<td>1,865,000</td>
</tr>
</tbody>
</table>
The revised funding plan was approved by the Commissions on February 13, 2014, for subsequent consideration and approval by the jurisdictions. The revised funding plan was incorporated into the FY2014-FY2016 Operating and Capital Budget.

In September of 2014, the VRE Operations Board recommended to the Commissions a contract amendment for the option order of five new railcars. In October of 2014, the Commissions approved the recommendation and a contract amendment was executed and a Notice to Proceed (NTP) was issued. This was the first five of the planned fourteen new railcars for expansion.

**Fiscal Impact**

The table below identifies the project costs and funding sources, for the nine (9) new railcars for expansion. The table includes both the cost of the purchase of the railcars and the required engineering oversight work. A separate action item will be submitted for Operations Board approval for the engineering oversight work.

<table>
<thead>
<tr>
<th>Project Cost</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Cost</td>
</tr>
<tr>
<td>Cost for Nine (9) Option Cars</td>
<td>18,900,000</td>
</tr>
<tr>
<td>Contingency – SCOA</td>
<td>890,000</td>
</tr>
<tr>
<td>Engineering Oversight</td>
<td>1,100,000</td>
</tr>
<tr>
<td>Contingency - Oversight</td>
<td>110,000</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$21,000,000</strong></td>
</tr>
</tbody>
</table>
### Funding Sources – Based on Project Costs

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Formula Funds – 5307</td>
<td>5,670,000</td>
</tr>
<tr>
<td>State Mass Transit Funds</td>
<td>14,280,000</td>
</tr>
<tr>
<td>VRE</td>
<td>1,050,000</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$21,000,000</strong></td>
</tr>
</tbody>
</table>
Virginia Railway Express  
Operations Board  
Resolution  
8C-07-2015

Recommend Authorization to Amend the Contract for Passenger Railcars

WHEREAS, in March of 2012 VRE executed a contract with Sumitomo Corporation of Americas for a base order of eight new railcars with an option for forty-two additional railcars; and,

WHEREAS, in December of 2013, VRE executed a contract amendment for seven option railcars to complete the replacement of the legacy gallery car fleet; and,

WHEREAS, in October of 2014, VRE executed a contract amendment for five option railcars for expansion; and,

WHEREAS, the purchase of nine option railcars will allow VRE to expand capacity and add ridership; and,

WHEREAS, VRE has identified the funding sources to purchase the additional nine railcars for expansion;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Contract with Sumitomo Corporation of Americas (SCOA) to place an option order for nine additional railcars and increase the contract authorization by $18,900,000 from $47,118,174, plus a contingency of $890,000, for a total amount not to exceed $66,908,174.

Approved this 17th day of July 2015

__________________________________________
John C. Cook
Chairman

__________________________________________
Paul Smedberg
Secretary
To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: July 17, 2015

Re: Authorization to Execute General Engineering Consulting Contracts (GEC VII) for Project Implementation Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute 14 contracts for General Engineering Consulting VII task orders (GEC VII).

Background:

In accordance with Section 2.2-4303 of the Virginia Public Procurement Act, these services must be procured through a Request for Proposals (RFP). Upon completion of evaluation of proposals, negotiations are conducted with the highest ranked firms deemed to be fully qualified and best suited among those submitting Proposals, on the basis of the factors specified in the evaluation criteria. After receipt of the best and final offer from the top-ranked firm, a cost analysis is performed to compare the proposed cost with the independent cost estimate to determine that the proposed cost is fair and reasonable.

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 more efficient than completing numerous, separate procurements. GEC contracts help VRE access specialized skills and expertise from consultants as an extension of staff on an as-needed basis. GEC contracts are not intended to address all projects and separate procurements will continue to be issued using the RFP process when appropriate.
On September 19, 2014, the VRE Operations Board authorized issuance of a RFP for on-call general engineering consultant services. RFPs were mailed to a list of 74 firms who identified interest in working with VRE as well as advertised on the VRE and eVA (Virginia’s electronic procurement service) website. These actions ensured access to adequate sources of services.

Prospective Offerors were invited to submit proposals for one or more of the following seven task areas:

<table>
<thead>
<tr>
<th>GEC VII Task Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Construction Management Support</td>
</tr>
<tr>
<td>B - Design Services: Shops and Yards</td>
</tr>
<tr>
<td>C - Design Services: Passenger Facilities</td>
</tr>
<tr>
<td>D - Design Services: Track, Structures and Signals</td>
</tr>
<tr>
<td>E - Design Services: Telecomm and Security</td>
</tr>
<tr>
<td>F - Geotechnical and Permitting Services</td>
</tr>
<tr>
<td>G - Land and Survey Services</td>
</tr>
</tbody>
</table>

The RFP indicated that VRE would contract with the first and second ranked Offerors in each task area. The term of each Contract would be for a Base Period of one year with the option to extend for four additional one-year periods, not to exceed five years. VRE would initiate task orders for services as needed up to the limit allowed by the Virginia Public Procurement Act (VPPA), presently set at a maximum of $500,000, in aggregate, per year.

Proposals were due on May 20, 2015, and 23 proposals were received. Evaluation of the proposals conducted performed by a Technical Evaluation Team (TET) consisting of four VRE staff members. The TET met to discuss and evaluate the proposals using the following criteria for each of the seven task areas:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Demonstrated project approach and management plan, including an understanding of the task area scope and technical requirements, as well as methods and procedures for quality assurance/control of the services provided and project deliverables.</td>
</tr>
<tr>
<td>B. Demonstrated capability and expertise of the proposed firm(s) to include experience with knowledge of FTA and FRA environmental, procurement, design, and construction regulations and guidelines, as it pertains to the task area.</td>
</tr>
<tr>
<td>C. Demonstrated knowledge and qualifications of the proposed Project Manager for the task area including demonstrated experience with timely delivery of similar projects employing applicable technical skills.</td>
</tr>
<tr>
<td>D. Demonstrated relevant experience of proposed key personnel assigned to the task area.</td>
</tr>
<tr>
<td>E. Professional credentials of proposed personnel assigned to the task area.</td>
</tr>
</tbody>
</table>
It was determined through the evaluation process that proposals from the following Offerors were technically compliant and the best for each of task areas:

<table>
<thead>
<tr>
<th>Task Area</th>
<th>First-Ranked Offeror</th>
<th>Second-Ranked Offeror</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>STV Incorporated</td>
<td>Michael Baker International</td>
</tr>
<tr>
<td>B</td>
<td>Gannett Fleming, Inc.</td>
<td>Michael Baker International</td>
</tr>
<tr>
<td>C</td>
<td>STV Incorporated</td>
<td>HDR Engineering, Inc.</td>
</tr>
<tr>
<td>D</td>
<td>STV Incorporated</td>
<td>HDR Engineering, Inc.</td>
</tr>
<tr>
<td>E</td>
<td>STV Incorporated</td>
<td>Gannett Fleming, Inc.</td>
</tr>
<tr>
<td>F</td>
<td>Rummel, Klepper &amp; Kahl, LLP</td>
<td>GeoConcepts Engineering, Inc.</td>
</tr>
<tr>
<td>G</td>
<td>NXL Construction Services, Inc.</td>
<td>A. Morton Thomas and Associates</td>
</tr>
</tbody>
</table>

STV Incorporated, Michael Baker International, Gannett Fleming and HDR Engineering have performed services for VRE under previous contracts for general engineering consulting services.

Once the Contracts are executed, VRE will be able to assign a Task Order to the first-ranked firm in each task area. If an agreement cannot be made with the first-rank firm or there is a conflict of interest or perceived conflict of interest, VRE will go the second-ranked firm.

**Fiscal Impact:**

The funding for each task order issued under GEC VII will be identified at the time the task order is approved. Depending on the project for which the task order is issued, funding may come from grant funds, VRE operating or capital funds, or a combination of those.
WHEREAS, it is the experience of VRE that General Engineering Consulting (GEC) contracts are an efficient and cost-effective means of performing engineering, planning, environmental and construction related activities required for a limited duration or needed in a timely manner on an as-needed basis; and,

WHEREAS, the VRE Operations Board authorized issuance of a Request for Proposals for General Engineering Consulting VII (GEC VII) contracts in September 2014; and,

WHEREAS, 23 proposals were received from prospective Offerors on May 18, 2015; and,

WHEREAS, following evaluation of the proposals, VRE staff recommends contracting with Offerors determined to be first or second-ranked in each respective task area;


Approved this 17th day of July 2015

__________________________________
John C. Cook
Chairman

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Paul Smedberg
Secretary
To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: July 17, 2015

Re: Recommend Authorization to Execute an Agreement with Norfolk Southern Railway for Analyses Related to the Gainesville-Haymarket Extension

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to execute an agreement with the Norfolk Southern Railway (NS) to perform analyses related to the proposed VRE Gainesville-Haymarket extension for an estimated amount of (amount to be provided at the board meeting via bluesheet,) plus a ten percent contingency, for a total amount not to exceed (total amount to be provided at the board meeting via bluesheet.)

Background:

A major service initiative contained in VRE’s adopted System Plan 2040 is to extend VRE rail service to the I-66 Corridor in Western Prince William County in the vicinity of Gainesville-Haymarket. A likely potential alignment for that extension is the NS Washington District “B-Line”, a heavily trafficked freight line extending northwest from Manassas Junction.

NS has agreed to consider VRE’s request to operate on its B-Line. NS proposes to conduct a series of engineering and planning analyses to determine the potential impact of the proposed Gainesville-Haymarket extension on its operations,
infrastructure, and property. NS agrees to coordinate with VRE during the course of its analyses and provide VRE with a copy of its conclusions. NS provided a cost estimate for this work conducted by NS and its contractors (see attached).

**Fiscal Impact:**

The project will be funded from Core Capacity/Project Development funds in the FY 2015 operating budget. The original source of these funds was the Capital Reserve line item in the FY 2015 Capital Budget.
Virginia Railway Express  
Operations Board  

Resolution  
8E-07-2015  

Recommend Authorization to Execute an Agreement with  
Norfolk Southern Railway for Analyses Related to the  
Gainesville-Haymarket Extension  

WHEREAS, the VRE System Plan 2040 calls for the extension of service to the I-66 corridor in the vicinity of Gainesville-Haymarket in Prince William County; and,  

WHEREAS, the Norfolk Southern Railway (NS) Washington District “B-Line” is a likely alignment for said extension of VRE service; and,  

WHEREAS, NS has agreed to consider VRE’s request to operate on its B-Line in return for reimbursement for its efforts analyzing the potential impacts of said extension of VRE service on its operations, infrastructure, and property;  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute an agreement with Norfolk Southern Railway for an estimated amount of (amount to be provided at the board meeting via bluesheet,) plus a ten percent contingency, for a total amount not to exceed (total amount to be provided at the board meeting via bluesheet.)  

Approved this 17th day of July 2015  

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John C. Cook  
Chairman  

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Paul Smedberg  
Secretary
Agenda Item 8-F
Action Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: July 17, 2015

Re: Authorization to Execute a Sole Source Contract for Pre-Construction Services Related to Third Track Construction at Quantico

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a Sole Source Contract with KC Constructors (KCC) to provide Pre-Construction Services at Quantico for an estimated amount of $150,000, plus a ten percent contingency of $15,000, for a total amount not to exceed $165,000.

Background:

CSX Transportation (CSXT), Virginia Department of Rail and Public Transportation (DRPT) and Virginia Railway Express (VRE) are collaborating to construct eleven (11) miles of third track between Arkendale and Powells Creek in Prince William County. This effort began with VRE in 2005. It is currently proceeding into the construction phase under the leadership of DRPT and funded by a grant under the American Recovery and Reinvestment Act (ARRA).

Scope elements have been added that enhance safety and increase operational flexibility for CSXT, Amtrak and VRE trains while accommodating both the federal project (third track) and the passenger projects at Quantico (track redesign and platforms) and Potomac...
Shores (track redesign only). DRPT has assigned management of design and construction of the redesigned elements to VRE using state grant funds.

This Sole Source Contract is for Pre-Construction Services during the final phases of design, providing for coordination and constructability reviews with VRE’s design contractor.

The redesigned track and passenger facilities at Quantico must be constructed at the same location and time as the federal project third track improvements being constructed by KC Constructors (KCC) as CSXT’s design-build contractor. In order to minimize interference and delays associated with addition of the redesign elements, VRE intends to contract with CSXT’s general contractor to construct the passenger improvements at Quantico. KCC provided a cost estimate for pre-construction work in order to participate in the development and review of final design and constructability analyses produced by VRE’s design consultant in coordination with CSXT and prepare for mobilization.

VRE anticipates returning the VRE Operations Board later this year with a follow-on Sole Source Agreement with KCC for the actual construction of the Quantico Station improvements once final design has progressed to a degree to support a more precise estimate of project costs, schedule, and risks.

**Fiscal Impact:**

Funding is provided through the Commonwealth’s Intercity Passenger Rail Operating and Capital (IPROC) funds.
Virginia Railway Express  
Operations Board  
Resolution  
8F-07-2015  

Authorization to Execute a Sole Source Contract for Pre-Construction Services Related to Third Track Construction at Quantico

WHEREAS, CSX Transportation (CSXT), Virginia Department of Rail and Public Transportation (DRPT), and Virginia Railway Express (VRE) are collaborating to construct eleven (11) miles of third track between Arkendale and Powells Creek in Prince William County; and,

WHEREAS, scope elements were added to the third track project in the vicinity of Quantico station that will enhance safety and increase operational flexibility for CSXT, Amtrak and VRE trains; and,

WHEREAS, pre-construction services are needed to coordinate between the third track construction project and redesign of the additional scope elements; and,

WHEREAS, VRE staff in conjunction with DRPT staff has determined that those pre-construction service are best and most effectively provided by KC Constructors, CSXT’s present design-build track contractor;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Sole Source Contract with KC Constructors for Pre-Construction Services for an estimated amount of $159,000, plus a ten percent contingency of $15,000, for a total amount not to exceed $165,000.

Approved this 17th day of July 2015

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John C. Cook
Chairman

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Paul Smedberg
Secretary
Agenda Item 8-G
Action Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: July 17, 2015

Re: Authorization to Execute a Sole Source Contract for Final Design and Construction Management Services Related to Third Track Construction at Quantico and Potomac Shores

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a Sole Source Contract with STV Incorporated to provide design and construction management services at Quantico and Potomac Shores stations for an estimated amount of $535,975, plus a ten percent contingency of $53,598, for a total amount not to exceed $589,573.

Background:

CSX Transportation (CSXT), Virginia Department of Rail and Public Transportation (DRPT) and Virginia Railway Express (VRE) are collaborating to construct 11 miles of third track between Arkendale and Powells Creek in Prince William County. This effort began with VRE in 2005. It is currently proceeding into the construction phase under the leadership of DRPT and a grant under the American Recovery and Reinvestment Act (ARRA).

Scope elements have been added that enhance safety and increase operational flexibility for CSXT, Amtrak and VRE trains while accommodating both the federal project (third track) and the passenger projects at Quantico (track redesign and platforms) and Potomac.
Shores (track redesign only). DRPT has assigned management of design and construction of the redesigned elements to VRE using state grant funds.

This Sole Source Contract is for final design of the redesigned third track improvements at Quantico and Potomac Shore and for final design and construction management services for redesigned passenger facilities at Quantico.

STV produced the original 30 and 60 percent designs for the third track project under VRE management and continued to advise VRE and DRPT on revising those designs to incorporate the resigned elements proposed by VRE. STV continues to advance the redesign of track and passenger facilities to 100 percent under contract to DRPT and supervised by VRE.

Their past and present experience with the original and redesign efforts makes STV uniquely capable and qualified to finish the redesign work when their current contract with DRPT expires with no mobilization period and complete the extraordinary redesign effort in accordance with CSXT’s requirements. STV provided a cost estimate for this scope of work (see attached).

**Fiscal Impact:**

Funding is provided through the Commonwealth’s Intercity Passenger Rail Operating and Capital (IPROC) funds.
Virginia Railway Express
Operations Board

Resolution
8G-07-2015

Authorization to Execute a Sole Source Contract for Final Design and Construction Management Services Related to Third Track Construction at Quantico and Potomac Shores

WHEREAS, CSX Transportation (CSXT), Virginia Department of Rail and Public Transportation (DRPT), and Virginia Railway Express (VRE) are collaborating to construct 11 miles of third track between Arkendale and Powells Creek in Prince William County; and,

WHEREAS, scope elements were added to the third track project in the vicinity of Quantico station that will enhance safety and increase operational flexibility for CSXT, Amtrak and VRE trains; and,

WHEREAS, these scope elements are best and most cost-effectively constructed simultaneously with CSXT’s third track project that is about to start construction in the vicinity of Quantico and Potomac Shores stations; and,

WHEREAS, final design and construction management services are needed immediately to keep pace of CSXT’s design-build construction effort; and,

WHEREAS, VRE staff in conjunction with DRPT staff has determined that those final design and construction management services are best and most effectively provided by STV Incorporated;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a sole source contract with STV Incorporated for final design and construction management services for an estimated amount of $535,975, plus a ten percent contingency of $53,598, for a total amount not to exceed $589,573.

Approved this 17th day of July 2015

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John C. Cook
Chairman

____________________________
Paul Smedberg
Secretary
Agenda Item 8-H
Action Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: July 17, 2015

Re: Authorization to Amend the Contract for Spotsylvania Station Construction

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract amendment with Hammerhead Construction for the construction of the Spotsylvania VRE station project, in the amount of $500,000, plus a 10% contingency of $50,000, for a total amount of $550,000. This would increase the total authorization for this contract from $2,583,900 to a total amount not to exceed $3,133,900.

Background:

As set forth when Spotsylvania County joined VRE, a new station serving Spotsylvania County was 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 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. On April 9, 2013 the IFB was issued and bids were received on May 13, 2013. In May 2013 the Board authorized the CEO to execute a contract with Hammerhead Construction in an amount not to exceed $2,583,900 (including contingency). The contract was executed with Hammerhead on July 25, 2013. Notice to Proceed (NTP) was issued on July 10, 2014, nearly a year later, due to negotiations with both CSX and the property owner.

The majority of the initial authorized contingency was used to resolve change orders involving price increases from Hammerhead’s Subcontractors over the 14 month time period between the bid date and the NTP.

Earlier this year the original proposed head-house was re-designed in order for the new station facility to comply with VRE and the Commuter Rail Industry’s Crime Prevention Through Environmental Design (CPTED) standards.

The Contractor received those plans in May of this year and has provided preliminary change order requests corresponding to those plan revisions which have necessitated this contract amendment request.

**Fiscal Impact:**

Funding for this project is being provided via a state 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 PRTC and participation in the VRE.
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 May 17, 2013, the VRE Operations Board authorized an award of a contract with Hammerhead Construction for the construction of the Spotsylvania VRE station project; and,

WHEREAS, on July 25, 2013 a contract was executed with Hammerhead Construction; and,

WHEREAS, NTP was issued on July 10, 2014; and,

WHEREAS, most of the original contingency has been expended on change orders related to subcontractor price adjustments over the time between the original bid and the NTP; and,

WHEREAS, the original proposed head-house needed to be re-designed in accordance with VRE and the Commuter Rail Industry’s Crime Prevention Through Environmental Design standards; and,

WHEREAS, the contractor has submitted change orders exceeding the original Board Authorization;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract amendment with Hammerhead Construction for the construction of the Spotsylvania VRE station project in the amount not to exceed $500,000, plus a 10% contingency of $50,000, for a total amount of $550,000. This will increase the total authorization for this contract from $2,583,900 to a total amount not to exceed $3,133,900; and,
BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute permits and other documents related to the completion of this project.

Approved this 17th day of July, 2015

___________________________
John C. Cook
Chairman

__________________________
Paul Smedberg
Secretary
Agenda Item 8-I
Action Item

To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: July 17, 2015
Re: Authorization to Issue a Supplemental GEC VI Task Order for Spotsylvania Station Construction Engineering and Inspection Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Supplemental GEC VI Task Order #3 with STV Incorporated for construction engineering and inspection services for the Spotsylvania VRE station project, in the amount of $58,666, plus a 10% contingency, for a total amount of $64,533. This would increase the overall Board Authority for this contract from $297,541 to a total amount (Task Order 3 plus Supplemental Task Order 3A) not to exceed $362,074.

Background:

In June 2012, the Board authorized an agreement with Spotsylvania County for VRE to manage the station project. VRE began work on the design of the station in June 2012 and completed the design in March 2013.

In May 2013 the Board authorized a contract for construction of the station. In September 2013 the Board authorized Task Order 3 for STV Incorporated to provide construction engineering and inspection services for the Spotsylvania VRE station project in a total amount not to exceed $297,541. A Notice to Proceed for
construction was issued to Hammerhead Construction on July 10, 2014, and STV’s Construction Engineering and Inspection services started that month as well.

The original Construction Engineering and Inspection task order scope projected an 11 month duration. The project duration is currently projected to extend to 16 months due to delayed start up and weather impacts on construction. Redesign of the original station headhouse was also necessitated by a safety review of the original design in order to comply with commuter rail industry’s Crime Prevention through Environmental Design standards. Combined, the extended construction schedule and the headhouse redesign consumed the original budget contingency and now requires a Supplemental Task Order to complete.

**Fiscal Impact:**

Funding for this project is being provided via a state Transit Capital grant, with match provided by Spotsylvania County. The state grant (73113-01) will provide 55% of the first $3.4 million of costs. Spotsylvania County will pay the remainder of costs as per the Agreement Governing Spotsylvania County’s Admission to Membership in PRTC and Participation in the VRE.
Authorization to Issue a Supplemental GEC VI Task Order for Spotsylvania Station Construction Engineering and Inspection Services

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 September 20, 2013 the VRE Operations Board authorized award of GEC VI Task Order 3 to STV for a total amount not to exceed $297,541 for Construction Engineering and Inspection Services associated with the Spotsylvania Station Project; and,

WHEREAS, Notice to Proceed was issued to STV in July 2014; and,

WHEREAS, the original projected construction schedule for the Station was eight months, and the original Construction Engineering and Inspection Task Order scope was 11 months; and,

WHEREAS, the additional effort required by the extended construction schedule and headhouse redesign consumed the original budget contingency;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Supplement to GEC VI Task Order #3 to STV Incorporated for Construction Engineering and Inspection Services for the Spotsylvania VRE station project in the amount of $58,666, plus a 10% contingency, for a total amount of $64,533. This will increase the overall Board Authority for this contract from $297,541 to a total amount (Task Order 3 plus Supplemental Task order 3A) not to exceed $362,074; and,
BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute permits and other documents related to the completion of this project.

Approved this 17th day of July 2015

___________________________
John C. Cook
Chairman

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Paul Smedberg
Secretary
To: Chairman Cook and the VRE Operations Board  
From: Doug Allen  
Date: July 17, 2015  
Re: Approval of Standardized Language for Contract Authorizations

**Recommendation:**

The VRE Operations Board is asked to approve a resolution directing staff to include in all future resolutions giving the CEO authorization to execute a contract or seeking the Commissions’ approval to do so, language stating the VRE Operations Board does not directly participate in the underlying procurement process, and that the Operations Board incorporates in its action, without independent review or validation, the steps taken by staff leading up to the staff’s recommendation.

**Background:**

The Commissions have delegated to the Operations Board the authority to execute most contractual agreements. The Operations Board reviews and recommends to the Commissions, contractual agreements not included in the delegation of authority. The VRE Operations Board Chairman has sought clarification on the role of the Operations Board in the procurement process and a more thorough understanding of the extent to which they rely on staff to have complied with all applicable laws, regulations, policies and procurement procedures when developing recommendations to authorize execution of contracts.

Staff, including legal counsel, held several discussions with the Operations Board on their role in the process and to what extent they rely on staff. After these discussions, the
Chairman wishes to memorialize the Operations Board’s understanding by including the following “Whereas” clause in all future resolutions giving the CEO authorization to execute a contract or seeking the Commissions’ approval to do so, that states their understanding.

**WHEREAS**, while the Operations Board has not participated collectively or through individual members in any phase of the underlying procurement process, the Operations Board incorporates in its action, without independent review or validation, the steps taken by staff leading up to staff’s recommendation:

**Fiscal Impact:**

There are no funding implications associated with this change.
Virginia Railway Express
Operations Board

Resolution
8J-07-2015

Approval of Standardized Language for Contract Authorizations

WHEREAS, The VRE Operations Board Chairman has sought clarification and a more comprehensive declaration of the extent to which the Operations Board relies on staff in the procurement process;

NOW, THEREFORE, BE IT RESOLVED THAT, all future resolutions giving the CEO authorization to execute a contract or seeking the Commissions’ approval to do so, will include the following language:

WHEREAS, while the Operations Board has not participated collectively or through individual members in any phase of the underlying procurement process, the Operations Board incorporates in its action, without independent review or validation, the steps taken by staff leading up to staff’s recommendation.

Approved this 17th day of July 2015

______________________________
John C. Cook
Chairman

____________________________
Paul Smedberg
Secretary
To: Chairman Cooke and the VRE Operations Board

From: Doug Allen

Date: July 17, 2015

Re: FY 2017 Budget Key Issues

Recommendation:

The VRE Operations Board is being asked to provide feedback and direction for the development of the FY 2017 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.

In accordance with the VRE Master Agreement, a consolidated financial projection over a six-year time frame is provided each year as a component of the annual budget. Currently, a Financial Plan is being developed to forecast the cost of current operations and various growth scenarios through FY 2040, the period covered by the System Plan developed during FY 2014. This longer term financial analysis will be incorporated into the FY 2017 budget process, as appropriate.
Proposed FY 2017 Key Issues:

Key Issue #1: Level of service: Some trains are currently at or over 100% capacity. Planned service improvements include the new Fredericksburg line train (summer 2015) and the lengthening of peak trains as additional railcars are received.

The addition of the Fredericksburg line train projected to begin service in late summer 2015 is expected to somewhat mitigate the overcrowding and the capacity issues at stations further up the line. The service will run with the legacy gallery railcars until additional new railcars are available mid-way through FY 2016. Five railcars were ordered in FY 2015 and an additional nine are budgeted in FY 2016. These additional 14 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 in FY 2017.

Key Issue #2: Maintenance and Replacement of VRE Assets: Federal formula funds devoted to maintaining transit assets in a “State of Good Repair” are expected to provide for the ongoing capital cost of maintaining VRE assets over their life-cycle. However, replacement of the fleet at the end of the expected useful life of the equipment will require additional funding mechanisms.

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 and the funds to adequately maintain equipment and facilities will be available from this source. The recently completed asset management strategy for facilities will be used to refine the costs included in the FY 2017 budget and CIP for this group of assets.

Because VRE’s current fleet of railcars and locomotives were purchased during a compressed time period, the replacement of the fleet at the end of its useful life is projected to be needed during a five-year period beginning in FY 2030, at an estimated cost of approximately $450M. Although this need falls well beyond the projection period in the annual budget and CIP, this issue was highlighted in the longer-term Financial Plan forecast.

Key Issue #3: Midday Storage: The construction of alternate midday storage facilities will require a significant funding commitment over the next several years.

VRE is currently hampered by limited midday train storage space near Union Station and must deadhead one trainset daily back to the Broad Run yard. In addition, the current contract with Amtrak includes provisions for Amtrak to reclaim VRE’s current storage space at the Ivy City yard for their own use during the next several years. As a result, VRE must proceed expeditiously to both increase midday train storage beyond what is currently available and to fully replace the storage yard now used at Ivy City.
A substantial portion of available federal formula funds were devoted to this project during the six-year time frame covered by the FY 2016 – FY 2021 CIP. However, recent cost projections indicate that additional funding will need to be identified.

**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 Financial Plan will provide estimates of the additional funding needed in coming years to implement the services described in the System Plan. An important component of future capital needs is the commitment to ensure the development of the railroad infrastructure in the CSXT territory.

NVTA regional funding continues to be available on a discretionary basis for certain VRE capital projects, but only for those located within the NVTA jurisdictions, which has highlighted the need for funding sources in the non-NVTA area served by VRE.

**Key Issue #5: VRE staff level:** 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 a continuing increase in internal and external requirements, the staff level has not kept pace. The FY 2016 budget included three new permanent positions and the replacement of three contract positions with VRE staff positions. While the new positions have helped address needs, the FY 2017 proposed budget is expected to include the need for further additional staff resources.

**Key Issue #6: Jurisdictional subsidy and the need for additional funding sources:** The VRE service currently must be supported within the confines of jurisdictional budget constraints. The Financial Plan forecast is the first step in quantifying the need for additional ongoing funding sources to support the commuter rail service.

The subsidy level in FY 2017 will be evaluated based on a variety of factors, including contractual increases, expected 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 2016 six-year financial forecast projected a subsidy increase of 5% for FY 2017. VRE will work with jurisdictional staff on formulating future subsidy levels and will fully utilize all existing other funding sources.
The total jurisdictional subsidy of $16.4 million has been flat for the last four years and the level has not changed appreciably over the last seven years. The limitations of the reliance on jurisdictional funding and the need for alternate ongoing funding will be addressed through the Financial Plan forecast, as noted above.

Other FY 2017 Issues and Assumptions:

- **State Funding:** In the latest information presented to the CTB on June 16, 2015, the total level of operating assistance is projected to increase slightly through FY 2021, although the expansion of WMATA’s Silver Line will impact the amount received by VRE and other transit providers in future years. Despite some additional revenue as a result of legislation passed in the 2105 session, state capital funding is projected to reach a fiscal cliff after FY 2019 when bond funding supporting the state matching percentage is no longer available. VRE staff will continue to monitor future levels of available state funding.

- **Federal funding:** MAP-21 expired in September 2014, and VRE’s federal funding for future years will be based on a new transportation authorization. There have been several continuing resolutions in which funding was held at the MAP-21 level. VRE staff will continue to revise projections as additional information becomes available. The limitations on the use of our major source of federal source, the 5337 or State of Good Repair program, will further complicate our capital funding picture.

- **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 and only for jurisdictions within the NVTA area.

Next Steps:

- Discussion by the Capital Committee later today of the process for development and review of the FY 2017-FY 2022 CIP, format changes to the CIP document, and incorporation of information generated during the development of the Financial Plan.

- Continuation of discussion of FY 2017 budget scenarios with the CAO Budget Task Force.

- Provision of preliminary budget and CIP to the Operations Board in September 2015 and to the Commissions in October 2015.

Fiscal Impact:

The fiscal impact of the FY 2017 budget and capital program will be addressed at the September Operations Board meeting.
Virginia Railway Express
Operations Board

Resolution
8K-07-2015

FY 2017 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 2017 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 2017 Budget and CIP in accordance with the Board’s direction.

Approved this 17th day of July 2015

_____________________
John C. Cook
Chairman

_____________________
Paul Smedberg
Secretary
To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: July 17, 2015

Re: Financial Plan Work Session and Discussion

At the January 16, 2015 meeting, the Operations Board approved a Task Order to the PFM Group for the development of a Financial Plan. The Financial Plan process includes several components, as outlined below:

- Creation of a customized financial model, incorporating VRE’s unique characteristics and funding needs. The model allows for the creation of multiple scenarios, both initially and in the future.
- The development of the chosen scenarios, which include a baseline (constrained) version, a maintenance of current ridership version, and three growth scenarios, ranging from maintaining market share as the region grows through full implementation of the System Plan. All operating, maintenance and capital costs associated with the various scenarios are included in the model.
- Analysis of the financial model results including reliability of current funding sources, funding gaps and options for development of sustainable funding streams.
- Review and refinement of the analysis, based on interaction and feedback from professional staff and the members of the Operations Board.

At the Operations Board meeting on May 15, 2015 PFM provided an introduction to the financial model and some preliminary observations, based on the initial operating scenario that had been reviewed. As the result of the discussion with the Board the operating scenarios were revised and expanded.

At the Board meeting on July 17, 2015 we are seeking additional Board feedback on the results of the financial modeling process and a discussion of the next steps in developing and advancing funding alternatives.
To: Chairman Cook and the VRE Operations Board  
From: Doug Allen  
Date: July 17, 2015  
Re: Management Audit Recommendations Update

Background

At the January 16, 2015 meeting, the Operations Board accepted the Management Audit. Included in the Management Audit Report were recommended improvements to VRE’s organizational structure and practices, VRE’s functions and processes, and VRE Operations Board oversight. Attached are the short-term (less than 12 months) actions recommended in the report and their current disposition.

Since the June Operations Board meeting, the following actions have occurred:

- Recommendation: Implement VRE staff changes as proposed in VRE management’s FY 2016 budget
- Action: One Finance position and three Warehouse positions have been hired. Currently interviewing for Safety and Security position.
- Recommendation: Develop Job Descriptions/Classifications for New Staff Positions.
- Action: Finalized for recruitment of new positions.
<table>
<thead>
<tr>
<th>Short Term (less than 12 months)</th>
<th>Recommendation</th>
<th>Description</th>
<th>VRE Lead</th>
<th>Progress Update</th>
<th>Target Date/ Complete</th>
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<tbody>
<tr>
<td><strong>VRE Structure and Practices</strong></td>
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<tr>
<td>Organizational Alignment with Strategic Plan</td>
<td>Develop a strategic business plan and financial plan to implement the 2040 System Plan and enhance other business processes, including performance measures and a multiyear financial plan.</td>
<td>J. Swartz</td>
<td>Work on the financial plan has begun (Board update at March meeting). A consultant Task Order Request to support staff in development of the business plan has been forwarded to the Management Audit consultant team.</td>
<td>Business Plan: TBD Financial Plan: July</td>
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<tr>
<td>Capacity/Staffing to Support Strategic Goals</td>
<td>Implement VRE staff changes as proposed in VRE management’s FY 2016 budget (including transfer of three employees from the rail maintenance contractor to VRE) and implement a review of staffing needs as part of the annual budgeting process.</td>
<td>D. Boxer</td>
<td>HIred additional Finance position and three warehouse positions.</td>
<td>COMPLETE</td>
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<tr>
<td>Relationship Between Executive Directors and CEO</td>
<td>Develop a schedule for regular roundtable discussions between the Executive Directors, the VRE CEO, and chairs of each Commission and the VRE Operations Board (or designee) to coordinate issues jointly concerning VRE and the two Commissions.</td>
<td>D. Allen</td>
<td>First meeting was held on Monday, June 15th.</td>
<td>COMPLETE</td>
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<tr>
<td>Oversight of VRE by Commissions</td>
<td>Develop and deliver an informational presentation to each Commission on members’ roles and responsibilities with respect to VRE in their capacity as Commissioners.</td>
<td>S. MacIsaac</td>
<td>Under development</td>
<td>September</td>
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<td><strong>VRE Functions and Processes</strong></td>
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<tr>
<td>Purchasing Cards</td>
<td>Evaluate advantages and disadvantages of replacing its current credit cards with purchasing cards.</td>
<td>D. Boxer</td>
<td>Procurement staff analyzing advantages/disadvantages; writing position paper.</td>
<td>October</td>
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<tr>
<td>Procurement Protocols</td>
<td>Update procurement templates to reflect new technologies and expand use of blanket purchase orders.</td>
<td>G. Hill</td>
<td>New templates are under development</td>
<td>September</td>
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<tr>
<td>Job Descriptions</td>
<td>Develop Job Descriptions/Classifications for New Staff Positions</td>
<td>A. Gotthardt</td>
<td>Finalized for recruitment of new positions</td>
<td>COMPLETE</td>
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<tr>
<td>Training</td>
<td>Develop an annual schedule and guidelines for routine staff training.</td>
<td>A. Gotthardt</td>
<td>Under development</td>
<td>December</td>
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<tr>
<td>CEO Evaluation</td>
<td>Document the process for CEO evaluation.</td>
<td>A. Gotthardt</td>
<td>Under development</td>
<td>TBD</td>
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<tr>
<td>Legal Counsel Review Periods</td>
<td>Document timeframes required for items commonly reviewed by legal counsel to establish reasonable expectations for all parties of how long reviews should take.</td>
<td>J. Swartz</td>
<td>Reviewing information</td>
<td>September</td>
<td></td>
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<tr>
<td>Legal Counsel Review by Assistant Attorneys</td>
<td>Identify assistant attorneys able to directly field inquiries from VRE staff.</td>
<td>S. MacIsaac</td>
<td>On-going</td>
<td>On-going</td>
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<tr>
<td>Legal Staffing Levels</td>
<td>Examine staffing levels and opportunities to quarter legal staff at VRE.</td>
<td>S. MacIsaac</td>
<td>Reviewing information</td>
<td>September</td>
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<tr>
<td>Task</td>
<td>Description</td>
<td>Responsible Party</td>
<td>Status</td>
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<td>Establish Legal/VRE staff progress meetings</td>
<td>Establish quarterly progress meetings between legal counsel and the VRE management team.</td>
<td>J. Swartz</td>
<td>Agree on one monthly in-person meeting in addition to weekly conference calls. COMPLETE</td>
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<td>Grant Reimbursement</td>
<td>Support PRRC in exploring options to streamline federal grant reimbursements by better utilizing IT systems such as additional features of the Microsoft SharePoint program to post a draw calendar (including staff absences) so timing can be better coordinated between VRE and PRRC.</td>
<td>D. Boxer</td>
<td>On-going On-going</td>
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<td>PRTC Financial System Progress</td>
<td>As PRRC completes the implementation of a new financial management system and addresses the noted deficiencies, provide support to PRRC as needed. Provide a copy of PRRC’s periodic progress reports to VRE Operations Board members as an information item, so that they are kept abreast of progress towards resolution of this issue.</td>
<td>D. Boxer</td>
<td>On-going On-going</td>
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<tr>
<td>Audits</td>
<td>Work with external reviewers (to the extent that VRE is able) to optimize the efficiency of file sharing and other protocols of the review. Continue to examine additional steps to productively support external reviews, including use of technology and additional staffing.</td>
<td>D. Boxer</td>
<td>On-going On-going</td>
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<tr>
<td>Technology Management</td>
<td>Hire a senior IT manager-level position, as recommended in VRE management’s FY 2016 budget, and consider the appropriate reporting relationship for this hire.</td>
<td>C. Henry</td>
<td>Sr. IT Manager position hired COMPLETE</td>
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<tr>
<td>Technology Assessment</td>
<td>Perform a detailed assessment of VRE technology needs to understand where technology gaps exist.</td>
<td>J. Duque</td>
<td>Under development TBD</td>
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<td>Operations Board Oversight</td>
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<td>Board Involvement in Procurement Process</td>
<td>Provide annual briefing on procurement process.</td>
<td>S. MacIsaac</td>
<td>Presented in April COMPLETE</td>
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<tr>
<td>Procurement Authorization Thresholds</td>
<td>Review and adopt recommended procurement authorization and approval thresholds</td>
<td>S. MacIsaac</td>
<td>Board Item on May's agenda COMPLETE</td>
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<tr>
<td>Board Packets</td>
<td>Develop revised template for board agenda items regarding procurements to provide more detail on the fiscal impacts of purchases and the rationale for the selected procurement approach.</td>
<td>D. Boxer/S. MacIsaac</td>
<td>Developed by Procurement with guidance from Legal COMPLETE</td>
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<tr>
<td>Board Calendar</td>
<td>Add an information item to each month’s Operations Board agenda that summarizes major issues anticipated for the next month’s meeting, as well as any known major items planned for discussion at subsequent meetings over the next 12 months.</td>
<td>L. Lamb</td>
<td>A CY2015 Major Board Actions calendar and a Recurring Annual Board Actions calendar have been developed and presented to the Operations Board at the February meeting. COMPLETE</td>
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<tr>
<td>CEO Report</td>
<td>Augment the existing CEO Report by including a dashboard performance summary, executive letter from the CEO, and additional performance measures for each department tied to the organization’s strategic business goals.</td>
<td>B. Jungwirth</td>
<td>Under development September</td>
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<tr>
<td>Task Description</td>
<td>Details</td>
<td>Responsible Person</td>
<td>Status</td>
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<tr>
<td>Board Orientation and Training</td>
<td>Implement a full-day orientation program for new Operations Board members. Develop comprehensive board orientation and training materials.</td>
<td>J. Swartz</td>
<td>Board Item on June's Agenda</td>
<td>COMPLETE</td>
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<tr>
<td>Dissemination of Board Information to Stakeholders</td>
<td>Develop a mailing list to electronically disseminate notice of agendas and meeting packets and other documents to local agency staff, other interested stakeholders, and members of the public.</td>
<td>L. Lamb</td>
<td></td>
<td>COMPLETE</td>
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<tr>
<td>Board Meeting Public Access</td>
<td>Public Access to VRE Operations Board Meetings: Investigate video or audio recording meetings and posting video/audio online for access by the public.</td>
<td>J. Duque</td>
<td>VRE IT staff are working with Commission staff to investigate new technologies that would give VRE this capability.</td>
<td>September</td>
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<tr>
<td>CAO Task Force/VCC Meetings</td>
<td>Develop annual meeting schedule, with meetings in both Woodbridge and Alexandria to facilitate access by all member jurisdictions.</td>
<td>L. Lamb</td>
<td>Under development</td>
<td>September</td>
<td></td>
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