To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: June 19, 2015

Re: Authorization to Issue a Request for Proposals for Engineering and Environmental Services for the Rolling Road Station Improvements

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for engineering and environmental services for the extension of the existing platform at Rolling Road Station.

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 firm 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.

The VRE System Plan 2040 was adopted by the VRE Operations Board in January 2014. The plan calls for extension of all VRE platforms to accommodate eight-car trains in the near term and ten-car trains in the longer term. The plan also calls for a second platform at all single platform stations to improve operational effectiveness and flexibility.
Funding is available for preliminary engineering, final design, and environmental studies for the extension of the existing 400-foot platform at Rolling Road Station in Fairfax County to accommodate eight-car trains. The proposed studies will begin with consideration of the ultimate configuration of two ten-car platforms at the station, followed by more detailed design and environmental review of a 280-foot extension of the existing platform. This two-step approach to design will ensure that the immediate improvement project does not preclude further expansion at a later date. The design will be coordinated with Fairfax County’s design of a parking garage at the station.

The platform extension will include up to 600 feet of new canopy, LED lighting, and upgrades to the existing lighting system/electrical components. With the completion of these engineering and environmental studies, VRE will be ready to initiate construction of the platform extension.

Upon receipt of the proposals, staff will return to the Board for authorization to award the contract.

**Fiscal Impact:**

Funding is provided through a federal Congestion Management/Air Quality (CMAQ) grant VA-90-X046, and associated state match (#72513-12) for the design and construction of the Rolling Road platform extension.
Virginia Railway Express  
Operations Board  

Resolution  
8A-06-2015  

Authorization to Issue a Request for Proposals for Engineering and Environmental Services for the Rolling Road Station Improvements

WHEREAS, the VRE System Plan 2040 calls for the extension of all platforms to accommodate eight-car trains in order to enhance operational efficiency and flexibility; and,

WHEREAS, a federal Congestion Management/Air Quality (CMAQ) grant has provided funds for the design of the Rolling Road platform extension;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby acknowledge that competitive negotiation is required in accordance with the Virginia Public Procurement Act; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals for engineering and environmental consultant services for extending the existing platform at Rolling Road station.

Approved this 19th day of June 2015

______________________________  
John C. Cook  
Chairman

______________________________  
Paul Smedberg  
Secretary
To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: June 19, 2015
Re: Authorization to Issue a Request for Proposals for Engineering and Environmental Services for Midday Train Storage Facilities

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for engineering and environmental consulting services for midday train storage facilities in the District of Columbia.

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 firm 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 is seeking to develop midday storage sites for trains north of Washington Union Station (WUS). VRE’s current demand for midday train storage in the District of Columbia exceeds the availability of track space, requiring it to incur the cost of deadheading one trainset every service day to and from the Broad Run Maintenance & Storage Facility.
Restrictions on midday train storage in the District also limit VRE’s ability to add cars to existing trains in order to reduce crowding. The need for longer and more trains is expected to increase as ridership demand grows.

The current situation could be exacerbated starting in July 2017 when, Amtrak can begin reducing the number of tracks we currently use at the Ivy City Yard.

VRE conducted an investigation to identify and evaluate properties within 12 miles of WUS that could be developed into new midday storage facilities for VRE. After review of 20 potential sites, the analysis determined the highest rated site encompassed a series of vacant or underutilized properties adjacent to the Ivy City Complex. With Amtrak’s cooperation, VRE developed conceptual designs and conducted real estate investigations into the leading sites, demonstrating its feasibility on the conceptual level as a new midday storage site.

The next step in project development is to refine and further the conceptual designs by conducting preliminary engineering and environmental studies. Given the urbanized setting of the proposed site, these studies will need to be particularly sensitive to urban design issues and the concerns of adjacent neighborhoods. With the completion of these engineering and environmental studies, VRE will be ready to initiate final design and construction of the new midday storage facility.

Upon receipt of the proposals, staff will return to the Board for authorization to award the contract.

**Fiscal Impact:**

Funding for a design and construction of midday storage facilities project is included in VRE’s Capital Improvement Program under Equipment Storage with funds drawn from VRE’s FY 2014 to FY 2016 federal funds and associated state and local match.
Authorization to Issue a Request for Proposals for Engineering and Environmental Services for Midday Train Storage Facilities

WHEREAS, VRE’s demand for midday train storage already exceeds the availability of existing storage space and is expected to increase; and,

WHEREAS, continued use by VRE of the National Railroad Passenger Corporation’s (Amtrak’s) Ivy City Complex can be reduced upon one year’s notice starting in July 2017; and,

WHEREAS, these circumstances require VRE to identify and develop alternative means for midday train storage to accommodate its current requirements and future growth; and,

WHEREAS, VRE has identified and determined the feasibility of a potential site adjacent to Amtrak’s Ivy City Complex; and,

WHEREAS, environmental and engineering studies are needed in order to advance the design of new midday storage facilities;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby acknowledge that competitive negotiation is required in accordance with the Virginia Public Procurement Act; and,

BE IT FURTHER 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 midday storage facilities.

Approved this 19th day of June 2015

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John C. Cook
Chairman

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Paul Smedberg
Secretary
Agenda Item 8-C
Consent Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: June 19, 2015

Re: Authorization to Issue an Invitation for Bids for a Drop Table for the Lifecycle Overhaul and Upgrade Facility

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for a Drop Table for the Lifecycle Overhaul and Upgrade (LOU) Facility at the Crossroads Yard.

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.

In January 2014, the VRE Operations Board adopted a lifecycle maintenance strategy for VRE rolling stock. The basis of this strategy is to maintain VRE locomotives and passenger cars at the highest level of reliability throughout the lifecycle of the equipment. A new building will be designed and fitted to specifically perform this work and fully dedicated to these activities at Crossroads Yard. The Board authorized award for engineering, environmental, and construction services for the LOU facility to STV Group Incorporated of Fairfax, Virginia, in April 2015.
A design workshop held on June 2, 2015, in association with the kick-off meeting for the engineering phase, identified long-lead items that should be procured in advance of the construction phase in order to be available when the LOU facility goes into operation in January 2017. A drop table is a specialized piece of rolling stock maintenance equipment used to remove and replace the wheelset under a railcar or locomotive without lifting the vehicle. It is estimated to require sixteen (16) months to generate shop drawings, manufacture, install, and commission the drop table. As this acquisition could possibly extend beyond the projected completion date of the LOU Facility, it is recommended that procurement for this piece of equipment start immediately.

Upon receipt of the bids, staff will return to the Board for authorization to award the contract.

**Fiscal Impact:**

Funding of $22,500,000 for the LOU facility and related equipment is included in the FY 2015 Capital Budget, through Federal Formula Funds (5337) with associated state and local match.
Virginia Railway Express
Operations Board

Resolution
8C-06-2015

Authorization to Issue an Invitation for Bids for a Drop Table for the Lifecycle Overhaul and Upgrade Facility

WHEREAS, the VRE Operations Board adopted a lifecycle maintenance strategy for VRE rolling stock in January 2014 in order to maintain VRE locomotives and passenger cars at the highest level of reliability throughout the lifecycle of the equipment; and,

WHEREAS, a lifecycle maintenance strategy requires VRE build a Lifecycle Overhaul and Upgrade (LOU) Facility dedicated to specifically perform these activities; and,

WHEREAS, the designer of the LOU Facility has identified a drop table, which is required for the implementation of a lifecycle maintenance strategy, as a long-lead procurement item that will require at least sixteen (16) months to acquire and commission;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for a Drop Table for the Lifecycle Overhaul and Upgrade facility.

Approved this 19th day of June 2015

______________________________
John C. Cook
Chairman

______________________________
Paul Smedberg
Secretary
To: Chairman Cook and the VRE Operations Board  
From: Doug Allen  
Date: June 19, 2015  
Re: Authorization to Issue an Invitation for Bids for a Wheel Truing Machine for the Lifecycle Overhaul and Upgrade Facility

**Recommendation:**

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for a Wheel Truing Machine for the Lifecycle Overhaul and Upgrade (LOU) Facility at the Crossroads Yard.

**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.

In January 2014, the VRE Operations Board adopted a lifecycle maintenance strategy for VRE rolling stock. The basis of this strategy is to maintain VRE locomotives and passenger cars at the highest level of reliability throughout the lifecycle of the equipment. A new building will be designed and fitted to specifically perform this work and fully dedicated to these activities at Crossroads Yard. The Board authorized award for engineering, environmental, and construction services for the LOU facility to STV Group Incorporated of Fairfax, Virginia, in April 2015.
A design workshop held on June 2, 2015, in association with the kick-off meeting for engineering phase identified long-lead items that should be procured in advance of the construction phase in order to be available when the LOU facility goes into operation in January 2017. A Wheel Truing machine is a specialized piece of maintenance equipment used to establish and maintain the shape of the wheel tread and flange. It is estimated to require sixteen (16) months to generate shop drawings, manufacture, install, and commission the wheel truing equipment. As this acquisition could possibly extend beyond the projected completion date of the LOU Facility, it is recommended that procurement for this piece of equipment start immediately.

Upon receipt of the bids, staff will return to the Board for authorization to award the contract.

Fiscal Impact:

Funding of $22,500,000 for the LOU facility and related equipment is included in the FY 2015 Capital Budget, through Federal Formula Funds (5337) with associated state and local match.
Virginia Railway Express
Operations Board

Resolution
8D-06-2015

Authorization to Issue an Invitation for Bids for a Wheel Truing Machine for the Lifecycle Overhaul and Upgrade Facility

WHEREAS, the VRE Operations Board adopted a lifecycle maintenance strategy for VRE rolling stock in January 2014 in order to maintain VRE locomotives and passenger cars at the highest level of reliability throughout the lifecycle of the equipment; and,

WHEREAS, a lifecycle maintenance strategy requires VRE build a new Lifecycle Overhaul and Upgrade (LOU) Facility dedicated to specifically perform these activities; and,

WHEREAS, the designer of the LOU Facility has identified a Wheel truing machine, which is required for the implementation of a lifecycle maintenance strategy, as a long-lead procurement item that will require at least sixteen (16) months to acquire and commission;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for a Wheel Truing Machine for the Lifecycle Overhaul and Upgrade facility.

Approved this 19th day of June 2015

______________________________
John C. Cook
Chairman

______________________________
Paul Smedberg
Secretary
Agenda Item 9-A
Action Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: June 19, 2015

Re: Authorization to Execute a Contract for Wayside Power Construction at the L’Enfant Storage Track

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with C3M Power Systems, LLC of Bethesda, Maryland, for the construction of wayside power appliances at the L’Enfant Storage Track in the amount of $449,500, plus a 10% contingency of $44,950, for a total amount not to exceed $494,450.

Background:

L’Enfant Storage Track is located on the CSX Transportation (CSXT) RF&P Subdivision in the District of Columbia, immediately north of the VRE L’Enfant Station. VRE has been working in collaboration with CSXT since 2007 to modify the storage track to accommodate VRE trainsets during the midday or in event of an emergency. That effort entails new or upgraded switches, signals, tracks for the storage track, plus the installation of wayside power appliances for a trainset using the storage track.

In November 2014, the Board authorized an agreement with CSXT for construction of the track and signal aspects of the storage track. In April 2015, the Board authorized execution of a sole source agreement with PEPCO to extend electric service to the storage track.

On December 19, 2014, the VRE Operations Board approved a request to issue an Invitation for Bid for the L’Enfant Wayside Power Construction project. VRE advertised
availability of the Invitation for Bid (IFB) on April 14, 2015 via its website, as well as on eVA (Virginia’s electronic procurement service), and to its list of 61 prospective construction contractors. A pre-bid meeting was held on April 22, 2015 followed by a site visit to the L’Enfant storage track and to Crossroads Yard where equipment previously purchased and will be made available to the contractor is stored.

The only response received was from C3M Power Systems, LLC, a subsidiary of Clark Construction of Bethesda, Maryland on May 18, 2015. The staff conducted a survey to determine why only a single bid was received and is satisfied with the result. The staff has also certified that the price is fair and reasonable.

This approval enables VRE and CSXT to execute the construction agreement and to move forward on the construction of the track and signal work and the Wayside Power.

The bid tabulation is as follows:

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. C3M Power Systems, LLC</td>
<td>$449,500</td>
</tr>
</tbody>
</table>

The bid received from C3M Power Systems, LLC, is within 17 percent of the Engineer’s Estimate. The Engineer’s Estimate included the materials previously purchased by VRE which were made available to the bidders.

Once the Contract is executed, VRE staff will meet with C3M Power Systems, LLC to develop a detailed construction schedule and work plan. It is expected the project will take no more than four months to complete. The contractor will coordinate with PEPCO and CSXT to ensure compliance with all requirements for the project. In addition, VRE will be utilizing its GEC VI contract to provide construction management and administration for this contract.

**Fiscal Impact:**

Funding for this project is included in the approved Capital Improvement Program and is provided through several federal formula grants (VA-05-0038, VA-05-0041 & 0042, VA-90-X307 and VA-90-X401) with accompanying state and local match.
Virginia Railway Express
Operations Board

Resolution
9A-06-2015

Authorization to Execute a Contract for Wayside Power Construction at the L’Enfant Storage Track

WHEREAS, VRE has collaborated with CSX Transportation since 2007 to modify the existing L’Enfant Storage Track to accommodate VRE trainsets during their midday layover in the District of Columbia and event of an emergency; and,

WHEREAS, the provision of wayside electrical power is necessary for stored trainsets during layover; and,

WHEREAS, the VRE Operations Board in December 2014 approved issuance of an Invitation for Bids for the Construction of the L’Enfant Storage Track Wayside Power; and,

WHEREAS, VRE advertised an Invitation for Bids (IFB) on April 14, 2015; and,

WHEREAS, on May 18, 2015 the only response to this IFB was received; and,

WHEREAS, subsequent to a review of the references and financial suitability, VRE staff recommends the Operations Board award a contract to C3M Power Systems, LLC;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with C3M Power Systems, LLC of Bethesda, Maryland, for the construction of the L’Enfant Storage Track Wayside Power project in the amount of $449,500, plus a 10% contingency of $4,950, for a total amount not to exceed $494,450.

Approved this 19th day of June 2015

______________________________
John C. Cook
Chairman

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Paul Smedberg
Secretary
Agenda Item 9-B
Action Item

To:        Chairman Cook and the VRE Operations Board
From:      Doug Allen
Date:      June 19, 2015
Re:        Authorization to Execute a Contract for Database Developer Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Dataprise, Inc. of Rockville, MD for database developer services in the amount not to exceed $450,960, plus a 20% contingency of $90,192, for a total amount not to exceed $541,152.

Background:

On September 20, 2013, the VRE Operations Board approved a request to issue a Request for Proposals (RFP) for database developer services. The new system will facilitate communication and allow each department to seamlessly collaborate with other functions and departments. The system is scalable and capable of future integration with other program interface for applications, such as voice over IP (VoIP) phone systems, SharePoint systems, and electronic messaging systems. It will also provide key performance indicators through reporting and dashboards as visual cues for the organization’s performance.

In accordance with VRE Public Procurement Policies and Procedures, an RFP is the preferred method of procurement for this solicitation because there are different approaches to the desired service and an evaluation of technical merit is required. Upon completion of evaluation of proposals, negotiations are conducted with the highest ranked
firm deemed to be fully qualified and best suited among those submitting Proposals, on the basis of the factors specified in the evaluation criteria. Price will be considered in context of technical performance for this service to achieve a best value determination. 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.

A solicitation for Proposals for database developer services was necessary because there are various methodologies and best practices as well as numerous backend applications that may be utilized in the proposed design and development of a database for VRE. Additionally, the proposed solution must be evaluated to ensure compatibility with the systems currently utilized by VRE, which will serve as the foundation for this database project. Furthermore, there are functionalities that must be customized in order to integrate with existing and future systems required for VRE’s growth and sustainability.

A mailing list of twenty two (22) prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On February 3, 2015, an RFP was issued and proposals were due on March 26, 2015. Eleven (11) responses were received.

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

The Technical Evaluation Team met to review and discuss the Proposals using the following criteria:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Possible Points</th>
<th>Weight (Multiplier)</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Demonstrated understanding of the Scope of Services and RFP requirements and methodology for satisfying the requirements and goals of VRE.</td>
<td>0 - 10</td>
<td>20</td>
<td>200</td>
</tr>
<tr>
<td>B. Demonstrated expertise of the firm to perform database developer services.</td>
<td>0 - 10</td>
<td>10</td>
<td>100</td>
</tr>
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<td></td>
<td>Demonstrated experience of key personnel to include recent experience most directly relevant to the Scope of Services.</td>
<td>0 - 10</td>
<td>10</td>
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<tr>
<td>D.</td>
<td>Demonstrated knowledge and qualifications of the proposed Project Manager.</td>
<td>0 - 10</td>
<td>10</td>
</tr>
<tr>
<td>E.</td>
<td>Demonstrated management plan and staffing plan to meet the requirements of the Scope of Services.</td>
<td>0 - 10</td>
<td>10</td>
</tr>
<tr>
<td>F.</td>
<td>Demonstrated effectiveness of the project schedule to include the approach and timeline for implementing the management information system.</td>
<td>0 - 10</td>
<td>10</td>
</tr>
<tr>
<td>G.</td>
<td>Demonstrated effectiveness of the management information system design, development and implementation plan to meet the requirements of the Scope of Services.</td>
<td>0 - 10</td>
<td>10</td>
</tr>
<tr>
<td>H.</td>
<td>Demonstrated effectiveness of the system security and support plan.</td>
<td>0 - 10</td>
<td>10</td>
</tr>
<tr>
<td>I.</td>
<td>Price relevant to cost effectiveness and value of services.</td>
<td>0 - 10</td>
<td>10</td>
</tr>
</tbody>
</table>

Below is the final ranking of firms who submitted a proposal for database developer services:

1. Dataprise, Inc. – Rockville, Maryland
2. AECOM Technical Services, Inc. – Germantown, Maryland
3. Innovative System Solutions Corporation – Reston, Virginia
4. Biswas Information Technology Solutions, Inc. – Herndon, Virginia
<table>
<thead>
<tr>
<th></th>
<th>Company Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Estrada Consulting, Inc.</td>
<td>Sacramento, California</td>
</tr>
<tr>
<td>6</td>
<td>Ideamatics, Inc.</td>
<td>McLean, Virginia</td>
</tr>
<tr>
<td>7</td>
<td>Software Consortium, LLC</td>
<td>Columbia, Maryland</td>
</tr>
<tr>
<td>8</td>
<td>SkyTECH Solutions, LLC</td>
<td>Schaumburg, Illinois</td>
</tr>
<tr>
<td>9</td>
<td>Infomatics Corp</td>
<td>Dulles, Virginia</td>
</tr>
<tr>
<td>10</td>
<td>System Soft Technologies, LLC</td>
<td>Tampa, Florida</td>
</tr>
<tr>
<td>11</td>
<td>corePHP, LLC</td>
<td>Battle Creek, Michigan</td>
</tr>
</tbody>
</table>

Interviews were conducted with the top three firms. It was determined that the proposal from Dataprise, Inc. was technically compliant and unanimously selected to be the best value for the project to develop a database system together with an intranet system to be used at VRE headquarters.

The contract will be for forty (40) months. This authorization allows work to begin.

**Fiscal Impact:**

Funding for this project will be provided through the use of one-time surplus from the FY 2015 operating budget. This use of funds will be included in the amendment to the FY 2016 budget.
Virginia Railway Express
Operations Board

Resolution
9B-06-2015

Authorization to Execute a Contract for
Database Developer Services

WHEREAS, in September 2013 the VRE Operations Board authorized a Request for Proposals for professional database expert services for the design, development, and implementation of a consolidated database system to be used at VRE; and,

WHEREAS, the consolidated database system will provide a single user interface that will provide VRE a decision support system and allow overall management of customer relations, mechanical and rail service operations, and fleet and facilities maintenance data; and,

WHEREAS, on February 3, 2015, an RFP was issued and eleven (11) proposals were received on March 26, 2015; and,

WHEREAS, subsequent to a review by the Technical Evaluation Committee (TET), the TET unanimously recommends that the Operations Board award a contract to Dataprise, Inc. of Rockville, MD; and,

WHEREAS, the VRE Operations Board relies upon staff to have complied with all applicable laws, regulations, policies and procurement procedures that pertain to this action in the development of its recommendation to the VRE Operations Board;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Dataprise, Inc. of Rockville, MD for database developer services in the amount of $450,960, plus a 20% contingency of $90,192, for a total amount not to exceed $541,152.

Approved this 19th day of June, 2015

____________________________
John C. Cook
Chairman

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Paul Smedberg
Secretary
To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: June 19, 2015
Re: Authorization to Issue a Supplemental Task Order for Electrical Repair Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue Supplemental Task Order 1B for Electrical Repair Services. The on-call electrical repair services provided through this contract with NV Enterprises are done annually with Supplemental Task Orders. This is the third Task Order. Task Order 1 was executed in the amount of $75,000 and Supplemental Task Order 1A was executed in the amount of $90,000. Supplemental Task Order 1B will be an additional $90,000, plus a 5% contingency of $4,500, for a total amount (Task Order 1 plus Supplemental Task Orders 1A and 1B) not to exceed $259,500.

Background:

In April of 2013, the Operations Board approved a new five-year contract with one base year and four one-year options for the Facilities Maintenance Services Contract with NV Enterprises. The Operations Board approved the first option year in April of 2014 and the second option year in April of 2015.

The contract includes base work along with task order work on an as-needed basis to address various facility repairs, as well as routine and preventive maintenance related projects. The purpose of this task order is to address routine electrical repairs, including those related to lighting and power outages, among others.
The first task order executed under the contract was Task Order 1, Electrical Repair Services, in the amount of $75,000. In November 2014, the Operations Board approved Task Order Supplement 1A, in the amount of $90,000, to allow NV Enterprises to continue performing electrical repair services through the end of the first option year, which expired at the end of May 2015.

During the course of the work, the amount expended has approached the current authorized Task Order total. The requested supplement is estimated to allow NV Enterprises to continue performing electrical repair services through the end of the second option year.

**Fiscal Impact:**

The FY 2016 Operating budget for Facilities Maintenance includes a budget amount of $430,000 for Routine Maintenance. The requested supplemental amount of $94,500 for electrical repair services is available within this budget.
Virginia Railway Express
Operations Board

Resolution
9C-06-2015

Authorization to Issue a Supplemental
Task Order for Electrical Repair Services

WHEREAS, in April of 2013, the Operations Board approved a five-year contract with one base year and four one-year options for the Facility Maintenance Services Contract with NV Enterprises; and,

WHEREAS, the Operations Board approved the first option year in April of 2014 and the second option year in April of 2015; and,

WHEREAS, the Operations Board previously approved Task Order 1 for $75,000 and Supplemental Task Order 1A for $90,000; and,

WHEREAS, the amount expended for Task Order 1 and Supplemental Task Order 1A, Electrical Repair Services, has approached the authorized Task Order total; and,

WHEREAS, this Supplemental Task Order is estimated to allow NV Enterprises to continue performing electrical repair services through the end of the second option year;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue Supplemental Task Order 1B under the Facilities Maintenance Contract to NV Enterprises for electrical repair services in an amount of $94,500 ($90,000, plus a 5% contingency of $4,500,) for a total amount (Task Order 1 plus Supplemental Task Orders 1A and 1B) not to exceed $259,500.

Approved this 19th day of June 2015

______________________________
John C. Cook
Chairman

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

From: Doug Allen

Date: June 19, 2015

Re: Recommend Authorization to Amend the Agreement with the City of Manassas for the Operation and Maintenance of the Parking Facility

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to amend the Agreement with the City of Manassas to reallocate assigned spaces within the Parking Facility.

Background:

In October 2009, the City of Manassas and the Commissions executed an Agreement for the Maintenance and Operation of the Parking Facility located in the City of Manassas. The current Agreement designates the first three levels (approximately 60% of the 532 spaces) for VRE Commuter use with the top two levels (approximately 40%) of the designated spaces as Public Parking Spaces for the City to support downtown retail.

Current Parking Space Allocation

<table>
<thead>
<tr>
<th>Floor</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>Total</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>VRE</td>
<td>107</td>
<td>111</td>
<td>105</td>
<td>-</td>
<td>-</td>
<td>323</td>
<td>60%</td>
</tr>
<tr>
<td>City</td>
<td>-</td>
<td>-</td>
<td>9</td>
<td>114</td>
<td>86</td>
<td>209</td>
<td>40%</td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>532</td>
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</tbody>
</table>

532
In order to respond to the City of Manassas’ request to use the second level to support downtown retail and increase parking for VRE Commuter use, VRE staff recommends amending the existing agreement with the City of Manassas. The proposed amendment will allocate 80% of the 532 spaces as VRE Commuter Spaces and 20% of the total spaces for use as Public Parking.

<table>
<thead>
<tr>
<th>Proposed Parking Space Allocation</th>
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</thead>
<tbody>
<tr>
<td>Floor</td>
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<tr>
<td>-------</td>
</tr>
<tr>
<td>VRE</td>
</tr>
<tr>
<td>City</td>
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</tbody>
</table>

If approved, VRE Commuter spaces will increase by 100 spaces. Maintenance costs are shared based on the percentage of spaces allocated to VRE and to the City.

**Fiscal Impact:**

The annual net increase in estimated operations and maintenance cost for VRE is projected to be $16,625. An additional $12,000 is estimated for snow removal related costs since VRE will now be responsible for the top level. The estimated cost for FY 2016 is $57,300 for VRE's share of the operations and maintenance cost. The cost will be included in the amended FY 2016 budget.
Recommend Authorization to Amend the Agreement with the City of Manassas for the Operation and Maintenance of the Parking Facility

WHEREAS, the City of Manassas and the Commissions executed an Agreement in October 2009, for the Operation and Maintenance of the Parking Facilities in the City of Manassas; and,

WHEREAS, the Parking Facility is jointly owned and used by VRE and the City of Manassas; and,

WHEREAS, the Agreement designates spaces by floor for VRE Commuters; and,

WHEREAS, both parties wish to amend the Agreement to assign the second level to the City of Manassas and assign the fourth and fifth levels to VRE thereby increasing by 100 the allocated spaces for VRE Commuter use;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Agreement with the City of Manassas to reallocate assigned spaces within the Parking Facility.

Approved this 19th day of June 2015

______________________________
John C. Cook
Chairman

______________________________
Paul Smedberg
Secretary
Agenda Item 10-A
Information Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: June 19, 2015

Re: Design and Construction Contracts Related to Third Track Construction Between Arkendale and Powell’s Creek

CSX Transportation (CSXT), Virginia Department of Rail and Public Transportation (DRPT) and Virginia Railway Express (VRE) are in collaboration 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 to construction by a CSX contractor with funding from a grant under the American Recovery and Reinvestment Act (ARRA).

VRE has added scope elements that enhance safety and increase operational flexibility for CSXT, Amtrak and VRE trains. These additional elements involve changes to the design for the Quantico Station. The additional design and construction work will be managed by VRE using state grant funds. No local funds will be used for this work. Both the design and construction contracts will be with the design firm and general contractor presently doing the work for the state and CSXT on the third track project. VRE intends to bring a Sole Source recommendation, in accordance with the VRE Procurement Policies, as well as state law, to the VRE Operations Board for action in July.
To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: June 19, 2015
Re: Operations Board New Member Orientation

The 2013 Auditor of Public Accounts Review as well as the recently completed Management Audit recommended formalizing and enhancing the New Member Orientation process.

The Operations Board will be given a presentation on the updated New Member Orientation.
To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: June 19, 2015
Re: Strategic Business Plan Status Update and Discussion

One of the recommendations of the recently completed Management Audit was the development of a Strategic Business Plan. The plan will outline actions to be taken over the next five years to implement necessary organizational enhancements to more efficiently and effectively run the current service as well as moving towards implementation of VRE’s System Plan 2040.

The Operations Board will be given a presentation on the Strategic Business Plan for discussion.
Agenda Item 10-D
Information Item

To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: June 19, 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 May Operations Board meeting, the following actions have occurred:

  Action: position hired with a start date in June.

- Recommendation: Develop a schedule for regular roundtable discussions between the Executive Directors, the VRE CEO, and the chair of each Commission and the VRE Operations Board (or designee) to coordinate issues jointly concerning VRE and the two Commissions.
  Action: First meeting on June 15, 2015.
<table>
<thead>
<tr>
<th>Short Term (less than 12 months)</th>
<th>Description</th>
<th>VRE Lead</th>
<th>Progress Update</th>
<th>Target Date/ Complete</th>
</tr>
</thead>
<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>
</tr>
<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>Awaiting jurisdictional approval of VRE’s FY16 Budget</td>
<td>July</td>
</tr>
<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>
</tr>
<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>July</td>
</tr>
<tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>Job Descriptions</td>
<td>Develop Job Descriptions/Classifications for New Staff Positions</td>
<td>A. Gotthardt</td>
<td>Under development</td>
<td>July</td>
</tr>
<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>
</tr>
<tr>
<td>CEO Evaluation</td>
<td>Document the process for CEO evaluation.</td>
<td>A. Gotthardt</td>
<td>Under development</td>
<td>TBD</td>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>Task</td>
<td>Description</td>
<td>Responsible Party</td>
<td>Status</td>
<td>Notes</td>
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<tr>
<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>Agreed on one monthly in-person meeting in addition to weekly conference calls.</td>
<td>COMPLETE</td>
</tr>
<tr>
<td>Grant Reimbursement</td>
<td>Support PRTC 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 PRTC.</td>
<td>D. Boxer</td>
<td>On-going</td>
<td>On-going</td>
</tr>
<tr>
<td>PRTC Financial System Progress</td>
<td>As PRTC completes the implementation of a new financial management system and addresses the noted deficiencies, provide support to PRTC as needed. Provide a copy of PRTC’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</td>
<td>On-going</td>
</tr>
<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</td>
<td>On-going</td>
</tr>
<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</td>
<td>COMPLETE</td>
</tr>
<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</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Operations Board Oversight**

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Involvement in Procurement Process</td>
<td>Provide annual briefing on procurement process.</td>
<td>S. Maclsaac</td>
<td>Presented in April</td>
<td>COMPLETE</td>
</tr>
<tr>
<td>Procurement Authorization Thresholds</td>
<td>Review and adopt recommended procurement authorization and approval thresholds</td>
<td>S. Maclsaac</td>
<td>Board Item on May's agenda</td>
<td>COMPLETE</td>
</tr>
<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. Maclsaac</td>
<td>Under development</td>
<td>July</td>
</tr>
<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.</td>
<td>COMPLETE</td>
</tr>
<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</td>
<td>July</td>
</tr>
<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>
</tr>
<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>
</tr>
<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>July</td>
</tr>
</tbody>
</table>