Agenda Item 8-B
Consent Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: March 20, 2015

Re: Authorization to Issue a Request for Proposals for System Safety and Security Consultant Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for the services of a System Safety and Security Consultant.

Background:

As determined in accordance with VRE Public Procurement Policies and Procedures, an Invitation for Bids (IFB) is neither practicable, nor fiscally advantageous to VRE; and an RFP is the required method of procurement for this solicitation since 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 two 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. 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.

The scope of work for the RFP includes such tasks as: guidance to staff during updates to critical system safety and security documents; the coordination and planning of internal audits, contractor safety and security audits and disaster drills; support to staff during audits conducted to evaluate VRE safety and security measures, and to coordinate Threat and Vulnerability Assessments (TVA) that help guide VRE’s continuous improvement in safety and security activities.

The FRA and the NTSB continue to emphasize the need for third party perspectives as a component of a truly beneficial and positive safety culture. VRE feels that a program such as this helps us achieve this balance.

On November 12, 2010, VRE awarded a contract to Kensington Consulting L.L.C of Kensington, MD for a base year with four one year options. The last extension of this contract will expire on November 12, 2015. Therefore, VRE must now complete a competitive solicitation for continuation of these services.

Upon receipt and evaluation of the proposals, VRE staff will return to the Board to request authorization to award the contract in an effort to continue the services without interruption.

**Fiscal Impact:**

Funding for the System Safety and Security Consultant is provided for by the Federal Security Enhancement Grant and included as part of the capital improvement program.
Virginia Railway Express
Operations Board

Resolution
8B-03-2015

Authorization to Issue a Request for Proposals for System Safety
and Security Consultant Services

WHEREAS, VRE currently contracts the services of a professional System Safety
consultant; and,

WHEREAS, VRE requires continuing support services as recommended by the
National Transportation Safety Board and the FRA; and,

WHEREAS, the current contract will expire on November 12, 2015;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does
acknowledge the determination made by the VRE Contract Administrator in
accordance with the VRE Public Procurement Policies and Procedures, that
competitive bidding is not practicable, nor fiscally advantageous to VRE, and that
competitive negotiation is the appropriate method to procure these services.

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does authorize the
Chief Executive Officer to issue a Request for Proposals for System Safety and
Security Consultant Services.

Approved this 20th day of March 2015

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John C. Cook
Chairman

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Paul Smedberg
Secretary