To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: May 15, 2015

Re: Authorization to Issue a Task Order for Security Camera Communications and Power Infrastructure Installation

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Task Order under the facilities maintenance contract to NV Enterprises for the installation of communications and power infrastructure necessary to support the deployment of additional security cameras. The Task Order will be in the amount of $186,322, plus a 5% contingency of $9,316, for a total amount not to exceed $195,638.

Background:

In an effort to enhance the current safety and security program system wide, VRE is seeking to expand the existing scope of the security camera network.

At present, the security camera system monitors a limited number of sites within the VRE service area. As the safety and security environment continues to evolve, VRE’s surveillance capabilities must increase as well.

In parallel with this authorization for communications and power infrastructure installation, VRE will develop a turn-key and scalable contract through a separate procurement with a supplier for cameras and related hardware to satisfy immediate needs as well as prioritize the placement of cameras based on operational needs and
available funding. This approach will eliminate the need to combine a complex infrastructure installation requirement into each individual camera procurement.

**Fiscal Impact:**

The FY 2015 amended CIP includes funding for expansion of the security camera network to include this Task Order as well as additional camera equipment and related hardware. The source of funds is surplus operating funds from FY 2014. No federal or state grant funds will be used.
Virginia Railway Express
Operations Board

Resolution
8A-05-2015

Authorization to Issue a Task Order for Security Camera Communications and Power Infrastructure Installation

WHEREAS, VRE requires continuous improvement in safety and security initiatives to protect the system; and,

WHEREAS, VRE currently has a security camera system capable of expansion; and,

WHEREAS, VRE staff and security consultants have identified the need for surveillance at additional locations within the VRE service area; and,

WHEREAS, this Task Order will provide the necessary infrastructure to accommodate additional cameras at locations not currently monitored; and,

WHEREAS, this project will directly address system improvements noted in VRE’s System Threat and Vulnerability Assessment conducted in 2013;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Task Order to NV Enterprises for the installation of Security Camera Communications and Power Infrastructure.

Approved this 15th day of May 2015

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John C. Cook
Chairman

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Paul Smedberg
Secretary
Agenda Item 8-B
Consent Item

To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: May 15, 2015
Re: Authorization to Issue an Invitation for Bids for Security Camera Equipment

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for the procurement and installation of security cameras and related hardware.

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 an effort to enhance the current safety and security program system wide, VRE is seeking to expand the existing capability of our security camera network.

The scope of services for this contract will be for the procurement and installation of a base order of security cameras and supporting equipment. The contract will also include options to purchase and install additional cameras and supporting equipment as funds become available in order to replace existing cameras, equip planned new facilities and new installations at current facilities.
The contract terms for this solicitation will include a base order of approximately twenty (20) cameras and related hardware. The contract will include options for up to approximately eighty (80) additional cameras to be exercised at VRE’s discretion. The total duration of the contract will not exceed five (5) years.

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

**Fiscal Impact:**

The FY 2015 amended CIP includes funding for expansion of the security camera network to include the additional camera equipment and related hardware. The source of funds is surplus operating funds from FY 2014. No federal or state grant funds will be used.
Virginia Railway Express
Operations Board

Resolution
8B-05-2015

Authorization to Issue an Invitation for Bids for
Security Camera Equipment

WHEREAS, VRE requires continuous improvement in safety and security initiatives
to protect the system; and,

WHEREAS, VRE currently has a security camera system capable of expansion; and,

WHEREAS, VRE staff and security consultants have identified the need for
surveillance at additional locations within the VRE service area; and,

WHEREAS, the Contract will include options to replace existing cameras nearing the
end of their useful life, cameras for new facilities and new cameras for existing
facilities; and,

WHEREAS, this project will directly address system improvements noted in VRE’s
System Threat and Vulnerability Assessment conducted in 2013;

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
Security Camera Equipment.

Approved this 15th day of May 2015

______________________________
John C. Cook
Chairman

______________________________
Paul Smedberg
Secretary
To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: May 15, 2015
Re: Authorization to Issue an Invitation for Bids for Automatic Passenger Counter System

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for Automatic Passenger Counter System.

Background:

Invitation for Bids (IFB) 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.

Currently, passenger counts are performed manually by train conductors each morning and evening to comply with National Transit Database (NTD) and internal VRE reporting needs. This project will allow for automatic passenger counts as VRE passengers board and detrain at each station. This information will be used to identify in real-time passenger loads, which are used for safety and operational purposes in addition to planning and analyses for future growth. The detailed, real-time information can be used for:
Safety and Security – real-time information about passenger loads, by car, is critical data for use by first responders in the event of an incident.

Operational – real-time passenger load information can be utilized by onboard crew to help determine platforming strategy to evenly distribute passenger load. This will help to ensure that all available seats can be accessed.

Customer Service – real-time alerts can be provide through VRE Mobile of seat availability by car so passengers waiting on the platform will know where to board to better guarantee a seat.

Planning – real-time, accurate boarding information by train can assist with long-term planning for both consist makeup and parking strategies by station.

The scope of work for the IFB includes hardware, software, sensors, hosted web services, integration engineering and testing. Each VRE passenger car will be equipped with the necessary equipment to count passengers boarding, alighting and moving between cars in a train consist. Installation of the on-board system (hardware, software, sensors, etc.) will be solicited in a separate procurement.

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

**Fiscal Impact:**

Funding for the project is provided for in the FY 2016 CIP budget for Automated Passenger Counters – Passengers, using FY 2016 federal formula funds with state and local match.
Virginia Railway Express  
Operations Board  
Resolution  
8C-05-2015  

Authorization to Issue an Invitation for Bids for  
Automatic Passenger Counter System  

WHEREAS, passenger counts are conducted daily on all VRE trains to comply with National Transit Database (NTD) requirements and VRE reporting needs; and,  

WHEREAS, passenger counts are currently performed manually by train conductors; and,  

WHEREAS, accurate and real-time passenger loads for safety, operational and planning purposes is paramount for current and future growth; and,  

WHEREAS, this solicitation will include hardware, software, sensors, hosted-web services, integration engineering and testing for an Automatic Passenger Counter System;  

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 Automatic Passenger Counter System.  

Approved this 15th day of May 2015  

____________________________  
John C. Cook  
Chairman  

____________________________  
Paul Smedberg  
Secretary
Agenda Item 8-D
Consent Item

To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: May 15, 2015
Re: Authorization to Issue an Invitation for Bids for Automatic Parking Counter System

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for an Automatic Parking Counter System.

Background:

Invitation for Bids (IFB) 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.

Currently, the number of vehicles at each VRE parking lot are counted manually once per day during the morning commute hours. This project will implement technology for tracking vehicles entering and leaving each parking lot throughout the day. Automatic parking count information will be used to accurately account for parking lot capacity in real-time on a daily basis. Other potential uses of the real-time daily information might be direct communication with passengers through the use of the VRE Mobile App. Over time, this information will be used to accurately capture parking capacity trends to plan for parking expansions and other capacity related projects. The detailed, real-time information can be used for:
• Safety and Security – in conjunction with security cameras, the real-time parking information can be used to document and track parking lot activity during non-peak hours.

• Customer Service – real-time parking lot status can be provided directly to passengers through VRE.org or through VRE Mobile to assist with planning on which station to use, or which train to ride.

• Planning – real-time parking data can be utilized to determine parking needs, capacity utilization, and arrival trends. This can assist in determining not just the capacity of future lots, but also how to manage the expected traffic flow within the lot and as it feeds on and off local roads.

The scope of work for the IFB includes hardware, software, sensors, hosted web services, integration engineering, installation and testing. Each VRE parking lot will be equipped with the necessary equipment to provide an accurate count of the number of cars parked.

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

**Fiscal Impact:**

Funding for the project is provided for in the FY 2016 CIP budget for Automated Passenger Counters – Parking, using FY 2016 federal formula funds, with state and local match.
Authorization to Issue an Invitation for Bids for
Automatic Parking Counter System

WHEREAS, a daily count of all cars parked at VRE stations are conducted manually during the morning commute; and,

WHEREAS, having accurate and real-time counts of the number of cars located at VRE parking lots will allow for accurate reporting of daily parking capacity; and,

WHEREAS, accurate daily accounting of current capacity of VRE parking lots will provide the necessary information to accurately plan for parking expansions and other capacity related projects; and,

WHEREAS, this solicitation will include hardware, software, sensors, hosted-web services, integration engineering, installation and testing for the Automatic Parking Counter System;

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 Automatic Parking Counter System.

Approved this 15th day of May 2015

________________________________________
John C. Cook
Chairman

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

From: Doug Allen

Date: May 15, 2015

Re: Authorization to Issue an MEC VI Task Order for General On-Call Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Task Order with STV Incorporated under the MEC VI Contract for General On-Call Services in an amount not to exceed $110,000. Based on previous activity, this authorization should account for services of this nature through the end of FY 2016.

Background:

In May of 2015, VRE entered into a Mechanical Engineering Consulting Contract (MEC VI) with STV Incorporated of Fairfax, VA. Through this Contract, STV will provide mechanical engineering consulting services to VRE for various projects including responding to general service calls. On occasion, VRE requires STV to investigate specific mechanical engineering issues or resolve certain problems that are of short duration, but require prompt action.

This Task Order will permit VRE staff to contact STV Incorporated MEC VI Project Manager to request a specific task (Service Request) be accomplished under specific guidelines established within the task order. For example, each task performed will be limited in number of hours STV Incorporated can charge to this Task Order. If the task is projected to exceed the pre-set maximum number of hours permitted, STV
Incorporated will be required to submit a separate Task Order proposal for approval.

STV Incorporated will prepare a log of Service Requests and report the individual Service Request Status, both effort and expenditure, as part of the required Monthly report for reconciliation by the VRE MEC VI Project Manager.

**Fiscal Impact:**

Funding is provided for in the FY 2015 operating budget under Equipment Operations consulting services for $60,000. In the proposed FY 2016 operating budget, $80,000 is budgeted for consulting services under Equipment Operations.
Virginia Railway Express
Operations Board

Resolution
8E-05-2015

Authorization to Issue an MEC VI
Task Order for General On-Call Services

WHEREAS, VRE has a contract with STV Incorporated for mechanical and engineering consulting services (MEC VI); and,

WHEREAS, on occasion, VRE requires STV Incorporated to investigate or resolve issues that are of short duration, but require prompt action; and,

WHEREAS, this Task Order will permit VRE staff to contact STV Incorporated to request a specific task using specific guidelines established within the task order contract; and,

WHEREAS, STV Incorporated will perform the task unless the duration of time needed will exceed the time limit established for individual Service Requests;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Task Order under the MEC VI Contract with STV Incorporated for General On-Call Services in an amount not to exceed $110,000.

Approved this 15th day of May 2015

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John C. Cook
Chairman

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Pual Smedberg
Secretary
Agenda Item 8-F
Consent Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: May 15, 2015

Re: Authorization to Issue a Supplemental GEC VI Task Order for Real Estate Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Supplemental Task Order under the GEC VI contract to Parsons Brinckerhoff (PB) for Task Order #29 for real estate services in an amount of $26,500, plus a 10% contingency of $2,650, for a total of $29,150. This will bring the total amount authorized for Task Order #29 to $78,950.

Background:

VRE is seeking to develop midday storage sites for rolling stock north of Washington Union Station. On December 10th, 2014, VRE executed GEC VI Task Order #29 for $49,800 with PB for basic real estate services to determine ownership, estimate costs, and assess availability of a specific set of properties needed for a 1,500-foot connecting track between Amtrak at Union Station and the leading midday storage site. The original task order included making inquiries of property owners and supporting preliminary negotiations.

During the course of their investigations, PB identified two more parcels to be acquired than were anticipated in the original scope of work. These parcels require additional appraisals, appraisal reviews, and coordination with property owners.
PB has requested $26,500 for additional effort to complete the Task Order. VRE has confirmed this requested supplement is for work not included in the original scope of work and the PB cost estimate is fair and reasonable.

**Project Budget:**

$40 million has been set aside in the FY 2016 capital budget for expanded midday storage and other yard improvements. Midday Storage Improvements budget expended or authorized to date consist of the following:

<table>
<thead>
<tr>
<th>Midday Storage Improvements</th>
<th>Contractor</th>
<th>Budget Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Terminal Storage Site Investigation (Task Order #28)</td>
<td>AECOM</td>
<td>$45,348</td>
</tr>
<tr>
<td>Real Estate Services (Original Task Order #29)</td>
<td>Parsons Brinckerhoff</td>
<td>$49,800</td>
</tr>
<tr>
<td>Conceptual Design for Midday Storage Tracks (Task Order #31)</td>
<td>Gannett Fleming</td>
<td>$47,221</td>
</tr>
<tr>
<td><strong>SUBTOTAL (budget authorized to date)</strong></td>
<td></td>
<td><strong>$142,369</strong></td>
</tr>
<tr>
<td>Recommended Supplement to Task Order #29</td>
<td>Parsons Brinckerhoff</td>
<td>$29,150</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$171,519</strong></td>
</tr>
</tbody>
</table>

**Fiscal Impact:**

This project, Equipment Storage, is included in VRE’s Capital Improvement Program with funds for these Task Orders drawn from VRE’s FY 2014 federal 5307 funds.
Virginia Railway Express
Operations Board

Resolution
8F-05-2015

Authorization to Issue a Supplemental GEC VI
Task Order for Real Estate Services

WHEREAS, VRE is seeking to identify new midday storage sites for rolling stock north of Washington Union Station; and,

WHEREAS, on December 10th, 2014, VRE executed GEC VI Task Order #29 for $49,800 with Parsons Brinckerhoff for basic real estate services to determine ownership of potential properties, estimate costs, and assess availability of a specific set of properties needed to access a new midday storage site; and,

WHEREAS, additional fees are required due to the increase in the number of parcels involved;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Supplemental Task Order under the GEC VI contract to Parsons Brinckerhoff for Task Order #29 for real estate services in an amount of $26,500, plus a 10% contingency of $2,650 for a total of $29,150. This will bring the total amount authorized for Task Order #29 to $78,950.

Approved this 15th day of May 2015

_______________________________
John C. Cook
Chairman

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Paul Smedberg
Secretary
To: Chairman Cook and the VRE Operations Board  
From: Doug Allen  
Date: May 15, 2015  
Re: Recommend Authorization to Execute the First Option Period of the Operations and Maintenance Contract

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to modify the contract with Keolis Rail Services Virginia, LLC for operations and maintenance services by approving 1) the first of two five year option periods and 2) up to $20,931,000 for the first year of the first option period for a total contract value not to exceed $116,527,554 for operations and maintenance through June 30, 2016.

Background:

On October 16, 2009, the VRE Operations Board approved a 5 year contract with Keolis Rail Services Virginia (KRSV) for VRE operations and maintenance services and mobilization. VRE staff has returned to the Operations board for the following amendment and contract modifications:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Authorized Value (Cumulative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-16-2009</td>
<td>1st Contract Year &amp; Mobilization</td>
<td>$18,459,348</td>
<td>$18,459,348</td>
</tr>
<tr>
<td>12-17-2010</td>
<td>*Amendment</td>
<td>$2,085,000</td>
<td>$20,544,348</td>
</tr>
<tr>
<td>5-20-2011</td>
<td>2nd Contract Year</td>
<td>$17,954,527</td>
<td>$38,498,875</td>
</tr>
<tr>
<td>4-20-2012</td>
<td>**3rd Contract Year</td>
<td>$18,008,591</td>
<td>$56,507,466</td>
</tr>
</tbody>
</table>
*Amendment included service enhancements, higher than anticipated insurance costs; items included in the original negotiations, contingency funds and removed the requirement that Keolis indemnify VRE for all liability claims arising from the contract service with a value of up to $5,000,000.

**FY2013 budget amended mid-year for service enhancements resulting in the lengthening of two trains. This increased the FY2013 contract budget amount to $18,248,591. Authorization available from prior year approvals.

** FY 2015 budget includes adding the new Fredericksburg line train for half of the fiscal year.

The first year of the first option period will start July 1, 2015. The total amount requested for authorization is equal to the total budgeted for FY 2016.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Authorized Value (Cumulative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-15-2015</td>
<td>1st Year of First Option Period</td>
<td>$20,931,000</td>
<td>$116,527,554</td>
</tr>
</tbody>
</table>

The amount requested for the first year of the first option period includes service enhancements in the form of adding one Fredericksburg line train for the entire fiscal year and a budgeted CPI increase of 2.00% for fixed cost as required by the Contract.

**Fiscal Impact:**

Funding for the first year of the first option period is included in the FY 2016 operating budget. Combined, the total amounts budgeted for Train Operations and Maintenance of Equipment is $20,931,000.
Virginia Railway Express
Operations Board

Resolution
10A-05-2015

Recommend Authorization to Execute the First Option Period of the Operations and Maintenance Contract

WHEREAS, on October 16, 2009, the VRE Operations Board approved a 5 year contract with Keolis Rail Services Virginia for VRE operations and maintenance services and mobilization in the amount of $18,459,348 through June 30, 2011; and,

WHEREAS, a contract amendment was approved on December 17, 2010 in the amount of $2,085,000; and,

WHEREAS, on May 20, 2011, the Operations Board approved the second contract year, through June 30, 2012, in the amount of $17,954,527, for a total contract value not to exceed $38,498,875; and,

WHEREAS, on April 20, 2012, the Operations Board approved the third contract year, through June 30, 2013, in the amount of $18,008,591, for a total contract value not to exceed $56,507,466; and,

WHEREAS, on April 19, 2013, the Operations Board approved the fourth contract year, through June 30, 2014, in the amount of $18,974,041, for a total contract value not to exceed $75,481,507; and,

WHEREAS, on April 18, 2014, the Operations Board Approved the fifth contract year, through June 30, 2015, in the amount of $20,115,047, for a total contract value not to exceed $95,596,554.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute the first option period of five years of the Operations and Maintenance Contract; and,

LET IT BE FURTHER RESOLVED THAT the VRE Operations Board does hereby recommend the Commissions authorize modifying the Contract with Keolis Rail Services Virginia, LLC for Operations and Maintenance services by approving up to $20,931,000, for the first year of the first option period for a total contract value not to exceed $116,527,554 through June 30, 2016.

Approved this 15th day of May 2015

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John C. Cook
Chairman

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Paul Smedberg
Secretary
Agenda Item 10-B  
Action Item

To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: May 15, 2015
Re: Authorization to Amend the Memorandum of Agreement Regarding Coordination of Technical Analysis, Testing, Funding and Administration for New Electronic Payments Program (NEPP)

Recommendation:

The Operations Board is asked to authorize the Chief Executive Officer to execute the first amendment to the Memorandum of Agreement regarding coordination of technical analysis, testing, funding and administration for the New Electronic Payments Program (NEPP). The amendment will cover expenses incurred through FY 2016 for the technical assistance in support of the NEPP implementation. The VRE share of the expenses is calculated at $69,071 utilizing a formula that takes into account ridership and the regional partners' historical customer use transactions for SmarTrip.

Background:

In May 2014, VRE entered into a Memorandum of Agreement between the Northern Virginia Transportation Commission (NVTC), Arlington County (ART) Fairfax County (Fairfax Connector), Loudon County (LC Transit), City of Alexandria, Alexandria DASH, City of Fairfax (Fairfax CUE), and Potomac and Rappahannock Transportation Commission (PRTC Omiride and Omni Link) authorizing NVTC to act on behalf of the participating entities as the contracting and coordinating agent.
for technical analysis, testing, funding and administration of WMATA’s NEPP. Initial funding of $200,000 (including 50% match) was provided through a fiscal year 2014 mid-cycle grant from the Virginia Department of Rail and Public Transportation (DRPT). VRE’s share of the initial funding was $17,268 which was within the Chief Executive Officers authorization limit to execute.

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Percentage Share (Based on FY14 Transactions)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NVTC WMATA Jurisdictions</td>
<td>65.13%</td>
<td>$ 65,126.00</td>
</tr>
<tr>
<td>Loudon County</td>
<td>5.77%</td>
<td>$ 5,765.00</td>
</tr>
<tr>
<td>PRTC</td>
<td>11.84%</td>
<td>$ 11,841.00</td>
</tr>
<tr>
<td>VRE</td>
<td>17.27%</td>
<td>$ 17,268.00</td>
</tr>
<tr>
<td>50% DRPT Match</td>
<td>100.00%</td>
<td>$ 100,000.00</td>
</tr>
</tbody>
</table>

**Pricing:**

This amendment will cover the period July 1, 2014 through June 30, 2016 and will be funded by a DRPT grant totaling $800,000 (including 50% match). The VRE share for this amendment is $69,071 which exceeds the Chief Executive Officer’s authority.

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Percentage Share (Based on FY14 Transactions)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NVTC - WMATA Jurisdictions</td>
<td>65.13%</td>
<td>$ 260,506.00</td>
</tr>
<tr>
<td>Loudon County</td>
<td>5.76%</td>
<td>$ 23,058.60</td>
</tr>
<tr>
<td>PRTC</td>
<td>11.84%</td>
<td>$ 47,364.60</td>
</tr>
<tr>
<td>VRE</td>
<td>17.27%</td>
<td>$ 69,070.80</td>
</tr>
<tr>
<td>50% DRPT Match</td>
<td>100.00%</td>
<td>$ 400,000.00</td>
</tr>
</tbody>
</table>

**Fiscal Impact:**

The total cost of this project is funded with a 50% state grant administered through NVTC with VRE providing a 50% local match from the Operations and Communications operating budget.
Virginia Railway Express
Operations Board

Resolution
10B-05-2015

Authorization to Amend the Memorandum of Agreement
Regarding Coordination of Technical Analysis, Testing, Funding
and Administration for New Electronic Payments Program (NEPP)

WHEREAS, in May, 2014, the VRE Chief Executive Office executed a Memorandum
of Agreement (MOA) regarding coordination of technical analysis, testing, funding
and administration for the New Electronic Payments Program (NEPP); and,

WHEREAS, effective July 1, 2014, The Commonwealth of Virginia Department of
Rail and Public Transportation (DRPT) and the Northern Virginia Transportation
Commission (NVTC) entered into a project agreement in the amount of $800,000
($400,000 grant amount/State share and $400,000 local share of project cost) for
the Northern Virginia NEPP implementation; and,

WHEREAS, the entities included in the MOA have agreed upon a cost allocation
method for the local share of project cost;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does
hereby authorize the Chief Executive Officer to execute an amendment to the
Memorandum of Agreement regarding coordination of technical analysis, testing,
funding and administration for the New Electronic Payments Program; and,

LET IT BE FURTHER RESOLVED THAT, the VRE share of the project cost is
expected to be $69,071 based on the agreed upon allocation method.

Approved this 15th day of May 2015

______________________________
John C. Cook
Chairman

______________________________
Paul Smedberg
Secretary
To: Chairman Cook and the VRE Operations Board  
From: Doug Allen  
Date: May 15, 2015  
Re: Authorization to Issue an MEC VI Task Order for Engineering Oversight for New Passenger Railcars  

Recommendation:  
The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a Task Order with STV Incorporated under the MEC VI Contract for engineering oversight for the purchase of five new passenger railcars in the amount of $781,250, plus a 5% contingency of $39,062, for a total amount not to exceed $820,312.  

Background:  
In May of 2015, VRE entered into a Mechanical Engineering Consulting Contract (MEC VI) with STV Incorporated. Through this Contract, STV provides mechanical engineering consulting services to VRE for various projects including oversight for new rolling stock procurements.  
On September 19, 2014, the VRE Operations Board approved a Contract Amendment with Sumitomo Corporation of the Americas (SCOA) to place an option order for five (5) additional railcars. Funding for this Contract includes a mix of federal, state and local money which requires VRE to have oversight functions including:  
1) Buy America Pre-Award and Post Award audits  
2) Technical Specification Compliance
3) First Article Inspections  
4) System Safety Documentation (FMECA, FMEA, Safety Certifications, etc.)  
5) Design Reviews  
6) Material Test Reports (smoke, flame, toxicity, etc.)  
7) On-site review of sub-system assembly  
8) On-site review of final assembly  
9) VRE acceptance testing  
10) Project status meetings  
11) Warranty Administration

Similar to previous railcar purchases, VRE requires support from engineering consultants for this work. This Task Order will include design reviews, first article inspections, in-plant inspections, warranty administration and acceptance testing of each car prior to placing into VRE service. The manufacturing and subsequent oversight work for this project will take place at Nippon Sharyo’s manufacturing facilities in Toyokawa, Japan and Rochelle, IL. The cost of this Task Order is based on a fifty (50) month Contract period, which includes the design, manufacturing process and warranty period.

**Fiscal Impact:**

The tables below identify the project costs and funding sources for the five (5) new railcars. The first table includes both the cost of the purchase of the railcars and the required oversight work.

**Project Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost for five (5) Option Cars</td>
<td>10,545,200</td>
</tr>
<tr>
<td>Contingency – SCOA</td>
<td>527,260</td>
</tr>
<tr>
<td><strong>Engineering Oversight (STV)</strong></td>
<td><strong>781,250</strong></td>
</tr>
<tr>
<td>Contingency – Oversight (STV)</td>
<td>39,062</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$11,892,772</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>3,280,000</td>
</tr>
<tr>
<td>State Mass Transit Funds</td>
<td>8,087,085</td>
</tr>
<tr>
<td>VRE</td>
<td>525,687</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$11,892,772</strong></td>
</tr>
</tbody>
</table>
Virginia Railway Express  
Operations Board  

Resolution  
10C-05-2015  

Authorization to Issue an MEC VI Task Order for 
Engineering Oversight for New Passenger Railcars  

WHEREAS, VRE has a contract with STV Incorporated for mechanical and 
engineering consulting services (MEC VI); and, 

WHEREAS, VRE has amended the contract with Sumitomo Corporation of the 
Americas for the purchase of five new railcars; and, 

WHEREAS, funding for the purchase of the new railcars includes a mix of federal, 
state and local funds which requires VRE to provide various oversight functions; 
and, 

WHEREAS, STV Incorporated will provide these oversight functions as required to 
ensure total project and funding compliance; 

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does 
hereby authorize the Chief Executive Officer to execute a Task Order with STV 
Incorporated under the MEC VI Contract for engineering oversight for the purchase 
of five new passenger railcars in the amount of $781,250, plus a 5% contingency of 
$39,062, for a total amount not to exceed $820,312. 

Approved this 15th day of May 2015  

__________________________________  
John C. Cook  
Chairman  

__________________________________  
Paul Smedberg  
Secretary
To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: May 15, 2015
Re: Approval of Increase to Chief Executive Officer Spending Authority

Recommendation:

The VRE Operations Board is asked to approve an increase in the Chief Executive Officer’s procurement authorization and contract award authorities from $50,000 to $100,000.

Background:

The VRE Chief Executive Officer’s spending authority was established in 1991 at $15,000 and increased to $30,000 in 2001. The last increase of the CEO’s spending authority was in 2006 when it was increased to $50,000. At that time the VRE budget was approximately $67 million. Given that VRE is now working with a budget of over $126 million, an adjustment to the spending limit seems timely. The increase in the annual budget has resulted in an increasing number of procurements requiring VRE Operations Board approval.

The recently completed Management Audit discussed streamlining the approval process. By increasing the approval thresholds, a greater share of procurements and contracts will qualify for administrative approval. This will allow the VRE Operations Board to focus on procurements with greater budgetary and policy implication. The Management Audit recommended procurement authorization and contract award authorities for the CEO of $100,000. It also recommended any
purchase of greater than $50,000 be communicated to the Operations Board as an information item, to provide transparency.

The Management Audit also recommended the VRE Operations Board revisit procurement thresholds every two years to determine whether approval levels should be adjusted to account for inflation or other factors.

At the April 2015 Operations Board meeting there was a procurement related information item that included discussion of the Management Audit’s recommendations. There seemed to be general consensus that the recommendations were reasonable.

Any procurement or contract over $100,000 would continue to require the Operations Board’s approval of the procurement as well as award of a contract. The VRE Operations Board has authority to approve this amendment to the CEO spending authority based on the delegation of authority plan approved by the Commissions in December 2005.

**Fiscal Impact:**

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

Resolution
10D-05-2015

Approval of Increase to Chief Executive Officer Spending Authority

WHEREAS, the last increase of the Chief Executive Officer's spending authority was in 2006 when it was increased to $50,000 and the VRE annual budget was approximately $67 million; and,

WHEREAS, VRE is now working with a budget of over $126 million; and,

WHEREAS, the recently completed Management Audit recommended procurement authorization and contract award authorities for the Chief Executive Officer of $100,000; and,

WHEREAS, The Operations Board can approve an amendment to the Chief Executive Officer spending authority based on the delegation of authority plan approved by the Commissions in December 2005;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby increase the Chief Executive Officer’s procurement authorization and contract award authorities from $50,000 to $100,000. Any purchase of greater than $50,000 will be communicated to the VRE Operations Board as an information item; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board will revisit procurement thresholds every two years to determine whether approval levels should be adjusted to account for inflation or other factors.

Approved this 15th day of May 2015

______________________________
John C. Cook
Chairman

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

From: Doug Allen

Date: May 15, 2015

Re: Approval of Standardized Language for Contract Authorizations

Recommendation:

The VRE Operations Board is asked to approve a resolution requiring 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 relies upon staff to have complied with all applicable laws, regulations, policies and procurement procedures that pertain to the action in the development of its recommendation to the VRE Operations Board.

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**, 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;

**Fiscal Impact:**

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

Resolution
10E-05-2015

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 language in Attachment 1.

Approved this 15th day of May 2015

__________________________________________
John C. Cook
Chairman

__________________________________________
Paul Smedberg
Secretary
Approval of Standardized Language for Contract Authorizations

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;
To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: May 15, 2015
Re: Authorization to Execute a Contract for Disaster Management Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with FEI Behavioral Health of Milwaukee, WI for the provision of disaster management services in the amount of $22,500 for a base year and two option years, with the CEO exercising the option years at his discretion.

Background:

The National Transportation Safety Board (NTSB), along with the railroad industry, recommends that each rail system have a process to mobilize victim support services following a rail disaster. Traditionally these services are provided by disaster response practitioner companies. VRE currently contracts with a disaster management services contractor to provide victim support in the event of a train related disaster.

In June 2012, VRE awarded a contract to Kenyon International Emergency Services of Houston, TX for a base year with two one year options. The last extension of this contract will expire on June 27, 2015.

On December 19, 2014, the Operations Board authorized the Chief Executive Officer to issue a Request for Proposal (RFP) for disaster management services. 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. Price will be considered in context of technical performance for this service to achieve a best value determination. After receipt of the 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 competitive sealed Proposals for Disaster Management Services was necessary because the scope of work included requirements for establishing a disaster operations center, establishing a toll free number for families to get updates on victims, arranging memorial services, facilitating collection and return of personal effects, providing crisis intervention and logistical support and consulting with VRE on the overall recovery of services.

A mailing list of seven (7) prospective Offerors was established for the solicitation to ensure adequate access to sources. On March 27, 2015, an RFP was issued and proposals were due on April 27, 2015. Four (4) proposals received and were evaluated by a technical evaluation team (TET) comprising of VRE staff and a member of Keolis Rail Services staff.

The technical evaluation team used the following criteria to evaluate the proposals:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Possible Points</th>
<th>Weight (Multiplier)</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposals may earn up to 1000 points for responses to the requirements of the RFP.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Demonstrated project approach, including an understanding of the project scope and RFP requirements.</td>
<td>0 - 10</td>
<td>25</td>
<td>250</td>
</tr>
<tr>
<td>B. Demonstrated capability and expertise of the proposed firm(s) to perform disaster management services, including experience with the transit industry, particularly commuter rail.</td>
<td>0 - 10</td>
<td>25</td>
<td>250</td>
</tr>
<tr>
<td>C. Demonstrated knowledge and qualifications of the proposed Project Manager, including evidence of a minimum of five (5) years of experience in a project management role on similar contracts.</td>
<td>0 - 10</td>
<td>20</td>
<td>200</td>
</tr>
<tr>
<td>D. Demonstrated knowledge and qualifications of the proposed personnel for the project team, including depth of experience providing disaster management services.</td>
<td>0 - 10</td>
<td>20</td>
<td>200</td>
</tr>
<tr>
<td>E. Price relevant to cost effectiveness and value of services.</td>
<td>0 - 10</td>
<td>10</td>
<td>100</td>
</tr>
</tbody>
</table>
Below is the final ranking of firms who submitted a proposal for disaster management services:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Firm Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>FEI Behavioral Health</td>
<td>Milwaukee, WI</td>
</tr>
<tr>
<td>2.</td>
<td>Kenyon International</td>
<td>Houston, TX</td>
</tr>
<tr>
<td>3.</td>
<td>Empathia Inc.</td>
<td>Waukesha, WI</td>
</tr>
<tr>
<td>4.</td>
<td>BCFS Health and Human Services</td>
<td>San Antonio, TX</td>
</tr>
</tbody>
</table>

The Offerors' proposed pricing was in the range of $22,500 to $225,141. Complete pricing information may not be publically disclosed until after execution of a contract. VRE staff has certified that the highest ranked Offeror’s price is fair and reasonable based on the cost estimate for this project.

The contract will be for a base year, with two one year options, with the CEO exercising the option years at his discretion. Payment terms will include a fixed retainer fee of $7,500 per year, to ensure availability of resources, plus a variable cost option that will be incurred based on the magnitude of an incident. If an incident does occur, the CEO would authorize work using VRE’s emergency policy and then amend the contract and authorization at the next Operations Board meeting.

**Fiscal Impact:**

Funding for the fixed price elements is provided for in the current operating budget for Safety and Security. Funding for future years will be included in each proposed annual budget. Funding for the variable price elements, should they become necessary, would be through a combination of insurance proceeds and operating funds.
Virginia Railway Express
Operations Board

Resolution
10F-05-2015

Authorization to Execute a Contract for
Disaster Management Services

WHEREAS, VRE currently has retained the services of a professional disaster management services provider; and,

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

WHEREAS, the current contract will expire on June 27, 2015

WHEREAS, the VRE Operations Board authorized a Request for Proposals (RFP) on December 19, 2014 for disaster management services to assist in recovering from a rail incident; and,

WHEREAS, on March 27, 2015 an RFP was issued and four (4) responses were received on April 27, 2015; and,

WHEREAS, the Technical Evaluation Committee (TET), unanimously recommends that the Operations Board award a contract to FEI Behavioral Health; 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 to FEI Behavioral Health for the provision of disaster management services in the amount of $22,500 for a base year and two option years, with the CEO exercising the option years at his discretion; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby acknowledge that in the event an incident occurs, the Chief Executive Officer would authorize work under VRE’s emergency procurement policy and the Operations Board would be asked to formally approve the contract amendment at the next regularly scheduled meeting.

Approved this 15th day of May 2015

____________________________
John C. Cook
Chairman

____________________________
Paul Smedberg
Secretary
To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: May 15, 2015
Re: Recognition of Alfred H. Harf for Distinguished Service to the Virginia Railway Express Operations Board

Recommendation:
The VRE Operations Board is being asked to approve a resolution honoring Alfred H. Harf for his contributions to the growth, efficiency and overall success of Virginia Railway Express.

Background:
Alfred Harf has served as the Executive Director of the Potomac and Rappahannock Transportation Commission from November 1998 to July 2015. During this time, Mr. Harf has played an instrumental role in the expansion and replacement of VRE’s fleet, assisted in our station and parking expansion projects, and has provided sage counsel to VRE in funding, legal, legislative, human resource, and other functions.

As Mr. Harf will leave employment with the PRTC in July 2015, the Operations Board is asked to approve the attached resolution in appreciation for assistance to VRE.
Virginia Railway Express
Operations Board

Resolution
10G-05-2015

Recognition of Alfred H. Harf for Distinguished Service to the Virginia Railway Express Operations Board

WHEREAS, Alfred H. Harf has served as the Executive Director of the Potomac and Rappahannock Transportation Commission from November 1998 to July 2015; and,

WHEREAS, Alfred H. Harf has served the VRE Operations Board during the same time period as one of his many duties as the PRTC Executive Director; and,

WHEREAS, during his tenure at PRTC, Alfred H. Harf played a critical role in assisting VRE with the expansion and replacement of VRE’s fleet, station and parking expansion projects, the agreement making Spotsylvania County a member of PRTC and VRE and the award of the Operations and Maintenance contract to Keolis Rail Services Virginia; and,

WHEREAS, Alfred H. Harf, serving as the PRTC Executive Director, has provided sage counsel to VRE and been responsible for assisting VRE in funding, legal, legislative and human resource functions;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recognize Alfred H. Harf for his steadfast commitment and contributions to the growth, efficiency and overall success of Virginia Railway Express; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board thanks Alfred H. Harf for all he has done in improving VRE and wishes him the best in all his future endeavors.

Approved this 15th day of May, 2015

____________________________
John C. Cook
Chairman

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

From: Doug Allen

Date: May 15, 2015

Re: Publication of Proposed Disadvantaged Business Enterprise Overall Annual Goal for Federal Fiscal Years 2016-2018

PRTC has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the United States Department of Transportation (DOT), 49 CFR Part 26. VRE falls under PRTC’s DBE program. PRTC’s Transportation Project Manager is the designated DBE Liaison Officer and is responsible for implementing all aspects of the DBE program on behalf of PRTC and VRE.

The DBE program intends to provide contracting opportunities to small businesses owned and controlled by socially and economically disadvantaged individuals. The goal of the program is to “level the playing field” on which DBE businesses compete for contracts and subcontracts in the transportation industry.

The regulations specify that DOT grantees must establish an overall annual goal for DBE participation in federally assisted contracts and prescribe implementation methods, which are included in Attachment A hereto. The proposed Federal Fiscal Year (FFY) 2016-2018 DBE overall annual goal of 7.5% for Federal Transit Administration-assisted contracts is based on an assessment of the FTA projected expenditures for FFY 2016-2018, a review of U.S. Census and other sources concerning the availability of DBE companies in the industries and geographic...
markets relevant to PRTC/VRE contracting activity, and consideration of PRTC/VRE historical utilization of DBE companies. The goal represents a reasonable projection of DBE participation overall for the upcoming fiscal years.

At its May 7, 2015 meeting, PRTC authorized advertisement of the proposed FFY 2016-2018 overall annual goal in a transportation trade publication as well as local newspapers to provide for public inspection for a period of 30 days and public comment for 45 days from the date of publication. The public notice is included as Attachment B hereto. The goal, once adopted, will be posted on the websites of PRTC and VRE and included in relevant procurement documents involving DOT-assisted contracting opportunities. No action by the VRE Operations Board is required.
ATTACHMENT A

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION
AND VIRGINIA RAILWAY EXPRESS
DISADVANTAGED BUSINESS ENTERPRISE GOAL METHODOLOGY
FOR FEDERAL FISCAL YEARS 2016 - 2018

SUMMARY

The Potomac and Rappahannock Transportation Commission (PRTC) and Virginia Railway Express (VRE) have established requirements for setting an overall goal for Disadvantaged Business Enterprise (DBE) participation in federally funded contracts in accordance with regulations of the United States Department of Transportation (DOT), 49 CFR Part 26. This rule requires recipients of Federal funds to use a methodology based on demonstrable data of relevant market conditions and is designed to reach a goal the recipient would expect DBEs to achieve in the absence of discrimination.

PROPOSED GOAL FOR FFY 2016-2018

PRTC and VRE have established an overall goal of 7.5% percent DBE participation for FFY 2016-2018 on U.S. Department of Transportation (DOT)-assisted contracts. PRTC and VRE estimate that in meeting our overall goal of 7.5%, we will obtain 7.5% by using race-neutral means of facilitating DBE participation for upcoming projects receiving FTA funds by verifying DBE certifications and furnishing prime contractors information about DBE firms in the greater Washington, DC region.

METHODOLOGY

Step 1. Base Figure Determination

The first step in establishing an overall DBE Goal is to measure the actual relative availability of DBE vendors within PRTC and VRE’s service area to perform the types of DOT assisted contracts that PRTC and VRE intend to let during the three-year Federal fiscal year cycle. In FFY 2016, 2017, and 2018 PRTC and VRE are expected to initiate contracts in Construction, Engineering, and Management and Planning.

Specifically, PRTC’s contracts include: construction of the planned Bus Maintenance and Storage Facility in Western Prince William County; the engineering and design of bus shelters; and management services for PRTC’s Transportation Demand Management (TDM) Employer Outreach Program.

VRE’s contracts include: engineering and construction services to build a second platform and extend the existing platforms at the Lorton and Rippon VRE Stations; engineering and design of parking garage at the Fredericksburg Station; engineering, design, NEPA, site selection, and construction for mid-day equipment storage for VRE railcars; construction of heavy maintenance facility; and automated counting of rail passengers and automated counting of parking spaces.
Local Market Area

The local market area is the area wherein the substantial majority of the contractors and subcontractors are located and the area in which PRTC and VRE spends the substantial majority of its contracting dollars. For the purposes of this methodology, PRTC and VRE will consider the relevant market area to be the Cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas and Manassas Park and the Counties of Arlington, Fairfax, Loudoun, Prince William, Stafford, and Spotsylvania, and the District of Columbia.

Available Firms in Local Market Area by North American Industry Classification Systems (NAICS) Code

Table 1 – Total Available Firms

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>NAICS Code</th>
<th>NAICS Code</th>
<th>NAICS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>23 Construction</td>
<td>541330 Engineering</td>
<td>541611 General Mgmt/Planning</td>
</tr>
<tr>
<td>Alexandria City, VA</td>
<td>144</td>
<td>64</td>
<td>194</td>
</tr>
<tr>
<td>Arlington, VA</td>
<td>203</td>
<td>130</td>
<td>276</td>
</tr>
<tr>
<td>District of Columbia</td>
<td>426</td>
<td>183</td>
<td>634</td>
</tr>
<tr>
<td>Fairfax City, VA</td>
<td>2213</td>
<td>36</td>
<td>38</td>
</tr>
<tr>
<td>Fairfax, VA</td>
<td>111</td>
<td>525</td>
<td>1013</td>
</tr>
<tr>
<td>Falls Church, VA</td>
<td>30</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>Fredericksburg, VA</td>
<td>52</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Loudoun, VA</td>
<td>758</td>
<td>144</td>
<td>236</td>
</tr>
<tr>
<td>Manassas City, VA</td>
<td>174</td>
<td>19</td>
<td>9</td>
</tr>
<tr>
<td>Manassas Park, VA</td>
<td>81</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Prince William, VA</td>
<td>1057</td>
<td>81</td>
<td>151</td>
</tr>
<tr>
<td>Spotsylvania, VA</td>
<td>321</td>
<td>20</td>
<td>17</td>
</tr>
<tr>
<td>Stafford, VA</td>
<td>318</td>
<td>36</td>
<td>45</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>5,888</strong></td>
<td><strong>1,260</strong></td>
<td><strong>2,645</strong></td>
</tr>
</tbody>
</table>

The total number of all contractors and subcontractors located in PRTC and VRE’s local market area who would be available for DOT–assisted projects, were extracted from the 2012 County Business Patterns (NAICS) database hosted by the U.S. Census. Table 1 summarizes the total available firms in each local market jurisdiction by corresponding Industry (NAICS) Code.
Base Figure Formula

The Regulations suggest the following formula for determining the base figure percentage of ready, willing and able DBE firms for DOT-Assisted projects:

\[
\text{Numerator: Ready, Willing and Able DBE Firms (by category) divided by;}
\]

\[
\text{Denominator: All Ready, Willing and Able Firms (by same numerator category)}
\]

The numbers for the denominator (the number divided by) were extracted from the NAICS listing for the local market area, as referenced in Table 1. The numbers for the numerator (the number being divided) includes firms listed in DBE databases maintained by the District of Columbia Department of Transportation (DDOT), Virginia Department of Minority Business Enterprise (DMBE), the Metropolitan Washington Area Transit Authority (WMATA), the Metropolitan Washington Airport Authority (WMAA), and PRTC and VRE’s Bidders List (those firms whose description matched the respective industry codes). The DBE firms from the various databases are shown below in Table 2.

Table 2 – Certified DBE Firms

<table>
<thead>
<tr>
<th>Certifying Agency</th>
<th>NAICS Code 236220 Construction</th>
<th>NAICS Code 541330 Engineering</th>
<th>NAICS Code 541611 Mgmt Consulting</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDOT</td>
<td>65</td>
<td>20</td>
<td>91</td>
</tr>
<tr>
<td>DMBE</td>
<td>34</td>
<td>84</td>
<td>97</td>
</tr>
<tr>
<td>WMATA</td>
<td>55</td>
<td>58</td>
<td>101</td>
</tr>
<tr>
<td>MWAA</td>
<td>105</td>
<td>95</td>
<td>156</td>
</tr>
<tr>
<td>PRTC/VRE Bidder's List</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>261</strong></td>
<td><strong>259</strong></td>
<td><strong>446</strong></td>
</tr>
</tbody>
</table>

Note: PRTC cross-referenced each directory in order to prevent double counting a particular DBE firm who is certified and registered by more than one agency.

For the base goal calculation, PRTC and VRE developed a base goal using the relative availability of DBEs in the local market area based on the project and work item, as shown in Table 3.
## Table 3 – Relative Availability of DBEs

<table>
<thead>
<tr>
<th>Related NAICS Industry Code</th>
<th>Work Item</th>
<th>Number of DBE Firms</th>
<th>Number of All Firms</th>
</tr>
</thead>
<tbody>
<tr>
<td>236220</td>
<td>• Construction Services to build a Second Platform and extend the existing Platforms at Lorton and Rippon VRE Stations</td>
<td>261</td>
<td>5,888</td>
</tr>
<tr>
<td></td>
<td>• Construction of PRTC Bus Maintenance and Storage Facility in Western Prince William County</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Construction of VRE Maintenance Facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>541330</td>
<td>• Engineering and design of PRTC Bus shelters</td>
<td>259</td>
<td>1,260</td>
</tr>
<tr>
<td></td>
<td>• Engineering/Design/NEPA and site selection of Mid-day Equipment Storage for VRE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Engineering/Design of Platform Extensions and Second Platform at Lorton and Rippon Stations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Engineering and design of parking garage at Fredericksburg VRE Station</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Automated Passenger and Parking Counts at various VRE Stations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>541611</td>
<td>• PRTC Employer Outreach Program Management Services</td>
<td>446</td>
<td>2,645</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>966</td>
<td>9,793</td>
</tr>
</tbody>
</table>

Therefore, the base goal calculation, using combined totals, is as follows:

<table>
<thead>
<tr>
<th>Base Goal</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9.8%</td>
<td>(261 construction DBE firms + 259 engineering DBE firms + 446 management services DBE firms)</td>
</tr>
<tr>
<td></td>
<td>(5,888 construction firms + 1,260 engineering firms + 2,645 management services firms)</td>
</tr>
</tbody>
</table>

Base Figure = \[
\frac{966}{9,793} = 9.8\%
\]
Weighting

To make certain that the base goal is as accurate as possible, PRTC and VRE used weighting to adjust its Step 1 goal figure. In FFY 2016, 2017 and 2018, PRTC and VRE are expected to initiate the majority of contracts for engineering and design and also for construction projects while less contract dollars will be spent on Management/Planning and Consulting Services. PRTC and VRE estimated that approximately 81% of contract dollars will be spent on heavy construction, 19% on Engineering and less than 1% on Administrative Management and Planning. The calculations which show how we arrived at these percentages are provided as Table 4 in the attached spreadsheet.

Weighting Calculations

The following calculations were performed to determine an appropriately weighted baseline goal:

\[
\frac{261}{.806 \times 5888} + \frac{259}{.192 \times 1260} + \frac{446}{.001 \times 2645} \times 100 = 7.5\%
\]

In order to calculate the weighted goal, PRTC and VRE used the number of DBE firms for construction, engineering and administrative management planning as the numerators and divided them by the number of firms in the same fields (denominators) and multiplied them by the weighted percentages. The sum of these numbers multiplied by 100 resulted in the weighted goal of 7.5%.

\[
[.806 \times (0.044327446) + .192 \times (0.205555556) + .001 \times (0.0168620038)] \times 100 = 7.5\%
\]

Step 2: Adjustment to Base Goal

Step Two of the goal setting calculation process is intended to adjust the Base Figure calculated in Step One to make the goal as precise as possible. Under the rule, all evidence available to the grantee must be considered to determine whether such an adjustment is necessary.

PRTC and VRE examined additional factors to determine what adjustment, if any, was needed to establish the overall goal. The factors considered are outlined below and the reasons for not using them are presented

1. Past Participation: The PRTC and VRE DBE program has consistently been in compliance with the standards set forth in 49 CFR 26, however of the past three years, Fiscal Year 2014 seems to be an aberration with 95.2% of total DBE participation, more than triple the actual DBE goal and the DBE participation for the previous two years. Therefore, using past participation to adjust the base figure would not make the goal as precise as possible. Listed below are the last three years DBE participation rates.
Past Participation of DBEs:

- 2014: 95.2% (overall goal 8.4%)
- 2013: 17.5% (overall goal 8.4%)
- 2012: 6% (overall goal 5.6%)

Secondly, the past years contracting opportunities are not entirely similar to contracting opportunities for FFYs 2016-2018. PRTC will let a contract for construction of its Western Bus and Maintenance and Storage Facility, which will total more than $30 million dollars. In addition, VRE will let several contracts for engineering and design of platform extensions, mid-day equipment storage and a parking garage at the Fredericksburg VRE Station. VRE will also let contracts for construction of platform extensions and second platforms and a maintenance facility, which total more than $53 million dollars.

Therefore, PRTC and VRE are not making an adjustment to the base figure based on past participation because the past three years of history has shown an aberration of participation and because the contracting opportunities for the coming three years is not entirely similar to the past three years.

2. PRTC and VRE have maintained a race-neutral DBE program and have not evidenced any reports of discrimination in the award of subcontracts, availability of insurance, bonding or any other business related complaints resulting from discriminatory practices. PRTC and VRE have not discovered any examples of discrimination that may warrant an adjustment of the base figure to rectify a particular problem.

3. PRTC and VRE have not commissioned or conducted a disparity study regarding DBEs; however, the most recent disparity study was conducted in the Commonwealth of Virginia in 2009 (over six years ago). The final report titled, “A Disparity Study for the Commonwealth of Virginia” was submitted on January 13, 2010. This study was conducted as a two phase comprehensive update to the Commonwealth’s 2004 Procurement Disparity Study. The study reviewed Commonwealth contract and procurement data from July 1, 2005 through June 30, 2009. The study was to fully analyze availability, utilization and disparity with regard to minority and non-minority women, and non-minority male-owned firms. Upon review of the disparity study, PRTC and VRE determined that it is not relevant to PRTC’s and VRE’s DBE Program because it omits DBE firms in the transportation industry. In addition, the study did not provide any information relative to discrimination in PRTC’s and VRE’s local market area (Northern Virginia).

4. There is no other data that suggest additional adjustments in PRTC’s and VRE’s base figure are warranted.

**Breakout of Estimated Race-Conscious/Race-Neutral Breakdown**

PRTC and VRE have established an overall goal of 7.5%; PRTC and VRE intend to attain 7.5% of this goal through race-neutral participation.
PRTC and VRE will meet the maximum feasible portion of the overall goal by using race-neutral means of facilitating DBE participation. PRTC and VRE have consistently met its DBE goal by implementing race-neutral contract goals.

PRTC and VRE continue to work with prime contractors to assist their efforts to facilitate race-neutral DBE participation. Race-neutral measures are a means to obtain DBE participation when a DBE firm wins a prime contract through customary competitive procurement procedures; DBE participation is awarded through a subcontract or a prime contract that does not carry a DBE goal; DBE participation through a subcontract from a prime contractor that did not consider a firm’s DBE status in making the award.

PRTC and VRE implements race-neutral measures consisting of, but not limited to, the following:

1. PRTC and VRE are members of minority and women associations and the Prince William County Chamber of Commerce, which connects the agencies to nearly 2,100 small businesses in the local market area.
2. PRTC and VRE provide copies of the Invitation For Bids, when requested to certified DBE’s.
3. PRTC and VRE encourage introductions at pre-proposal conferences to help DBEs and other small businesses with access to prime contractors in an effort to develop working relationships.

Process

PRTC and VRE are required to submit its overall DBE goal to the Federal Transit Administration (FTA) on August 1st every three years. Before establishing the overall DBE goal, PRTC and VRE consults with the staff at the Virginia Department of Minority Business Enterprise (DMBE), the District Department of Transportation (DDOT), the Washington Metropolitan Transportation Authority (WMATA), Metropolitan Washington Airport Authority (WMAA), and nearby transit agencies to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses. Consultation with the groups identified above is not to be construed as mutually exclusive or exhaustive.

With the Commissioners approval, PRTC and VRE posts a notice of the proposed overall DBE goal, informing the public that the proposed goal and its rationale are available for public inspection during normal business hours at PRTC and VRE offices for a period of 30 days and public comment for 45 days from the date the notice. PRTC and VRE publish its overall goal with the following newspapers: APTA Passenger Transport, and Potomac News & Manassas Journal Messenger. The goal is also posted on PRTC and VRE’s website and in employee areas at headquarters buildings.

If public comments necessitate reconsideration or possible modification of the goal, the Board will be asked to review and adopt the final FFY 2016 – 2018 goal after completion of the public comment period. Assuming no public comment, the Commissioners will adopt the goal.
### PRTC and VRE
**FFY 2016-2018 DBE Weighted Goal Calculation**

#### TABLE 4

<table>
<thead>
<tr>
<th>Project</th>
<th>Construction (NAICS 23)</th>
<th>Engineering (NAICS 541330)</th>
<th>Management/Planning (NAICS 541611)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRTC Western Bus Maintenance Facility</td>
<td>$30,800,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus Shelters Engr/Design 3years</td>
<td></td>
<td>$75,000</td>
<td></td>
</tr>
<tr>
<td>Employer Outreach TDM</td>
<td></td>
<td></td>
<td>$138,000</td>
</tr>
<tr>
<td>VRE Mid-day Equipment Storage</td>
<td>$19,700,000</td>
<td>$16,856,000</td>
<td></td>
</tr>
<tr>
<td>VRE Lorton Platform Extension &amp; Second Platform</td>
<td>$17,140,000</td>
<td>$1,500,000</td>
<td></td>
</tr>
<tr>
<td>VRE Rippon Platform Extension &amp; Second Platform</td>
<td>$14,632,716</td>
<td>$2,000,000</td>
<td></td>
</tr>
<tr>
<td>VRE Heavy Maintenance Facility</td>
<td>$22,500,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Gargage at Fredericksburg Station</td>
<td></td>
<td>$888,568</td>
<td></td>
</tr>
<tr>
<td>APC - Passenger &amp; Parking</td>
<td></td>
<td>$3,650,000</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>$104,772,716</td>
<td>$24,969,568</td>
<td>$138,000</td>
</tr>
<tr>
<td><strong>% of total Contract $</strong></td>
<td>0.806686841</td>
<td>0.192250642</td>
<td>0.001062517</td>
</tr>
<tr>
<td>Available Firms</td>
<td>5,888</td>
<td>1,260</td>
<td>2,645</td>
</tr>
<tr>
<td>DBE Firms</td>
<td>261</td>
<td>259</td>
<td>446</td>
</tr>
<tr>
<td><strong>% DBE Firms</strong></td>
<td>0.044327446</td>
<td>0.205555556</td>
<td>0.168620038</td>
</tr>
<tr>
<td></td>
<td>0.035758</td>
<td>0.039518</td>
<td>0.000179</td>
</tr>
</tbody>
</table>

**Weighted Goal** 7.5%
ATTACHMENT B

PUBLIC NOTICE

DISADVANTAGED BUSINESS ENTERPRISE
PROPOSED FEDERAL FY 2016-2018 GOAL

The Potomac and Rappahannock Transportation Commission (PRTC) and the Virginia Railway Express (VRE), in accordance with requirements of the U.S. Department of Transportation as set forth in 49 C.F.R. Part 26, as amended, hereby notifies the public that it is recommending the following Disadvantaged Business Enterprise (DBE) goal for applicable procurement contracts assisted by the Federal Transit Administration during Federal FY 2016-2018. The overall proposed DBE goal for Federal Fiscal Years 2016-2018 is 7.5%.

Information pertaining to this goal and a description of how it was selected is available for inspection from 9:00 a.m. to 5:00 p.m. (Local Time) at the PRTC Administrative Offices at 14700 Potomac Mills Road in Woodbridge for 30 days following the date of publication of this notice. Written comments on this goal will be accepted for 45 days from the date of publication of this notice. Comments should be addressed to: PRTC (Attn: Cynthia Porter-Johnson), 14700 Potomac Mills Road, Woodbridge, Virginia 22192, and to Ms. Stacie Parkins, Regional Civil Rights Officer, Federal Transit Administration, Region III, 1460 Market Street, Suite 500, Philadelphia, Pennsylvania 19103.
Agenda Item 11-B
Information Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: May 15, 2015

Re: Financial Plan Status Update 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 PFM proposal for the development of the Plan included 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 initial scenarios are a baseline level of service and two growth scenarios, based on 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 15th, PFM will be providing an introduction to the financial model that has been developed and some preliminary observations, based on the information reviewed to date.
To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: May 15, 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 April Operations Board meeting, the following actions have occurred:

- Recommendation: Hire a senior IT manager-level position, as recommended in VRE management’s FY 2016 budget.
- Action: Sr. IT Manager position hired with a start date in May.

- Recommendation: Review and adopt recommended procurement authorization and approval thresholds.
- Action: Operations Board action item on May agenda recommending increased spending authority for CEO.
<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Description</th>
<th>VRE Lead</th>
<th>Progress Update</th>
<th>Target Date/ Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organizational Alignment with Strategic Plan</strong></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: July Financial Plan: July</td>
</tr>
<tr>
<td><strong>Capacity/Staffing to Support Strategic Goals</strong></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><strong>Relationship Between Executive Directors and CEO</strong></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 scheduled but postponed.</td>
<td>June</td>
</tr>
<tr>
<td><strong>Oversight of VRE by Commissions</strong></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>
<td><strong>Purchasing Cards</strong></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>
</tr>
<tr>
<td></td>
<td><strong>Procurement Protocols</strong></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>
</tr>
<tr>
<td></td>
<td><strong>Job Descriptions</strong></td>
<td>Develop Job Descriptions/Classifications for New Staff Positions</td>
<td>A. Gotthardt</td>
<td>Under development</td>
</tr>
<tr>
<td></td>
<td><strong>Training</strong></td>
<td>Develop an annual schedule and guidelines for routine staff training.</td>
<td>A. Gotthardt</td>
<td>Under development</td>
</tr>
<tr>
<td></td>
<td><strong>CEO Evaluation</strong></td>
<td>Document the process for CEO evaluation.</td>
<td>A. Gotthardt</td>
<td>Under development</td>
</tr>
<tr>
<td></td>
<td><strong>Legal Counsel Review Periods</strong></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>
</tr>
<tr>
<td></td>
<td><strong>Legal Counsel Review by Assistant Attorneys</strong></td>
<td>Identify assistant attorneys able to directly field inquiries from VRE staff.</td>
<td>S. MacIsaac</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td><strong>Legal Staffing Levels</strong></td>
<td>Examine staffing levels and opportunities to quarter legal staff at VRE.</td>
<td>S. MacIsaac</td>
<td>Reviewing information</td>
</tr>
<tr>
<td>Task Description</td>
<td>Details</td>
<td>Responsible Party(s)</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
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<td>-------------------</td>
<td></td>
</tr>
<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></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></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></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></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 with a start date in May COMPLETE</td>
<td></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>This analysis has been started, but is awaiting new IT Director to complete. TBD</td>
<td></td>
</tr>
<tr>
<td>Operations Board Oversight</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<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>
<td></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. MacIsaac</td>
<td>Under development July</td>
<td></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. COMPLETE</td>
<td></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 July</td>
<td></td>
</tr>
<tr>
<td>Task Description</td>
<td>Description</td>
<td>Responsible Party</td>
<td>Status</td>
<td>Deadline</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------</td>
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<td>----------</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>Orientation and training materials are being developed</td>
<td>June</td>
</tr>
<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>COMPLETE</td>
<td></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>July</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>