To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: October 16, 2015

Re: Authorization to Issue a Request for Proposals for Engineering and Environmental Services for Manassas Park Station Parking Expansion Project

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 the expansion of parking at the VRE Manassas Park 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. 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 an assessment of parking demand for the Manassas Park station, the evaluation of alternative concepts for expanding parking, preparation of
preliminary engineering plans for the preferred alternative, and preparation of National Environmental Policy Act (NEPA) documentation to evaluate the potential impacts of expanding parking. The preparation of final engineering plans will also be included as an optional task, pending funding availability.

There are 616 surface parking spaces at the Manassas Park Station. Parking utilization varies throughout the year and ranges between 94% to over 100%. The lot typically fills up by about 7:45 AM, prior to the departure of the last morning train. Additionally, VRE staff have informally observed a number of riders who park in the vicinity of the Manassas Park City Hall and Park Center Drive and walk to the VRE station. Preliminary parking demand projections developed in conjunction with the VRE System Plan 2040 indicate long-term parking demand at the Manassas Park Station (through 2040) could reach as high as 1,000 spaces. The engineering and environmental analyses that will be conducted under this RFP will include additional parking demand analysis to refine those projections.

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

**Fiscal Impact:**

Funding to complete initial parking demand analysis, preliminary engineering and NEPA documentation is provided by NVTA in their FY2015-2016 program. A request for additional NVTA funding to complete the final engineering design phase of the project will be submitted in November 2015 for NVTA’s FY 2017 program.
WHEREAS, existing parking utilization and the VRE Manassas Park Station ranges between 94% and over 100%; and,

WHEREAS, forecast growth in population and employment as well as future VRE Manassas Line service expansion proposed in the VRE System Plan 2040 will result in increased demand for parking at the Manassas Park Station that exceeds available capacity; and,

WHEREAS, the preparation of environmental and engineering studies are needed to refine the future parking demand estimates for the station, complete required NEPA analyses, and prepare engineering design documents for parking expansion;

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 the Manassas Park Station parking expansion project.

Approved this 16th day of October 2015

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John C. Cook
Chairman

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Paul Smedberg
Secretary