To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: December 18, 2015
Re: Authorization to Issue a Request for Proposals for Shop and Yard Program Management Support Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for an individual to provide shop and yard program management support services to support program development and implementation.

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 preferred 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 individuals 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 individual, 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.
Train storage is a priority for VRE. Insufficient storage capacity in Washington, DC currently requires VRE to deadhead a trainset every day to and from Broad Run. In addition, Amtrak has the ability under the present operating agreement to reduce existing storage for VRE trains in Ivy City Yard starting in August 2018. The overnight maintenance and storage facilities at Broad Run and Crossroads are close to capacity and need further expansion to accommodate longer trains and railcars on order. Reflecting these needs, the FY 2016 Capital Improvement Plan (CIP) contains $11.8 million of funding to develop equipment storage projects. An additional $144.6 million is proposed in the CIP between FY 2017 and FY 2022 for project development and implementation, peaking at $34.5 million for projects in FY 2019.

Upon review of the volume of upcoming equipment storage work, VRE has determined it has an immediate need for the services of an experienced shop and yard program specialist to augment its staff capacity and technical capabilities. The scope of work for the RFP includes assisting in the development of procurement documents, technical review activities, consideration of project delivery alternatives, coordinating with external consultants, and maintaining liaison with other public agencies. The projected demand for this assistance is anticipated to peak in FY 2019 but taper off thereafter, making this position a poor candidate for a new permanent position.

VRE staff recommends contracting with an experienced individual for an initial period of three years with two one-year options for renewal. The individual will be managed as an extension of staff under the direction of a VRE Project Manager. After proposals have been received and evaluated through a competitive process, VRE staff will return to the VRE Operations Board with its recommendation for award.

**Fiscal Impact:**

Funding for development and implementation of the equipment storage program is provided in the VRE Capital Improvement Plan using Federal Transit Administration Section 5337 formula funds.
WHEREAS, the timely completion of shop and yard facilities is defined as a priority in the VRE Capital Improvement Plan and a requisite for sustaining the quality and efficiency VRE service; and,

WHEREAS, the immediate services of an experienced shop and yard program specialist is needed to augment VRE staff capacity and technical capabilities and to assist in the development of procurement documents, technical review activities, consideration of project delivery alternatives, coordination with external consultants, and maintain liaison with other public agencies; and,

WHEREAS, capital funding is available through Federal Transit Administration Section 5337 formula funding to support program management activities associated with development and implementation of equipment storage facilities and associated infrastructure;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby 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; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for shop and yard program management support services to support program development and implementation.

Approved this 18th day of December 2015

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John C. Cook
Chairman

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Paul Smedberg
Secretary