To: Chairman Skinner and the VRE Operations Board

From: Doug Allen

Date: April 15, 2016

Re: Authorization to Execute a Contract for Engineering and Environmental Services for the Rolling Road Platform Extension

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Dewberry Consultants LLC of Fairfax, Virginia, to provide engineering and environmental services for the VRE Rolling Road Station platform extension in the amount of $402,636, plus a 10% percent contingency of $40,264, for a total amount not to exceed $422,900.

Background:

VRE has instituted a program of station improvements in accordance with the VRE System Plan 2040. Under this contract, a consultant will be tasked to provide conceptual design, environmental analysis and engineering services for extension of the VRE Rolling Road Station platform in Fairfax County to accommodate eight-car trains.

On June 19, 2015, the VRE Operations Board approved a request to issue a Request for Proposals (RFP) to provide for engineering and environmental services for the VRE Rolling Road Station platform extension.

In accordance with Section 2.2-4303 of the Virginia Public Procurement Act, these services must be procured through a Request for Proposals. 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 is considered in context of technical performance for this service to achieve a best value determination. After receipt of the best and final offer from the top-ranked firm, a cost analysis is performed to compare the proposed cost with the independent cost estimate to determine that the proposed cost is fair and reasonable.

A mailing list of 96 prospective Offerors was established for the solicitation to ensure access to adequate sources of services. VRE also advertised on the Commonwealth of Virginia’s electronic procurement service (eVa). On February 4, 2016, an RFP was issued and proposals were due on March 4, 2016. Eight responses were received.

Evaluation of the Proposals received was performed by the Technical Evaluation Team (TET), which consisted of four VRE staff members. The TET met to discuss and evaluate the Proposals using the following criteria:

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<th>Evaluation Criteria</th>
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<td><strong>A.</strong> Project approach and management plan including a clear understanding of the project scope and technical requirements.</td>
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<td><strong>B.</strong> Capability and expertise of the proposed firm(s) to include experience in performing conceptual, preliminary and final design for passenger rail stations, as well as working with Norfolk Southern.</td>
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<td><strong>C.</strong> Knowledge and qualifications of the proposed Project Manager including experience in timely delivery of passenger rail station projects and working with Norfolk Southern.</td>
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<td><strong>D.</strong> Knowledge and qualifications of the proposed personnel for the project team including depth of experience in passenger rail station design projects, in particular USDOT (i.e., FTA, FRA, etc.) rules and guidance; NEPA; application of AREMA, NS, and other applicable design and construction standards and practices.</td>
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E. Approach to address project advancement and cost savings in project delivery.

Interviews were conducted with the four highest ranked Offerors. Following the interview process, it was determined that the proposal from Dewberry Consultants LLC was technically compliant and unanimously selected to be the best value for the project.

Below is the final ranking of firms who submitted a proposal to provide engineering and environmental services for the VRE Rolling Road Station platform extension:

<table>
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<th>Offerors</th>
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<tr>
<td>1. Dewberry Consultants LLC, Fairfax, VA</td>
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<td>2. HDR Engineering, Inc., Norfolk, VA</td>
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<td>4. STV Incorporated dba STV Group Incorporated, Richmond, VA</td>
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<td>5. Stantec Consulting Services, Inc.</td>
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<td>6. CHA Consulting, Inc.</td>
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<td>7. Johnson, Mirmiran &amp; Thompson, Inc.</td>
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<td>8. Wendel Architecture, P.C.</td>
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Dewberry Consultant LLC’s pricing is approximately 37% lower than the independent cost estimate prepared for the Contract. The term of the Contract shall be for a period of 24 months from the date set forth in the written Notice-To-Proceed.

**Fiscal Impact:**

Funding is provided through federal Congestion Management/Air Quality (CMAQ) grant VA-90-X046, and associated state match (#72513-12) for the design and construction of the Rolling Road platform extension.
Virginia Railway Express  
Operations Board  
Resolution  
8D-04-2016  

Authorization to Execute a Contract for Engineering and Environmental Services for the Rolling Road Platform Extension

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

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

WHEREAS, VRE issued an RFP for engineering and environmental services for the VRE Rolling Road Station platform extension on February 4, 2016; and,

WHEREAS, on March 4, 2016, eight responses were received; and,

WHEREAS, subsequent to a review by a technical evaluation team, review of the references and financial suitability, VRE staff recommends that the Operations Board award a contract to Dewberry Consultants LLC; and,

WHEREAS, the Operations Board’s approval of this procurement does not represent its independent assessment of the candidate’s responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board’s action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Dewberry Consultants LLC of Fairfax, Virginia, to provide engineering and environmental services for the VRE Rolling Road Station platform extension in the amount of $402,636, plus a ten 10% contingency of $40,264, for a total amount not to exceed $442,900.

Approved this 15th day of April, 2016

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Gary Skinner  
Chairman

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Maureen Caddigan  
Secretary