To: Chairman Skinner and the VRE Operations Board

From: Doug Allen

Date: April 15, 2016

Re: Authorization to Execute the Third Option Year for Custodial and Seasonal Services Contract

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute the third option year for the Custodial and Seasonal Services contract with Fresh Air Duct Cleaning, LLC of Capitol Heights, MD in the amount of $2,400,000, for a total contract amount not to exceed $7,760,000.

Background:

On April 19, 2013, the Operations Board approved a new five-year contract with one base year and four one-year options for the Custodial and Seasonal Services contract with Fresh Air Duct Cleaning, LLC. On April 18, 2014, the Operations Board approved execution of the first option year of the contract. On April 17, 2015, the Operations Board approved execution of the second option year of the contract, which is set to expire on May 19, 2016.

The contract includes base work along with task order work on an as-needed basis to address custodial, landscaping, snow removal, station and platform cleaning as well as trash removal services. VRE staff will return to the Operations Board to seek authorization for individual task order work above the Chief Executive Officer's authority limit.
**Fiscal Impact:**

Funding for this contract is included in the FY 2016 and FY 2017 operating budgets for facilities custodial and winter weather services.
Virginia Railway Express
Operations Board

Resolution
8A-04-2016

Authorization to Execute the Third Option Year for Custodial and Seasonal Services Contract

WHEREAS, VRE facilities require daily custodial and seasonal services including landscaping and snow removal; and,

WHEREAS, a procurement was completed in April 2013 to provide facilities custodial and seasonal services over a period of five years, to include a base year, plus four one-year renewal options; and,

WHEREAS, the Operations Board approved execution of the first option year in April 2014 and execution of the second option year in April 2015; and,

WHEREAS, the current second option year is set to expire on May 19, 2016;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute the third option year for the Custodial and Seasonal Services contract with Fresh Air Duct Cleaning, LLC of Capitol Heights, MD in the amount of $2,400,000, for a total contract amount not to exceed $7,760,000.

Approved this 15th day of April 2016

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Gary Skinner
Chairman

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Maureen Caddigan
Secretary
Agenda Item 8-B
Action Item

To: Chairman Skinner and the VRE Operations Board
From: Doug Allen
Date: April 15, 2016
Re: Authorization to Execute the Third Option Year for Facilities Maintenance Services Contract

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute the third option year for the Facilities Maintenance Services contract with NV Enterprises of Herndon, VA in the amount of $1,100,000, for a total contract amount not to exceed $4,400,000.

Background:

On April 19, 2013, the Operations Board approved a new five-year contract with one base year and four one-year options for the Facilities Maintenance Services contract with NV Enterprises. On April 18, 2014, the Operations Board approved execution of the first option year of the contract. On April 17, 2015, the Operations Board approved execution of the second option year of the contract, which is set to expire on May 19, 2016.

The contract includes base work along with task order work on an as-needed basis to address electrical, plumbing, HVAC, generator and elevator repairs as well as other routine and preventive maintenance-related projects. VRE staff will return to the Operations Board to seek authorization for individual task order work above the Chief Executive Officer’s authority limit.
**Fiscal Impact:**

Funding for this contract is included in the FY 2016 and FY 2017 operating budget for facilities routine and non-routine maintenance and repairs.
Virginia Railway Express
Operations Board

Resolution
8B-04-2016

Authorization to Execute the Third Option Year for Facilities Maintenance Services Contract

WHEREAS, VRE facilities require routine and preventive maintenance; and,

WHEREAS, a procurement was completed in April 2013 to provide facilities maintenance services over a period of five years, to include a base year, plus four one-year renewal options; and,

WHEREAS, the Operations Board approved execution of the first option year in April 2014 and execution of the second option year in April 2015; and,

WHEREAS, the current second option year is set to expire on May 19, 2016;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute the third option year for the Facilities Maintenance Services contract with NV Enterprises of Herndon, VA in the amount of $1,100,000, for a total contract amount not to exceed $4,400,000.

Approved this 15th day of April 2016

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Gary Skinner
Chairman

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Maureen Caddigan
Secretary
To: Chairman Skinner and the VRE Operations Board  
From: Doug Allen  
Date: April 15, 2016  
Re: Authorization to Execute a Contract for Diesel Fuel Price Risk Management Consulting Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Linwood Capital, LLC of Minneapolis, Minnesota for diesel fuel price risk management consulting services in the annual amount of $21,600 for a base year and nine one year option periods for a total amount not to exceed $216,000 over a ten year period, with the option years exercised by the CEO, at his discretion.

Background:

Both VRE and PRTC have significant exposure to price fluctuations in the diesel fuel market. Based on a joint procurement issued by VRE in 2011, both agencies currently contract for consulting services related to diesel fuel price risk management in order to secure expert advice on the management of this risk and to reduce the volatility of fuel costs. This existing contract will expire in May 2016. Therefore, the Chief Executive Officer was authorized to issue a Request for Proposals (RFP) on December 18, 2015 for these services for both organizations.

In accordance with VRE Public Procurement Policies and Procedures, an RFP was the preferred method of procurement for this solicitation because there are different approaches to the desired service and an evaluation of technical merit was required. Upon
completion of evaluation of proposals, typically negotiations are conducted with the two highest ranked firms deemed to be fully qualified and best suited among those submitting Proposals, on the basis of the factors specified in the evaluation criteria. Price is considered in context of technical performance for this service to achieve a best value determination. A cost analysis was 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 12 prospective Offerors was established for the solicitation to ensure access to adequate sources of services and the solicitation was posted on the VRE website. On February 12, 2016, an RFP was issued and proposals were due on March 14, 2016. Only one response was received. The staff conducted a survey to determine why only a single proposal was received and is satisfied with the result. The staff has also certified the price is fair and reasonable.

The following reasons were given for why prospective Offerors did not respond to the solicitation:

- Not their area of expertise
- Not registered to trade in the futures market
- Did not receive the RFP notification, although confirmed that RFP had been sent to the correct email address

Evaluation of the Proposals received was performed by the Technical Evaluation Team (TET), which consisted of two VRE staff members and two PRTC staff members.

The TET met to discuss and evaluate the Proposals using the following criteria:

- Understanding of the project scope and technical requirements.
- Project approach and management plan to include methods and procedures proposed to meet the requirements of the tasks and activities outlined in the Scope of Services.
- Capability and expertise of the proposed firm(s) to include experience providing advisory services with respect to systematic purchasing decisions related to diesel fuel.
- Knowledge and qualifications of the proposed Project Manager and key personnel.
- Cost for services.

It was determined the proposal from Linwood Capital, LLC, was technically compliant and that the cost for services was within the independent cost estimate prepared prior to issuing the solicitation.
Below is the final ranking of bidders who submitted proposals:

<table>
<thead>
<tr>
<th>Offerors</th>
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<tbody>
<tr>
<td>Linwood Capital, LLC</td>
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</table>

Linwood Capital, LLC provides diesel fuel risk management consulting services to VRE and PRTC under the existing contracts. The VRE contract extends from May 10, 2011 to May 15, 2016.

VRE and PRTC jointly selected the consultant but will again have separate contracts for services. The term of the contracts will be for a one year period with nine one year option periods for a total of ten years. The longer term is consistent with the contract periods for other forms of financial services.

**Fiscal Impact:**

Funding is provided for in the FY 2016 and FY 2017 budgets as part of diesel fuel related costs in the equipment operations cost center. Funding for future years will be included in each proposed annual budget.
Virginia Railway Express
Operations Board

Resolution
8C-04-2016

Authorization to Execute a Contract for Diesel Fuel
Price Risk Management Consulting Services

WHEREAS, VRE has a significant risk exposure to the diesel fuel market and can benefit from expert advice on the management of this risk and a reduction in the volatility of fuel costs; and,

WHEREAS, the current contract for diesel price risk management consulting services expires in May 2016; and,

WHEREAS, on February 12, 2016 VRE issued a Request for Proposals for the provision of diesel fuel price management consulting services for both VRE and the Potomac and Rappahannock Transportation Commission; 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 Linwood Capital, LLC of Minneapolis, Minnesota for diesel price risk management consulting services in the annual amount of $21,600 for a base year and nine one year option periods, for a total amount not to exceed $216,000 over a ten year period, with the option years exercised by the CEO, at his discretion.

Approved this 15th day of April, 2016.

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Gary Skinner
Chairman

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Maureen Caddigan
Secretary
Agenda Item 8-D
Action Item

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:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
</tr>
<tr>
<td>Project approach and management plan including a clear understanding of the project scope and technical requirements.</td>
</tr>
<tr>
<td>B.</td>
</tr>
<tr>
<td>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>
</tr>
<tr>
<td>C.</td>
</tr>
<tr>
<td>Knowledge and qualifications of the proposed Project Manager including experience in timely delivery of passenger rail station projects and working with Norfolk Southern.</td>
</tr>
<tr>
<td>D.</td>
</tr>
<tr>
<td>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>
</tr>
</tbody>
</table>
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>
<thead>
<tr>
<th>Offerors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Dewberry Consultants LLC, Fairfax, VA</td>
</tr>
<tr>
<td>2. HDR Engineering, Inc., Norfolk, VA</td>
</tr>
<tr>
<td>4. STV Incorporated dba STV Group Incorporated, Richmond, VA</td>
</tr>
<tr>
<td>5. Stantec Consulting Services, Inc.</td>
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<tr>
<td>6. CHA Consulting, Inc.</td>
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<tr>
<td>7. Johnson, Mirmiran &amp; Thompson, Inc.</td>
</tr>
<tr>
<td>8. Wendel Architecture, P.C.</td>
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</tbody>
</table>

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
To: Chairman Skinner and the VRE Operations Board  
From: Doug Allen  
Date: April 15, 2016  
Re: Authorization to Execute a Construction Agreement with Harbor Station Communities, LLC for Oversight of the Construction of Potomac Shores Station

**Recommendation:**

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a Construction Agreement with Harbor Station Communities, LLC (Developer), for construction oversight by VRE, and coordinate oversight, Right of Entry (ROE) and flagging services with CSXT, as the Developer constructs the Potomac Shores Station.

**Background:**

On January 31, 2002, VRE executed a Memorandum of Understanding (MOU) with CSXT and the Virginia Department of Rail and Public Transportation (DRPT) that outlined the process the Commissions would undertake to implement a third mainline track in the CSXT Washington to Richmond rail corridor and corresponding service expansion. In August 2014, a Second Amendment to the MOU was approved by all parties addressing the addition of the VRE Potomac Shores Station and the initiation of VRE service to the station. The Second Amendment to the MOU outlines a set of rail infrastructure and VRE station improvements that must be made in order to allow the Potomac Shores Station to open.
On July 15, 2013, Prince William County, Virginia, accepted proffers from Harbor Station Communities, LLC (Developer), for the Potomac Shores Development which included provisions for a new VRE station and commuter parking.

Under a previous agreement, VRE and CSXT have been involved in the oversight of the design and engineering of the Potomac Shores Station. As the developer begins the construction phase of the project, this agreement allows VRE to continue providing oversight to ensure it is built to a standard allowing VRE to take control of the facility once construction is complete. VRE will also coordinate CSXT oversight of construction, ROE, and flagging.

**Fiscal Impact:**

No VRE funds will be expended. All costs incurred by VRE will be reimbursed by the Developer.
Virginia Railway Express
Operations Board

Resolution
8E-04-2016

Authorization to Execute a Construction Agreement with Harbor Station Communities, LLC for Oversight of the Construction of Potomac Shores Station

WHEREAS, Prince William County accepted a proffer from Harbor Station Communities, LLC on July 15, 2013, for the Potomac Shores Development, which includes provision of a new VRE station on the CSX Transportation (CSXT) RF&P Subdivision; and,

WHEREAS, the Second Amendment to the Memorandum of Understanding pertaining to the Corridor Improvement Project, between VRE, CSXT, the Virginia Department of Rail and Public Transportation, and the Commissions dated July 10, 2014, allows for the addition of a new VRE station at Potomac Shores; and,

WHEREAS, VRE and CSXT are required to review and approve the design and construction of the improvements; and,

WHEREAS, an agreement between VRE and Harbor Station Communities, LLC is needed for VRE to conduct its construction reviews and to coordinate construction reviews, Right of Entry (ROE), and flagging with CSXT;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Construction Agreement with Harbor Station Communities, LLC for construction reviews by VRE and CSXT, ROE and flagging services by CSXT, in a form approved by legal counsel.

Approved this 15th day of April 2016

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Gary Skinner
Chairman

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Maureen Caddigan
Secretary
To: Chairman Skinner and the VRE Operations Board

From: Doug Allen

Date: April 15, 2016

Re: Authorization to Execute a Construction Agreement with CSX Transportation for Potomac Shores Station

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a construction agreement with CSX Transportation for construction oversight and flagging services by CSXT and Right-of-Entry (ROE) to CSXT Right-of-Way (ROW) by the developer and their construction contractor for the Potomac Shores Station. CSXT has provided an estimated amount of $854,818, plus a 10% contingency of $85,482, for a total amount not to exceed $940,300, with all costs being reimbursed by Harbor Station Communities, LLC, the developer of Potomac Shores.

Background:

On January 31, 2002, VRE executed a Memorandum of Understanding (MOU) with CSXT and the Virginia Department of Rail and Public Transportation (DRPT) that outlined the process the Commissions would undertake to implement a third mainline track in the CSXT Washington to Richmond rail corridor and corresponding service expansion. In August 2014, a Second Amendment to the MOU was approved by all parties addressing the addition of the VRE Potomac Shores Station and the initiation of VRE service to the station. The Second Amendment to the MOU outlines a set of rail infrastructure and VRE station improvements that must be made in order to allow the Potomac Shores Station to open.
On July 15, 2013, Prince William County, Virginia, accepted proffers from the developer, Harbor Station Communities, LLC (Developer), for the Potomac Shores Development which included provisions for a new VRE station and commuter parking.

Under a previous agreement, VRE and CSXT have been involved in the oversight of the design and engineering of the Potomac Shores Station. As the developer begins the construction phase of the project, this agreement allows for oversight of construction and flagging services by CSXT and ROE to CSXT ROW by the developer and their construction contractor.

**Fiscal Impact:**

All costs incurred by VRE will be reimbursed by the Developer.
Virginia Railway Express
Operations Board

Resolution
8F-04-2016

Authorization to Execute a Construction Agreement with
CSX Transportation for Potomac Shores Station

WHEREAS, Prince William County accepted a proffer from Harbor Station Communities, LLC (Developer) on July 15, 2013, for the Potomac Shores Development, which includes provision of a new VRE station on the CSX Transportation (CSXT) RF&P Subdivision; and,

WHEREAS, the Second Amendment to the Memorandum of Understanding pertaining to Corridor Improvement Project, between VRE, CSXT, the Virginia Department of Rail and Public Transportation, and the Commissions dated July 10, 2014, allows for the addition of a new VRE station at Potomac Shores; and,

WHEREAS, VRE and CSXT are required to review and approve the design and construction of the improvements; and,

WHEREAS, it is required for CSXT to provide ROE for the construction of Potomac Shores Station; and,

WHEREAS, it is required for CSXT to provide flagging protection for the construction of Potomac Shores Station; and,

WHEREAS, a construction agreement between CSXT and VRE is needed for CSXT to provide ROE, Construction Reviews, and Flagging Services;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a construction agreement with CSX Transportation to provide ROE, Construction Reviews, and Flagging Services for Potomac Shores Station for an estimated amount of $854,818, plus a 10% contingency of $85,482, for a total amount not to exceed $940,300, to be reimbursed by the Developer, in a form approved by legal counsel.

Approved this 15th day of April 2016

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Gary Skinner
Chairman

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Maureen Caddigan
Secretary
To: Chairman Skinner and the VRE Operations Board  
From: Doug Allen  
Date: April 15, 2016  
Re: Authorization to Execute a Construction Agreement with CSX Transportation for Quantico Station Improvements and Third Track Retaining Walls

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a construction agreement with CSX Transportation for construction review and flagging services by CSXT and Right-of-Entry (ROE) to CSXT Right-of-Way (ROW) by VRE and our construction contractor for construction of Quantico Station Improvements, along with Retaining Wall 13 and Retaining Wall 19 as part of the Arkendale to Powell’s Creek Third Track effort. CSXT has provided an estimated amount of $523,319, plus a 10% contingency of $52,332, for a total amount not to exceed of $575,651.

Background:

CSX Transportation (CSXT), Virginia Department of Rail and Public Transportation (DRPT) and Virginia Railway Express (VRE) are collaborating to construct 11 miles of third track between Arkendale and Powell’s Creek in Prince William County. The overall project is currently in the construction phase led by DRPT and funded with a federal American Recovery and Reinvestment Act (ARRA) grant.

The project includes improvements to Quantico Station, as well as construction of Retaining Wall 13 and Retaining Wall 19 as part of the Third Track Re-Alignment Re-
Design effort to provide island platforms at all stations. These improvements are outside of the ARRA grant funded scope of work that CSXT is constructing for DRPT. Under a separate agreement with DRPT, these improvements will be constructed by VRE through a sole source contract with KCC, and paid for with an Intercity Passenger Rail Operating and Capital (IPROC) grant. This agreement is for construction review, flagging services by CSXT and ROE for VRE and our contractor during the construction of these improvements.

**Fiscal Impact:**

Funding for this work is provided through a grant from the Commonwealth of Virginia’s IPROC fund, which requires no local match.
Virginia Railway Express
Operations Board

Resolution
8G-04-2016

Authorization to Execute a Construction Agreement with
CSX Transportation for Quantico Station
Improvements and Third Track Retaining Walls

WHEREAS, CSX Transportation (CSXT), Virginia Department of Rail and Public
Transportation (DRPT), and Virginia Railway Express (VRE) are collaborating to construct
11 miles of third track between Arkendale and Powell’s Creek in Prince William County; and,

WHEREAS, the scope of the aforementioned project includes improvements to Quantico
Station as well Retaining Walls 13 and 19 to be constructed by VRE; and,

WHEREAS, it is required for CSXT to review construction, provide flagging services, and
provide Right-of-Entry for the construction of said improvement; and,

WHEREAS, a construction agreement between CSXT and VRE is needed for CSXT to
provide ROE, construction reviews, and flagging services;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby
authorize the Chief Executive Officer to execute a construction agreement with CSX
Transportation to provide ROE, Construction Reviews, and Flagging Services for Quantico
Station Improvements and Third Track Retaining Walls in an estimated amount of
$523,319, plus a 10% contingency of $52,332, for a total amount not to exceed $575,651,
in a form approved by legal counsel.

Approved this 15th day of April 2016

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Gary Skinner
Chairman

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Maureen Caddigan
Secretary
Agenda Item 8-H

Action Item

To: Chairman Skinner and the VRE Operations Board

From: Doug Allen

Date: April 15, 2016

Re: Authorization to Execute an Amendment to the Sole Source Agreement for Electric Service at L’Enfant Storage Track

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to amend the sole source agreement with Potomac Electric Power Company (Pepco) for the provision of electric service to the new L’Enfant Storage Track increasing the agreement value by $65,600, plus a 10% contingency of $6,560, for a total amount of $72,160, resulting in an amended total contract amount not to exceed $191,939.

Background:

Midday storage for VRE trains in the District of Columbia is at a premium. VRE has been working in collaboration with CSXT since 2007 to modify the L’Enfant Storage Track, located on the CSX Transportation (CSXT) RF&P Subdivision in the District of Columbia, immediately north of the VRE L’Enfant Station, to accommodate VRE trainsets during the midday or in event of an emergency. A VRE contractor is presently installing wayside power appliances alongside the track to provide layover power to VRE trainsets.

Electrical power is required for the wayside power appliances. Pepco is the sole provider of commercial electric power in the subject area and requires its work forces construct the extension of electric power. On April 17, 2015, the VRE Operations Board authorized the Chief Executive Officer to execute a sole source agreement with Pepco to provide electric...
service to L’Enfant Storage Track for a total amount not to exceed $119,779. The original location identified for placement of the electrical cabinets along Virginia Avenue SW would have eliminated three on-street parking spaces during construction and two spaces permanently. The alternative suggested by the contractor relocates the cabinets to Sixth Street SW where on-street parking would not be affected. On March 30, 2016, Pepco provided VRE a cost estimate (see attached letter) indicating the additional work to connect power to the new electrical cabinets will total $174,490 or $65,600 more than the not to exceed value previously authorized by the VRE Operations Board.

Relocating the electrical cabinets to Sixth Street SW is necessary to complete the L’Enfant Storage Track project for VRE midday storage. Pepco’s cost estimate for the additional work was reviewed and determined to be reasonable.

**Fiscal Impact:**

This project is included in the approved Capital Improvement Program and is funded through several federal formula grants (VA-05-0038, VA-05-0041 & 0042, VA-90-X307 and VA-90-X401) with accompanying state and local match.
Virginia Railway Express  
Operations Board  
Resolution  
8H-04-2016  

Authorization to Execute an Amendment to the Sole  
Source Agreement for Electric Service at L’Enfant Storage Track

WHEREAS, midday storage for VRE trains is at a premium in the District of Columbia; and,

WHEREAS, VRE has been working in collaboration with CSXT to modify the L’Enfant Storage Track to accommodate VRE trainsets during the midday or in event of an emergency; and,

WHEREAS, electric service to the L’Enfant Storage Track is needed to provide wayside power to VRE trains during layover; and,

WHEREAS, the Potomac Electric Power Company (Pepco) is the sole provider of commercial electric power in the subject area and requires its own work force to install the conduit and cabling necessary to provide electric service to the L’Enfant Storage Track; and,

WHEREAS, VRE and Pepco previously entered into a sole source agreement to provide electrical service to L’Enfant Storage Track for a not-to-exceed amount of $119,779; and,

WHEREAS, the original location for Pepco electrical cabinets was determined to be unsuitable, necessitating relocation for an estimate additional cost of $65,600;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the sole source agreement with Pepco for the provision of electric service to the L’Enfant Storage Track to increase the agreement value by $65,600, plus a 10% contingency of $6,560, for a total amount of $72,160, resulting in an amended contract amount not to exceed $191,939.

Approved this 15th day of April 2016

______________________________  
Gary Skinner  
Chairman

______________________________  
Maureen Caddigan  
Secretary
Date: March 30, 2016

Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314

Re: Pepco Work Request #3402719
600 Virginia Ave, SW
Attn: Norine Walker

Dear Norine:

We have determined that the cost to Rebuild 1 Manhole and Install Cable & Conduit at the above referenced address is $174,490. A payment of $108,809 was previously made. A balance of $65,681 remains. These charges were calculated in accordance with our General Terms and Conditions. **The cost is valid for ninety (90) days from the date of this letter.** If we do not receive payment in full within ninety 90 days, your project could be subject to cancellation.

Please note:
- An acceptance signature (below) is required before an invoice can be generated.
- Before an invoice can be generated, our office must receive a signed copy of this letter.
- If you decide to make full payment at this time, a signed copy of this letter is still required.
- Please make check(s) payable to Pepco.
- Payment must be received in full before your project will be released to our Construction Department for scheduling.
- If your In-Service date has changed, please contact our office immediately.

If this work is no longer active, please notify our office. Should you have any questions regarding the information in this letter or how it relates to your project, please do not hesitate to contact me. For additional information please visit [www.pepco.com](http://www.pepco.com)

Sincerely,

Derek Moody
Title: Supervising Engineer
Distribution Engineering

Accepted by: _______________________________ Date: _______________________________

Title: _______________________________ For: _______________________________

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Distribution Engineering – DC
3400 Benning Road, NE, Bldg. #59
Washington, DC 20019-1503
Tel: 202-331-6237/Fax: 202-388-2721

Distribution Engineering – Mont. Co.
201 West Gude Drive
Rockville, Maryland 20850
Tel:301-670-8700/Fax:301-670-8718

Distribution Engineering – PG Co.
8300 Old Marlboro Pike
Upper Marlboro, MD 20772
Tel:301-987-5800/Fax:301-987-5830
To: Chairman Skinner and the VRE Operations Board

From: Doug Allen

Date: April 15, 2016

Re: TIGER Grant Application for Alexandria, Brooke, and Leeland Road Station Improvements

On March 8, 2016 U.S. Transportation Secretary Anthony Foxx announced $500 million will be made available for transportation projects across the country under an eighth round of the TIGER competitive grant program. The 2016 TIGER grant program will focus on transportation capital projects that will have a significant impact on the nation, a metropolitan area, or a region.

Both the Northern Virginia Transportation Commission and Potomac and Rappahannock Transportation Commission approved the submission of an application at their April 7, 2016 meetings. The deadline for applications to the TIGER program is April 29, 2016. Due to the timing of the program announcement and the deadline for submission, a formal recommendation from the VRE Operations Board was not possible prior to taking it to the Commissions.

On January 31, 2002, VRE executed a Memorandum of Understanding (MOU) with CSXT and the Virginia Department of Rail and Public Transportation (DRPT) that outlined the process the Commissions would undertake to implement a third mainline track in the CSXT Washington to Richmond rail corridor and corresponding service expansion. In August 2014, a Second Amendment to the MOU was approved by all parties addressing the addition of the VRE Potomac Shores Station and the initiation of VRE service to the station. The Second Amendment to the MOU outlines a set of rail infrastructure and VRE station improvements that must be made in order to allow the Potomac Shores Station to open.
Among the improvements included in the Second Amendment is a pedestrian tunnel at Alexandria Station and second platforms at Brooke and Leeland Rd. Stations.

The preliminary engineering initiated for the Alexandria Station pedestrian tunnel identified the need for approximately $10 million in additional funding to complete the project. The pedestrian tunnel will be constructed beneath the CSXT tracks and is a very complex project; the more detailed engineering that has been completed reflects that complexity and additional cost to complete the tunnel construction. The Brooke and Leeland Rd. station improvements received approximately $18 million in Virginia Rail Enhancement Fund (REF) funding allocated by the Commonwealth Transportation Board for design and construction of the second platforms. VRE’s cost estimate to complete the station improvements is $28.7M, which leaves a $10.7 million shortfall for the two stations. The 2016 TIGER grant program is an opportunity to obtain the necessary funding to complete the improvements at all three stations.

The Commissions authorized the VRE CEO, in coordination with the Potomac and Rappahannock Transportation Commission (PRTC), to submit a 2016 TIGER grant application in the amount of $20.7 million for the Alexandria, Brooke and Leeland Rd. station improvements, to make any necessary corrections to project amounts or descriptions, and to execute all grant agreements on behalf of the Commissions.

**Fiscal Impact:**

The submission of a project funding request has no fiscal impact. If selected for funding, the TIGER grant would allow the design and construction of the Alexandria Station pedestrian tunnel and Brooke and Leeland Rd. platform improvements to be fully funded.
To: Chairman Skinner and the VRE Operations Board

From: Doug Allen

Date: April 15, 2016

Re: Spending Authority Report

There were no expenditures within the CEO’s reportable spending authority of $50,000 to $100,000 in March 2016.