To: Chairman Skinner and the VRE Operations Board

From: Doug Allen

Date: June 17, 2016

Re: Authorization to Execute a Contract for Engineering and Environmental Services for the Manassas Park Station Parking Expansion Project

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Vanasse Hangen Brustlin, Inc., of Vienna, Virginia, to provide engineering and environmental services for the VRE Manassas Park Station Parking Expansion project in the amount of $165,584, plus a 10% contingency of $16,558, for a total amount not to exceed $182,142.

Background:

The utilization rate for the existing 616-space surface parking lot at the Manassas Park VRE station ranges from 94 percent to over 100 percent. The lot typically fills up by about 7:45 AM, prior to the departure of the last morning train. Additionally, riders have been observed routinely parking in the vicinity of Manassas Park City Hall and Park Center Drive. Preliminary parking demand projections developed in conjunction with the VRE System Plan 2040 indicate parking demand at the station through 2040 could reach as high as 1,000 spaces.

The scope of work for the RFP includes a Base Task of assessing future parking demand for the Manassas Park station and evaluation of concepts for expanding parking. Preparation of preliminary design plans for the preferred alternative, and preparation of National...
Environmental Policy Act (NEPA) documentation to evaluate the potential impacts of expanding parking are included as Optional Task A. The preparation of final engineering plans is included as Optional Task B, pending funding availability.

On October 16, 2015, the VRE Operations Board approved a request to issue a Request for Proposals (RFP) to provide for Engineering and Environmental Services for Expansion of Parking at the Manassas Park station. 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.

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 April 15, 2016, an RFP was issued and Proposals were due on May 16, 2016. Five responses were received.

Evaluation of the Proposals received was performed by the Technical Evaluation Team (TET), which consisted of four (3) VRE staff and one (1) City of Manassas Park staff. 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>A. Project approach and management plan including a clear understanding of the project scope, technical requirements and VRE’s needs.</td>
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<td>B. Familiarity of the proposed firm(s), Project Manager and key personnel in evaluating parking demand in a mixed-use, transit oriented development.</td>
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<td>C. Ability of the proposed firm(s), Project Manager and key personnel to develop comprehensive cost estimates and funding plans for public parking facilities that serve transit and economic development.</td>
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D. Experience of the proposed firm(s), Project Manager and key personnel performing engineering services for surface and structured parking, to include innovative designs and solutions to serve transit and economic development, as well as pedestrian bridges and tunnels.

E. Knowledge and relevant experience of the proposed firm(s), Project Manager and key personnel with Federal, State and Local laws, regulations, policies and guidance applicable to performing environmental analysis and design for surface and structured parking, as well as pedestrian bridges and tunnels.

Interviews were conducted with the three highest ranked Offerors. Following the interview process, it was determined that the Proposal from Vanasse Hangen Brustlin, Inc., 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 Manassas Park Station Parking Expansion:

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<tr>
<th>Offerors</th>
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<tr>
<td>1. Vanasse Hangen Brustlin, Inc., Vienna, VA</td>
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<tr>
<td>2. Dewberry Consultants LLC, Fairfax, VA</td>
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<tr>
<td>3. Johnson, Mirmiran &amp; Thompson Inc., Richmond, VA</td>
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<td>4. AECOM Technical Services Inc., Arlington VA</td>
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<tr>
<td>4. Stantec Consulting Services Inc., Laurel, MD</td>
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The VHB price is within approximately 10% percent of 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 to complete alternatives analysis, preliminary engineering, and NEPA documentation is provided by NVTA in their FY 2015-2016 program. A request for additional NVTA funding to complete the final engineering design phase of the project was submitted in November 2015 for NVTA’s FY 2017 program.
Authorization to Execute a Contract for Engineering and Environmental Services for the Manassas Park Station Parking Expansion Project

WHEREAS, the environmental and engineering studies are needed to refine the future parking demand estimates for the station, conduct an alternatives analysis, complete required NEPA analyses, and prepare engineering design documents for a parking expansion at the VRE Manassas Park station; and,

WHEREAS, NVTA has provided funding through their FY2015-2016 program to complete an alternatives analysis, preliminary engineering, and NEPA documentation, and additional NVTA funding has been requested to complete final engineering design for the parking expansion; and,

WHEREAS, VRE issued a Request for Proposals for Engineering and Environmental Services for the VRE Manassas Park Station Parking Expansion on April 15, 2016; and,

WHEREAS, on May 16, 2016, five 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 Vanasse Hangen Brustlin, Inc.; 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 Vanasse Hangen Brustlin, Inc., of Vienna, Virginia, to provide Engineering and Environmental Services for the VRE Manassas Park Station Parking Expansion in the amount of $165,584, plus a 10% contingency of $16,558, for a total amount not to exceed $182,142.
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Approved this 17th day of June, 2016

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Gary Skinner
Chairman

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Maureen Caddigan
Secretary