Agenda Item 8-A
Consent Item

To: Chairman Skinner and the VRE Operations Board
From: Doug Allen
Date: March 18, 2016
Re: Authorization to Issue a Request for Proposals for Planning and Design Services for Crystal City Station Improvements

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for planning and design consulting services for improvements to the VRE Crystal City Station.

Background:

The Crystal City station is VRE’s third busiest station, behind L’Enfant and Union Station, based on the October 2015 Master Agreement Survey. Approximately 1,600 riders use the station each day. A station assessment study for the Crystal City station is currently underway to identify design concepts to expand both access and circulation at the existing station platform in the short-term, as well as future platform configurations to support VRE service needs within an expanded four-track railroad configuration in the long-term. The VRE System Plan 2040 outlines a need for expanded platform access at Crystal City to provide flexibility to service the station from multiple tracks as well as support future bi-directional service. Future VRE station improvements will be coordinated with Arlington County plans to add a second entrance to the Crystal City Metro Station, in the vicinity of Crystal Drive and 18th Street South, as well as proposed Crystal City Potomac Yard Transitway station stops to enhance multimodal connections where possible.
As determined in accordance with VRE Public Procurement Policies and Procedures, an Invitation for Bids (IFB) is neither practicable nor fiscally advantageous to VRE for this solicitation since there are different approaches to deliver the desired service and an evaluation of technical merit is required. An RFP is the preferred method of procurement for this solicitation.

Upon completion of evaluation of proposals, 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 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: undertaking an engineering feasibility study to further evaluate the short- and long-term platform expansion concepts recommended in the Crystal City Station Assessment Study; preparing preliminary design plans for access and circulation improvements; completing National Environmental Policy Act (NEPA) and related environmental documentation to evaluate the potential impacts of future station expansion; and completing engineering design for the future improvements at sufficient detail to enable the completion of NEPA.

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

**Fiscal Impact:**

Funding to complete the proposed planning and engineering services is provided by NVTA in their FY 2015-2016 program.
WHEREAS, the Crystal City station is VRE’s third busiest station and is used by an estimated 1,600 VRE riders each day; and,

WHEREAS, the existing, single track platform is at capacity to accommodate current passenger loads and circulation; and,

WHEREAS, VRE service expansion proposed in the VRE System Plan 2040 will result in increased usage of the Crystal City station that exceeds available platform capacity as well as the ability to service more than one train at a time, including future bi-directional service; and,

WHEREAS, the preparation of planning and engineering studies are needed to further evaluate the feasibility of preliminary, short-term and long-term concepts to expand the Crystal City station platform, complete required NEPA analyses, and prepare engineering design documents short-term improvements;

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 for planning and design consulting services for improvements to the VRE Crystal City Station.

Approved this 18th day of March 2016

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Gary Skinner
Chairman

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Maureen Caddigan
Secretary