To: Chairman Skinner and the VRE Operations Board
From: Doug Allen
Date: March 18, 2016
Re: Authorization to Execute a Contract for Shop and Yard Program Management Support Services

Recommendation:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to execute a contract with Thomas E. Frawley Consulting, LLC of Berwyn PA for Shop and Yard Program Management Support Services for a base period of five years with the option to extend two additional one year periods not to exceed seven years in the amount not to exceed $433,440.00, plus a 10% contingency of $43,344.00, for a total amount not to exceed $476,784.00.

Background:

VRE is developing plans for a midday storage facility in Washington DC to replace its temporary storage currently situated in Amtrak’s Ivy City Maintenance Facility. VRE’s present agreement with Amtrak permits the intercity rail carrier to progressively reduce the amount of VRE rolling stock stored at Ivy City starting in July 2018. The need to store more and longer trains during midday in Washington DC is also anticipated to accommodate the ridership increases forecast for the adopted VRE System Plan 2040. Shop and Yard Support Services are needed to provide special expertise and augment staff capabilities and capacity as needed to advance the Midday Storage Project.
On December 18, 2015, the VRE Operations Board approved a request to issue a Request for Proposals (RFP) for Shop and Yard Support Services. 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 101 prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On February 1, 2016, an RFP was issued and proposals were due on March 1, 2016. Only one (1) response was received. The staff conducted a survey to determine why only a single Proposal was received and is satisfied with the result.

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

- Due to the potential for conflicts of interest, some Offerors did not submit a proposal because they would not be able to submit a proposal for any future VRE projects related to the design and construction of shop or yard facilities.
- Offerors are unable to dedicate the resources necessary to meet the needs required by the project.
- Offerors were not interested in pursuing this type of work.

An evaluation of the Proposal received was performed by the Technical Evaluation Team (TET), which consisted of four VRE staff members.

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

- Project approach including a clear understanding of the project scope and technical requirements
- Capabilities, qualifications and expertise of the proposed consultant or key person of the proposed firm
- Experience in designing and evaluating yards and shops
- Experience in station operations and analysis
- Experience working with Amtrak to perform track and signal design
- Price relevant to cost effectiveness and value of services
It was determined the proposal from Thomas E. Frawley Consulting, LLC, was technically compliant and unanimously selected to be best value for the project.

Below is the final ranking of bidders who submitted proposals:

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<th>Technical Ranking of Offerors</th>
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<tr>
<td>1. Thomas E. Frawley Consulting, LLC</td>
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**Fiscal Impact:**

This project is included in VRE’s Capital Improvement Program under Equipment Storage with funds drawn from VRE’s FY 2014 Federal 5303 and 5337 funds.
Virginia Railway Express
Operations Board

Resolution
9B-03-2016

Authorization to Execute a Contract for
Shop and Yard Program Management Support Services

WHEREAS, there is a timely need to replace midday VRE train storage that presently is located in Amtrak’s Ivy City Maintenance Facility; and,

WHEREAS, VRE requires special expertise and augmentation of its capacity and capabilities to deliver shop and yard facilities in a timely; and,

WHEREAS, VRE issued a request for proposals for shop and yard support services on February 1, 2016; and,

WHEREAS, on March 1, 2016, only one proposal was 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 Thomas E. Frawley Consulting, 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 Thomas E. Frawley Consulting, LLC of Berwyn PA for Shop and Yard Program Management Support Services for a base period of five years with the option to extend two additional one year periods not to exceed seven years in the amount not to exceed $433,440.00, plus a 10% contingency of $43,344.00, for a total amount not to exceed $476,784.00.

Approved this 18th day of March 2016

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Gary Skinner
Chairman

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Maureen Caddigan
Secretary