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.
Virginia Railway Express
Operations Board

Resolution
8A-03-2016

Authorization to Issue a Request for Proposals for Planning and Design Services for Crystal City Station Improvements

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

____________________________
Gary Skinner
Chairman

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

From: Doug Allen

Date: March 18, 2016

Re: Authorization to Issue Request for Proposals for Graphic Design Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for Graphic Design Services for a three year base period with up to two additional one year options.

Background:

VRE has historically utilized the services of a contracted graphic artist to help design, layout, edit and prepare graphics files for publications. Over the past year, VRE has been using its advertising agency and freelance graphic artists to prepare materials for publication, but we have an on-going need for these type of services which include the design of the CEO report, RIDE magazine, and numerous other graphic/marketing related tasks. We believe it is more cost effective to contract with a firm that specializes in providing the services we require in-lieu of hiring additional staff or continuing to use the advertising contract.

As determined in accordance with VRE Public Procurement Policies and Procedures, an Invitation for Bids (IFB) is neither practicable nor fiscally advantageous to VRE and an RFP is the preferred method of procurement for this solicitation since there are different approaches to the desired service and an evaluation of technical merit is required.
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, but is not limited to, providing art direction, creative concepts, graphic design, photography, photo editing, and layout support for RIDE magazine and CEO Reports as well as varying additional related tasks.

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

**Fiscal Impact:**

Funding is provided for in the current Marketing budget for graphic design services under the marketing production cost line item. Funding for future years will be included in each proposed annual budget.
Virginia Railway Express
Operations Board

Resolution
8B-03-2016

Authorization to Issue Request for Proposals for Graphic Design Services

WHEREAS, VRE has an on-going need for graphic design services; and,

WHEREAS, it is a more efficient use of resources to contract with a firm that specializes in providing such services;

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 Graphic Design and Communications Services for a three year base period with up to two additional one year options.

Approved this 18th day of March 2016

____________________________
Gary Skinner
Chairman

____________________________
Maureen Caddigan
Secretary
Agenda Item 8-C
Consent Item

To: Chairman Skinner and the VRE Operations Board
From: Doug Allen
Date: March 18, 2016
Re: Authorization to Issue an Invitation for Bids for Delivery of Lubricating Oil for VRE Locomotives

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for the delivery of lubricating oil for VRE locomotives.

Background:

Invitation for Bids is the preferred and normal method of procurement suitable when seeking bids to provide goods and services at a firm-fixed price. This method is utilized when there is a complete, adequate, precise specification or purchase description. Award is made on the basis of price alone without discussions or negotiations with the Bidders.

The scope of work for the IFB includes the delivery of locomotive lubricating oil and other railroad lubricating products to the VRE maintenance and storage facilities located in Bristow and Fredericksburg, VA. On October 14, 2013, VRE awarded a contract to Quarles Petroleum Inc. The last extension of this contract will expire on October 13, 2016. Therefore, VRE must now complete a competitive solicitation for continuation of these services.

Upon receipt of the bids, staff will return to the Board to request authorization to award the contract in an effort to continue the services without interruption.
**Fiscal Impact:**

Funding is provided for in the current FY 2016 budget for locomotive and railcar repairs and maintenance. Funding for future years will be included in each proposed annual budget.
Virginia Railway Express
Operations Board

Resolution
8C-03-2016

Authorization to Issue an Invitation for Bids for Delivery of Lubricating Oil for VRE Locomotives

WHEREAS, the current contract for the Delivery of Lubricating Oil for VRE Locomotives will expire at the beginning of October 2016; and,

WHEREAS, VRE requires continuation of delivery of lubricating oil services without interruption; and,

WHEREAS, VRE is required to maintain Federal Railroad Administration (FRA), Environmental Protection Agency (EPA), and Association of American Railroads (AAR) standards and practices;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for delivery of lubricating oil for VRE locomotives.

Approved this 18th day of March 2016

____________________________
Gary Skinner
Chairman

____________________________
Maureen Caddigan
Secretary
Agenda Item 9-A
Action Item

To: Chairman Skinner and the VRE Operations Board
From: Doug Allen
Date: March 18, 2016
Re: Authorization to Execute a Sole Source Contract with KC Constructors for Construction of Station Improvements and Retaining Walls for the Powell's Creek-Arkendale Third Track Project

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with KC Constructors for construction of retaining walls for the Powell's Creek-Arkendale third track project and station elements for Quantico Station for an amount of $8,000,000, plus a ten percent contingency of $800,000, for a total amount not to exceed $8,800,000.

A sole source determination has been made in accordance with state and federal requirements, and VRE Procurement Policies, and public notice will be provided.

Background:

CSX Transportation (CSXT), Virginia Department of Rail and Public Transportation (DRPT) and Virginia Railway Express (VRE) are collaborating to construct eleven miles of third track between Arkendale and Powells Creek in Prince William County under the leadership of DRPT and funded by an American Recovery and Reinvestment Act (ARRA) grant. The project is currently proceeding into the construction phase, which will be done by CSXT's construction contractor KC Constructors (KCC).
Following completion of the original third track design, modifications to the Quantico Station were added that include an extension of the existing platform, a new island platform, and a pedestrian overpass connecting both platforms with Marine Corp Base Quantico. These changes enhance passenger safety and increase operational flexibility for CSX, Amtrak and VRE trains. Two retaining walls were also designed to accommodate the change to island-side platform combinations at the Quantico Station and the Potomac Shores Station. As these changes were not in the original ARRA grant or CSXT’s contract, DRPT has provided VRE state grant funds for the redesign and construction of the Quantico Station and the retaining walls.

The redesigned track and passenger facilities at Quantico must be constructed at the same location and time as the third track improvements being constructed by KCC. Using multiple contractors simultaneously for construction of the third track, station, and retaining wall in the same confined right of way could result in conflicts that would delay project completion and possibly impact train operations. VRE believes a Sole Source Contract with KCC to also construct the station improvements at Quantico and retaining walls would eliminate conflicts and minimize the risk of train delays.

**Fiscal Impact:**

The Commonwealth has allocated $9,500,000 from the Intercity Passenger Rail Operating and Capital (IPROC) fund for this project, of which $8,800,000 will be allocated for this contract. The remaining $700,000 will be held in reserve in case additional changes are needed. No VRE System Funds will be expended on this contract.
Virginia Railway Express
Operations Board

Resolution
9A-03-2016

Authorization to Execute a Sole Source Contract with KC Constructors for Construction of Station Improvements and Retaining Walls for the Powell’s Creek-Arkendale Third Track Project

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

WHEREAS, station improvements at Quantico and retaining walls were added to the third track project to enhance passenger safety and increase operational flexibility for CSXT, Amtrak and VRE trains; and,

WHEREAS, DRPT has provided VRE with funding and assigned VRE responsibility for completing said station improvements and retaining walls; and,

WHEREAS, KC Contractors has been engaged by CSXT to construct the new third track in the same location and time as said station improvements and retaining walls; and

WHEREAS, in accordance with state and federal requirements, a determination has been made, and public notice thereof provided, that KC Constructors, CSXT’s present design-build track contractor, is the only source practicably available to construct said station improvements and retaining walls, and thus qualifies as a sole source procurement;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with KC Constructors for construction of retaining walls for the Powell’s Creek-Arkendale third track project and station elements for Quantico Station for an amount of $8,000,000, plus a ten percent contingency of $800,000, for a total amount not to exceed $8,800,000.

Approved this 18th day of March 2016

____________________________
Gary Skinner
Chairman

____________________________
Maureen Caddigan
Secretary
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:

<table>
<thead>
<tr>
<th>Technical Ranking of Offerors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Thomas E. Frawley Consulting, LLC</td>
</tr>
</tbody>
</table>

**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  

__________________________  
Gary Skinner  
Chairman  

______________________________  
Maureen Caddigan  
Secretary
To: Chairman Skinner and the VRE Operations Board  
From: Doug Allen  
Date: March 18, 2016  
Re: Endorsement of Prince William County’s Transportation Land-Use Connection Grant Application

Recommendation:

The VRE Operations Board is asked to endorse the application being submitted by Prince William County to the Fiscal Year (FY) 2017 National Capital Region Transportation Planning Board’s Transportation Land-Use Connections (TLC) program. Prince William County proposes developing a plan to improve connectivity around future VRE stations along the Gainesville-Haymarket Extension (GHX).

Background:

The TLC program provides consultant assistance to local governments in the Metropolitan Washington region to improve transportation/land use coordination. As a local jurisdiction in the Metropolitan Washington region that is a member of the TPB, Prince William County is eligible to apply for the grant. Recipients do not receive direct financial assistance. Technical assistance is provided by consultants who are contracted by the Council of Governments/Transportation Planning Board (COG/TPB).

TLC consulting services will be used to develop a corridor/area plan to guide the character of the development connecting the future town centers to the proposed VRE GHX stations. The intent of the plan is to address density, form, land use, and transit options. An integral component of the study would be to evaluate the potential for last mile transit connections.
from the VRE stations to the town centers via bicycle, pedestrian, or transit. Stakeholder participation is anticipated to develop and review the planning and design alternatives.

On February 1, 2016 COG/TPB issued a solicitation for projects to the FY 2017 TLC program. Project abstracts were due on February 25, 2016 (attached). Feedback from TPB staff on how to enhance the project concept and more clearly align it with the TLC program priorities was expected by March 3, 2016. Final grant applications are due April 1, 2016. Prince William County will apply for $60,000 of services under the planning category.

**Fiscal Impact:**

The TLC grant application endorsement has no fiscal impact. Prince William County is the primary applicant and would be responsible for coordination with VRE while executing the project.
WHEREAS, the Council of Governments/Transportation Planning Board has issued a solicitation for projects to the Fiscal Year 2017 National Capital Region Transportation Planning Board’s Transportation Land-Use Connections program; and,

WHEREAS, Prince William County is a local jurisdiction in the Metropolitan Washington region that is a member of the Transportation Planning Board, and is therefore an eligible entity to apply to the program; and,

WHEREAS, Prince William County intends to submit an application for technical assistance to develop a plan to improve connectivity around future VRE stations along the Gainesville-Haymarket Extension;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby endorse the grant application being submitted by Prince William County to the Fiscal Year 2017 Transportation Land-Use Connections program.

Approved this 18th day of March 2016

__________________________________________
Gary Skinner
Chairman

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

From: Doug Allen

Date: March 18, 2016

Re: Authorization to Execute a Sole Source Contract for Locomotive Head End Power Top Deck Overhaul Kits

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a Sole Source Contract with Alban Power Systems of Virginia, for delivery of Head End Power (HEP) Top Deck Overhaul Kits in the amount of $671,063, plus a 10% percent contingency of $67,106, for a total amount not to exceed $738,169.

Background:

VRE’s locomotives are equipped with Caterpillar C27 HEP engines to provide electrical power to the passenger cars. These engines require periodic overhauls and other maintenance activities based primarily on the amount of fuel consumed and total engine hours. VRE locomotives are nearing the recommended interval for the replacement of major top deck engine components and systems.

In order to minimize locomotive down time, VRE has compiled a list of all engine components necessary to perform the required maintenance into a parts kit. A total of 20 HEP kits, each consisting of nine component groups, are required for the purpose of performing this overhaul program. VRE will procure the HEP kits and rely on VRE’s locomotive maintainer to provide the labor required to install the HEP engine kit components.
On July 17, 2015, the VRE Operations Board approved a request to issue an Invitation for Bids (IFB) for Head End Power Top Deck Overhaul Kits. Through this process, VRE was made aware of an agreement established between Caterpillar and their dealers, whereas dealers are prohibited from competing outside of their region for sales and service. As such, a sole source determination to use Alban Power Systems of Virginia has been made in accordance with state and federal requirements, and VRE Procurement Policies, and public notice will be provided.

**Fiscal Impact:**

This project is included in the Equipment Asset Management Program which is funded through an annual allocation of FTA 5337 (State of Good Repair) grants.
Virginia Railway Express
Operations Board

Resolution
9D-03-2016

Authorization to Execute a Sole Source Contract for
Locomotive Head End Power Top Deck Overhaul Kits

WHEREAS, VRE's locomotives are equipped with the Caterpillar C27 Head End Power
(HEP) engines to provide electrical power to the VRE passenger cars; and,

WHEREAS, VRE locomotives are nearing the recommended engine hours and fuel
consumption requiring VRE to perform top deck overhauls. A total of twenty HEP kits are
required for the purpose of performing this overhaul program; and,

WHEREAS, Caterpillar has an agreement with their dealers prohibiting them to compete
outside their region for sales and service; and,

WHEREAS, in accordance with state and federal requirements, and VRE Procurement
Policies, a determination has been made, and public notice thereof will be provided, that
because Alban Engine Power Systems is VRE's assigned regional dealer for new Caterpillar
parts and is the only supplier able to provide the required HEP kits, this qualifies as a sole
source procurement;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby
authorize the Chief Executive Officer to execute a Sole Source Contract with Alban Engine
Power Systems of Virginia for Head End Power Top Deck Overhaul Kits, in the amount of
$671,063, plus a 10% contingency of $67,106, for a total amount not to exceed $738,169.

Approved this 18th day of March 2016

______________________________
Gary Skinner
Chairman

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

From: Doug Allen

Date: March 18, 2016

Re: Authorization to Issue an MEC VI Task Order for Engineering Oversight for New VRE Passenger Railcars

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a Task Order with STV Incorporated under the MEC VI Contract for engineering oversight of the purchase of nine new passenger railcars in the amount of $1,092,937, plus a 10% contingency of $109,293, for a total amount not to exceed $1,202,230.

Background:

In May 2015, VRE entered into a Mechanical Engineering Consulting Contract (MEC VI) with STV Incorporated. Through this Contract, STV provides mechanical engineering consulting services to VRE for various projects including oversight for new rolling stock procurements.

In September of 2015, the Commissions authorized the VRE CEO to amend the contract with Sumitomo Corporation of Americas (SCOA) to place an option order for nine additional railcars for expansion.

On December 18, 2015, VRE executed the option order for nine additional railcars. The funding for the Contract includes a mix of federal, state and local money that requires VRE to have engineering oversight functions including:
1) Buy America Pre-Award and Post Award audits
2) Technical Specification Compliance
3) First Article Inspections
4) System Safety Documentation (FMECA, FMEA, Safety Certifications, etc.)
5) Design Reviews
6) Material Test Reports (smoke, flame, toxicity, etc.)
7) On-site review of sub-system assembly
8) On-site review of final assembly
9) VRE acceptance testing
10) Project status meetings
11) Warranty Administration

Similar to previous passenger railcar purchases, VRE requires support from engineering consultants for this work. This Task Order will include design reviews, first article inspections, in-plant inspections, warranty administration and acceptance testing of each railcar prior to placing into VRE service. The manufacturing and oversight work for this project will take place at Nippon Sharyo’s manufacturing facilities in Toyokawa, Japan and Rochelle, IL.

**Fiscal Impact:**

The tables below identify the project costs and funding sources for the nine new railcars. The tables include the cost and funding for the purchase of the railcars and the required oversight work.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost for 9 Option Cars</td>
<td>$18,900,000</td>
</tr>
<tr>
<td>Contingency – SCOA</td>
<td>$890,000</td>
</tr>
<tr>
<td>Engineering Oversight (STV)</td>
<td><strong>$1,092,937</strong></td>
</tr>
<tr>
<td>Contingency - Oversight (STV)</td>
<td><strong>$109,293</strong></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$20,992,230</strong></td>
</tr>
</tbody>
</table>
**Funding Sources – Based on Project Costs**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal formula funds - 5307</td>
<td>5,670,000</td>
</tr>
<tr>
<td>State Mass Transit Funds</td>
<td>14,280,000</td>
</tr>
<tr>
<td>VRE</td>
<td>1,050,000</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>21,000,000</strong></td>
</tr>
</tbody>
</table>
Virginia Railway Express
Operations Board

Resolution
9E-03-2016

Authorization to Issue an MEC VI Task Order for Engineering Oversight for New VRE Passenger Railcars

WHEREAS, VRE has a contract with STV Incorporated for mechanical and engineering consulting services (MEC VI); and,

WHEREAS, VRE has amended the contract with Sumitomo Corporation of the Americas for the purchase of nine new railcars; and,

WHEREAS, funding for the purchase of the new railcars includes a mix of federal, state and local funds which requires VRE to provide various oversight functions; and,

WHEREAS, STV Incorporated will provide these oversight functions as required to ensure total project and funding compliance;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Task Order with STV Incorporated under the MEC VI Contract for engineering oversight of the purchase of nine new passenger railcars in the amount of $1,092,937, plus a 10% contingency of $109,293, for a total amount not to exceed $1,202,230.

Approved this 18th day of March 2016

______________________________
Gary Skinner
Chairman

______________________________
Maureen Caddigan
Secretary
To: Chairman Skinner and the VRE Operations Board  
From: Doug Allen  
Date: March 18, 2016  
Re: Authorization to Issue a Request for Proposals for Program Management Consultant Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals for Program Management Services for the Office of Development.

Background:

The current VRE six-year Capital Improvement Plan (FY 2017-FY 2022) includes 32 projects and nearly $1.7 billion in expenditures for stations, parking lots, track, signals, bridges, yards, and maintenance facilities. These projects are all related to fulfillment of either our agreements with CSX Transportation or the System Plan 2040.

The CIP projects include development (planning, environmental, preliminary design) and implementation (final engineering, construction) phases of project delivery. Of these 32 projects, 25 are either funded in whole or in part with a value of $296 million. Funding for the unfunded portions of the remaining projects is being pursued.

Given the growth in the number and complexity of projects anticipated for the next six years, VRE needs to expand its program management capacity for successful management and project delivery. This includes additional project management and procurement...
staffing as well as personnel with special expertise to augment VRE’s present staff in order to deliver a varying volume of capital projects on time.

VRE also needs an integrated system of project controls to keep pace with this larger, more diverse program of projects. Project controls (e.g., schedule, costs/budget, risk assessments, document controls, quality assurance/quality controls) are currently developed and maintained on a project-by-project basis using VRE contractors. VRE needs a uniform set of project management oversight procedures so that it can more precisely and consistently monitor the progress of individual projects as well as that of the program of projects as a whole.

We believe the best resource strategy is to hire a Program Management Consultant (PMC) that will augment VRE’s in-house staff as needed in response to project demands and to provide a comprehensive set of program controls to track budgets, expenditures, schedules and other key performance metrics applied to all projects. This is the favored approach of many like-sized peer operating agencies to manage and administer large capital improvement programs while minimizing agency staff size and overhead. This strategy is more cost-effective than hiring additional VRE permanent staff to address increased but varying program management requirements.

As determined in accordance with VRE Public Procurement Policies and Procedures, an Invitation for Bids (IFB) is neither practicable nor fiscally advantageous to VRE and an RFP is the preferred method of procurement for this solicitation since there are different approaches to the desired service and an evaluation of technical merit is required.

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 provisions for staff augmentation and production of an integrated system of project controls for an initial period of five years with the option of up to three annual renewals. Upon receipt and evaluation of the proposals, staff will return to the Board to request authorization to award the contract.

Fiscal Impact:

Program Management services related to specific capital projects will be funded from project grants, project agreements or the Capital Reserve. Funds for the development of a document control and project control system were included in the Capital Planning Fund in the FY 2016 budget.
Authorization to Issue a Request for Proposals for Program Management Consultant Services

WHEREAS, VRE is implementing the six-year Capital Improvement Program including 32 projects with a budget of nearly $1.7 billion in expenditures; and,

WHEREAS, VRE requires a scalable means of augmenting its project management and procurement capacities in response to an increased and varying volume of projects; and,

WHEREAS, a larger program of projects requires integrated controls to monitor and manage project performance; and,

WHEREAS, VRE has determined that a Program Management Consultant is the most cost-effective means of accessing and maintaining the skills and expertise necessary to deliver an expanded program of capital projects on time and budget;

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 Program Management Consultant Services.

Approved this 18th day of March 2016

______________________________  ______________________________
Gary Skinner                        Maureen Caddigan
Chairman                             Secretary
To: Chairman Skinner and the VRE Operations Board  
From: Doug Allen  
Date: March 18, 2016  
Re: Authorization to Execute a Force Account Agreement with CSX Transportation to Convert an Existing Temporary Track into a VRE Storage Track

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a Force Account Agreement with CSX Transportation to design and construct the conversion of an existing temporary track immediately south of L’Enfant Station into a VRE storage track for an amount of $2,937,323, plus a 10% contingency of $293,733, for a total amount not to exceed $3,231,056.

Background:

Space for midday train storage in the District of Columbia is at a premium. As such, VRE and CSX Transportation (CSXT) have been jointly working to construct one train storage track for VRE north of the L’Enfant Station. This storage track will provide storage for the new Fredericksburg train that started in December 2015 that is currently stored by Amtrak on a temporary basis.

VRE has also been working with CSXT on an additional midday storage opportunity that would eliminate the need to operate a deadhead train to and from Broad Run each day. CSXT has identified an existing temporary track south of the L’Enfant Station that was laid in support of their Virginia Avenue tunnel project that will satisfy these needs. CSXT has
determined that the design and construction of the conversion should be carried out by its
own forces and provided VRE with cost estimates for design ($150,000) and construction
($2,787,323).

Once completed, VRE will have the ability to eliminate the current deadhead train moves,
resulting in a savings in track access fees, fuel, and other operating costs of approximately
$450,000 annually.

Beyond CSXT force account work covered in this resolution, VRE will need to install
wayside power connections for trainsets during layover. The additional cost of wayside
power should not exceed $630,000, based on the cost of a similar installation taking
place on the new storage track north of L’Enfant Station. We will return to the Operations
Board for approvals for design and construction of wayside power.

**Fiscal Impact:**

Funding for this project is provided in the VRE Capital Improvement Program under
Midday Train Storage with funds drawn from federal 5307 and 5337 formula funds and
associated state and local match.
Virginia Railway Express
Operations Board

Resolution
9G-03-2016

Authorization to Execute a Force Account Agreement
with CSX Transportation to Convert an Existing
Temporary Track into a VRE Storage Track

WHEREAS, VRE has a critical need for additional midday train storage in the District of Columbia; and,

WHEREAS, CSX Transportation has a temporary track immediately south of L’Enfant Station that can be readily converted into an additional storage track for VRE trainsets; and,

WHEREAS, CSX Transportation has provided VRE with a reasonable force account cost estimate for design and construction of the conversion; and,

WHEREAS, the VRE Capital Improvement Program provides sufficient funding for the conversion along with associated wayside power improvements;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Force Account Agreement with CSX Transportation to design and construct the conversion of an existing temporary track immediately south of L’Enfant Station into a VRE storage track for an amount of $2,937,323, plus a 10% contingency of $293,733, for a total amount not to exceed $3,231,056.

Approved this 18th day of March 2016

__________________________________________
Gary Skinner
Chairman

__________________________________________
Maureen Caddigan
Secretary
To: Chairman Skinner and the VRE Operations Board
From: Doug Allen
Date: March 18, 2016
Re: Gainesville-Haymarket Extension Project Update

In July 2015, VRE initiated an approximately two-year planning and design study for a potential 11-mile extension of the Manassas Line along the Norfolk Southern B-Line from the City of Manassas through Gainesville to the Haymarket area in Prince William County. Since then, a first round of stakeholder meetings and a public meeting have been held to gain feedback on the extension.

Work is currently underway to identify and analyze station sites, evaluate various service plans and the resulting ridership, and determine the railroad infrastructure needed to support the extension.

An update of the work completed to date will be provided to the VRE Operations Board.
Agenda Item 10-B
Information Item

To: Chairman Skinner and the VRE Operations Board
From: Doug Allen
Date: March 18, 2016
Re: Spending Authority Report

On May 15, 2015, the VRE Operations Board approved increasing the Chief Executive Officer’s spending authority from $50,000 to $100,000. It was resolved that any purchase of greater than $50,000 would be communicated to the Board as an information item.

- On February 1, 2016, VRE amended an Independent Contractor Agreement (ICA) with Ray Chambers for Federal Legislative Consulting services. This amendment provides for uninterrupted legislative services for the period February 1 through April 30, 2016 and increases the ICA by $15,000 from $37,000 to $52,000.

- On February 8, 2016, VRE issued an Amended Purchase Order to ORX Railway Corporation for Traction Motor Combo Repair Services in the amount of $75,419. The amended purchase order was issued in order to adjust for the costs of the reassembly of thirteen Traction Motors.