To: Chairman Skinner and the VRE Operations Board

From: Doug Allen

Date: May 20, 2016

Re: Authorization to Execute a Task Order for Renovations to VRE Headquarters’ Communications and Server Rooms

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a Task Order with NV Enterprises under the Facilities Maintenance Services contract for construction services to renovate the VRE Headquarters’ communications and server rooms in the amount of $145,465, plus a 10% contingency of $14,547, for a total amount not to exceed $160,012.

Background:

This is the first phase of renovations at the VRE Headquarters to improve safety and security, allow for additional work space to accommodate growth, and improve the efficiency and effectiveness of staff. The communications and server rooms at VRE Headquarters are currently located in a combined space containing equipment that supports vital systems including email and Internet, station video monitors and public address speakers, security cameras and intrusion alarms, fire suppression and alarm systems, and communications with VRE trains, the host railroads, internal staff, and the general public.

Separating the Server Room from the Communications Room will allow for at least two additional work stations for the Operations and Communications staff and will accommodate the addition of screens to enable staff to monitor the growing number of
security cameras being placed in service throughout the system. The separation also eliminates the current situation in which the staff is required to work in a cold, climate-controlled environment designed to house the server and other communications equipment.

Primary improvements include expanding the communications room, converting adjacent spaces into a dedicated server room, relocating video monitors and providing new furnishings for improved ergonomics, replacing aging HVAC and fire suppression systems and reconfiguring the existing communications cabling system. Subsequent phases of the overall renovation project will be brought to the Operations Board for authorization, with completion expected in FY 2017.

**Fiscal Impact:**

Funding for this project is included in the FY 2016 and FY 2017 Operating budgets for Facilities Maintenance.
Virginia Railway Express
Operations Board

Resolution
8E-05-2016

Authorization to Execute a Task Order for Renovations to VRE Headquarters’ Communications and Server Rooms

WHEREAS, the communications and server rooms at VRE Headquarters contain equipment that supports vital communications, safety, security and fare collection systems; and,

WHEREAS, the existing configuration no longer provides adequate space to efficiently house systems equipment, storage of necessary documents and VRE and Keolis staff; and,

WHEREAS, necessary improvements include increased space for communications and server equipment, relocating video monitors and providing new furnishings for improved ergonomics, replacing aging HVAC and fire suppression systems and reconfiguring the existing communications cabling system; and,

WHEREAS, this work represents the first phase of various upcoming projects planned to increase efficiency of operations and accommodate a growing staff at VRE Headquarters;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Task Order with NV Enterprises under the Facilities Maintenance Services contract for construction services to renovate the VRE Headquarters’ communications and server rooms in the amount of $145,465, plus a 10% contingency of $14,547, for a total amount not to exceed $160,012.

Approved this 20th day of May 2016

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Gary Skinner
Chairman

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Maureen Caddigan
Secretary