To: Chairman Skinner and the VRE Operations Board
From: Doug Allen
Date: October 21, 2016
Re: Authorization to Execute a Contract for General Planning Consulting Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute contracts with Vanasse Hangen Brustlin, Inc. (VHB) of Watertown, Massachusetts, as the primary contractor and Michael Baker International, Inc. of Alexandria, Virginia, as the alternate contractor for General Planning Consulting (GPC) services in an amount not to exceed $6,000,000 per year in aggregate for all task orders, for a base period of one year and four option years, for a potential cumulative value of $30,000,000, with the CEO exercising the option years at his discretion.

Background:

On September 19, 2014, the VRE Operations Board approved a request to issue a Request for Proposals (RFP) for GPC services. The purpose of the RFP was to procure firms to provide on-call services to support development projects for VRE facility and planning initiatives, including operational planning, strategic planning, conceptual design, preliminary design, and to conduct evaluations to ensure compliance with the National Environmental Policy Act (NEPA).

Previously, these services were provided through General Engineering Consulting (GEC) on-call services contracts. VRE has found the use of on-call services contracts to be more
efficient than completing numerous, separate procurements. On-call services contracts help VRE access specialized skills and expertise from consultants as an extension of staff on an as-needed basis. GEC VI was the last contract to support project development services. The decision to divide work between two contracts (a GPC for project development services and a GEC for project implementation services related to repairs or construction) was made in order to procure a more specific range of consultant services for each contract.

A solicitation for competitive sealed Proposals was necessary to comply with the provisions of the Virginia Public Procurement Act (VPPA), which applies to public bodies in the Commonwealth of Virginia, and the Federal Brooks Act. As such, the Contract will include provisions for work to be assigned through the VRE task order process included within the procurement guidelines for a RFP. Upon completion of evaluation of proposals, negotiations are conducted with the 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. 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 the proposed cost is fair and reasonable.

A mailing list of 98 prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On August 16, 2016, an RFP was issued and Proposals were due on September 15, 2016. Seven responses were received.

Evaluation of the Proposals received was performed by the Technical Evaluation Team (TET), which consisted of three VRE staff members and one City of Fredericksburg member.

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

- Project approach and management plan
- Capability and expertise of the proposed firm(s).
- Knowledge and qualifications of the proposed Project Manager.
- Knowledge and qualifications of the key personnel proposed for the project team.

Interviews were conducted with the four highest ranked Offerors. Following the interview process, it was determined that the Proposal from Vanasse Hangen Brustlin, Inc. (VHB) and Michael Baker International, Inc. were technically compliant and unanimously selected to be the best qualified for the project.

Below is the final ranking of firms who submitted a proposal for General Planning Consulting Services.
**FINAL RANKING OF OFFERORS**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Company Name</th>
<th>Location</th>
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<tbody>
<tr>
<td>1.</td>
<td>Vanasse Hangen Brustlin, Inc. (VHB) of Watertown, MA</td>
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<tr>
<td>2.</td>
<td>Michael Baker International, Inc. of Alexandria, VA</td>
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<td>3.</td>
<td>Parsons Brinckerhoff, Inc. of Herndon, VA</td>
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<td>4.</td>
<td>HDR Engineering, Inc. of Washington, DC</td>
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<td>5.</td>
<td>Johnson, Mirmiran &amp; Thompson, Inc. (JMT) of Richmond, VA</td>
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<tr>
<td>6.</td>
<td>Kimley-Horn and Associates, Inc. of Reston, VA</td>
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<tr>
<td>7.</td>
<td>T.Y. Lin International of Alexandria, VA</td>
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</tbody>
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VRE is awarding two Contracts to the two highest ranked firms. One contract will be awarded to the highest ranked firm as a primary contractor and one contract will be awarded to the second highest ranked firm as an alternate contractor in the event the primary contractor declines acceptance of a particular task order.

The term of the Contracts shall be for a base period of one year with the option to extend for four additional one-year periods, not to exceed five years. The base period will commence on the date set forth in the written Notice-To-Proceed.

VRE will initiate task orders for a base period and each option year period as needed up to a maximum of $6,000,000 per year in aggregate. VRE will exercise the option years at the discretion of the CEO. Task Orders over the CEO's spending authority will be brought to the Operations Board for approval.

**Fiscal Impact:**

There is no fiscal impact associated with the award of GPC I as it represents only the authority to contract. Funding for individual task orders for GPC I would be drawn from federal, state and/or local funds defined for specific projects in the VRE operating and capital budgets.
Virginia Railway Express
Operations Board

Resolution
8G-10-2016

Authorization to Execute a Contract for
General Planning Consulting Services

WHEREAS, it is the experience of VRE that on-call services contracts are an efficient and cost-effective means of performing engineering, planning, environmental and construction related activities required for a limited duration or needed in a timely manner on an as-needed basis; and,

WHEREAS, the VRE Operations Board authorized issuance of a Request for Proposals for a General Planning Consulting contract in September 2014 with the Request for Proposal issued on August 16, 2016; and,

WHEREAS, seven proposals were received from offerors on September 15, 2016 and evaluated by the Technical Evaluation Team; 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 contracts with Vanasse Hangen Brustlin, Inc. (VHB) of Watertown, Massachusetts, as the primary contractor, and Michael Baker International, Inc. of Alexandria, Virginia, as the alternate contractor for GPC services not to exceed $6,000,000 per year in aggregate for all task orders. The contract will be for a base year and four option years, with the VRE CEO exercising the option years at his discretion.

Approved this 21st day of October 2016

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Gary Skinner
Chairman

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Maureen Caddigan
Secretary