Agenda Item 9-C
Action Item

To: Chairman Smedberg and the VRE Operations Board

From: Doug Allen

Date: November 17, 2017

Re: Authorization to Issue a GPC Task Order for the VRE Transit Development Plan Update

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a General Planning Consultant (GPC) Task Order to Michael Baker International, Inc. of Alexandria, VA for planning services to update the VRE Transit Development Plan (TDP) in the amount of $189,978, plus a 10% contingency of $18,998, for a total not to exceed $208,976.

Summary:

VRE is required by the Department of Rail and Public Transportation (DRPT) to update its TDP to encompass FY 2020-2025 for a fiscally constrained plan and FY 2020-2029 for a fiscally unconstrained analysis of capital and operating needs.

Background:

VRE’s current TDP was adopted in 2012 and covers the FY 2013-2018 timeframe. In accordance with DRPT’s Transit Development Plan Minimum Requirements, dated February 2017, public transit operators receiving state funding are required to prepare, adopt, and submit a new transit development plan, referred to as a “major update”, every six years. To reflect and address changes in areas such as: governance or agency organization, service or fares, available funding, demographic patterns, and federal and state laws and regulations, the plan must be amended every year if necessary, referred to as a “minor update”.

VRE is required to undertake a “major update” of its TDP. Due to the time required to prepare and adopt the TDP update, VRE staff will complete a minor TDP update for FY 2019. The GPC will conduct a major update of VRE’s TDP that will encompass a 6-year,
fiscally constrained timeframe (FY 2020-25) and minimum of 10-years (FY 2020-29),
consistent with DRPT requirements.

The Scope of Services for this Task Order includes extending the timeframe of the TDP to
encompass the FY 2020-25 fiscally constrained period and a total FY 2020-29 analysis
period for remaining unfunded needs that relate back to ultimate implementation of the
2040 System Plan.

The TDP will cover the following tasks:
   a. Overview of the VRE System
   b. Goals, Objectives, and Service Design Standards
   c. Service and System Evaluation
   d. Service and Capital Improvement Plan
   e. Financial Plan
   f. Implementation Plan

Two facilitated workshops with staff from VRE member jurisdictions and other regional
stakeholder organizations will be organized as part of the update process to share
information on the VRE system and plans and solicit comments or feedback that should be
incorporated into the TDP.

A request for a Task Order Proposal for the Transit Development Plan Update was issued to
Michael Baker International, Inc. (MBI), the alternative contractor for the GPC on October
31, 2017. MBI returned on November 2, 2017, proposing to complete the scope of services
for $189,978. Following review of the task order proposal, VRE recommends award to
Michael Baker International, Inc. in the amount $189,978, plus a 10% contingency of
$18,998, for a total not to exceed $208,976.

**Fiscal Impact:**

Funding is provided through the FY 2018 VRE Operating Budget for Office of Development,
Consulting.
Virginia Railway Express  
Operations Board  

Resolution  
9C-11-2017  

Authorization to Issue a GPC Task Order for the  
VRE Transit Development Plan Update  

WHEREAS, the Department of Rail and Public Transportation (DRPT) requires public transit operators receiving state funding to prepare, adopt, and submit a Transit Development Plan every six years; and,  

WHEREAS, VRE is required to update its current TDP to encompass the six-year period (FY 2020-2025) for a fiscally constrained plan and an extended minimum of ten-years (FY 2020-2029) for fiscally unconstrained analysis of the capital and operating needs; and,  

WHEREAS, the necessary updates must be made in accordance with DRPT's Transit Development Plan Minimum Requirements;  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a GPC Task Order to Michael Baker International, Inc. of Alexandria, VA for planning services to update the VRE Transit Development Plan in the amount $189,978, plus a 10% contingency of $18,998, for a total not to exceed $208,976.  

Approved this 17th day of November 2017  

____________________________  
Paul Smedberg  
Chairman  

____________________________  
Katie Cristol  
Secretary