To: Chairman Smedberg and the VRE Operations Board

From: Doug Allen

Date: September 15, 2017

Re: Authorization to Execute a Contract for Installation and Integration of Security Camera and Access Control Systems

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer (CEO) to execute a Contract with RPI Group Incorporated of Fredericksburg, VA for Installation and Integration of Security Camera and Access Control Systems in an amount of $950,000, plus a 5% contingency of $50,000, for a total amount not to exceed $1,000,000 for a base year and five option years, with the CEO exercising the option years at his discretion.

Summary:

This Task Order Contract engages a vendor to install and integrate security camera and access control systems at VRE facilities. This need is part of VRE’s ongoing program of continuous improvement and systems upgrade.

Background:

On April 21, 2017, the VRE Operations Board authorized the Chief Executive Officer to issue a Request for Proposals (RFP) for Installation and Integration of Security Camera and Access Control Systems. An RFP is the preferred method of procurement for this solicitation because 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 highest ranked firms deemed to be fully qualified and best suited among those submitting Proposals, based on 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 the proposed cost is fair and reasonable.
A solicitation for competitive sealed Proposals for Installation and Integration of Security Camera and Access Control Systems was necessary as this contract will require projects uniquely tailored for the requirements of individual VRE stations and non-revenue facilities. 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 Request for Proposals. Invitation for Bids procedures do not allow for task order contracts.

A mailing list of five prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On June 19, 2017, an RFP was issued and Proposals were due on July 19, 2017. Two responses were received.

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

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

- Overall project approach and management plan.
- Capability and expertise of the proposed company
- Knowledge and qualifications of the proposed key personnel.
- Cost for services.

It was determined the Proposal from RPI Group, Inc. was technically compliant and unanimously selected to be the best value for the project.

<table>
<thead>
<tr>
<th>FINAL RANKING OF OFFERORS</th>
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<tr>
<td>1. RPI Group, Inc. of Fredericksburg, VA</td>
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<tr>
<td>2. Digitronics Inc. of Herndon, VA</td>
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RPI Group previously performed services for VRE from June 2016 to January 2017 under a Contract for a risk and security assessment of VRE's bandwidth and network infrastructure.

VRE staff has certified the highest ranked Offeror's price is fair and reasonable based on the cost estimate for this project.

The term of the Contract shall be for a Base Period of one year with the option to extend for five additional one-year periods, not to exceed six years total. The Base Period will commence on the date set forth in the written Notice-To-Proceed.
**Fiscal Impact:**

Funding is provided through VRE’s CIP Program: State of Good Repair/Asset Management program. Funding sources include Federal Formula Funding, State and Local Match.
Virginia Railway Express
Operations Board

Resolution
9B-09-2017

Authorization to Execute a Contract for Installation and Integration of Security Camera and Access Control Systems

WHEREAS, VRE employs a formal Threat and Vulnerability Assessment process to identify measures to improve safety and security; and,

WHEREAS, the sophistication and coverage levels of our security camera system have been identified as an important step in continuous safety and security improvement through the TVA process; and,

WHEREAS, the Operations Board authorized the CEO to execute a contract on March 17, 2017 to purchase the necessary security cameras and associated hardware; and,

WHEREAS, it was determined RPI Group, Inc. proposal provided the best value for installation and integration of the security cameras, an access control system, and associated hardware; 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 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 RPI Group Incorporated of Fredericksburg, VA for Installation and Integration of Security Camera and Access Control Systems in the amount of $950,000, plus a 5% contingency of $50,000, for a total amount not to exceed $1,000,000 for a base year and five option years, with the CEO exercising the option years at his discretion.

Approved this 15th day of September 2017

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Paul Smedberg
Chairman

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Katie Cristol
Secretary