To: Chairman Smedberg and the VRE Operations Board
From: Doug Allen
Date: September 15, 2017
Re: Authorization to Issue a Task Order for Pavement Repairs and Striping at Brooke Station

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Task Order under the Facilities Maintenance Contract to NV Enterprises for Brooke Station pavement repairs and striping in the amount of $127,343, plus a 10% contingency of $12,734, for a total not to exceed $140,077.

Summary:

This Task Order is for pavement repair and striping services at the two parking lots and access driveway that serve the Brooke Station.

Background:

The two parking lots and access driveway serving the Brooke station were assessed in July 2017 for necessary pavement repairs, including repaving sections in the worst condition; crack filling to minimize water intrusion and associated pavement degradation; and sealcoating in preparation for restriping. It was determined minor pavement repairs, crack filling, sealcoating and restriping were necessary in both parking lots and milling, repaving and restriping were needed in the access driveway.

The requested authorization under the Facilities Maintenance Contract will allow NV Enterprises to perform the above referenced pavement repairs and striping services.

Fiscal Impact:

Funding is provided through Federal FY 2018 State of Good Repair formula grants (5337), matched with state and local funds.
Virginia Railway Express  
Operations Board  
Resolution  
8A-09-2017  

Authorization to Issue a Task Order for Pavement Repairs and Striping at Brooke Station  

WHEREAS, in July 2017, the two parking lots and access driveway that serve the Brooke Station were assessed for necessary pavement repairs; and,  

WHEREAS, it was determined minor pavement repairs, crack filling, sealcoating and restriping were necessary in both parking lots and milling, repaving and restriping were needed in the access driveway; and,  

WHEREAS, the requested authorization under the Facilities Maintenance Contract will allow NV Enterprises to perform the above referenced pavement repairs and striping services;  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Task Order under the Facilities Maintenance Contract to NV Enterprises for Brooke Station pavement repairs and striping in the amount of $127,343, plus a 10% contingency of $12,734, for a total not to exceed $140,077.  

Approved this 15th day of September 2017  

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Paul Smedberg  
Chairman  

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Katie Cristol  
Secretary
To: Chairman Smedberg and the VRE Operations Board

From: Doug Allen

Date: September 15, 2017

Re: Authorization to Issue a Task Order for System Wide HVAC Replacements

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Task Order under the Facilities Maintenance Contract to NV Enterprises for HVAC replacements in the amount of $145,000, plus a 10% contingency of $14,500, for a total not to exceed $159,500.

Summary:

This Task Order is for the replacement of aging HVAC units at VRE facilities.

Background:

The HVAC units serving VRE Headquarters, the VRE Fredericksburg office, the Broad Run and Crossroads storage yards, and station buildings were assessed in August 2017 with respect to age and current operating condition. It was determined five units at VRE Headquarters, two units at the VRE Fredericksburg office, two units at the Quantico Station and one unit at the Woodbridge Station are approaching the end of their useful life and have experienced frequent failures; and that replacement is more efficient than continued maintenance.

The requested authorization under the Facilities Maintenance Contract will allow NV Enterprises to perform the above referenced HVAC replacement services.

Fiscal Impact:

Funding is provided through Federal FY 2018 State of Good Repair formula grants (5337), matched with state and local funds.

Virginia Railway Express
Operations Board

Resolution
8B-09-2017

Authorization to Issue a Task Order for System Wide HVAC Replacements

WHEREAS, in August 2017, the HVAC units that serve VRE Headquarters, the VRE Fredericksburg office, the Broad Run and Crossroads storage yards and station buildings with HVAC systems were assessed in August 2017 with respect to age and current operating condition; and,

WHEREAS, it was determined five units at VRE Headquarters, two units at the VRE Fredericksburg office, two units at the Quantico Station and one unit at the Woodbridge Station are approaching the end of their useful life and have experienced frequent failures, therefore requiring replacement; and,

WHEREAS, the requested authorization under the Facilities Maintenance Contract will allow NV Enterprises to perform the above referenced HVAC replacement services;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Task Order under the Facilities Maintenance Contract to NV Enterprises for system wide HVAC replacements in the amount of $145,000, plus a 10% contingency of $14,500, for a total not to exceed $159,500.

Approved this 15th day of September 2017

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Paul Smedberg
Chairman

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Katie Cristol
Secretary
To: Chairman Smedberg and the VRE Operations Board

From: Doug Allen

Date: September 15, 2017

Re: Authorization to Issue a Task Order for Fence Replacement at Broad Run Maintenance and Storage Facility

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Task Order to Hercules Fencing for fence replacement in the amount of $165,425, plus a 10% contingency of $16,543, for a total not to exceed $181,968.

Summary:

This Task Order will provide for the removal of existing fencing and the installation of higher, more durable security fencing at the Broad Run Maintenance and Storage Facility. VRE's comprehensive, system-wide Threat and Vulnerability Assessment (TVA) has indicated better fencing is necessary at this location, given its critical importance to VRE.

Background:

Previous Operations Board action has allowed VRE to establish a task order contract with a vendor to provide fencing installation and maintenance services for VRE.

During VRE's most recent TVA, the fencing surrounding the Broad Run Maintenance and Storage was identified as an improvement item. Modern fence products that are typically greater in height, offer tamper-resistant design features, and offer stronger anchoring, have been included in recent transit industry security best practices reports.

The scope of this task order is to remove the existing fence and install the new fencing system in its place.
**Fiscal Impact:**

This project is in the current Capital Improvement Plan as a System-wide Asset Management project funded with Federal State of Good Repair funding.
Virginia Railway Express
Operations Board

Resolution
8C-09-2017

Authorization to Issue a Task Order for Fence Replacement at Broad Run Maintenance and Storage Facility

WHEREAS, VRE is committed to continuous improvement in security measures; and,

WHEREAS, VRE identifies vulnerabilities and opportunities for improvement through a formalized Threat and Vulnerability Assessment process; and,

WHEREAS, the Broad Run Maintenance and Storage Facility is a facility critical to VRE’s operations; and,

WHEREAS, a need for modern security fencing system to replace the existing fencing has been identified through the Threat and Vulnerability Assessment process; and,

WHEREAS, VRE maintains a Task Order Contract with Hercules Fencing, a firm identified through the procurement process as being qualified to provide industry and government grade security fencing; and,

WHEREAS, this Task Order will include the services necessary to perform this upgrade;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Task Order to Hercules Fencing for Fence Replacement at the Broad Run Maintenance and Storage Facility in the amount of $165,425, plus a 10% contingency of $16,543, for a total not to exceed $181,968.

Approved this 15th day of September 2017

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Paul Smedberg
Chairman

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Katie Cristol
Secretary
To: Chairman Smedberg and the VRE Operations Board  
From: Doug Allen  
Date: September 15, 2017  
Re: Authorization to Issue a Task Order for a Safety/Security Analysis for the Broad Run Expansion Project

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Task Order to Kensington Consulting for Safety and Security Analysis services for the Broad Run Expansion Project in the amount of $127,350, plus a 10% contingency of $12,735, for a total not to exceed $140,085.

Summary:

This Task Order will enlist VRE’s current safety and security consulting firm to administer a safety and security certification process, develop a safety and security management plan and create associated documentation for the Broad Run Expansion Project. These safety and security processes are standard administrative practice per VRE’s System Safety Program Plan.

Background:

When VRE initiates a major system improvement or modification, such as the Broad Run Expansion, it is critical a series of safety and security assessments and certification processes take place. These should begin in the early phases to ensure designs do not inadvertently incorporate safety and security hazards. The assessments also properly account for, and specify ways to manage stakeholder exposure to any remaining unavoidable hazards.

These safety and security processes are standard administrative practice per VRE’s System Safety Program Plan. The Scope of Services for this task order include a Safety & Security Management Plan, a preliminary hazard assessment and a threat a vulnerability assessment.
**Fiscal Impact:**

Funding is provided through VRE’s capital reserve. On March 17, 2017, the Operations Board approved capital reserve funding to supplement existing grant funds to complete Environmental Assessment/Preliminary Engineering for the Broad Run Expansion (BRX). This expense is part of preliminary engineering.
Virginia Railway Express
Operations Board

Resolution
8D-09-2017

Authorization to Issue a Task Order for
Safety/Security Analysis for the Broad Run Expansion Project

WHEREAS, the VRE Operations Board approved GHX Alternative 1-Broad Run Terminus for preliminary engineering; and,

WHEREAS, VRE’s System Safety Program Plan requires comprehensive systematic procedures to identify, assess and control safety and security hazards; and,

WHEREAS, the material expansion of a key VRE service and support facility requires safety and security assessments and certifications, beginning in the preliminary engineering phase; and,

WHEREAS, VRE maintains a Task Order Contract with Kensington Consulting, a firm identified through the procurement process as being qualified to manage industry and government accepted safety and security certification and analysis processes; and,

WHEREAS, this Task Order will initiate the services necessary to provide VRE with this critical documentation and support;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Task Order to Kensington Consulting for Safety/Security Analysis for the Broad Run Expansion Project in the amount of $127,350, plus a 10% contingency of $12,735, for a total not to exceed $140,085.

Approved this 15th day of September 2017

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Paul Smedberg
Chairman

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Katie Cristol
Secretary
To: Chairman Smedberg and the VRE Operations Board

From: Doug Allen

Date: September 15, 2017

Re: Referral of Preliminary FY 2019 VRE Operating and Capital Budget to the Commissions

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to refer the Preliminary FY 2019 VRE Operating and Capital Budget to the Commissions for their consideration, so the Commissions, in turn, can refer their preliminary budget recommendations to the jurisdictions for review and comment.

Summary:

VRE’s FY 2019 preliminary budget totals $146.3 million, which includes operations and maintenance, debt service, the Capital Improvement Program (CIP), and contributions to the capital reserve. The preliminary budget includes a 3% increase in local subsidy contribution and no fare increase. The budget projects a continuation of current levels of state capital matching funds in FY 2019 and a small decline in state operating assistance. The preliminary budget has a current net unfunded amount of $1.6 million. As in prior years, VRE will submit a balanced budget to the jurisdictions in the beginning of December for evaluation prior to submission to the Operations Board later that month. Both revenue and expenses are still under review by VRE staff, and these projections may change over the next few months.

Background:

In accordance with the VRE Master Agreement, which outlines the process for annual budget approval, the preliminary FY 2019 VRE Operating and Capital Budget is attached for the Operations Board’s review. The Budget Key Items considered by the Operations Board in June 2017 are also provided as an attachment.
Since the adoption of the FY 2018 budget, VRE has successfully competed for significant state and regional discretionary funding to expand capacity. In June, VRE was approved for $92 million of Smart Scale funding for the Fredericksburg Line Capacity Expansion project, and in July, the Northern Virginia Transportation Authority recommended approval of $118 million from the I-66 Outside the Beltway Concessionaire Payment for the Manassas Line Capacity Expansion and Real-Time Traveler Information project. These funds will support additional railcars, expansions of stations and parking facilities, storage and maintenance facility expansions, and real-time information along the I-66 corridor. The Smart Scale and I-66 funding awards have filled crucial gaps for these projects and will allow them to move forward into construction. These projects are part of VRE’s Natural Growth scenario, and they increase capacity to carry additional riders while requiring only modest additional operating expense.

However, VRE still faces significant fiscal challenges. VRE’s financial plan, which was initially developed during FY 2016 and is currently being updated, established that even to maintain current levels of service, VRE will require substantial additional operating and capital resources that cannot be met through currently available sources. These needs include funding for operations (expenses are projected to grow faster than fare revenues and jurisdictional subsidy), funding for the major joint corridor projects VRE is committed to in CSXT territory (including the Long Bridge), and funding for the replacement of VRE’s current rolling stock beginning in 2030. The Commonwealth Transportation Board has analyzed VRE’s financial plan and determined the concerns regarding long-term financial viability are founded.

VRE’s Financial and Debt Principles addresses the prioritization of projects within the CIP and states:

Projects included in VRE’s Capital Improvement Program will be prioritized with emphasis on regulatory requirements, the maintenance of equipment and facilities to support current service levels, and provisions for passenger safety.

In addition to these first-level priorities, the CIP decision-making for FY 2019-2024 emphasizes VRE’s commitment to the development of railroad infrastructure in the CSXT territory; project readiness; funding availability; and the identification of funding to complete those projects that have only partially identified funding.

**Key Budget Assumptions:**

VRE’s FY 2019 preliminary budget totals $146.3 million, as compared to the approved FY 2018 budget of $133.4 million. The preliminary FY 2019 budget includes $82.1 million for operations (up $3.9 million over FY 2018), $57.4 million for the CIP (up $9.0 million), and $6.8 million for debt service (unchanged). As noted above, both revenues and expenses are still under review and these projections may change over the next few months. The key assumptions used in preparing the preliminary budget are summarized below:
1. **Service levels**: VRE will receive nine new railcars in FY 2018 (five in October and four in December), and these cars will be added to existing trains to provide more passenger capacity. VRE will continue its current service plan of 32 daily revenue trains in FY 2019.

2. **Ridership and fare revenue**: FY 2019 fare revenue is budgeted at $41.1 million with no change in fares from FY 2018. The most recent fare increase of 3% occurred in July, at the beginning of FY 2018. Ridership for FY 2019 is estimated at 18,700 average daily riders (ADR). ADR in FY 2016 was 17,767, while ADR in FY 2017 was significantly higher at 18,968. Ridership in FY 2017 was affected by several external factors, including a full year of higher federal transit benefits and the effects of the now-completed WMATA SafeTrack program in the VRE service area. Ridership through the first two months of FY 2018 is at approximately 18,400 ADR, slightly ahead of budgeted ridership of 18,200. Staff will continue to monitor ridership trends throughout the budget process.

3. **Jurisdictional Subsidy**: FY 2019 jurisdictional subsidy is currently budgeted at $17.77 million, an increase of 3% over FY 2018. The previous jurisdictional subsidy increase in FY 2017 was 5%.

4. **State operating assistance**: VRE will receive $9.62 million in state operating assistance in FY 2018. The amount of assistance allocated to transit agencies in the Commonwealth varies annually depending on both the total amount of funding available and on the performance metrics achieved by each agency (including ridership and level of service). Based on initial discussions with DRPT staff, the total amount of available operating funding in FY 2019 is expected to decline by around 1.3%, and therefore the preliminary budget projects VRE’s FY 2019 state operating assistance at $9.50 million. However, the final amount of assistance will depend on the performance-based allocation, which is not yet known and could result in higher or lower funding.

5. **State capital funds**: The FY 2018 budget projected a sharp drop-off in state capital funding beginning in FY 2019 due to the expiration of Capital Project Revenue bond proceeds. However, based on recent discussions with DRPT staff, state capital funding availability for FY 2019 is now projected to be in line with FY 2018 due to improved revenue forecasts and lower anticipated demand for funding. This critical state funding supports both the match for VRE’s federal formula funds and VRE’s track access fees. For FY 2019, state capital funding continues to be budgeted as either a) 16% of the total project cost, when used as match to 80% federal funding, or b) one of three funding “tiers” of 68%, 34%, or 17% of gross project costs, regardless of the federal funding assigned to the project. This temporary reprieve is good news for critical investments such as the midday storage project, which is currently relying on 34% state funds. However, without action at the state level, funding will decline substantially in FY 2020, leading to project delays and challenges in utilizing all available federal funding.

6. **Access fee funding**: Since FY 2015, DRPT and VRE have entered multi-year agreements for track access fee reimbursement. Based on the most recent information from DRPT, FY 2019 reimbursements are being projected at the same level as FY 2017 and FY 2018,
with an 84% combined reimbursement rate comprising federal STP funds allocated through the state (50%) and a state capital match (34%). Amtrak access costs remain under an existing multi-year agreement. VRE will be working with DRPT towards new access fee funding agreements for both Norfolk Southern and CSX for FY 2019 and beyond.

7. **Contractual increases:** VRE and CSX are currently operating under a second one-year extension of a previous five-year agreement and are working towards a new multi-year agreement expected to begin in FY 2019. Changes to access fees paid to Norfolk Southern are based on an Association of American Railroads (AAR) nationally published index of railroad costs. Increases to Amtrak access fees for FY 2019 will be based on a three-year average of their annual costs, inflated to the budget year, and apportioned to all users of Washington Union Terminal. The majority of Keolis contract costs increase by the annual change in the Consumer Price Index (CPI).

Norfolk Southern and Amtrak access fee increases are budgeted at 4% in the preliminary budget, while the Keolis increase is budgeted at 3% in the preliminary budget. In addition, estimated additional costs associated with host railroad implementation and operation of Positive Train Control (PTC) are also included in the budget. The actual AAR and CPI rates will be available prior to budget adoption.

8. **Fuel costs:** Diesel fuel expenses of $4.59 million are budgeted based on estimated annual usage of 1.70 million gallons at a per gallon cost of $2.70. This represents a slight decrease from the FY 2018 diesel fuel budget of $4.76 million based on estimated use of 1.67 million gallons at $2.85 per gallon. Given the recent damage in the Gulf Coast caused by Hurricane Harvey and its potential effects on energy markets, staff will continue to monitor and analyze fuel cost trends throughout the budget process.

9. **Staffing increases:** VRE continues to evaluate staffing needs for FY 2019 and beyond. Given the increased scope and complexity of VRE’s grant-funded CIP, the preliminary budget adds one new full-time employee in Finance focused on grants administration. VRE staff is currently reviewing both short- and long-term staffing needs and expect to present a thorough evaluation of staffing needs for the November 2017 budget update presentation.

**Projected Use of Federal Formula Funding:**

Federal funding allocations are lagged by one year relative to VRE’s fiscal year, so the formula funding allocated in Federal Fiscal Year (FFY) 2018 is available to be obligated and spent beginning in VRE’s FY 2019. Total projected FFY 2018 formula funding is $29.1 million, equal to the amount allocated to VRE in FFY 2017 (i.e., the funding is assumed to be flat). This includes $20.6 million in Section 5337 State of Good Repair funding and $8.5 million in Section 5307 Urbanized Area Formula Program funding.

VRE’s FY 2019 federal formula funds are committed to debt service, asset management programs, and key CIP projects:

- $5.3 million for debt service on rolling stock
- $2.7 million for the equipment asset management program
o $2.0 million for the facilities asset management
o $15.3 million for midday storage (New York Avenue)
o $3.1 million for capital investments in Washington Union Terminal (WUT)
o $520,000 for grant and project management
o $84,000 for security enhancements

As noted previously, VRE is likely to face future challenges in using all available federal funding if state matching funds are significantly reduced and local jurisdictions cannot make up the difference.

Comparison to FY 2018 Approved Budget:

The “FY 2019 Summary Proposed Budget” attached to this action item provides a high-level summary of the major line items in the preliminary FY 2019 budget and how those items have changed relative to the FY 2018 budget. Notable changes are also highlighted below:

Revenue:

- $1.9 million increase in Fare Revenue due to higher projected daily ridership (as described above).
- $0.5 million increase in Jurisdictional Subsidy due to the 3% biennial increase.
- $9.4 million increase in Federal/State Capital Subsidy due to the new funding available through the Smart Scale program for Quantico Station improvements, Alexandria Pedestrian Tunnel, and Fleet Expansion Coaches.

Expenses:

- $1.4 million projected increase in contractual Access Fees to Amtrak, CSX, and Norfolk Southern (as well as other agreements with Amtrak).
- $0.6 million combined increase in Train Operations and Maintenance of Equipment for contractual agreements with Keolis.
- $0.4 million increase for Non-Departmental Operating including additional insurance trust fund contributions and contingency funding.

Management Focus:

The June presentation of Key Budget Issues identified several areas that will have an impact on the FY 2019 budget. Some of these issues may be resolved before budget adoption, while others will require projections based on the best currently available information, and still others will require action by Board members and other elected officials in the coming months and years. Of those various issues, management is currently focused most closely on the following:
1. **State Funding:** As noted above, state capital funding availability for FY 2019 is now projected to be in line with FY 2018, as a result of improved revenue forecasts and lower anticipated demand for funding. However, absent any action by the General Assembly, the sharp drop-off in funding is now expected to begin in FY 2020. The Transit Capital Revenue Advisory Board (RAB) recently completed its final report to the General Assembly on the need to identify and provide sustainable replacement capital funding.

2. **Midday Storage:** VRE’s current agreement with Amtrak includes provisions for Amtrak to reclaim VRE’s midday storage space at the Ivy City yard for their own use during the next several years. The construction of a new midday storage yard adjacent to New York Avenue is a critical project for VRE, and it will require a substantial portion of VRE’s projected federal formula funds over the next four to five years. Important activities such as land acquisition (through either purchase or long-term lease) and final design remain to be completed before construction can begin.

3. **Washington Union Terminal (WUT):** In addition to the uncertainty noted above regarding ridership and fuel prices, VRE also faces significant uncertainty regarding the required funding for track, signal, platform, and passenger facility upgrades at WUT. Last year’s FY 2018-2023 CIP included a total of $45 million for VRE’s portion of these upgrades, and the preliminary FY 2019 budget includes this same projection. More specific information on the allocation of these infrastructure costs will be forthcoming from the Northeast Corridor (NEC) Commission but is not yet available.

4. **Staffing and Resource Levels:** In addition to the Smart Scale and I-66 Outside the Beltway concessionaire funding, VRE has competed successfully in recent years for NVTA regional funding and state IPROC and REF funding for various projects. The challenge now for VRE is to advance these projects through design and construction so the benefits to the region and the Commonwealth can be realized. Management continues to examine the staffing and resource levels necessary to advance this substantial capital program. Ultimately, VRE expects to utilize a combination of both temporary staff augmentation (consultants) and targeted hiring of permanent new employees in key areas including project management, grants administration, and procurement.

**Next Steps:**

VRE staff will continue to update and modify the FY 2019 budget throughout the Fall as the current year progresses and as more information is received that may impact budget projections. VRE staff will review the budget with the CAO Task Force and ultimately provide a balanced budget to the Operations Board in December for consideration and approval.
Referral of Preliminary FY 2019 VRE Operating and Capital Budget to the Commissions

WHEREAS, the VRE Master Agreement requires the VRE Operations Board submit to the Commissions a preliminary fiscal year budget by September 30 each year; and,

WHEREAS, the VRE Chief Executive Officer has provided the VRE Operations Board with the preliminary FY 2019 Operating and Capital Budget;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board refers the preliminary FY 2019 Operating and Capital Budget to the Commissions for their consideration; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board recommends the budget be forwarded to the jurisdictions for further formal review and comment; and,

BE IT FURTHER RESOLVED THAT, VRE staff is directed to consider and address comments by the jurisdictions and to forward a final recommended budget to the VRE Operations Board at the December 2017 meeting for consideration and referral to the Commissions for adoption in January 2018.

Approved this 15th day of September 2017

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Paul Smedberg
Chairman

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Katie Cristol
Secretary
Proposed FY 2019 Key Issues

The key issues described below apply to the development of the FY 2019 Budget and CIP and to the six-year financial plan, which provides a consolidated financial projection over a multi-year time frame.

Key Issue #1: State funding beyond FY 2018: Changes to the level of and allocation method for state transit funds will exacerbate VRE’s capital and operating funding challenges.

The FY 2018 to FY 2023 CIP and Six-Year Financial Forecast illustrated the funding challenges VRE faces, since currently identified funding falls short of the system’s operating and capital needs. One major factor is the uncertainty of available levels of future state funding for capital needs, which is expected to drop off sharply in FY 2019 and FY 2020 when bond funding supporting the state contribution to capital projects is no longer available. VRE’s FY 2018 Budget was based on $10.6M of state transit capital funds used as match for federal formula funds and an additional $5.7M to support track access fees, based on a “tiered” percentage funding system that has been in place since FY 2014.

The Transit Capital Revenue Advisory Board (RAB) was created to identify possible sources of replacement revenue and to develop a methodology for project prioritization, with technical support provided by the Transit Service Delivery Advisory Committee (TSDAC). The current proposals to develop a statewide prioritization process for the allocation of state capital funds for state of good repair projects will mean VRE cannot depend on consistent state support for our highest priority projects and could well have significant difficulties in meeting federal grant match requirements.

In the draft Rail and Public Transportation Improvement Program to be presented to the Commonwealth Transportation Board (CTB) in June 2017, the total level of operating assistance is projected to hold steady through FY 2021 and increase slightly beginning in FY 2022. However, the expansion of WMATA’s Silver Line (Phase II scheduled to open in 2020) will materially impact the amount received by VRE and other transit providers in future years.

Key Issue #2: Jurisdictional subsidy and fare increases: The VRE service currently must be supported within the confines of jurisdictional budget constraints and a competitive and equitable fare structure. Although additional ongoing dedicated funding sources to support both the operating and capital needs of the commuter rail service are needed, fare and subsidy levels must also be routinely increased to at least partially accommodate ongoing contractual increases.

The FY 2018 six-year financial forecast projected a subsidy increase of 3% for FY 2019. The jurisdictional subsidy amount was last increased by 5% in FY 2017 to approximately the total subsidy amount paid in FY 2009. With the decreased gasoline costs over the last two
years, several of the jurisdictions who were exclusively relying on the fuel tax to pay the VRE subsidy are no longer able to do so.

VRE has had four fare increases in the last six fiscal years (FY 2013, FY 2014, FY 2016 and FY 2018) in order to maintain the current level of service at a reasonable cost to the rider. The FY 2018 six-year financial forecast projected no fare increase in FY 2019.

**Key Issue #3: Level of service:** Some trains are currently at or over 100% capacity. Planned service improvements include the lengthening of peak trains as additional rail cars are received.

Five rail cars were ordered in FY 2015 and placed in service in FY 2017. An additional nine rail cars ordered in FY 2016 are expected to be received in FY 2018. These additional rail cars along with infrastructure improvements to stations and storage yards will allow for the lengthening of existing peak trains. The Smart Scale grant provided funding for additional rail cars in the latter year of the FY 2019 to FY 2024 CIP to further lengthen existing peak trains.

**Key Issue #4: Capital costs at Washington Union Terminal (WUT):** VRE’s future required contribution to capital investments at WUT is dependent on the cost sharing mechanism being developed by the Northeast Corridor Commission.

The FY 2018 to FY 2023 CIP included $45M to fund track, signal, platform and passenger facility upgrades and re-alignments at Washington Union Terminal (WUT). Some of these funds will be used for interim improvements at the terminal, as agreed to between Amtrak and VRE. The more significant costs will be the result of the allocation of infrastructure improvements to all users of the terminal based on a formula that is currently being developed by the Northeast Corridor (NEC) Commission. At this time, we do not know whether the amount programmed is higher or lower than the amount that will be required. More specific information should be available over the next several months so this potential cost can be better quantified.

The NEC Commission was created under a provision of the Passenger Rail Investment and Improvement Act of 2008 (PRIIA) in order to develop consistent methodologies for the equitable sharing of operating costs and infrastructure investments within the Northeast Corridor for commuter and intercity rail services. The Commission is comprised of members from each of the NEC states, Amtrak and the U.S. DOT with non-voting representatives from freight railroads and states, such as Virginia, which connect to the NEC. The Commission approved a cost allocation policy for operating costs in September 2015; for VRE this policy now determines the cost of our access to WUT. The Northeast Corridor Capital Investment Plan for Fiscal Years to 2018 to 2022 outlines $38B of backlog or improvement projects needed to support the Corridor. The Commission is currently working on a method for allocating these capital costs to the users of NEC assets.

**Key Issue #5: Maintenance and Replacement of VRE Assets:** The maintenance of rolling stock equipment and facilities to support current service levels is a priority in the VRE capital
program. Federal formula funds devoted to maintaining transit assets in a “State of Good Repair” are expected to provide for these costs over the life-cycle of VRE’s assets. However, replacement of the fleet at the end of the expected useful life of the equipment will require additional funding mechanisms.

The federal priority of maintaining transit systems in a “State of Good Repair” has been continued in the Fixing America’s Surface Transportation (or FAST) Act, the current federal transportation authorization, and the funds to adequately maintain equipment and facilities will be available from this source. VRE’s ongoing transit asset management initiatives will be used to refine the costs that were included in the prior year budget and CIP for related projects.

VRE’s current fleet of railcars and locomotives were purchased during a compressed time period. As a result, the replacement of the fleet at the end of its useful life is projected to be needed during a five-year period beginning in FY 2030, at an estimated cost of approximately $450M. Although this need falls well beyond the projection period in the annual budget and CIP, this issue was highlighted in the longer-term Financial Plan forecast.

Key Issue #6: Midday Storage: The construction of alternate midday storage facilities will require a significant funding commitment over the next several years.

The current agreement with Amtrak includes provisions for Amtrak to reclaim VRE’s midday storage space at the Ivy City yard for their own use during the next several years. As a result, VRE must proceed expeditiously to replace the storage yard now used at Ivy City. Work done on the project thus far indicates it will require a substantial portion of available federal formula funds over the term of the FY 2019 to FY 2024 CIP and may require the identification of other funding sources or short-term bridge financing until additional federal funds are available.

In addition to the replacement of the current storage tracks, VRE needs to increase midday train storage beyond what is currently available in order to provide for storage of all existing trains. This will be accomplished with the completion of storage tracks north and south of the L’Enfant station during FY 2018.

The new storage yard is expected to have the capacity to accommodate future growth as well as replace the current storage slots.

Key Issue #7: Resources needed to implement the capital program: Capital improvements needed to support the current level of VRE service, to increase railroad infrastructure capacity in the VRE service territory or to grow the system to meet future expected demand require the identification and commitment of funds beyond those currently available to VRE.

Each of the existing sources of capital funding VRE relies on has inherent limitations. Federal funding has increased considerably over the last several years, but the limitations
on the use of our major source of federal funds, the 5337 or State of Good Repair program, will further complicate our capital funding picture. NVTA regional funding continues to be available on a discretionary basis for certain VRE capital projects, but only for those located within the NVTA jurisdictions, which has created an imbalance of funding sources within VRE. Local sources of funding are limited and must compete with other jurisdictional funding priorities. The limitations of state funding are noted above.

VRE was recently approved for Smart Scale funding for $92M in FY 2022 dollars. While this funding fills a crucial funding gap for numerous VRE projects at the construction phase, it creates a funding lag as these projects are scheduled to start earlier than when the funds will be available in FY 2022.

**Key Issue #8: VRE staff level:** VRE needs the staff resources necessary to operate and administer the commuter rail system safely, efficiently and in compliance with all federal and state requirements and to advance the capital program in accordance with system needs and funding commitments.

Since inception, the administration and oversight of the commuter rail system has been accomplished by a relatively small permanent staff, supplemented at times with assistance on a contract or temporary basis. For a number of years, as the system itself grew and developed, along with a continuing increase in internal and external requirements, the staff level did not keep pace. However, three new permanent positions and the replacement of three contract positions with VRE staff positions was funded in FY 2016 and an additional four new full time positions were funded in FY 2017. VRE management is currently reviewing existing staffing resources and potential needs for FY 2018, particularly in regard to resources needed to advance the capital program.

**Key Issue #9: Renewal of CSX operating access agreement:** The VRE five-year operating access agreement with CSX Transportation expired on June 30, 2016. In May 2016, the VRE Operations Board approved a one-year extension of this agreement through June 30, 2017 and a second one-year extension was approved in May 2017, through June 30, 2018.

Throughout this second one-year extension period, VRE, CSXT and DRPT will meet to determine capacity enhancement projects, prioritize these projects, establish methodologies to identify how the capacity enhancements will result in additional service for VRE and to identify potential funding sources. VRE staff anticipates these elements will be integrated into the new Amended and Restated Agreement. The potential fiscal impact will be monitored throughout the FY 2019 budget process and reflected as appropriate.
# FY 2019 Sources and Uses

**LEVEL OF SERVICE FOR FY19**  
32 trains  
18,700 Average Daily Riders

## Sources of Funds

<table>
<thead>
<tr>
<th>USES OF FUNDS</th>
<th>FARE INCOME</th>
<th>INTEREST</th>
<th>MISC</th>
<th>LOCAL SUBSIDY</th>
<th>OTHER SOURCES</th>
<th>STATE SOURCES</th>
<th>OPERATING STATE CAPITAL</th>
<th>STATE STP</th>
<th>5307/5337 OTHER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenses</td>
<td>82,115,506</td>
<td>41,770,000</td>
<td>75,000</td>
<td>225,000</td>
<td>14,522,706</td>
<td>-</td>
<td>9,500,000</td>
<td>6,092,800</td>
<td>8,960,000</td>
<td>520,000</td>
</tr>
</tbody>
</table>

### Non-Operating Expenses:

- **Operating Reserve**: 49,000
- **Debt Svc (Gallery IV) (11 Cabcars)**: 1,931,357
- **Debt Svc 60 Railcars (Local)**: 110,442
- **Debt Svc 60 Railcars (Fed/State/Local)**: 4,673,071

### Non-Operating Summary

- **6,763,870**

### Total Expenses (Subtotal)

- **88,879,376**

### Capital Projects:

- **Facilities Asset Management Program**: 2,495,000
- **Equipment Storage Projects**: 24,758,010
- **Equipment Asset Management Program**: 3,420,000
- **Security Enhancements**: 105,000
- **Washington Union Station Improvements**: 5,000,000
- **Capital Reserve**: 3,000,000

### Capital Project Summary

- **38,778,010**

### CMAQ/REF/IPROC

- **Broad Run Expansion (CMAQ)**: 4,384,505
- **Quantico Station Improvements (Smartscale)**: 2,000,000
- **Alexandria Pedestrial Tunnel (Smartscale)**: 5,330,000
- **Fleet Expansion Coaches (Smartscale)**: 2,000,000
- **Brooke Platforms (REF)**: 2,450,000
- **Leeland Road Platforms (REF)**: 2,450,000

### Summary

- **18,614,505**

### Total

- **146,271,891**

### FY 2019 subsidy +3%

<table>
<thead>
<tr>
<th>surplus (deficit)</th>
<th>17,767,748</th>
<th>(1,609,698)</th>
</tr>
</thead>
</table>

**Soft Capital Projects**

- **Debt Service 11 Cabcars**: 1,931,357
- **Access lease funding (50%/34%)**: 17,920,000
- **Alexandria Pedestrial Tunnel (Smartscale)**: 5,330,000
- **Fleet Expansion Coaches (Smartscale)**: 2,000,000
- **Leeland Road Platforms (REF)**: 2,450,000

**Subtotal**

- **25,284,505**

**Capital Projects/Earmarks**

- **57,392,515**

**Federal Cap Program**

- **82,677,385**
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fare Revenue</td>
<td>39,845,400</td>
<td>41,770,000</td>
<td>1,924,600</td>
<td>5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>225,000</td>
<td>225,000</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jurisdictional Subsidy</td>
<td>12,874,980</td>
<td>43,547,331</td>
<td>13,336,626</td>
<td>4,431,120</td>
<td>517,507</td>
<td>3%</td>
</tr>
<tr>
<td>Other Sources (Use of Prev. Surplus)</td>
<td>955,000</td>
<td>-</td>
<td>13,336,626</td>
<td>43,547,331</td>
<td>8,969,924</td>
<td>9%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>75,000</td>
<td>500,000</td>
<td>75,000</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>84,981,231</td>
<td>48,422,591</td>
<td>87,269,677</td>
<td>57,392,515</td>
<td>12,868,069</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Operating/Non-Operating Expenses:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Departmental Operating</td>
<td>5,395,008</td>
<td>5,775,933</td>
<td>380,925</td>
<td>7%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Management</td>
<td>1,452,300</td>
<td>1,563,500</td>
<td>111,200</td>
<td>8%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief of Staff</td>
<td>1,175,500</td>
<td>707,500</td>
<td>(468,000)</td>
<td>-40%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing (Merged into Chief of Staff in FY18)</td>
<td>-</td>
<td>456,500</td>
<td>456,500</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance and Human Resources</td>
<td>3,672,500</td>
<td>4,057,500</td>
<td>385,000</td>
<td>10%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchasing and Contract Administration</td>
<td>515,920</td>
<td>541,920</td>
<td>26,000</td>
<td>5%</td>
<td></td>
<td></td>
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<tr>
<td>Project Development</td>
<td>1,069,250</td>
<td>1,161,900</td>
<td>92,650</td>
<td>9%</td>
<td></td>
<td></td>
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<tr>
<td>Project Implementation</td>
<td>945,200</td>
<td>1,267,200</td>
<td>322,000</td>
<td>34%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rail Operations</td>
<td>1,886,000</td>
<td>2,102,000</td>
<td>216,000</td>
<td>11%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>2,316,333</td>
<td>2,425,803</td>
<td>109,470</td>
<td>5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>4,590,950</td>
<td>4,373,750</td>
<td>(217,200)</td>
<td>-5%</td>
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<td></td>
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<tr>
<td>Mechanical Operations</td>
<td>10,723,400</td>
<td>10,860,000</td>
<td>136,600</td>
<td>1%</td>
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<td></td>
</tr>
<tr>
<td>System Safety &amp; Security</td>
<td>1,256,500</td>
<td>1,574,500</td>
<td>318,000</td>
<td>25%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRTC</td>
<td>104,000</td>
<td>104,000</td>
<td>-</td>
<td>0%</td>
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<td></td>
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<tr>
<td>NVTC</td>
<td>90,000</td>
<td>90,000</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Train Operations</td>
<td>15,416,000</td>
<td>15,860,500</td>
<td>444,500</td>
<td>3%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance of Equipment</td>
<td>6,360,500</td>
<td>6,546,000</td>
<td>185,500</td>
<td>3%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amtrak</td>
<td>4,407,000</td>
<td>4,726,000</td>
<td>319,000</td>
<td>7%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amtrak Access Fees</td>
<td>6,000,000</td>
<td>6,690,000</td>
<td>690,000</td>
<td>11%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Norfolk Southern Access Fees</td>
<td>2,940,000</td>
<td>3,200,000</td>
<td>260,000</td>
<td>9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSX Access Fees</td>
<td>7,300,000</td>
<td>8,030,000</td>
<td>730,000</td>
<td>10%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating/Non-Operating Expenses</strong></td>
<td>78,216,361</td>
<td>-</td>
<td>82,114,506</td>
<td>-</td>
<td>3,898,145</td>
<td>5%</td>
</tr>
<tr>
<td>CIP Expenditures</td>
<td>48,422,591</td>
<td>57,392,515</td>
<td>8,969,924</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt Service-Allowance for Doubtful Accts</td>
<td>6,764,870</td>
<td>6,764,870</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total CIP and Other Expenditures</strong></td>
<td>6,764,870</td>
<td>48,422,591</td>
<td>6,764,870</td>
<td>57,392,515</td>
<td>8,969,924</td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total Expenses</strong></td>
<td>84,981,231</td>
<td>48,422,591</td>
<td>88,879,376</td>
<td>57,392,515</td>
<td>12,868,069</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Difference by Fund</strong></td>
<td>-</td>
<td>-</td>
<td>(1,609,699)</td>
<td>(0)</td>
<td>(1,609,699)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Difference</strong></td>
<td>-</td>
<td>-</td>
<td>(1,609,699)</td>
<td>(1,609,699)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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>
</tr>
</thead>
<tbody>
<tr>
<td>1. RPI Group, Inc. of Fredericksburg, VA</td>
</tr>
<tr>
<td>2. Digitronics Inc. of Herndon, VA</td>
</tr>
</tbody>
</table>

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.
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

________________________________________
Paul Smedberg
Chairman

______________________________
Katie Cristol
Secretary
To: Chairman Smedberg and the VRE Operations Board

From: Doug Allen

Date: September 15, 2017

Re: Authorization to Execute a Contract for an Automated Parking Count System

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Parking Logix of Lasalle, Quebec, Canada for an Automated Parking Count System (PCS) in the amount of $157,900, plus a 10% contingency of $15,790, for a total amount not to exceed $173,690.

Summary:

An Automated Parking Count System will provide real-time, accurate parking lot activity and status to be used for planning purposes, customer service initiatives, and the day to day management of the VRE parking lots. The Contract for an Automated Parking Count System will equip the VRE parking lots at 14 stations (all stations except Franconia/Springfield, Alexandria, Crystal City, L’Enfant, and Union Station). The parking lot at the Spotsylvania station will be the Proof of Concept site, where the vendor will install, test, and prove the accuracy of the system. VRE staff and Facilities contractors will handle the installation at the remaining stations. The data gathered by the system will be transmitted wirelessly to the VRE Sharepoint system where it will be used to create status dashboards, and interface with VRE Mobile and VRE.org for customer facing alerts and information.

Background:

On December 16, 2016, the VRE Operations Board authorized the Chief Executive Officer to issue a Request for Proposals (RFP) for an Automated Parking Count System. 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 an Automated Parking Count System was necessary because the scope of the project and the varying types of technology which can be used to meet the requirements of the Scope of Work.

A mailing list of seven prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On May 5, 2017, an RFP was issued and proposals were due on June 16, 2017. Three 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:

- Understanding the project scope and technical requirements.
- Plan to meet the requirements of the Scope of Work.
- Capability and expertise of the proposed company
- Knowledge and qualifications of the proposed Project Manager and key personnel.
- Proposed technical solution.
- Price and value of cost proposal.

Interviews were conducted with all Offerors. Following the interview process, it was determined the proposal from Parking Logix was technically compliant and unanimously selected to be best value for the project.

Below is the final ranking of firms who submitted a proposal for an Automated Parking Count System:

<table>
<thead>
<tr>
<th>Offerors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Parking Logix</td>
</tr>
<tr>
<td>2. All Traffic Solutions</td>
</tr>
<tr>
<td>3. Q-Free TCS Inc.</td>
</tr>
</tbody>
</table>
VRE staff has certified the highest ranked Offeror's price is fair and reasonable based on the cost estimate for this project. Parking Logix's pricing is approximately fifty percent (50%) less than the cost estimate for the Contract.

The term of the Contract is as follows:

Within 90 calendar days from the date set forth in the written Notice-To-Proceed (NTP), the Contractor shall provide to VRE beneficial use of the Proof of Concept location as specified by the Contract.

Within 120 calendar days from the date set forth in the written NTP, the Contractor shall provide to VRE, all equipment, materials and training necessary for VRE to begin installation of the PCS at the remaining 13 designated VRE stations as specified by the Contract.

**Fiscal Impact:**

Funding is provided through Federal Formula Funds with State and Local match in the approved CIP for FY2017.
Virginia Railway Express  
Operations Board  

Resolution  
9C-09-2017  

Authorization to Execute a Contract for an  
Automated Parking Count System

WHEREAS, on December 16, 2016, the VRE Operations Board approved a request to issue a Request for Proposals (RFP) for an Automated Parking Count System; and,  

WHEREAS, on May 5, 2017 an RFP was issued and three proposals were received; and,  

WHEREAS, the Technical Evaluation Team determined the proposal from Parking Logix to be technically compliant and unanimously selected to be the best value for the project; 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 Parking Logix of Lasalle, Quebec, Canada for an Automated Parking Count System in the amount of $157,900, plus a 10% contingency of $15,790, for a total amount not to exceed $173,690.

Approved this 15th day of September 2017

______________________________  
Paul Smedberg  
Chairman

______________________________  
Katie Cristol  
Secretary
To: Chairman Smedberg and the VRE Operations Board  
From: Doug Allen  
Date: September 15, 2017  
Re: Authorization to Execute a Contract for the Repair and Overhaul of Locomotive Air Compressors

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a Contract with Wabtec Global Services of Columbia, SC for the Repair and Overhaul of Locomotive Air Compressors in the amount of $108,000, plus a 10% contingency of $10,800, for a total amount not to exceed $118,800.

Summary:

The Original Equipment Manufacturer (OEM) of the VRE locomotives recommends reconditioning the air compressors after six years of service. This contract will provide this recommended maintenance for VRE’s fleet of 20 locomotives.

Background:

VRE purchased 20 MP36PH-2C locomotives from MotivePower, Inc. that were delivered 2010-2011.

The OEM recommends reconditioning each locomotive’s air compressor after six years of service to maintain optimal performance. The locomotives are now six years old and it is time to remove and replace the air compressor with a reconditioned unit. The reconditioning includes overhaul and any repairs found necessary.

On November 18, 2016, the VRE Operations Board approved a request to issue an Invitation for Bids (IFB) for the Purchase of Rebuilt Locomotive Air Compressors. The most economical method to purchase rebuilt locomotive air compressors is to remove the compressors already on the locomotives and use them as cores. Using the VRE compressors as cores also allows us to know the compressors use history and fatigue.
cycles. To ensure VRE receives our cores back, and receives compressors that meet our requirements, a Repair and Overhaul solicitation was prepared instead of a purchase solicitation. A mailing list of five prospective Bidders was established for the solicitation to ensure access to adequate sources of services. On June 22, 2017, an IFB was issued and bids were due on July 24, 2017. Three responses were received.

The bid tabulation is as follows:

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Wabtec Global Services</td>
<td>$108,000.00</td>
</tr>
<tr>
<td>2. PowerRail Inc.</td>
<td>$110,200.00</td>
</tr>
<tr>
<td>3. Snyder Equipment Company, Inc.</td>
<td>$114,000.00</td>
</tr>
</tbody>
</table>

After review of the bids, it was determined Wabtec Global Services was the lowest responsive-responsible bidder.

The staff has certified the price is fair and reasonable.

**Fiscal Impact:**

This project is included in the CIP for Equipment Asset Management Program for FY 2018 funded through an annual allocation of FTA 5337 (State of Good Repair) grants.
Virginia Railway Express
Operations Board

Resolution
9D-09-2017

Authorization to Execute a Contract for the Repair and Overhaul of Locomotive Air Compressors

WHEREAS, VRE has a need for the repair and overhaul of locomotive air compressors; and,

WHEREAS, the VRE Operations Board authorized the CEO to issue an Invitation for Bids for the Purchase of Rebuilt Locomotive Air Compressors in November 2016; and,

WHEREAS, a competitive solicitation process was conducted; and,

WHEREAS it was determined Wabtec Global Services was the lowest responsive-responsible bidder;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Contract with Wabtec Global Services of Columbia, SC for the Repair and Overhaul of Locomotive Air Compressors in the amount of $108,000, plus a 10% contingency of $10,800, for a total amount not to exceed $118,800.

Approved this 15th day of September 2017

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Paul Smedberg
Chairman

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Katie Cristol
Secretary
To: Chairman Smedberg and the VRE Operations Board

From: Doug Allen

Date: September 15, 2017

Re: Authorization to Issue an MEC VI Task Order for National Transit Database and Asset Management Reporting, Phase III

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Task Order under Mechanical Engineering Consultant Services Contract (MEC VI) to STV, Incorporated for National Transit Database (NTD) and Transit Asset Management Plan (TAM), Phase III, in the amount of $370,341, plus a 10% contingency of $37,034, for a total not to exceed $407,375.

Summary:

This MEC VI Task Order is for developing, implementing and executing processes for VRE’s TAM and NTD reporting compliance.

Background:

VRE has completed several initiatives resulting in strategies for managing VRE rolling stock and facilities assets and maintaining these assets in a continuous state of good repair. The Federal Transit Administration requires VRE further develop methodologies and processes to perform ongoing assessments of VRE rolling stock and facilities; manage and perform State of Good Repair projects and report transit asset management information.

VRE has asked STV to assist in developing the appropriate information, methodologies and processes for the TAM plan and reporting to the NTD as outlined in the Final FTA Rule. This rule originated from the Moving Ahead for Progress in the 21st Century (MAP-21) federal transportation bill.
STV, Incorporated has developed the framework and standardized processes to perform ongoing asset assessments, develop tools to prioritize funding for State of Good Repair projects consistent with the Transit Economics Requirements Model (TERM) and developed processes for reporting asset management information to the Federal Transit Administration via the NTD.

The Scope of Services for this task order includes: formalizing and submitting TAM required documents by the mandated deadline of October 2018; implementing developed procedures for measuring the condition of capital assets; implementing developed procedures for annual reporting to the FTA; implementing previously developed and recommended State of Good Repair (SGR) Prioritization Processes; and Assisting in Facility Condition Assessments and reporting.

**Fiscal Impact:**

Funding is provided through the Equipment Asset Management Program funded through an annual allocation of FTA 5337 (State of Good Repair) grants.
Virginia Railway Express  
Operations Board  
Resolution  
9E-09-2017  

Authorization to Issue an MEC VI Task Order for National Transit  
Database and Asset Management Reporting, Phase III  

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

WHEREAS, VRE has completed several initiatives resulting in strategies for managing VRE  
rolling stock and facilities assets and maintaining these assets in a continuous state of good repair; and,  

WHEREAS, VRE is required by the Federal Transit Administration to further develop  
methodologies and processes to perform ongoing assessments of VRE rolling stock and facilities; manage and perform State of Good Repair projects and report transit asset management information; and,  

WHEREAS, STV, Incorporated has developed the framework and standardized processes to  
perform ongoing asset assessments, develop tools to prioritize funding for State of Good repair projects consistent with the Transit Economics Requirements Model; and,  

WHEREAS, STV, Incorporated has developed processes for reporting asset management  
information to the Federal Transit Administration via the Nation Transit Database;  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby  
authorize the Chief Executive Officer to issue a MEC VI Task Order to STV, Incorporated for  
execution and implementation of VRE’s Transit Asset Management Plan and National  
Transit Database reporting compliance in the amount of $370,341, plus a 10% contingency of $37,034, for a total not to exceed $407,375.  

Approved this 15th day of September 2017  

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Paul Smedberg  
Chairman  

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Katie Cristol  
Secretary
To: Chairman Smedberg and the VRE Operations Board
From: Doug Allen
Date: September 15, 2017
Re: Authorization to Execute a Contract Amendment for Construction of the Lorton Station Platform Extension Project

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a Contract Amendment with Hammerhead Construction of Virginia, Inc. of Leesburg VA, for construction of the Lorton Station Platform Extension project in an amount of $185,822 plus a 10% contingency of $18,582, for a total amount of $204,404, increasing the existing Board authorization from $1,189,980, to a total amount not to exceed $1,394,384.

Summary:

A contract amendment is necessary to account for extra work in relationship to design changes and a six-month delay between the Notice to Proceed (NTP) issued in November 2016 and the contractor’s ability to begin construction in April 2017. These delays and design changes were related to fiber optic relocation work, construction access redesign related to the Fairfax County Parking Expansion Project; protection of Plantation Pipeline and other existing utilities in conjunction with construction access redesign; and CSX flagging availability.

Background:

Based on current ridership as well as projections for future growth, VRE, in conjunction with Fairfax County, has initiated a program of improvements at Lorton Station to extend the current platform, add a second platform to accommodate longer trains and provide additional flexibility for railroad operations, and add parking.

The construction contract for the platform extension was awarded to Hammerhead
Construction in March 2014. The NTP was issued November 1, 2016. A six-month delay ensued due to fiber optic relocation work; construction access redesign due to the Fairfax Parking Expansion; and CSX Transportation flagging availability. These issues were satisfactorily resolved and project construction on the platform extension started in earnest in April 2017, and is anticipated to be complete in October of this year, with an in-service date anticipated in November.

The price increases total $185,822 and were submitted by the Contractor to VRE. A detailed review of these changes by VRE’s Construction Management consultant indicated these charges were fair and justified when compared to similar changes in costs incurred by other similar projects in Northern Virginia for similar reasons over a similar period.

With execution of this contract amendment, construction of the platform extension and closeout of this project and contract are expected to be completed this year.

**Fiscal Impact:**

The current Lorton Station Platform Extension Project is included in the Capital Improvement Program at $2,500,000, which is sufficient to accommodate this Contract Amendment. Funding is provided through a Virginia Department of Rail and Public Transportation grant, matched by Fairfax County, and Federal CMAQ funds with a State match.
Virginia Railway Express  
Operations Board  

Resolution  
9F-09-2017  

Authorization to Execute a Contract Amendment for 
Construction of the Lorton Station Platform Extension Project  

WHEREAS, based on current ridership as well as projections for future growth, VRE, in conjunction with Fairfax County, has initiated a program of improvements at Lorton Station to extend the current platform, add a second platform to accommodate longer trains and provide additional flexibility for railroad operations, and add parking; and,  

WHEREAS, the construction contract for the platform extension was awarded to Hammerhead Construction in March 2014, NTP was issued November 1, 2016, and a Contract Amendment was issued to extend the project for six months due to fiber optic relocation, construction access redesign, utility company requirements for protection of their facilities communicated after original NTP, and CSX Flagging availability; and,  

WHEREAS, Hammerhead Construction submitted a list of price adjustments to VRE due to delays, plan changes, and corresponding extra work due to the above noted factors in the amount of $185,822 of which VRE has determined, upon review and negotiation with the Contractor, to be reasonable and justified; and,  

WHEREAS a contract amendment is required to account for the delays, plan changes, extra work, and price increases;  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Contract Amendment with Hammerhead Construction of Virginia, Inc. of Leesburg VA, for the construction of the Lorton Station Platform Extension project in an amount of $185,822, plus a 10% contingency of $18,582, for a total amount of $204,404, increasing the existing Board authorization from $1,189,980, to a total amount not to exceed $1,394,384.  

Approved this 15th day of September 2017  

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Paul Smedberg  
Chairman  

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Katie Cristol  
Secretary
Agenda Item 9-G
Action Item

To: Chairman Smedberg and the VRE Operations Board

From: Doug Allen

Date: September 15, 2017

Re: Authorization to Issue a Supplemental Task Order for Construction Management for the Lorton Station Platform Extension Project

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Supplemental Task Order to STV Incorporated for Construction Management Services for the Lorton Platform Extension Project in the amount of $78,784, plus a 10% contingency of $7,878, for a total amount of $86,662, increasing the overall Board Authorization for this contract from $180,201 to a total amount not to exceed $266,863.

Summary:

A Supplemental Task Order is necessary to account for extra work in relationship to design changes and a six-month delay between the Notice to Proceed (NTP) issued in November 2016 and the contractor’s ability to begin construction in April 2017. These delays and design changes were related to fiber optic relocation work, construction access redesign related to the Fairfax County Parking Expansion Project; protection of Plantation Pipeline and other existing utilities in conjunction with construction access redesign; and CSX flagging availability.

Background:

Based on current ridership as well as projections for future growth, VRE, in conjunction with Fairfax County, has initiated a program of improvements at Lorton Station to extend the current platform, add a second platform to accommodate longer trains and provide additional flexibility for railroad operations, and add parking.
The additional work required by the construction management contractor was primarily due to the delays caused by the Fiber Optic relocation, construction access redesign due to the parking expansion project by Fairfax County and the availability of flagging resources by CSX Transportation. These delays are consistent with the delays experienced by the construction contractor for the same project.

The Scope of Services for this task order includes on-site monitoring of construction activities, documenting and reporting daily activities, tracking pay item quantities, and assist in ensuring that quality standards and contract requirements are being met. The onsite team will report directly to the VRE Project Manager and will assist in overall project coordination. Construction, in-service date, and contract closeout of the platform extension at Lorton Station are all expected to be completed this year.

**Fiscal Impact:**

The current Lorton Station Platform Extension Project is included in the Capital Improvement Program at $2,500,000, which is sufficient to accommodate this Supplemental Task Order. Funding is provided through a Virginia Department of Rail and Public Transportation grant, matched by Fairfax County, and Federal CMAQ funds with a State match.
Virginia Railway Express
Operations Board

Resolution
9G-09-2017

Authorization to Issue a Supplemental Task Order for Construction Management for the Lorton Station Platform Extension Project

WHEREAS, based on current ridership as well as projections for future growth, VRE, in conjunction with Fairfax County, has initiated a program of improvements at Lorton Station to extend the current platform, add a second platform to accommodate longer trains and provide additional flexibility for railroad operations, and add parking; and,

WHEREAS, STV was awarded a Task Order to perform Construction Management Services for the Lorton Station platform extension project in October of 2015; and,

WHEREAS, additional construction management work was required due to the delays caused by the Fiber Optic relocation, construction access redesign and the availability of CSX Transportation flagging resources; and,

WHEREAS, construction management services are necessary to support VRE staff with onsite representation, monitoring construction activities, documenting and reporting daily activities, tracking pay item quantities, and assist in ensuring quality standards and contract requirements are being met; and,

WHEREAS, STV Incorporated has performed said services well under their existing Task Order Contract and have presented an acceptable proposal for the supplemental Task Order to continue to perform said Services through project completion;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a supplemental Task Order to STV Incorporated for Construction Management Services for the Lorton Platform Extension Project in the amount of $78,784, plus a 10% contingency of $7,878, for a total amount of $86,662, increasing the overall Board Authorization for this contract from $180,201 to a total amount not to exceed $266,863.

Approved this 15th day of September 2017

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Paul Smedberg
Chairman

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Katie Cristol
Secretary
To: Chairman Smedberg and the VRE Operations Board  
From: Doug Allen  
Date: September 15, 2017  
Re: Authorization to Issue a Supplemental Task Order for the Crystal City Station Improvement Project

**Recommendation:**

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Supplemental Task Order to Vanasse Hangen Brustlin, Inc. (VHB) of Watertown, Massachusetts, for the General Planning Consultant (GPC) Task Order for planning, conceptual design, environmental documentation, and preliminary design services for the Crystal City Station Improvement Project in the amount of $88,653, plus a 10% contingency of $8,865, for a total amount of $97,518; increasing the existing Board authorization from $278,767 to a total amount not to exceed $370,285.

**Summary:**

Extraordinary steps were taken for a planning study to gather and address input received from residents, riders, the business community, and the public. More in-depth analyses (i.e.: noise, vibration, and visual impacts), which would have otherwise been performed in a later phase of the project, were advanced to the current phase to address these concerns. In addition, the Project schedule was extended and additional consultant support was needed to address community feedback. This supplemental task order will provide budget to complete the more detailed design for the preferred station location using Project funds held in reserve for later phases of the project.

**Background:**

In December 2016, the Operations Board approved a GPC Task Order for the Crystal City Station Improvement Project in an amount not to exceed $278,767. This project was initiated to rectify currently observed deficiencies at the station and develop a design for the station that meets the future needs. The Project includes a new island platform that will accommodate up to a ten-car VRE train with two grade-separated access points between

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**Note:** The text above is a natural representation of the document's content, ensuring clarity and coherence for a text-based model to understand and generate responses accordingly.
the platform and the street. The Project is closely coordinated with the future fourth track project through Crystal City being undertaken by the Virginia Department of Rail and Public Transportation as part of the Atlantic Gateway/FASTLANE project.

The current phase of the VRE Crystal City Station Improvement Project, initiated in December 2016, anticipated selection of a preferred station location by Summer 2017. Public outreach events in March and June 2017 yielded significant comments from residents of buildings adjacent to the railroad right-of-way, in addition to riders and other stakeholders. The timeline of the project was extended in response to this feedback and more in-depth analyses of the station location options that would have otherwise been performed in a later phase of the project (i.e.: noise, vibration, and visual impacts) were advanced to the current phase to address these concerns. In addition, additional consultant support was needed to address community feedback.

This supplemental task order is needed to complete the conceptual design at the preferred station location. VHB, the primary consultant for the General Planning Consultant contract (VRE Contract No. 017-002-A), prepared an estimate of $88,653 to complete conceptual design of the preferred station location option. Following review of the supplemental task order proposal, VRE recommends award to VHB in the amount $88,653, plus a 10% contingency of $8,865, for a total amount of $97,518, increasing the existing authorization from $278,767 to a total amount not to exceed $370,285.

**Fiscal Impact:**

Funds for this project are included in VRE’s Capital Improvement Program. Funding for this project is provided by the Northern Virginia Transportation Authority (NVTA) Fiscal Year 2015-16 program.
Virginia Railway Express
Operations Board

Resolution
9H-09-2017

Authorization to Issue a Supplemental Task Order for the Crystal City Station Improvement Project

WHEREAS, a task order to complete planning, conceptual design, environmental documentation, and preliminary design services for the Crystal City Station Improvement Project was awarded to Vanasse Hangen Brustlin, Inc.; and,

WHEREAS, more extensive technical analysis, documentation, and public outreach than initially anticipated was required to adequately address community feedback on the project; and,

WHEREAS, a supplemental task order is required to complete a conceptual design for the preferred station location and prepare environmental documentation; and,

WHEREAS, Vanasse Hangen Brustlin, Inc. has presented an acceptable proposal to perform said services;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Supplemental Task Order to Vanasse Hangen Brustlin, Inc. of Watertown, Massachusetts for the General Planning Consultant (GPC) Task Order for planning, conceptual design, environmental documentation, and preliminary design services for the Crystal City Station Improvement Project in the amount of $88,653, plus a 10% contingency of $8,865, for a total amount of $97,518; increasing the existing Board authorization from $278,767 to a total amount not to exceed $370,285.

Approved this 15th day of September 2017

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Paul Smedberg
Chairman

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Katie Cristol
Secretary
Agenda Item 9-I  
Action Item

To:  Chairman Smedberg and the VRE Operations Board  
From: Doug Allen  
Date: September 15, 2017  
Re: Authorization to Execute a Force Account Agreement with CSX Transportation for Construction of the Slaters Lane Crossover

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a force account agreement with CSX Transportation for construction of the Slaters Lane Crossover in an estimated amount of $2,107,942, plus a 10% contingency of $210,794, for a total not to exceed of $2,318,736.

Summary:

This item provides a force account agreement with CSX Transportation (CSXT) to construct a new crossover at Slaters Lane Interlocking in the City of Alexandria to permit VRE trains to use Track 1 (Eastern most track) through Alexandria Union Station, which will add operational flexibility and reliability for passenger and freight trains passing through the station area. The crossover is a requirement under the Second Amendment to the Corridor Improvement Project Memorandum of Understanding (MOU), executed between CSXT, the Virginia Department of Rail and Public Transportation (DRPT), and VRE.

Background:

This Force Account Agreement allows CSXT to construct a new crossover previously designed by CSXT for the Slaters Lane Interlocking.

VRE has initiated a series of improvement projects at Alexandria Station to eliminate an at-grade pedestrian crossing of the tracks, improve access under the Americans with Disability Act of 1990, provide a direct connection to Metro, and permit passenger trains...
on Track 1 to stop safely at the station. The latter improvement will add operational flexibility and reliability for passenger and freight trains passing through the station. The crossover is a requirement under the Second Amendment to the Corridor Improvement Project MOU, executed between CSXT, DRPT, and VRE, and approved by the Commissions on July 10, 2014.

Slaters Lane Interlocking is located at Milepost CFP 106.3 on the CSXT RF&P Secondary in the City of Alexandria. It presently consists of a crossover from Track 3 to Track 2. An additional crossover is needed from Track 2 to Track 1 along with associated signal improvements so passenger trains on any track north of Slaters Lane can stop on Track 1 at Alexandria Union Station.

CSXT has designed the track and signal modifications at Slaters Lane using their own engineering forces and will also construct the improvements with their own forces. CSX has provided VRE with a cost estimate for the construction.

**Fiscal Impact:**

Funding is provided through Northern Virginia Transportation Authority FY 2015 grants and is included in VRE’s Capital Improvement Program as part of the Alexandria Track 1 Access project.
Virginia Railway Express  
Operations Board  

Resolution  
9I-09-2017

Authorization to Execute a Force Account Agreement with CSX Transportation for Construction of the Slaters Lane Crossover

WHEREAS, the Second Amendment to the Corridor Improvement Project Memorandum of Understanding, between CSX Transportation, the Virginia Department of Rail and Public Transportation, and VRE dated July 10, 2014, requires improvements to the Slaters Lane Interlocking to provide passenger train access to Track 1 at Alexandria Station; and,

WHEREAS, completion of said improvements to Slaters Lane Interlocking will improve operational flexibility and reliability; and,

WHEREAS, the Northern Virginia Transportation Authority has provided funding for the said improvements in its FY 2015 program; and,

WHEREAS, this force account agreement will allow CSX Transportation to perform construction;

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 construct the Slaters Lane/Alexandria Station Track 1 Access project in an amount of $2,107,942, plus a 10% contingency of $210,794, for a total amount not to exceed $2,318,736.

Approved this 15th day of September 2017

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Paul Smedberg  
Chairman

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Katie Cristol  
Secretary
To: Chairman Smedberg and the VRE Operations Board  
From: Doug Allen  
Date: September 15, 2017  
Re: Legislative Agenda Update

Members of the Legislative Committee and staff will update the Operations Board on the status of the Legislative Agenda following their meeting on September 8th, 2017.

The Operations Board will be asked to recommend the Legislative Agenda to the Commissions at its November 2017 meeting. Both NVTC and PRTC will act on their respective Legislative Agendas in December and will incorporate VRE’s.
To: Chairman Smedberg and the VRE Operations Board
From: Doug Allen
Date: September 15, 2017
Re: Crystal City Station Improvement Project Update

Summary:

VRE has evaluated potential locations for a new Crystal City platform using a two-step evaluation process that integrated extensive public outreach and stakeholder coordination. The technical analysis has determined that the Option 2 site is the preferred platform location on which to focus further analysis and design. This location, when compared to other options, provides the highest level of connectivity with local jobs and regional transportation, a comparable level of community and environmental impacts, and moderate construction cost.

Crystal City Station Improvement Project Background and Update:

The Virginia Railway Express (VRE) Crystal City Station, one of the busiest in the system, was designed over a quarter century ago. Ridership has significantly increased since that time, requiring longer VRE trains. There is an immediate need to extend the station platform to accommodate the longer VRE trains operating today. A second platform edge is needed to allow greater operational flexibility in this heavily trafficked segment of the CSXT RF&P Subdivision. The project also provided an opportunity to better align VRE with Crystal City’s vision for growth.

The current phase of the project, initiated in December 2016, focused on identifying the optimal location of the station and its access points. Objectives include better job access through enhanced pedestrian and bicycle connectivity, improved intermodal connections (Metrorail, Metroway, local buses, and Department of Defense shuttles) and consideration of community impacts.

Determining the location of the new VRE platform is needed prior to the start of engineering for the new fourth track through Crystal City, which is fully-funded as part of
DRPT’s Atlantic Gateway/FASTLANE project and currently anticipated to begin in 2018.

VRE conducted a technical analysis of three possible station locations using a two-step evaluation process. The process integrated extensive public outreach and stakeholder coordination. A project website provided ready access to technical information and event materials. The analysis was reviewed by a stakeholder working group comprised of JBG Smith and Equity Residential (property owners of land adjacent to the railroad), the Crystal City Business Improvement District, the Metropolitan Washington Airports Authority, the National Park Service, and the Department of Defense Transportation Management Program Office at the Pentagon (significant destination for VRE riders). Working with Arlington County staff, VRE also provided briefings to the Arlington County Transportation Commission and the County Board.

Extraordinary steps were taken for a planning study to gather and address input received from residents, riders, the business community, and the general public. Four public events were held between November 2016 and June 2017, that involved the Crystal City Civic Association (CCCA), a residents’ group, and were attended by up to 80 individuals. Based on concerns expressed by Crystal City residents and other stakeholders, additional analyses were performed regarding noise, vibration, and visual impacts associated with each option that would have been otherwise performed in a later phase of project development.

Based on the technical analysis and the feedback received, the VRE staff recommends Option 2 as the preferred station location. Riders and representatives of the business community expressed a preference for Option 2. The CCCA expressed a preference for Option 3.

In September, VRE will present its staff recommendation to the Arlington County Planning Commission, Transportation Commission, Transit Advisory Committee, and the County Board. The staff recommendation will be presented to the VRE Operations Board at their October meeting along with feedback from these stakeholders for action to adopt a preferred station location.

Upon selection of a single platform location, VRE will proceed with more detailed preliminary engineering and environmental investigations for that location. That will include negotiating preliminary agreements with private property owners, where appropriate, for access across their property to Crystal Drive.
CRYSTAL CITY STATION LOCATION OPTIONS

1. CSXT Tracks (VRE Station)
2. WMATA Metrorail
3. WMATA Metroway
4. Interior Walkways
5. STATION LOCATION OPTIONS
To: Chairman Smedberg and the VRE Operations Board

From: Doug Allen

Date: September 15, 2017

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 any purchase of greater than $50,000 would be communicated to the Board as an information item.

- On, August 3, 2017, VRE issued a Task Order under the Maintenance Services for Commuter Rail Operations Contract to Keolis Rail Services Virginia, in the amount of $99,095 to replace worn or damaged passenger railcar signage. This task order includes the cost of materials and labor.

- On, August 4, 2017, VRE issued a Task Order under the Maintenance Services for VRE Facilities with NV Enterprises in the amount of $97,384 for Third Track Slope Drainage Corrections along Benchmark Road.