To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: April 20, 2018

Re: Authorization to Issue an Invitation for Bids for the Purchase of Railcar End Body Door Diaphragm Kits

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for the Purchase of Gallery IV Railcar End Body Door Diaphragm Kits for 90 calendar days.

Summary:

The Gallery IV End Body Door Diaphragm Kits are approaching the end of their useful life. VRE’s lifecycle maintenance team recommends replacing the seventy-one aged end body diaphragms with new kits. Authorization will allow VRE to issue an IFB for new Gallery IV Railcar End Body Door Diaphragm Kits and maintain safety requirements.

Background:

VRE’s lifecycle maintenance strategy includes monitoring, evaluating and analyzing systems and components to ensure repairs and/or replacements are performed at or near the end of the useful life of the system or component; as such, it has been determined the Gallery IV railcar end body diaphragm devices are at, or near, the end of their useful life. The end body devices protect the interior pathways against outside elements such as weather, debris, and noise. Age and physical elements of the environment have caused the
end body diaphragms to lose their effectiveness and as a result, outside elements can enter the railcars.

Invitation for Bids is the preferred and normal method of procurement when seeking bids to provide goods and services at a firm-fixed price. This method is utilized when there is a complete, adequate, precise specification or purchase description. Award is made based on price alone without discussions or negotiations with the Bidders.

The scope of work for the IFB includes the one-time delivery of 71 Gallery IV Railcar End Body Door Diaphragm Kits to be delivered to the Crossroads Maintenance and Storage Facility in Fredericksburg, VA. VRE’s vehicle maintenance contractor, Keolis, will install the new kits.

Upon receipt of the bids, staff will return to the Operations Board to request authorization to award the contract.

**Fiscal Impact:**

Funding is provided through the Equipment Asset Management Program (EAM) funded from an annual allocation of FTA 5337 (State of Good Repair) grants.
Virginia Railway Express
Operations Board

Resolution
8A-04-2018

Authorization to Issue an Invitation for Bids for the Purchase of Railcar End Body Door Diaphragm Kits

WHEREAS, VRE has adopted a Lifecycle Maintenance strategy for locomotives and passenger railcars; and,

WHEREAS, the maintenance strategy includes constantly monitoring, evaluating and analyzing systems and components to determine their useful life; and,

WHEREAS, due to age and environmental elements, the end body rubber diaphragms on VRE’s Gallery IV passenger railcars have lost their effectiveness allowing weather, debris, and noise elements to enter between cars; and,

WHEREAS, new diaphragm kits will replace the aged diaphragms currently on VRE passenger railcars;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for the Purchase of Gallery IV End Body Door Diaphragm Kits.

Approved this 21st day of April 2018

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Martin Nohe
Chairman

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Maureen Caddigan
Secretary
To: Chairman Nohe and the VRE Operations Board
From: Doug Allen
Date: April 20, 2018
Re: Authorization to Issue an Invitation for Bids for Construction of Benchmark Road Slope Stabilization

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for Construction of Benchmark Road Slope Stabilization.

Summary:

Sections of the railroad slope adjacent to the Hamilton-to-Crossroads Third Track and Benchmark Road need stabilization to close out project and contract commitments along with corresponding project funding agreements. Authorization will allow VRE to issue an IFB for Benchmark Road Slope Stabilization.

Background:

VRE recently completed Hamilton-to-Crossroads Third Track Project, which extended the width of an existing CSX Transportation (CSXT) embankment parallel to Benchmark Road in Spotsylvania County. Portions of the embankment washed out during a major rain event that also washed out the culvert for Massaponax Creek under Benchmark Road adjacent to the Mine Road grade crossing and intersection. VDOT temporarily closed Benchmark Road from US Route 17 to Mine Road as they complete design of a culvert replacement scheduled for installation in Summer 2018.
Repair of washed out areas of the embankment would be more cost-effectively accomplished while VDOT has the road closed so VRE does not incur traffic control costs as part of its project. The repairs are needed to secure final sign off from VDOT and CSXT on the Hamilton-to-Crossroads Third Track Project and to close out project commitments and funding agreements associated with it.

IFBs are the preferred and normal method of procurement when seeking bids to provide goods and services at a firm-fixed price. This method is utilized when there is a complete, adequate, precise specification or purchase description. Award is made based on price alone without discussions or negotiations with the Bidders.

The scope of work for the IFB includes stabilization of the railroad slope adjacent to the Hamilton-to-Crossroads Third Track and Benchmark Road in Spotsylvania County. It has been determined placement of rip rap at localized areas in need of stabilization is the best way to correct this issue and prevent future problems. In addition, the rain event caused sediment to wash into the ditch along Benchmark Road in the areas where stabilization is needed. This sediment must be cleared and the ditch restored.

VRE has identified approximately 12 locations along this slope where repairs are needed, equating to approximately 5000 sf in total. Areas where existing vegetation is disturbed and not covered with riprap must be dressed, seeded, and mulched.

Upon receipt of the bids, staff will return to the Operations Board to request authorization to award the contract.

**Fiscal Impact:**

Funding is provided for in the current budget for the Hamilton-to-Crossroads Third Track Project.
Virginia Railway Express
Operations Board

Resolution
8B-04-2018

Authorization to Issue an Invitation for Bids for Construction of Benchmark Road Slope Stabilization

WHEREAS, a major rain event that washed out the culvert carrying Massaponax Creek under Benchmark Road also washed out significant portions of the railroad embankment adjacent to the Hamilton-to-Crossroads Third Track and Benchmark Road; and,

WHEREAS, the embankment slope must be repaired and stabilized to complete contract commitments and close out funding agreements for the project; and,

WHEREAS, the work is best accomplished while Benchmark Road is closed for the VDOT culvert design and replacement; and,

WHEREAS, VRE staff recommends an IFB for procurement of a contractor to accomplish this work in a timely and cost-effective manner;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for Construction of Benchmark Road Slope Stabilization.

Approved this 20th day of April 2018

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Martin Nohe
Chairman

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Maureen Caddigan
Secretary
To: Chairman Nohe and the VRE Operations Board
From: Doug Allen
Date: April 20, 2018
Re: Authorization to Issue an Invitation for Bids for Construction of Rolling Road Platform Extension

Recommendation:
The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for Construction of the Rolling Road Platform Extension.

Summary:
The design for the Rolling Road Platform Extension is 90 percent complete and is anticipated to start construction in Summer 2018. To be prepared to solicit construction services VRE Staff is seeking approval to issue an Invitation for Bids when design is complete and necessary approvals obtained.

Background:
The existing platform at Rolling Road Station can only accommodate trains up to five cars in length, prohibiting train crews from opening all doors on longer trains at the station, which prolongs dwell times at the station and reduces railroad capacity. In June 2016, VRE began design of the following improvements at the station:
1. Extension of the existing platform by approximately 300 feet to accommodate longer trains;
2. Installation of additional canopy coverage with new LED lighting; and

3. Construction of a second walkway access from the parking lot to the extended platform.

The proposed platform improvements will accommodate trains up to eight cars in length and will be constructed entirely within Norfolk Southern right-of-way, involving no additional property acquisition or changes to existing land use and zoning. The improvement design is 90 percent complete and construction is anticipated to begin in Summer 2018.

Invitation for Bids is the preferred and normal method of procurement when seeking bids to provide goods and services at a firm-fixed price. This method is utilized when there is a complete, adequate, precise specification or purchase description. Award is made based on price alone without discussions or negotiations with the Bidders.

The scope of work for the proposed IFB will include all labor and materials for construction of the proposed platform extension as shown on the detailed plans and specifications and accepted by the host railroad.

Upon receipt of the bids, VRE Staff will return to the Operations Board to request authorization to award the contract.

Fiscal Impact:

Funding for the construction of the Rolling Road Station Platform Extension is provided through a federal Congestion Management/Air Quality (CMAQ) grant VA-90-X046, and associated state match (#72513-12).
Virginia Railway Express
Operations Board

Resolution
8C-04-2018

Authorization to Issue an Invitation for Bids for
Construction of Rolling Road Platform Extension

WHEREAS, a platform extension and other improvements are necessary at Rolling Road Station that will accommodate present train consists as well as accommodate longer train consists in the future; and,

WHEREAS, design for Rolling Road Station improvements is 90 percent complete and anticipated to begin construction in Summer 2018; and,

WHEREAS, VRE Staff will thoroughly review and evaluate all bids received through the prescribed IFB process; and,

WHEREAS, VRE staff recommends an IFB for procurement of a contractor to accomplish this work in a timely and cost-effective manner;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for Construction of Rolling Road Platform Extension.

Approved this 20th day of April 2018

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Martin Nohe
Chairman

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Maureen Caddigan
Secretary
To: Chairman Nohe and the VRE Operations Board
From: Doug Allen
Date: April 20, 2018
Re: Authorization to Execute an Amendment for the First Two-Year Option to the Contract for Financial Auditing Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to amend the contract with PBMares, LLP of Harrisonburg, Virginia for Financial Auditing Services, to exercise the first two-year option period.

Summary:

VRE wishes to exercise the first two-year option period for financial auditing services with PBMares. Operations Board approval is required in this instance before the option can be exercised; however, no additional budget authorization is needed. VRE will return to the Operations Board for authorization prior to exercising the second and final two-year option period of the contract.

Background:

PBMares, formerly PBGH, LLP, has audited VRE’s financial statements since 2003. In March 2015, following a joint solicitation led by NVTC on behalf of both Commissions and VRE, the Operations Board authorized the CEO to execute a contract with PBMares for financial auditing services. The contract is for a base period of three years with options to extend for up to four additional years, in two-year increments. The authorization included a total not
to exceed amount of $415,100 covering all seven potential years of the contract, plus contingency.

The three-year base period of the contract will expire in May 2018, and VRE wishes to exercise the first two-year option period. For most VRE contracts with option years, the CEO exercises the options at his discretion without returning to the Operations Board, since the full budget inclusive of the options has already been approved. However, as part of its authorization of the financial auditing services contract in 2015, the Operations Board specifically required that Board approval be received before exercising any options on this contract.

**Fiscal Impact:**

The original Board authorization for the audit services contract included a total not to exceed amount of $415,100 covering all seven potential years of the contract, plus contingency. Therefore, no additional funding authorization is required. The approved FY 2019 budget for Audit & Accounting Fees includes funding of $70,000 for this activity. Funding for future years will be included in each proposed annual budget.
Virginia Railway Express
Operations Board

Resolution
8D-04-2018

Authorization to Execute an Amendment for the First Two-Year Option to the Contract for Financial Auditing Services

WHEREAS, in March 2015, the VRE Operations Board authorized the Chief Executive Officer to execute a contract with PBMares, LLP for financial auditing services for a base period of three years with options to extend for up to four additional years, in two-year increments, with a total not to exceed amount of $415,100 inclusive of contingency and all option years; and,

WHEREAS, the VRE Operations Board required that Board approval be received before exercising any options on this contract; and,

WHEREAS, the base period of the contract will expire in May 2018, and VRE wishes to exercise the first two-year option period;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the contract with PBMares, LLP of Harrisonburg, Virginia, for Financial Auditing Services to exercise the first two-year option period.

Approved this 20th day of April 2018

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Martin Nohe
Chairman

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Maureen Caddigan
Secretary
To: Chairman Nohe and the VRE Operations Board  
From: Doug Allen  
Date: April 20, 2018  
Re: Authorization to Issue a Task Order for Financial Modeling Platform

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Task Order to PFM Solutions LLC (an affiliate of PFM) for a financial modeling platform in the amount of $245,000, plus a contingency of $7,000 (for two years of an additional seat license if needed), for a total not to exceed $252,000.

Summary:

VRE wishes to migrate to a new, more robust financial modeling platform to support long-term financial planning. Under this task order, PFM will implement their proprietary Whitebirch software platform, which will support a comprehensive update to VRE’s 2040 financial plan as well as decision support for future budget and Capital Improvement Program (CIP) formulation.

Background:

In May 2017, the Operations Board approved a task order contract with PFM for financial advisory services. The term of the contract is for a base period of one year with the option to extend for up to nine additional one-year periods, with an aggregate contract maximum of $300,000. In January 2018, VRE and PFM executed the first task order
under the contract for $35,000 for support services associated with the refinancing of VRE’s Railroad Rehabilitation and Improvement Financing (RRIF) loan.

Beginning in 2015 under a previous contract, PFM developed and implemented a spreadsheet-based financial modeling platform (called ‘Future Perfect’) to support the financial planning component of VRE’s original 2040 System Plan. This modeling was integral in the financial planning efforts that developed estimates of VRE’s future funding needs under various growth scenarios. That Financial Plan was vital for VRE to fully understand its funding gap and to making the case to stakeholders across the Commonwealth for dedicated funding for VRE.

VRE now wishes to migrate from spreadsheet modeling to PFM’s state-of-the-art ‘Whitebirch’ software platform. Whitebirch is a Java-based customizable modeling platform that combines the flexibility of spreadsheet modeling with stronger access controls and the ability to track and audit changes. The Whitebirch platform also includes advanced reporting and graphing/charting capabilities to assist VRE in analyzing various scenarios and presenting results to the Operations Board, jurisdictional partners, and other stakeholders.

The timing is opportune for migrating to the new modeling platform. A refresh of VRE’s long-term financial projections is needed, including an update to ridership forecasts as well as schedules and funding sources for projects in the CIP. In addition, while unfunded projects in the current CIP represent the most immediate needs to be supported by the anticipated dedicated funding through the Commuter Rail Operating and Capital (CROC) fund, the updated financial model will assist in modeling detailed cashflow needs as well as opportunities to leverage the dedicated funding in conjunction with future grant applications.

The Scope of Services for this task order includes $125,000 for implementation of the Whitebirch financial modeling platform beginning in May 2018 and running through early fall of 2018, as well as two years of access fees ($60,000 per year) for the software, which includes seat licenses for five users.

**Fiscal Impact:**

Implementation of the modeling platform will be funded through VRE’s Capital Planning Fund (CPF), which was created by the Operations Board to support the initial stages of planning and engineering analysis to advance system investments as recommended in the System Plan. The previous work by PFM on the original financial plan was also funded through the CPF. The annual software access fees are provided for in the FY2018 and FY2019 operating budgets.
Virginia Railway Express
Operations Board

Resolution
9A-04-2018

Authorization to Issue a Task Order for
Financial Modeling Platform

WHEREAS, in May 2017, the Operations Board approved a task order contract between VRE and PFM for financial advisory services, with a one-year base and nine one-year options, and with an aggregate contract amount not to exceed $300,000; and,

WHEREAS, in January 2018, VRE executed Task Order 1 with PFM for support services related to the RRIF loan refinancing, in an amount not to exceed $35,000; and,

WHEREAS, under a previous contract, PFM developed and implemented a financial modeling platform to support the financial planning component of VRE’s original 2040 System Plan; and,

WHEREAS, VRE wishes to migrate this long-term financial model to PFM’s new modeling platform and to update the ridership, project delivery, and financial assumptions in the model to support ongoing decision-making by staff, Operations Board members, and other VRE stakeholders;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Task Order to PFM Solutions LLC (an affiliate of PFM) for a financial modeling platform in the amount of $245,000, plus a contingency of $7,000, for a total not to exceed $252,000.

Approved this 20th day of April 2018

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Martin Nohe
Chairman

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Maureen Caddigan
Secretary
To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: April 20, 2018

Re: Authorization to Issue a GEC-VII Task Order for Construction Management Services for the Rolling Road Station Improvement Project

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a General Engineering Consulting Contract (GEC-VII) task order for Construction Management Services for the Rolling Road Station Improvement Project in the amount of $197,918, plus a 10% contingency of $19,792, for a total amount not to exceed $217,710.

Summary:

The design for the Rolling Road Station Improvement Project is 90% complete and construction is anticipated to start in Summer 2018. Construction Management Services are being procured now to assist VRE staff in the procurement of a construction contractor.

Background:

The existing platform at Rolling Road Station can only accommodate trains up to five cars in length, prohibiting train crews from opening all doors on longer trains at the station, which prolongs dwell times and reduces railroad capacity. In June 2016, VRE began design of the following improvements at the station:

1. Extension of the existing platform by 300 feet to accommodate longer trains;
2. Installation of 75 feet of additional canopy coverage with new LED lighting; and

3. Construction of a second walkway access to the extended platform.

The platform extension will accommodate trains up to eight cars in length and will be constructed entirely within Norfolk Southern right-of-way, involving no additional property acquisition or changes to existing land use and zoning. The design is 90% complete and construction is anticipated to begin in Summer 2018.

Construction management services are necessary to support VRE staff during procurement and construction with on-site representation, monitoring construction activities, documenting and reporting daily activities, tracking pay item quantities and assistance in ensuring quality standards and contract requirements are being met. In July 2015, the VRE Operations Board authorized execution of GEC-VII to provide on-call engineering, planning, environmental and construction support services. STV Incorporated was subsequently awarded the prime consultant contract under GEC-VII for Task Order A – Construction Management Support (VRE Contract No. 015-013-A1).

STV Incorporated has presented a proposal to perform these services in the amount of $197,918. VRE staff compared the proposal to the independent cost estimate and determined it was acceptable.

**Fiscal Impact:**

Funding for the design and construction of the Rolling Road Station Improvements is provided through a federal Congestion Management/Air Quality (CMAQ) grant VA-90-X046, and associated state match (#72513-12).
Virginia Railway Express
Operations Board

Resolution
9B-04-2018

Authorization to Issue a GEC-VII Task Order for Construction Management Services for the Rolling Road Station Improvement Project

WHEREAS, the existing platform at Rolling Road Station can only accommodate trains up to five cars in length, prohibiting train crews from opening all doors on longer trains at the station; and,

WHEREAS, a platform extension and other improvements are necessary at Rolling Road Station to accommodate present train consists and longer trains planned for the future; and,

WHEREAS, design for Rolling Road Station improvements is 90 percent complete and construction is anticipated to begin in Summer 2018; and,

WHEREAS, construction management services are necessary to support VRE staff during procurement and construction; and,

WHEREAS, the VRE Operations Board authorized execution of General Engineering Consultant contracts (GEC-VII) in July 2015 and STV Incorporated was subsequently awarded the prime consultant contract for Task Order A – Construction Management Support; and,

WHEREAS, STV Incorporated 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 General Engineering Consultant Contract (GEC-VII) task order for construction management services for the Rolling Road Station Improvements in the amount of $197,918, plus a 10% contingency of $19,792, for a total amount not to exceed $217,710.

Approved this 20th day of April 2018

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Martin Nohe
Chairman

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Maureen Caddigan
Secretary
To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: April 20, 2018

Re: Authorization to Execute an Agreement for Data Networking Hardware and Associated Software Licenses

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute an Agreement with Saitech, Inc., of Fremont, California to acquire Cisco data network components and associated software licenses in the amount of $214,978, plus a 10% contingency of $21,498, for a total not to exceed $236,476.

Summary:

The purpose of the Agreement is purchase of Cisco data network components and associated five-year software licensing under US General Services Administration (GSA) cooperative purchasing schedules. The data network components and associated software licensing will provide standardization and centralized management for VRE station locations.

Background:

VRE relies on timely and secure communications running over the data network installed at all VRE locations. These technologies provide reliable information to VRE passengers and staff daily through systems such as the Variable Messaging System (VMS) and security cameras.
In January 2017, VRE concluded the LAN WAN Cybersecurity Assessment identifying “standardization of common hardware” and “centralized management” as opportunities for improvement. The data networking hardware and associated software licenses will accomplish the goal to standardize hardware and replace outdated data network components supporting VMS and security cameras at all station locations.

VRE is eligible to acquire the Cisco data network components and associated five-year software licensing under the GSA Cooperative Purchasing Program (Schedules 70 and 84) in accordance with VRE Public Procurement Policies and Procedures. The price for components and licenses is fixed for the term of the agreement based upon the pricing received through the GSA cooperative purchasing program. The term of the agreement will be for 60 months from equipment delivery.

**Fiscal Impact:**

Funding is provided through the Facilities Asset Management Program funded through an annual allocation of FTA 5337 (State of Good Repair) grants.
Virginia Railway Express
Operations Board

Resolution
9C-04-2018

Authorization to Execute an Agreement for Data Networking Hardware and Associated Software Licenses

WHEREAS, VRE operations rely on timely and secure communications running over the data network installed at all VRE locations; and,

WHEREAS, VRE provides reliable information to VRE passengers and staff daily through systems such as the Variable Messaging System (VMS) and security cameras; and,

WHEREAS, the January 2017 LAN WAN Cybersecurity Assessment identified the requirement to replace outdated network components with standardized data network hardware and associated licenses at all station locations; and,

WHEREAS, the data network components and associated five-year software licensing is available through a US General Services Administration (GSA) cooperative purchasing schedule in accordance with VRE Public Procurement Policies and Procedures;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to Execute an Agreement with Saitech, Inc., of Fremont, California to acquire Data Networking Hardware and Associated Software Licenses through a GSA cooperative purchasing schedule in the amount of $214,978, plus a 10% contingency of $21,498, for a total not to exceed $236,476.

Approved this 20th day of April 2018

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Martin Nohe
Chairman

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Maureen Caddigan
Secretary
To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: April 20, 2018

Re: Authorization to Execute a Contract and Task Order for Maintenance Services for VRE Facilities

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with NVE, Inc. of Herndon, Virginia for Maintenance Services for VRE Facilities in an amount not to exceed $3,525,414 for a base period of three years with the option to extend for one additional two-year period. This contract includes base work along with task order work. VRE staff will return to the Operations Board for authorization to exercise the two-year option period and associated funding.

The VRE Operations Board is also asked to authorize the Chief Executive Officer to issue an initial task order under the Maintenance Services for VRE Facilities contract to NVE, Inc. of Herndon, Virginia for comprehensive on-call services, including miscellaneous repair, installation and inspection services, electrical, lighting, generator and plumbing service and repairs, HVAC service and repairs and elevator service and repairs, in an amount $665,000, plus 5% contingency of $33,250, for a total not to exceed $698,250.

Summary:

This contract will provide ongoing maintenance services at 18 rail stations, two rail storage yards, headquarters and satellite office spaces. The initial task order will enable ongoing, comprehensive repair, installation and inspection services of small to medium effort to be performed through the base term of the contract.
**Background:**

On October 20, 2017, the VRE Operations Board authorized the Chief Executive Officer (CEO) to issue a Request for Proposals (RFP) for Maintenance/Custodial Services for VRE Facilities. An RFP is the preferred method of procurement for this solicitation because there are different approaches to the desired services and an evaluation of technical merit is required. Upon completion of evaluation of proposals, negotiations are conducted with the two 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 proposals for Maintenance Services for VRE Facilities was necessary because the scope of work included requirements for base work along with task order work on an as-needed basis to address electrical, lighting, generator, plumbing, HVAC and elevator service and repairs, as well as other routine and preventive maintenance-related projects. Each project will include different requirements depending on location and degree of work; 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 work.

A mailing list of eighteen prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On January 31, 2018, an RFP was issued and proposals were due on March 5, 2018. Only one response was received. The staff conducted a survey to determine why only a single proposal was received and is satisfied with the result.

The following reasons were given for why prospective Offerors did not respond to the solicitation:

- Offerors are unable to dedicate the resources necessary to manage a comprehensive maintenance program that spans the entirety of VRE’s service area.
- Offerors are capable of carrying out only a specific segment of the required work and thus are not capable of completing the multitude of tasks required to deliver maintenance services.
- Offerors do not possess the financial resources necessary to complete the work and provide requisite oversight of subcontractors.

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 for Maintenance Services.
- Capability and expertise of the proposed company(ies).
- Knowledge and qualifications of the Project Manager and proposed key personnel.
- Cost for Maintenance Services.

The TET agreed that an Offeror interview was unnecessary, as it was determined the proposal from NVE, Inc. was technically compliant.

NVE, Inc. (as NV Enterprises) performed maintenance services for VRE facilities during the past five years under the current Maintenance Services for VRE Facilities contract.

The Offeror’s proposed pricing is within 0.9% of VRE’s cost estimate for maintenance services. Complete pricing information may not be publicly disclosed until after execution of a contract. VRE staff has certified NVE, Inc.’s price is fair and reasonable based on the cost estimate for this project.

The contract will be for a base period of three years with the option to extend for one additional two-year period.

**Fiscal Impact:**

Funding is provided for in the FY 2018 and FY 2019 operating budgets for facilities routine and non-routine maintenance and repairs. Funding for future years will be included in each proposed annual budget.
Virginia Railway Express  
Operations Board  

Resolution  
9D-04-2018  

Authorization to Execute a Contract and Task Order For 
Maintenance Services for VRE Facilities  

WHEREAS, in April 2013, the Operations Board approved a new five-year contract with one base year and four one-year options for Facilities Maintenance Services with NV Enterprises; and,  

WHEREAS, the Operations Board subsequently approved execution of each of the four option years for the contract; and,  

WHEREAS, the current contract is set to expire on May 19, 2018; and,  

WHEREAS, this contract will provide ongoing maintenance services at 18 rail stations, two rail storage yards and headquarters and satellite office spaces; and,  

WHEREAS, the Operations Board’s approval of this procurement does not represent its independent assessment of the candidate’s responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board’s action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with NVE, Inc. of Herndon, Virginia for Maintenance Services for VRE Facilities in an amount not to exceed $3,525,414 for a base period of three (3) years with the option to extend for one (1) additional two-year period. VRE staff will return to the Operations Board for approval to exercise the two-year option period and associated funding; and,  

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a task order under the Maintenance Services for VRE Facilities contract to NVE, Inc. of Herndon, Virginia for comprehensive on-call services, including miscellaneous repair, installation and inspection services, electrical, lighting, generator and plumbing service and repairs, HVAC service and repairs and elevator service and repairs, in an amount $665,000, plus 5% contingency of $33,250, for a total not to exceed $698,250.
Resolution 9D-04-2018 continued

Approved this 20th day of April 2018

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Martin Nohe
Chairman

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Maureen Caddigan
Secretary
To: Chairman Nohe and the VRE Operations Board  
From: Doug Allen  
Date: April 20, 2018  
Re: Authorization to Execute a Contract and Task Order for Custodial and Seasonal Services for VRE Facilities

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland for Custodial and Seasonal Services for VRE Facilities in an amount not to exceed $6,370,219 for a base period of three years with the option to extend for one additional two-year period. This contract includes base work along with task order work. VRE staff will return to the Operations Board for authorization to exercise the two-year option period and associated funding.

The VRE Operations Board is also asked to authorize the Chief Executive Officer to issue an initial task order under the Custodial and Seasonal Services for VRE Facilities contract to Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland for on-call services, including miscellaneous repair and installation services, custodial, landscaping, additional facility cleaning, trash removal and painting services, in an amount of $190,000, plus a 5% contingency of $9,500, for a total not to exceed $199,500.

Summary:

This contract will provide ongoing custodial and seasonal services at 18 rail stations, two rail storage yards, headquarters and satellite office spaces. The initial task order will enable
ongoing, comprehensive custodial and seasonal tasks of small to medium effort beyond the base work to be performed throughout the base term of the contract.

**Background:**

On October 20, 2017, the VRE Operations Board authorized the Chief Executive Officer (CEO) to issue a Request for Proposals (RFP) for Maintenance/Custodial Services for VRE Facilities. An RFP is the preferred method of procurement for this solicitation because there are different approaches to the desired services and an evaluation of technical merit is required. Upon completion of evaluation of proposals, negotiations are conducted with the two 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 proposals for Custodial and Seasonal Services for VRE Facilities was necessary because the scope of work included requirements for base work along with task order work on an as-needed basis to address custodial, landscaping, station and platform cleaning, trash removal and painting services, as well as other routine and preventive maintenance-related projects. Each project will include different requirements depending on location and degree of work; 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 work.

A mailing list of eighteen prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On January 31, 2018, an RFP was issued and proposals were due on March 5, 2018. 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 for Custodial and Seasonal Services.
- Capability and expertise of the proposed company(ies).
- Knowledge and qualifications of the Project Manager and proposed key personnel.
- Cost for Custodial and Seasonal Services.
Interviews were conducted with the two highest-ranked firms. It was determined the proposal from Fresh Air Duct Cleaning, LLC 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 Custodial and Seasonal Services for VRE Facilities.

<table>
<thead>
<tr>
<th>Offerors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland</td>
</tr>
<tr>
<td>2. NVE, Inc. of Herndon, Virginia</td>
</tr>
</tbody>
</table>

Fresh Air Duct Cleaning, LLC performed custodial and seasonal services for VRE facilities during the past five years under the current Custodial and Seasonal Services for VRE Facilities contract.

The Offeror’s proposed pricing was in the range of $6,180,000 to $6,370,000. Complete pricing information may not be publicly disclosed until after execution of a contract. VRE staff has certified the highest ranked Offeror’s price is fair and reasonable based on the cost estimate for this project.

The contract will be for a base period of three years with the option to extend for one additional two-year period. This authorization allows work to begin.

**Fiscal Impact:**

Funding is provided for in the FY 2018 and FY 2019 operating budgets for facilities custodial and winter weather services. Funding for future years will be included in each proposed annual budget.
Authorizations to Execute a Contract and Task Order For
Custodial and Seasonal Services for VRE Facilities

WHEREAS, in April 2013, the Operations Board approved a new five-year contract with one base year and four one-year options for Custodial and Seasonal Services with Fresh Air Duct Cleaning, LLC; and,

WHEREAS, the Operations Board subsequently approved execution of each of the four option years for the contract; and,

WHEREAS, the current contract is set to expire on May 19, 2018; and,

WHEREAS, this contract will provide ongoing custodial and seasonal services at 18 rail stations, two rail storage yards and headquarters and satellite office spaces; and,

WHEREAS, the Operations Board’s approval of this procurement does not represent its independent assessment of the candidate’s responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board’s action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland for Custodial and Seasonal Services for VRE Facilities in an amount not to exceed $6,370,219 for a base period of three years with the option to extend for one additional two-year period. VRE staff will return to the Operations Board for approval to exercise the two-year option period and associated funding; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a task order under the Custodial and Seasonal Services for VRE Facilities contract to Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland for on-call services, including miscellaneous repair and installation services, custodial, landscaping, station and platform cleaning, trash removal and painting services, in an amount of $190,000, plus a 5% contingency of $9,500, for a total not to exceed $199,500.
Resolution 9E-04-2018 Continued

Approved this 20th day of April 2018

____________________________
Martin Nohe
Chairman

____________________________
Maureen Caddigan
Secretary
To: Chairman Nohe and the VRE Operations Board  
From: Doug Allen  
Date: April 20, 2018  
Re: Authorization to Execute an Amendment to the Vendor Agreement for Sale of Fare Media with The Convention Store (CommuterDirect)

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute an amendment for a one-year extension of the Vendor Agreement for Sale of Fare Media with The Convention Store, Inc. to finalize negotiations from a Request for Proposal (RFP) for Fare Media Sales.

Summary:

The Convention Store, Inc. is the owner and operator of CommuterDirect, The Commuter Store at Crystal City and various smaller outlets including the Springfield Connector Store. This extension will serve to continue uninterrupted fare media sales during contract negotiations pertaining to the RFP for Fare Media Sales issued on August 17, 2017.

Background:

VRE tickets are sold by a variety of independent vendors under the terms of negotiated sales agreements. CommuterDirect, owned and operated by The Convention Store, Inc., which also provides ticket sales services to MARC, WMATA, and DASH, has sold VRE tickets since it was established in 1998. Through CommuterDirect and its other locations,
The Convention Store, Inc. is the single largest vendor of VRE fare media, currently accounting for 51% of overall ticket sales.

In July 2017, The VRE Operations Board authorized VRE to issue an RFP for VRE Fare Media Sales to replace the current agreement with the Convention Store, Inc. which expires in May 2018. Staff recommends extending the VRE Fare Media Sales agreement with The Convention Store, Inc. for an additional one year to allow continued negotiations. The Convention Store, Inc. has agreed to the one-year extension. Based on the terms of the proposed extension, and assuming a continuation of current ticket sale volumes, the commission cost to VRE will increase by approximately $56,000 over the next twelve months, an increase of 4% over the current CommuterDirect commission expense of $1.3 million.

**Fiscal Impact:**

The cost of commissions for the sale of fare media is included in each annual operating budget, and the cost of a one-year extension of the current agreement with The Convention Store, Inc. can be accommodated within the current approved FY2018 and FY 2019 budgets. Ongoing vendor commission expenses will be included in future annual operating budgets.
Virginia Railway Express
Operations Board

Resolution
9F-04-2018

Authorization to Execute an Amendment to the Vendor Agreement for Sale of Fare Media with The Convention Store (Commuter Direct)

WHEREAS, the current agreement with The Convention Store, Inc. for the sale of Fare Media will expire in May 2018; and,

WHEREAS, the Request for Proposals for VRE Fare Media Sales issued in July 2017 is currently in negotiations; and,

WHEREAS, additional time is needed to finalize negotiations before the current agreement ends;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute an amendment for a one-year extension of the Vendor Agreement for Sale of Fare Media with the Convention Store, Inc., owner and operator of CommuterDirect, The Commuter Store at Crystal City and various smaller outlets including the Springfield Connector Store, to finalize negotiations from a Request for Proposal for Fare Media Sales.

Approved this 20th day of April 2018

____________________________
Martin Nohe
Chairman

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Maureen Caddigan
Secretary
Agenda Item 9-G
Action Item

To: Chairman Nohe and the VRE Operations Board
From: Doug Allen
Date: April 20, 2018
Re: Authorization to Execute an Amendment to the Contract for Wayside Power Construction at L’Enfant North Storage Track

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute an amendment to the contract with C3M Power Systems, LLC of Capitol Heights, Maryland, for the construction of the L’Enfant North Storage Track Wayside Power, increasing the contract value by $8,300, from $576,406 to a total amount not to exceed $584,706.

Summary:

The L’Enfant North Storage Track Wayside Power project has experienced delays due to permitting requirements, the acquisition of unanticipated materials, and other factors. The construction contractor on the project (C3M Power Systems, LLC) has submitted a change order to purchase an extension of the insurance required for working in the railroad right-of-way, as well as for the purchase and installation of a small electrical module for the control cabinet, which was identified as a need at the time of final testing of the wayside power system.

Background:

On June 19, 2015, the VRE Operations Board authorized the execution of a contract with C3M Power Systems, LLC for the construction of wayside power appliances on the
L’Enfant North Storage Track for a total contract amount of $449,500, plus a 10% contingency of $44,950, for a total amount not to exceed $494,450. On March 3, 2016, the contract was amended within the value of the original authorization by $32,503, for a total contract amount of $482,003 to provide additional funds for unanticipated materials needed to complete the project.

On October 21, 2016, the Board authorized an amendment to provide additional funds to offset the impact of delay attributable to District of Columbia permitting by $76,000, plus an additional 10% contingency of $7,600, for a total amount not to exceed $578,050. The contract was subsequently amended on November 30, 2016 to increase the value by $76,000 from $482,003 to $558,003. On July 24, 2017, the contract was amended again, within the value of the October 2016 authorization, by $18,403 for a total of $576,406 to cover additional wiring needed for the power pedestal.

The L’Enfant North Storage Track Wayside Power project has experienced delays due to permitting requirements, the acquisition of unanticipated materials, and other factors. As such, the contractor submitted a change order for additional railroad insurance to have coverage for the additional time needed to complete the project, and for the purchase and installation of a small electrical module for the control cabinet, with a total cost of $8,300. No further contingency is requested, as the contractor has completed its work and VRE has tested and accepted the installed wayside power system.

**Fiscal Impact:**

Funding is provided in the current budget for Maintenance and Storage through several federal formula grants (VA-05-0038, VA-05-0041 & 0042, VA-90-X307, VA-90-352, and VA-90- X401) with accompanying state and local match.
Virginia Railway Express
Operations Board

Resolution
9G-04-2018

Authorization to Execute an Amendment to the Contract for Wayside Power Construction at L’Enfant North Storage Track

WHEREAS, the VRE Operations Board authorized execution of a contract for Wayside Power Construction on the L’Enfant North Storage Track Wayside Power with C3M Power Systems, LLC, on June 19, 2015, for a contract amount of $449,500 with a 10% contingency for a total of $494,450; and,

WHEREAS, the contract value has previously been increased to $576,406 due to delays and unanticipated material requirements, resulting in a current total authorization of $578,050, including contingencies; and,

WHEREAS, the contractor has requested an additional $8,300, for the cost of extending its railroad insurance coverage for the duration of the contract delay, as well as for the purchase and installation of a small electrical module for the control cabinet, which was identified as a need at the time of final testing of the wayside power system;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the current contract with C3M Power Systems, LLC of Capitol Heights, MD for L’Enfant North Storage Track Wayside Power to increase the contract in the amount of $8,300, to a total amount not to exceed $584,706.

Approved this 20th day of April 2018

________________________________________
Martin Nohe
Chairman

________________________________________
Maureen Caddigan
Secretary
To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: April 20, 2018

Re: Recommend Authorization to Execute an Amendment for the Fourth Year of the First Option Period of the Contract for Operating Services for Commuter Rail

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by approving up to $15,718,000 for the fourth year of the first option period, for a total contract value not to exceed $163,124,557 through June 30, 2019.

Summary:

This action will authorize contracted services for certified locomotive engineers and conductors to operate VRE commuter rail trains for FY 2019.

Background:

On October 16, 2009 the VRE Operations Board recommended, and the Commissions subsequently approved, a five-year contract with KRSV for commuter rail operations and maintenance. The maintenance portion was removed from this contract and these services are now included in a separate contract for maintenance services. The fourth
year of the first option period for operating services will start July 1, 2018. The total amount requested for authorization is equal to the total amount budgeted for FY 2019.

The work performed under this contract includes providing certified locomotive engineers and conductors to operate VRE commuter rail trains. The contract scope of work also includes Federal Railroad Administration reporting and claims management. Below is a list of the amendment, contract modifications and proposed actions for this contract:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Authorized Value (Cumulative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-16-2009</td>
<td>1st Contract Year &amp; Mobilization</td>
<td>$18,459,348</td>
<td>$18,459,348</td>
</tr>
<tr>
<td>12-17-2010</td>
<td>Amendment (a)</td>
<td>$2,085,000</td>
<td>$20,544,348</td>
</tr>
<tr>
<td>5-20-2011</td>
<td>2nd Contract Year</td>
<td>$17,954,527</td>
<td>$38,498,875</td>
</tr>
<tr>
<td>4-20-2012</td>
<td>3rd Contract Year (b)</td>
<td>$18,008,591</td>
<td>$56,507,466</td>
</tr>
<tr>
<td>4-19-2013</td>
<td>4th Contract Year</td>
<td>$18,974,041</td>
<td>$75,481,507</td>
</tr>
<tr>
<td>4-18-2014</td>
<td>5th Contract Year (c)</td>
<td>$20,115,047</td>
<td>$95,596,554</td>
</tr>
<tr>
<td>5-15-2015</td>
<td>1st Year of the First Option Period (6th Contract Year)</td>
<td>$20,931,000</td>
<td>$116,527,554</td>
</tr>
<tr>
<td>5-20-2016</td>
<td>2nd Year of the First Option Period (7th Contract Year) (d)</td>
<td>$15,463,003</td>
<td>$131,990,557</td>
</tr>
<tr>
<td>4-21-2017</td>
<td>3rd Year of First Option Period (8th Year)</td>
<td>$15,416,000</td>
<td>$147,406,557</td>
</tr>
<tr>
<td>4-20-2018</td>
<td>4th Year of the First Option Period (9th Year) (e)</td>
<td>$15,718,000</td>
<td>$163,124,557</td>
</tr>
</tbody>
</table>

(a) Amendment included service enhancements, higher than anticipated insurance costs; items included in the original negotiations, contingency funds, and removed the requirement that Keolis indemnify VRE for all liability claims arising from the contract service with a value of up to $5,000,000.
(b) FY 2013 budget amended mid-year for service enhancements resulting in the lengthening of two trains. This increased the FY 2013 contract budget amount to $18,248,591. Authorization available from prior year approvals.
(c) FY 2015 budget includes adding the new Fredericksburg line train for half of the fiscal year.
(d) FY 2017 budget reflects the amended agreement removing the maintenance of equipment and facilities maintenance functions.
(e) Pending Approval

This action will increase the contract value by $15,718,000, for a cumulative amount not to exceed $163,124,557. The year over year increase is due to a contractually mandated increase of 2.04% based on the Consumer Price Index for the fixed cost components of the contract.
**Fiscal Impact:**

Funding for the fourth year of the first option period (9th year) is included in the FY 2019 operating budget. The total amount budgeted for train operations is $15,718,000.
Virginia Railway Express
Operations Board

Resolution
9H-04-2018

Recommend Authorization to Execute an Amendment for the
Fourth Year of the First Option Period of the Contract for
Operating Services for Commuter Rail

WHEREAS, on October 16, 2009, the VRE Operations Board approved a 5-year contract
with Keolis Rail Services Virginia for VRE operations and maintenance services and
mobilization in the amount of $18,459,348 through June 30, 2011; and,

WHEREAS, a contract amendment was approved on December 17, 2010 in the amount of
$2,085,000; and,

WHEREAS, on May 20, 2011, the Operations Board approved the second contract year,
through June 30, 2012, in the amount of $17,954,527, for a total contract value not to
exceed $38,498,875; and,

WHEREAS, on April 20, 2012, the Operations Board approved the third contract year,
through June 30, 2013, in the amount of $18,008,591, for a total contract value not to
exceed $56,507,466; and,

WHEREAS, on April 19, 2013, the Operations Board approved the fourth contract year,
through June 30, 2014, in the amount of $18,974,041, for a total contract value not to
exceed $75,481,507, and;

WHEREAS, on April 18, 2014, the Operations Board approved the fifth contract year,
through June 30, 2015, in the amount of $20,115,047, for a total contract value not to
exceed $95,596,554; and,

WHEREAS, on May 15, 2015, the Operations Board approved the first year of the first
option period, through June 30, 2016, in the amount of $20,931,000, for a total contract
value not to exceed $116,527,554; and,

WHEREAS, on May 20, 2016, the Operations Board further authorized amending the
agreement to remove the requirements for the Maintenance of Equipment and Facilities;
and,

WHEREAS, on May 20, 2016, the Operations Board approved the second year of the first
option period, through June 30, 2017, in the amount of $15,463,003, for a total contract
value not to exceed $131,990,557; and,
WHEREAS, on April 21, 2017, the Operations Board approved the third year of the first option period, through June 30, 2018, in the amount of $15,416,000, for a total contract value not to exceed $147,406,557;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC by approving up to $15,718,000 for the fourth year of the first option period, for a total Contract value not to exceed $163,124,557 through June 30, 2019.

Approved this 20th day of April 2018

______________________________
Martin Nohe
Chairman

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Maureen Caddigan
Secretary
To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: April 20, 2018

Re: Recommend Authorization to Execute an Amendment for the Third Year of the Contract for Maintenance Services for Commuter Rail

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by increasing the total Contract authorization by $7,674,000, for a total amount not to exceed $22,018,638, through June 30, 2019.

Summary:

This action will authorize contracted services for the maintenance, inspection and repairs of VRE locomotives, passenger rail cars and maintenance facilities for FY 2019.

Background:

On January 15, 2015, the VRE Operations Board recommended, and the Commissions subsequently approved, the CEO to execute a Contract with KRSV for Maintenance Services for Commuter Rail. On May 20, 2016, the VRE Operations Board recommended, and the Commissions subsequently approved an amended start date for the first year of the Contract to July 1, 2016, and the total Contract amount for the first year of $7,252,371. On April 21, 2017, the VRE Operations Board recommended, and the
Commissions subsequently approved increasing the Contract authorization for the second year for a cumulative amount not to exceed $14,344,638.

The work performed under this contract includes daily and periodic servicing, inspection and repairs of locomotives and passenger rail cars. Life Cycle maintenance and extensive rolling stock repair work are included in this contract through a task order process. For FY 2019, this work will also include daily maintenance and support services at the L’Enfant Storage tracks. In addition to locomotive and passenger rail car work, the scope of work includes inspection, maintenance and repair of facilities equipment including yard tracks and buildings. Below is a list of the amendments, contract modifications and proposed action for this Contract:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Authorized Value (Cumulative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 20, 2016</td>
<td>1st Contract Year &amp; Mobilization</td>
<td>$7,252,371</td>
<td>$7,252,371</td>
</tr>
<tr>
<td>April 21, 2017</td>
<td>2nd Contract Year</td>
<td>$7,092,267</td>
<td>$14,344,638</td>
</tr>
<tr>
<td>April 20, 2018</td>
<td>3rd Contract Year (a)</td>
<td>$7,674,000</td>
<td>$22,018,638</td>
</tr>
</tbody>
</table>

(a) Pending Approval

This action will increase the contract value by $7,674,000, for a cumulative amount not to exceed $22,018,638, through the third year of the base five-year contract. The year over year increase is primarily due to:

- a contractually mandated increase of 2.04% based on the Consumer Price Index,
- an increase in the daily service and maintenance requirements for the nine expansion cars received in 2017,
- and mechanical support for the L’Enfant Storage track operations.

**Fiscal Impact:**

Funding is provided for in the FY 2019 Operating budget for Maintenance Services for Commuter Rail and the CIP budget for Asset Management – Rolling Stock Equipment and Asset Management- Facilities includes funding for the third year of this work.

| FY 2019 Operating Budget: Maintenance Services for Commuter Rail | $7,020,500 |
| FY 2019 CIP Budget: Asset Management – Rolling Stock Equipment and Asset Management - Facilities | $653,500 |
| **Total:** | **$7,674,000** |
Virginia Railway Express
Operations Board

Resolution
9I-04-2018

Recommend Authorization to Execute an Amendment for the
Third Year of the Contract for Maintenance Services for Commuter Rail

WHEREAS, in 2015, the VRE Operations board recommended, and the Commissions approved, a five-year Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV); and,

WHEREAS, the Contract start date and total authorization was amended in May of 2016; and,

WHEREAS, on April 21, 2017, the Operations Board approved the second contract year, through June 30, 2018, in the amount of $7,092,267, for a total contract value not to exceed $14,344,638; and,

WHEREAS, the current Contract authorization runs through June 30, 2018; and,

WHEREAS, the increase in Contract authorization will allow for continued maintenance services and life cycle maintenance work scheduled for FY 2019;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by increasing the total Contract authorization by $7,674,000, for a total amount not to exceed $22,018,638, through June 30, 2019.

Approved this 20th day of April 2018

______________________________  
Martin Nohe  
Chairman

______________________________  
Maureen Caddigan  
Secretary
Agenda Item 10-A
Information Item

To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: April 20, 2018

Re: Transit Development Plan Update

Summary:

VRE has initiated an update of its Transit Development Plan (TDP) in accordance with the requirements of the Virginia Department of Rail and Public Transportation (DRPT). This item provides an update of its purpose and progress to date.

Background:

DRPT requires VRE to update its TDP in accordance with their Transit Development Plan Minimum Requirements, dated February 2017, as a condition of receiving state funding. The TDP allows DRPT to better understand the needs, service changes, required funding, and priorities of local transit service providers and the level of state resources necessary to help meet near and long-term transit requirements throughout the Commonwealth.

VRE has initiated a major update of its TDP in accordance with DRPT requirements encompassing two timeframes:

- A six-year (FY 2020-2025) fiscally-constrained plan; and
- A ten-year (FY 2020-2029) fiscally-unconstrained plan forecasting longer-term capital and operating needs.

VRE’s last full TDP was produced in 2011 covering the six-year period from FY 2013 to FY 2018.
The TDP highlights projects and policies that would be prioritized in the next six years to implement the long-range vision of the VRE System Plan. The TDP provides an overview of all the major projects and initiatives, outlines VRE’s service needs, identifies service and capital improvements to meet those needs, and outlines a financial plan for the required resources.

The TDP update process was initiated with the development of an updated set of goals and objectives that align with the VRE mission statement. Performance measures and targets will be identified to record progress achieved towards the TDP goals due to the daily activities by VRE staff.

Two facilitated workshops with the staffs from VRE member jurisdictions and other regional stakeholder organizations are proposed during the TDP update. The first stakeholder workshop was held on February 28, 2018, to provide an overview of the VRE system, and gather feedback on the proposed goals and objectives. Comments were incorporated into the TDP. A second stakeholder workshop will promote a better understanding of VRE’s operations and capital projects, and fiscal needs.

The updated TDP is anticipated to be presented for adoption at the November 2018 meeting of the VRE Operations Board.
To: Chairman Nohe and the VRE Operations Board
From: Doug Allen
Date: April 20, 2018
Re: Broad Run Expansion Project Update

Summary:
VRE has initiated the design of near-term (2022) improvements for the Broad Run Maintenance and Storage Facility (MSF), Broad Run station, and a third main track between the Broad Run and Manassas stations. Several expansion concepts have been developed for the Broad Run complex. Each concept has been evaluated using a qualitative and quantitative evaluation process to arrive at a recommendation of preferred alternative that will be advanced for preliminary engineering (PE) and National Environmental Policy Act (NEPA) review.

Broad Run Expansion Project Background and Update:

In March 2017, VRE’s Operations Board unanimously adopted their preferred alternative for the Gainesville-Haymarket Extension study, which was expansion of the current Broad Run terminus. The Broad Run Expansion (BRX) alternative continues the operation of Manassas Line service out of a larger Broad Run Station and expands the capacity of the existing Broad Run MSF.

Planning and engineering studies to evaluate the optimal plan to expand the Broad Run complex were initiated in July 2017. Proposed improvements include:

- Capacity expansion of the existing Broad Run MSF to accommodate more and longer trains;
Additional parking spaces at Broad Run Station;

A new third mainline track between Manassas and Broad Run within the existing Norfolk Southern Railway (NS) right-of-way; and

Adjustments to the Broad Run platform to accommodate the above changes.

Design objectives include: accommodating near-term growth in VRE demand and serve longer trains as coaches are added to currently operated trains to increase the seating capacity; improving station access and egress for all modes (i.e., cars, bicycles, kiss-and-ride, shuttles/transit); increasing railroad capacity and operating flexibility; and expanding in a way that does not preclude long-term service expansion and operation of more trains.

The design process has addressed two planning horizons: a near-term focus in 2022 that assumes VRE operates longer trains but does not add new service and a long-term focus consistent with proposed System Plan 2040 service expansion (i.e., 20-minute peak frequency plus midday and reverse peak service). The near-term plans will be implemented using funds from the I-66 Outside the Beltway (OTB) Express Lanes concessionaire payment and have been developed to minimize impacts to facilities and operations as future, long-term improvements are constructed.

The design process resulted in two potential development concepts for the Broad Run station and MSF expansion:

- “South” concept that expands the Broad Run complex within and adjacent to the existing station and MSF footprint, on land already owned by PRTC or Prince William County. The new third track is located parallel to the existing two tracks in the Norfolk Southern (NS) railroad right-of-way.
- “North/South” concept that expand the MSF within and adjacent to existing facilities and locates additional station parking north of the Broad Run complex and NS ROW. The third track is located within the existing NS ROW as in the South concept.

The I-66 OTB funding requires the proposed improvements be completed by the opening of the I-66 OTB Express Lanes, currently estimated to be December 2022. Construction of surface parking has been assumed in the design concepts to minimize the construction period and to align the estimated project cost with the available funding.

Selection of a preferred development concept for the Broad Run complex, including the specific location for parking expansion, is needed before more detailed PE plans can be initiated and NEPA review completed. VRE staff considered various factors including improved station access/egress, walking distance to platform, potential environmental impacts, property acquisition requirements, and long-term expansion flexibility to evaluate the Broad Run expansion concepts. Based on the evaluation, the North/South concept is recommended as the preferred development concept to advance for PE design and NEPA review.
To: Chairman Nohe and the VRE Operations Board  
From: Doug Allen  
Date: April 20, 2018  
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 March 9, 2018, VRE issue a Blanket Purchase Order for an amount not to exceed $56,600, to ACRO Service Corp for temporary staffing services for Grant Accountant Support for up to three months.

- On March 15, 2018, VRE issued a Purchase Order in the amount of $63,760, to Roadway Worker Training, LLC to provide mandated FRA Roadway Worker Protection Training to VRE and Contractor personnel on CSX and NS Railroads

- On March 28, 2018, VRE issued a Task Order in the amount of $86,616, to Keolis Rail Services Virginia, to replace the emergency access markings located on the roof of each passenger railcar.