To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: June 15, 2018

Re: Authorization to Issue an Invitation for Bids for Platform Lighting Installation Services

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Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for platform lighting installation services.

Summary:

VRE has procured modern LED lights to replace legacy lighting at stations. VRE wishes to procure installation services of the modern LED lights at Manassas Park, Burke Centre, Rolling Road and Woodbridge Stations.

Background:

As part of VRE’s Capital Improvement Program (CIP) State-of-Good-Repair efforts, lighting is being replaced at stations. The upgraded lighting supports VRE’s passenger safety and security initiatives.

On June 17, 2016, the Operations Board authorized the CEO to execute a contract with Capital Tristate Lighting and Supply of Upper Marlboro, MD to provide modern LED lights. The LED lighting ordered through this contract will be installed at the remaining stations still equipped with legacy lighting, which does not meet VRE’s current standards.
VRE has relied on its facilities maintenance service provider to perform the lighting installation work at L’Enfant and Manassas. To expedite installation at the four stations still requiring upgrades, the work will be combined into one project covered by this IFB.

IFB 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 this IFB includes platform lighting installation at Manassas Park, Burke Centre, Rolling Road and Woodbridge stations.

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

**Fiscal Impact:**

This project is a part of VRE’s CIP under state of good repair and is funded with federal formula funds that must be used for security enhancements.
Virginia Railway Express  
Operations Board  

Resolution  
8A-06-2018

Authorization to Issue an Invitation for Bids for  
Platform Lighting Installation Services

WHEREAS, several VRE station platforms and canopies continue to use the original as-built lamp fixtures; and,

WHEREAS, VRE is pursuing a state of good repair program to replace lighting to support passenger safety and security efforts; and,

WHEREAS, it has been determined the most effective means of procuring services for this project is a stand-alone contract;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for Platform Lighting Installation Services.

Approved this 15\textsuperscript{th} day of June 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: June 15, 2018

Re: Authorization to Issue an Invitation for Bids for Construction of L’Enfant South Storage Track Wayside Power

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for wayside power construction at the L’Enfant South Storage Track.

Summary:

In coordination with CSX, VRE has converted a temporary track used by CSX during a construction project into a permanent storage track to store trainsets during the midday. Having wayside power available at the storage track will permit VRE to shut down the locomotives during layovers, saving fuel and reducing air quality impacts.

Background:

CSX built a temporary track near the VRE L’Enfant Station for use during a construction project, which they completed in 2017. With the temporary track no longer needed for CSX operations, they offered VRE the opportunity to convert the temporary track into a permanent storage track. VRE and CSX executed a construction agreement for track and signal for the L’Enfant North Storage Track that was later amended to include work to convert the temporary track into the L’Enfant South Storage Track. Work was completed in late 2017 on the conversion.
Having wayside power available at the storage track allows VRE to shut down the locomotives during layovers, saving fuel and reducing air quality impacts. Design for wayside power appliances was recently completed and VRE is ready to move forward with construction.

The selected construction contractor will provide the electrical service equipment, electrical distribution switchgear, wires and conduits, power pedestals, and civil engineering support.

IFB 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.

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 several federal formula grants (VA-90-X368, VA-05-0038, VA-90-X401) with accompanying state and local match.
 Virginia Railway Express  
 Operations Board  
  
 Resolution  
 8B-06-2018  
  
 Authorization to Issue an Invitation for Bids for  
 Construction of L’Enfant South Storage Track Wayside Power  
  
 WHEREAS, VRE has converted a CSX temporary track into a permanent storage track south  
of L’Enfant station; and,  
  
 WHEREAS, having wayside power available at the storage track will permit VRE to shut  
down the locomotives during layovers, saving fuel and reducing air quality impacts; and,  
  
 WHEREAS, design for wayside power appliances was recently completed and VRE is ready  
to move forward with construction;  
  
 NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby  
authorize the Chief Executive Officer to issue an Invitation for Bids for L’Enfant South  
Wayside Power Construction.  
  
Approved this 15th day of June 2018  
  
______________________________  
Martin Nohe  
Chairman  
  
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Maureen Caddigan  
Secretary
Agenda Item 8-C  
Consent Item

To: Chairman Nohe and the VRE Operations Board  
From: Doug Allen  
Date: June 15, 2018  
Re: Authorization to Issue a Request for Proposals for Variable Messaging System Replacement

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for Variable Messaging System (VMS) Replacement.

Summary:

VRE’s current VMS is beyond its useful life and is not capable of providing enhanced multimodal traveler information. This RFP will solicit vendor solutions to replace the current VMS originally installed over ten years ago.

Background:

VRE passengers rely on the VMS for timely and accurate train information displayed at all VRE train stations. Realtime information currently available includes the GPS location of the train and status as to whether the train is on-time or delayed. Additionally, the VMS provides visual and audible messages to passengers in accordance with the Americans with Disabilities Act (ADA).

Because the current VMS operates on antiquated hardware and software, the system has limited capabilities and support is labor intensive and costly. Staff recommends replacing the current system with upgraded hardware and software that will support...
features such as real-time train arrival information, multimodal transit data, and integration with the passenger count system.

As determined in accordance with VRE Public Procurement Policies and Procedures, an Invitation for Bids (IFB) is neither practicable nor fiscally advantageous to VRE and an RFP is the preferred method of procurement for this solicitation since 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 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.

The scope of work for the RFP includes replacement of monitor screens at all stations, associated IT infrastructure, new software, software configuration and maintenance. The new system will include real-time train arrival information, multimodal transit data, and integration with the passenger count system.

Upon receipt and evaluation of the proposals, staff will return to the Operations Board for authorization to award the contract.

**Fiscal Impact:**

The scope of work for the VMS Replacement includes activities currently covered under two separate projects in the FY 2019 CIP – the TRIP/VMS Upgrade (project IT-3) and the Facilities Asset Management Program (project AM-6), which includes IT infrastructure and unified communications among its various program areas. Funding for those VMS Replacement activities which qualify as state of good repair (SGR) investments will be provided through Federal State of Good Repair (5337) formula grants along with associated state and local matching funds, while activities which do not qualify for SGR funding will be funded through VRE’s Capital Reserve.
Virginia Railway Express
Operations Board

Resolution
8C-06-2018

Authorization to Issue a Request for Proposals for
Variable Messaging System Replacement

WHEREAS, VRE must replace the current Variable Messaging System, which is over ten years old and has outlived its useful life; and,

WHEREAS, VRE passengers need access to enhanced multimodal traveler information; and,

WHEREAS, the Americans with Disabilities Act requires the VRE provide equal opportunity and access for persons with visual impairments and other disabilities; and,

WHEREAS, the Variable Messaging System has outlived its useful life and is not capable of providing enhanced multimodal traveler information;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby acknowledge the determination made by the VRE Contract Administrator in accordance with the VRE Public Procurement Policies and Procedures that competitive bidding is not practicable, nor fiscally advantageous to VRE, and that competitive negotiation is the appropriate method to procure these services; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals for a Variable Messaging System replacement.

Approved this 15th day of June 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: June 15, 2018
Re: Authorization to Execute a Contract Amendment for Station Platform LED Lighting Upgrades

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to amend the current contract with Capital Tristate Lighting and Supply of Upper Marlboro, MD for an additional order of 108 lamps and associated supplies for LED lighting, increasing the contract value in the amount of $247,457, for a total not to exceed $604,603.

Summary:

This amendment is for additional lighting supplies necessary to replace and modernize the platform and canopy lighting at two of the four stations not yet equipped with LED fixtures.

Background:

As part of VRE’s Capital Improvement Program (CIP) State-of-Good-Repair efforts, lighting is being replaced at stations. The upgraded lighting supports VRE’s passenger safety and security initiatives.

On June 17, 2016, the VRE Operations Board authorized the Chief Executive Officer to execute a contract with Capital Tristate Lighting and Supply of Upper Marlboro, MD for an initial base order of lamps and supplies as well as options to purchase more as
replacement phasing progressed. As each phase of the project approaches completion, staff has returned to the Operations Board for additional purchase authority.

In total, four VRE stations remain equipped with legacy lighting not meeting VRE’s current standards: Rolling Road, Manassas Park, Burke Centre and Woodbridge stations. VRE has an adequate inventory of LED lighting for installation at the Rolling Road Station. The LED lighting and associated supplies ordered through this contract amendment will be installed at Manassas Park and Burke Centre stations. Once installation at these three stations is complete, staff will reassess what additional lighting will be needed to modernize the Woodbridge Station.

Installation of these station lighting upgrades is scheduled for late 2018 and early 2019.

**Fiscal Impact:**

This project is a part of VRE’s CIP under state of good repair and is funded with federal formula funds that must be used for security enhancements.
Virginia Railway Express
Operations Board

Resolution
9A-06-2018

Authorization to Execute a Contract Amendment for
Station Platform LED Lighting Upgrades

WHEREAS, the VRE Operations Board approved the current contract for station platform LED lighting upgrades with Capital Tristate of Upper Marlboro, MD (VRE 016-018) on June 17, 2016; and,

WHEREAS, VRE has begun planning for lighting upgrades at the four remaining VRE stations equipped with legacy lighting not meeting VRE’s current standards; and,

WHEREAS, amending the contract will allow VRE to exercise an option available in the contract to purchase additional platform lighting for two of those four stations;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the current contract with Capital Tristate of Upper Marlboro, MD, for an additional order of 108 lamps and associated supplies for LED lighting, increasing the contract value in the amount of $247,457, for a total not to exceed $604,603.

Approved this 15th day of June 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: June 15, 2018
Re: Authorization to Extend the Lease for Office Space at 127 South Peyton Street

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute an extension of the lease for office space at 127 S. Peyton Street, Suite 210 through December 31, 2018. The six-month extension will cost $52,486.44 or $8,747.74 per month.

Summary:

This extension will allow the Office of Development staff to remain in their current offices while the recently acquired leased space at 1500 King Street is renovated.

Background:

In December 2014, the Operations Board authorized a three-year lease with two one-year options for office space at 127 South Peyton Street, Suite 210, to accommodate a need for increased space. In July 2017, the VRE Operations Board authorized the CEO to execute a lease for office space at 1500 King Street, adjacent to the VRE headquarters offices. The King Street space allows VRE to bring all staff into the same building and was projected to become available in February 2018. The original three-year term for the South Peyton Street space ended on December 31, 2017, so a six-month extension was signed to allow four months for refurbishment and relocation efforts.
The landlord for the King Street space experienced delays in relocating to their new office space, and VRE took possession of the space in May 2018. To accomplish the refurbishment and relocation of staff, it is necessary to extend the lease for the South Peyton Street space. The original six-month extension cost $52,486.44, which was within the CEO’s authority. The additional six-month extension, while at the same rate, will bring the total cost within the calendar year to $104,972.88, requiring authorization from the Operations Board.

**Fiscal Impact:**

VRE has sufficient contingency in the FY 2019 budget to support the additional lease expense. The lease extension will be included in the Amended FY 2019 Operating Budget that will be presented to the Operations Board for approval in December 2018. There is no fiscal impact beyond FY 2019 related to this extension.
WHEREAS, in July 2017, the VRE Operations Board authorized the CEO to execute a lease for office space at 1500 King Street, adjacent to VRE headquarters; and,

WHEREAS, the space was projected to become available in February 2018, allowing time for refurbishment prior to the expiration of the lease at 127 South Peyton Street on June 30, 2018; and,

WHEREAS, VRE took possession of the space at 1500 King Street on May 1, 2018; and,

WHEREAS, additional time is needed to accomplish the refurbishment of the newly leased space prior to moving staff from their current office;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute an extension of the lease for office space at 127 S. Peyton Street, Suite 210 through December 31, 2018. The six-month extension will cost $52,486.44 or $8,747.74 per month.

Approved this 15th day of June 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: June 15, 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 May 7, 2018, VRE increased a Blanket Purchase Order (BPO), issued to Redmon Group, Inc., from $50,000 to an amount not to exceed $100,000, for website maintenance and integration of new styling and functionalities. The original BPO was issued in December 2017 for basic website maintenance. VRE’s Operations and Communications Department identified the need for a website “refresh” incorporating new styling and functionalities such as integrating real-time parking information from the Automatic Parking Count System.

- On May 17, 2018, VRE issued a Task Order in the amount of $59,135 to STV Incorporated under GEC VII to provide surveying and design services for Benchmark Road Slope Stabilization.