Agenda Item 9-A
Action Item

To: Chairman Nohe and the VRE Operations Board
From: Doug Allen
Date: March 16, 2018
Re: Authorization to Issue a Request for Proposals for Facility Security Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for Facility Security Services for a period of a base year and four option years.

Summary:

VRE staffs select facilities with armed security officers and requires a management plan for securing assigned facilities. This procurement will seek to retain a qualified contractor to provide this service.

Background:

VRE utilizes a multi-pronged strategy to protecting its assets and personnel. A critical facet of this strategy is armed security officers and has utilized them for nearly two decades at both Crossroads and Broad Run Maintenance and Storage Facilities, and other locations, as needed and determined by VRE.

On October 18, 2013, the Operations Board Authorized the Chief Executive Officer to enter into a contract with the former New Horizons Security Service of Manassas, VA (now SOS Security LLC, by acquisition) (8C-10-2013).
The final option year of this contract will expire in November 2018 and advance preparations to provide for a seamless transition to a new contract will be necessary.

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 the provision of appropriately trained and certified security personnel and a management plan for securing assigned facilities.

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

**Fiscal Impact:**

Funding is provided for in the current budget for Station and Facility Security under the System Safety & Security budget. Funding for future years will be included in each proposed annual budget.
WHEREAS, VRE remains committed to protecting passengers, employees and equipment from security risks at VRE facilities; and,

WHEREAS, on October 10, 2013, the VRE Operations Board authorized the CEO to enter into a contract for security services; and,

WHEREAS, the current contract will expire in November 2018; and,

WHEREAS, preparations must be made to ensure a seamless transition to a new contract;

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 does hereby authorize the Chief Executive Officer to issue a Request for Proposals for Facility Security Services.

Approved this 16th day of March 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: March 16, 2018

Re: Authorization to Amend the Contract for Safety and Security Consulting Services

Recommendation:

VRE Operations Board is asked to authorize the Chief Executive Officer to amend the current Safety and Security Consulting Contract with Kensington Consulting, LLC, of Kensington, MD, to increase the authorization in the amount of $100,000, for a total amount not to exceed $500,000.

Summary:

VRE’s Safety and Security Consulting Services contract is being used, in part, to provide third-party safety and security design reviews for commuter rail stations and support facilities. This request seeks to increase spending authority to support additional requests.

Background:

On October 16, 2015, the VRE Operations Board authorized the Chief Executive Officer to execute a contract with Kensington Consulting, LLC, for Safety and Security Consulting Services in the amount not to exceed $400,000 for a period of up to five years. The scope of work includes tasks such as performing threat and vulnerability assessments, coordinating VRE’s internal safety and security audit program, review and update of VRE’s safety system program plan and providing guidance for meeting safety and security related regulatory requirements.
VRE has pursued development of new and existing facilities. This contract has been used to perform comprehensive third-party design safety and security reviews for the projects, consistent with our System Safety Program Plan (SSPP) and Federal Transit Administration (FTA) requirements.

As design and construction work has increased, the current authorization of $400,000 for this contract has been fully committed as of the close of December 2017 (the first month of the second option year.) The amount being requested for this amendment will allow for additional consulting services to continue through the second option year of this contract, ending November 2018, as VRE goes through the procurement process for the next Security Consulting Services contract.

**Fiscal Impact:**

The Fiscal Year 2018 budget line items for safety and security consulting includes funding for this activity. Funding for future years will be included in each proposed annual budget.
Authorization to Amend the Contract for Safety and Security Consulting Services

WHEREAS, the VRE Operations Board approved the current Safety and Security Consulting Contract with Kensington Consulting, LLC, of Kensington, Maryland on October 16, 2015, for a period not to exceed five years and an amount not to exceed $400,000; and,

WHEREAS, the number of active projects has increased, as has demand for third-party safety and security design certification; and,

WHEREAS, the current contract’s spending authorization has been fully committed and additional work is anticipated before a new contract can be procured;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the current Safety and Security Consulting Contract with Kensington Consulting LLC of Kensington, Maryland, to increase the authorization in the amount of $100,000, for a total amount not to exceed $500,000.

Approved this 16th day of March 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: March 16, 2018  
Re: Authorization to Amend the Contract for Fare Collections Equipment and Software Maintenance

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract amendment with Scheidt & Bachmann for maintenance of the Fare Collections System equipment and software. The term of the amendment is one additional year at a cost of $702,820. The price for the additional year is the current annual rate of the previous amendment plus a 2.6% escalation based on the Producer Price Index (PPI). The total amount of this amendment is $702,820, with no contingency. This brings the total contract authorization amount from $14,048,177, to an amount not to exceed $14,750,997. This contract has been in effect since 2002.

Summary:

This amendment will extend the current Equipment and Software Maintenance agreement for one year. The current contract with Scheidt & Bachmann will then expire and a new agreement combining the Equipment and Software Maintenance with the System Hosting agreement will be initiated.

Background:

In June 2000, the VRE Operations Board authorized a contract with Scheidt & Bachmann (S&B) for the design and delivery of a new fare collections system. The initial contract
included four years of preventive maintenance and repair support. In October of 2002, the system was accepted and the four-year term for maintenance services began. The original four-year contract has been amended and modified over the past twelve years as the technology and data security requirements by the Payment Card Industry (PCI) have changed.

Because of the proprietary nature of the fare collections system and warranty considerations related to the latest system upgrade, S&B is the only vendor option to perform the ongoing system maintenance work, and extension of the agreement is necessary.

**Fiscal Impact:**

The FY 2019 Operating Budget includes $850,000 for Fare Collections Maintenance which will cover the $702,820 under this amendment. Funding for Maintenance and Hosting of the fare collections system will be included in subsequent year’s budgets.
Virginia Railway Express  
Operations Board  

Resolution  
9C-03-2018  

Authorization to Amend the Contract for Fare  
Collections Equipment and Software Maintenance  

WHEREAS, on June 16, 2000, the VRE Operations Board authorized a contract with Scheidt & Bachmann for the delivery of a new fare collections system; and, 

WHEREAS, on October 31, 2002, the system was accepted and maintenance support began; and, 

WHEREAS, the current equipment and software maintenance agreement is set to expire on June 30, 2018; and, 

WHEREAS, the proprietary nature of the fare collections system and warranty considerations related to the latest system upgrade makes Scheidt & Bachmann the only vendor option to perform the ongoing system maintenance work; 

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract amendment with Scheidt & Bachmann for maintenance of the Fare Collections system equipment and software for an additional year, in the amount of $702,820, with no contingency, bringing the total contract authorization amount from $14,048,177, to an amount not to exceed $14,750,997. 

Approved this 16th day of March 2018 

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Martin Nohe 
Chairman  

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Maureen Caddigan  
Secretary
Agenda Item 9-D
Action Item

To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: March 16, 2018

Re: Authorization to Execute a Contract for Insurance Brokerage Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Aon Risk Services, Inc. of Baltimore, Maryland for Insurance Brokerage Services in the amount of $740,000, plus a 5% contingency of $37,000, for a total amount not to exceed $777,000; for a base period of three years and two option years, with the CEO exercising the option years at his discretion.

Summary:

This contract will provide property, terrorism, liability and automobile insurance brokerage services and risk management consulting to VRE.

Background:

During negotiations on changes and clarifications to the Commuter Rail Operations Liability Insurance Plan that occurred during FY 2007, VRE and the Commonwealth’s Division of Risk Management (DRM) agreed the function of procuring insurance coverage for the operation of VRE commuter rail services should be administered by VRE.

This would be the second contract for these services since the transition of this activity away from DRM. The current agreement with Aon Risk Services for insurance brokerage services expires April 24, 2018.
On October 20, 2017, the VRE Operations Board authorized the Chief Executive Officer (CEO) to issue a Request for Proposals (RFP) for Insurance Brokerage Services. 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 proposals for Insurance Brokerage Services was necessary because there are different approaches to the desired service, different levels of experience with developing a marketing strategy when presenting VRE before global insurance markets and an evaluation of technical merit is required.

A mailing list of six prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On January 10, 2018, an RFP was issued and proposals were due on January 31, 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
- Capability and expertise of the proposed company(ies)
- Specific plan for providing insurance brokerage services
- Cost reduction strategy
- Cost for services

Interviews were conducted with both firms. It was determined the proposal from Aon Risk Services, Inc. of Maryland 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 Insurance Brokerage Services.
The Offerors’ proposed pricing was within the range of $500,000 to $1,000,000. 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 and two option years, with the VRE CEO exercising the option years at his discretion. This authorization allows work to begin.

**Fiscal Impact:**

The current annual operating budget under non-departmental costs includes funding for the first year of this activity. Funding for future years will be included in each proposed annual budget.
Authorization to Execute a Contract for Insurance Brokerage Services

WHEREAS, the Virginia Department of Risk Management (DRM) and VRE agreed in 2007 to transfer the function of procuring insurance coverage to VRE; and,

WHEREAS, the Operations Board authorized the CEO to issue a Request for Proposals for Insurance Brokerage Services on October 20, 2017 to solicit proposals from prospective offerors to provide property, terrorism, automobile and liability insurance brokerage services in addition to consulting services for risk management; and,

WHEREAS, a competitive procurement process was undertaken, yielding two proposals; and,

WHEREAS, the proposal received from Aon Risk Services, Inc. of Maryland was determined by a technical evaluation team to be the most responsive; 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 Aon Risk Services, Inc. of Maryland for Insurance Brokerage Services in the amount of $740,000, plus a 5% contingency of $37,000, for a total amount not to exceed $777,000, for a base period of three years and two option years, with the VRE CEO exercising the option years at his discretion.

Approved this 16th day of March 2018

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Martin Nohe
Chairman

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Maureen Caddigan
Secretary
Agenda Item 9-E
Action Item

To: Chairman Nohe and the VRE Operations Board
From: Doug Allen
Date: March 16, 2018
Re: Authorization to Issue a GPC Task Order for the FY 2018 National Transit Database Data Collection

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a General Planning Consultant (GPC) Task Order to Vanasse Hangen Brustlin, Inc. (VHB) for National Transit Database (NTD) ridership data collection for FY 2018 in the amount of $128,274, plus a 10% contingency of $12,827, for a total not to exceed $141,101.

Summary:

As a recipient of Federal Urbanized Area Formula (§5307) grant funds, VRE is required to report ridership, passenger miles and other performance data to the NTD on an annual basis. To gather the ridership and passenger miles data, VRE conducts annual boarding/alighting counts on each train. This Task Order is for the FY 2018 data collection.

Background:

The last NTD boarding/alighting survey was conducted in spring 2017. The Scope of Services for this task order includes: on-board collection of boardings and alightings for each VRE revenue train, compilation of the boarding/alighting data into a spreadsheet, statistical analysis of the data to ensure it meets NTD requirements for precision,
documentation of the survey results in a technical memo, and certification the survey complies with NTD requirements by a professional statistician.

**Fiscal Impact:**

Funding is provided for in the current budget for Office of Development, Project Implementation, Consulting - Operations.
Virginia Railway Express
Operations Board

Resolution
9E-03-2018

Authorization to Issue a GPC Task Order for the FY 2018
National Transit Database Data Collection

WHEREAS, as a recipient of Federal Urbanized Area Formula (§5307) grant funds, VRE is required to report ridership, passenger miles and other performance data to the National Transit Database on an annual basis; and,

WHEREAS, the data required to report these statistics is collected annually via a boarding/alighting survey of VRE trains; and,

WHEREAS, Vanasse Hangen Brustlin, Inc., VRE’s General Planning Consultant contractor, has the qualifications to collect this data and 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 Planning Consultant Task Order to Vanasse Hangen Brustlin, Inc. for National Transit Database data collection for FY2018 in the amount of $128,274, plus a 10% contingency of $12,827, for a total not to exceed $141,101.

Approved this 16th day of March 2018

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Martin Nohe
Chairman

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Maureen Caddigan
Secretary
Agenda Item 10-A  
Information Item

To: Chairman Nohe and the VRE Operations Board
From: Doug Allen
Date: March 16, 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 February 15, 2018, VRE issue a Task Order in the amount of $80,809 to NVE, Inc. under the Maintenance Services for VRE Facilities Contract for installation of a booster pump on the six-inch water main serving the Crossroads yard hydrants, service and inspection building and train wash facility, to increase water pressure.