To: Chairman Nohe and the VRE Operations Board
From: Doug Allen
Date: October 19, 2018
Re: Authorization to Issue an Invitation for Bids for the Purchase of LED Light Fixtures

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for the Purchase of LED Light Fixtures.

Summary:

This contract will allow VRE to continue to upgrade station lighting to brighter, more efficient and lower maintenance fixtures.

Background:

An evaluation of VRE stations showed that the legacy lighting systems at some stations did not meet modern transit security standards and were approaching the end of their useful life. On June 17, 2016, the Operations Board authorized the CEO to execute a contract for station platform LED lighting upgrades.

Since the execution of that contract, VRE has upgraded the platform lighting at L’Enfant, Manassas and Fredericksburg and has upgrade work scheduled for Rolling Road, Manassas Park and Burke Centre. This work will largely exhaust the original contract.
We now are seeking a new contract for LED Light Fixtures to continue the upgrades at the remainder of the stations in the system.

Invitation for Bids is the preferred and normal method of procurement when seeking bids to provide goods 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 a base order of six lamps with poles and options to purchase up to 250 lamps and 150 poles.

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 State of Good Repair. Funding for future years will be included in each proposed annual budget.
Virginia Railway Express
Operations Board

Resolution
8A-10-2018

Authorization to Issue an Invitation for Bids for the Purchase of LED Light Fixtures

WHEREAS, VRE has determined that platform and station lighting upgrades are critical to delivering improvement in safety, security and passenger satisfaction; and,

WHEREAS, the existing contract for light fixtures has been largely exhausted by upgrade work at L’Enfant, Manassas and Fredericksburg as well as scheduled work at Rolling Road, Manassas Park and Burke Centre; and,

WHEREAS, additional LED Light Fixtures are needed for upgrades at the remainder of the stations in the system; and,

WHEREAS, program funding has been provided through Federal Transit Administration grants for lighting improvements and State of Good Repair funds;

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 LED Light Fixtures.

Approved this 19th day of October 2018

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Martin Nohe
Chairman

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Maureen Caddigan
Secretary
Agenda Item 8-B
Action Item

To: Chairman Nohe and the VRE Operations Board
From: Doug Allen
Date: October 19, 2018
Re: Authorization to Amend the Blanket Purchase Order for Content Management, Website Design & Other IT Services

Recommendation:
The VRE Operations Board is asked to authorize the Chief Executive Officer to amend the Blanket Purchase Order (BPO) with the Redmon Group Inc. of Alexandria, VA for Content Management, Website Design & Other IT Services from the current amount of $100,000, to an amount not to exceed $150,000.

Summary:
The BPO was used to acquire website design and administration services under a General Services Administration (GSA) contract. The level of effort required has increased due to technical challenges and additional scope required.

Background:
VRE operates a website to keep passengers abreast of operational and administrative information used to provide safe and timely service. The website data was three to four years old and required both a content and hardware upgrade. VRE executed a BPO with Redmon Group Inc. of Alexandria, VA in December 2017 to provide these services through an existing GSA contract.
In addition to content and hardware updates, and after the initial scope, VRE required supplementary website development related to the monthly online forum and real time parking data. The additional funding will allow for development of more user-friendly navigation utilizing modern responsive design techniques to enhance the experience of passengers who utilize the website.

BPOs are used when there is an anticipated need for the repetitive purchase of a particular good or service during a specified period, not to exceed one year. Rather than issue a Purchase Order for each purchase, a single BPO is awarded based on firm-fixed prices or rates obtained following the receipt of quotes through a competitive procurement process.

**Fiscal Impact:**

Funding is provided through the FY 2019 Information Technology Operating Budget.
Virginia Railway Express
Operations Board

Resolution
8B-10-2018

Authorization to Amend the Blanket Purchase Order for Content Management, Website Design & Other IT Services

WHEREAS, VRE passengers rely on timely and accurate website information; and,

WHEREAS, VRE operates a website to keep passengers abreast of operational and administrative information; and,

WHEREAS, content management, website design and other IT services were procured through a General Services Administration cooperative purchasing schedule in accordance with VRE Public Procurement Policies and Procedures; and,

WHEREAS, the effort to develop enhanced navigation, by applying modern responsive design techniques to provide a more user-friendly experience, has increased due to technical challenges and additional scope required;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the Blanket Purchase Order with the Redmon Group Inc. of Alexandria, VA for Content Management, Website Design and Other IT Services from the current amount of $100,000, to an amount not to exceed $150,000.

Approved this 19th day of October 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: October 19, 2018  

Re: Authorization to Execute a Contract for Passenger Railcar Truck Overhaul Services  

Recommendation:  

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with UTCRAS, Inc. of Morton, PA for Passenger Car Truck Overhaul Services in the amount of $2,939,146, plus a 10% contingency of $293,915, for a total amount not to exceed $3,233,061.

Summary:  

The truck assemblies underneath the Gallery IV passenger cars are subject to wear, stress and fatigue under normal operation. This contract will provide overhaul services to return the truck assemblies to “like new” condition to ensure safe and reliable service.

Background:  

VRE’s rolling stock maintenance management plan requires replacement of specific components and systems at various intervals based on factors such as fuel consumption, hours of operation or mileage. The oldest of the Gallery IV passenger cars are now more than 10 years old and require replacement of specific truck assembly wear components, such as liners, springs, shock absorbers, wheels, axles and other critical components. In addition to the components identified above, the truck assemblies require specific
nondestructive testing of the truck frames to identify wear and other abnormalities, which
will be repaired as required.

The scope of work for this solicitation includes the teardown of the truck assemblies,
inspection, repair, and replacement of components and other material as well as
reassembly and paint. VRE’s contract maintenance provider will remove and reinstall the
truck assemblies at VRE’s maintenance and storage facilities.

In January 2017, the VRE Operations Board approved the issuance of a Request for
Proposals (RFP) for Passenger Car Truck Overhaul Services. The Common Grant Rule,
which pertains to all U.S. Department of Transportation grants and sub-grants, states a
preference for the sealed bids procurement method for acquiring property, construction,
and other services. The PRTC/VRE procurement manual also states an explicit preference
for competitive Invitation for Bid (IFB) solicitations. An IFB solicitation requires that
complete, adequate, and precise specifications be available. At the time of Board approval,
VRE staff could not assure that complete specifications could be developed, so
authorization for an RFP solicitation was requested. In an RFP solicitation, award is based
on an evaluation of both technical merit and price.

Subsequent to the Board’s approval, VRE was notified of a successful IFB solicitation for
car truck overhaul services by a peer commuter rail agency. Working in cooperation with that
agency, complete specifications for VRE were created, and VRE staff determined that the
preferred IFB solicitation method could now be used for this project. In moving from the
RFP method to the preferred IFB method, and consistent with past practice, no additional
Board authorization was sought. Conversely, in cases where VRE has made a decision to
move from an IFB to an RFP solicitation (such as the recent Automatic Passenger Counters
System project), staff must seek Board re-authorization.

A mailing list of nine prospective Bidders was established for the solicitation to ensure
access to adequate sources of services. On July 23, 2018, an IFB was issued and bids were
due on September 27, 2018. Three responses were received.

The staff has certified the price is fair and reasonable.

The bid tabulation is as follows:

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. UTCRAS, Inc.</td>
<td>$2,939,146</td>
</tr>
<tr>
<td>2. TTA Systems, LLC</td>
<td>$3,583,296</td>
</tr>
<tr>
<td>3. ORX</td>
<td>$4,825,296</td>
</tr>
</tbody>
</table>
After review of the bids, it was determined UTCRAS, Inc. was the lowest responsive-
responsible bidder.

**Fiscal Impact:**

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

Resolution  
8C-10-2018  

Authorization to Execute a Contract for  
Passenger Railcar Truck Overhaul Services  

WHEREAS, VRE has a need for Passenger Car Truck Overhaul Services; and,  

WHEREAS, the VRE Operations Board authorized the CEO to issue a Request for Proposals for Passenger Car Truck Overhaul Services; and,  

WHEREAS, VRE subsequently made the decision to advertise an Invitation for Bids rather than a Request for Proposals after review of the final specifications for the truck overhaul project; and,  

WHEREAS, a competitive solicitation process was conducted; and,  

WHEREAS it was determined UTCRAS, Inc. was the lowest responsive-responsible bidder;  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with UTCRAS, Inc. of Morton, PA in the amount of $2,939,146, plus a 10% contingency of $293,915, for a total amount not to exceed $3,233,061.  

Approved this 19th day of October 2018  

______________________________  
Martin Nohe  
Chairman  

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Maureen Caddigan  
Secretary
To: Chairman Nohe and the VRE Operations Board  
From: Doug Allen  
Date: October 19, 2018  
Re: Draft VRE 2019 Legislative Agenda

Members of the Legislative Committee and staff will update the VRE Operations Board on the status of the attached Draft 2019 Legislative Agenda.

Prior to the start of the Virginia General Assembly session in Richmond, the VRE Operations Board formulates and recommends to the Commissions its priorities to better communicate and influence the actions of the Governor’s Administration and the General Assembly. This program will serve as guidance for staff and the contracted legislation liaison during the legislative session.

In addition, the Legislative Agenda includes Federal Legislative and Regulatory issues that are relevant to transit and commuter rail in the U.S., and VRE specifically. Throughout the year, staff and our contracted Federal Relations consultants will work with the U.S. Department of Transportation and its Agencies, our U.S. Congressional delegation, relevant U.S. Congressional Committees, and others to educate them on these issues and their potential impacts to VRE.

The VRE Operations Board will be asked to recommend the Legislative Agenda to the Commissions at its November 2018 meeting. Both NVTC and PRTC are scheduled to act on their respective Legislative Agendas, as well as VRE’s, at their December meetings.
State Legislative Issues:

**Commuter Rail Operating and Capital (C-ROC) Fund/Dedicated Funding**

- The creation of the C-ROC fund and annual $15 million allocation of regional gas tax revenue was a clear acknowledgement of the critical role VRE plays in the regional transportation system and is an important first step in securing long term, dependable funding to maintain and increase commuter rail service.

- Staff is conducting an in-depth financial analysis that will inform how much additional funding is needed for VRE’s financial security and which capital projects would best be considered for C-ROC funding in VRE's Capital Improvement Program.

**Action:**

- Communicate to key legislators, administration officials, and staff members our appreciation for the creation and funding of C-ROC along with explaining how C-ROC funding is likely to be used in the short term based on the financial analysis.

- Defend against any attempts to decrease the $15 million annually allocated to C-ROC.

**Future Transportation Funding**

- The Commonwealth’s Transit Capital Funding Program is facing a 40 percent decrease in revenues leaving an unfunded need of more than $130 million annually in transit capital funding according to the Transit Capital Projects Revenue Advisory Board’s recent report to the General Assembly. VRE relies on the Transit Capital Funding Program to match Federal funding for state-of-good-repair and expansion projects.

- VRE has developed a Financial Plan for implementation of its System Plan 2040 that identifies future capital and operating requirements needed to implement the plan. A key finding in the Financial Plan is the need for increased funding, even without any major expansion of service.

- The current Financial Plan describes the financial need to be about $45 million per year (operating $11M and capital $34M) for current service levels and on average approximately $65 million per year (operating $20M and capital $45M) through 2040 for full implementation of System Plan 2040.

  - Note: the new financial analysis referenced above in State Legislative Issues is currently underway and will include updated assumptions and elements not present in the original analysis (e.g. C-ROC, SmartScale, I-66 Concessionaire funding, etc.) An updated Financial Plan will be available in the Fall allowing us to update the “needs” above.

**Action:**

- VRE will join other transit providers and stakeholders in seeking future sustainable funding sources to shore up the Commonwealth’s Transit Capital Funding Program.

- Stress the necessity that the General Assembly identify and secure long-term, dependable, state-wide funding sources for future commuter rail operating and capital costs.

- Advocate for the creation of an informal working group of House Appropriations and Senate Finance staff to investigate possible revenue sources for future additional dedicated commuter rail funding.
Long Bridge Corridor Project

- The expansion of the Long Bridge is critical not just to VRE’s future, but to the long-term operation of freight and intercity passenger rail along the East Coast. VRE is working closely with other stakeholders – including CSX, DRPT, DDOT, and federal agencies on this project.

- Preliminary design and environmental work on the Long Bridge Corridor project is nearing completion and work on final design, which is already partially funded, will soon begin.

- Federal funding for the construction phase of the project will be an essential component of a complete funding package. It is critical for stakeholders to formulate a management and funding plan for the construction and operation of an expanded Long Bridge corridor as part of any request for federal funding.

Action:

- Support and participate in the coalition of public and private stakeholders in the formulation of a management and funding plan for the expanded Long Bridge corridor.
Federal Legislative and Regulatory Issues:

Federal Grant Programs

- Congress continues its support of Federal programs that fund transit capital investments, including commuter rail projects, through the Appropriations process.

- These discretionary programs include BUILD (formally TIGER) grants and Capital Investment Grants such as New Starts and Core Capacity.

Action:

- Work with USDOT, U.S. Congressional delegation, relevant U.S. Congressional Committees, and regional stakeholders to educate and secure Administration and Congressional support for discretionary grant applications submitted by VRE.

Surface Transportation Board (STB) Authority

- In August 2018, the STB issued its Decision in response to Chicago Metra’s Petition filed in April 2018 confirming that the: 1) Board’s jurisdiction extends to railroad properties previously owned by Chicago Union Station (CUS) and 2) Board may prescribe terms for Metra’s use of CUS and mediate disputes concerning the use of CUS between Metra and the current owner of CUS, Amtrak. The Board, however, denied part of the Petition requesting current relief (in Metra’s negotiations with Amtrak on a new lease/access agreement), determining that such an action would be premature. The Board, however, also stated it will provide guidance to the affected parties on issues that they should address in the event a similar petition is filed in the future.

- This ongoing matter could set precedent that would impact VRE’s access agreements at Washington Union Station.

Action:

- VRE submitted a letter of support for Metra’s petition.

- Educate Congress and the Administration on the imperative of preserving STB’s jurisdiction over VRE, and other common carrier commuter railroads.

- Monitor industry, Congressional and Administration efforts affecting the ability of VRE, and similar commuter railroads, to seek relief from the STB when negotiating with Amtrak.

FAST Act Reauthorization

- The Fixing America’s Surface Transportation Act (FAST Act), enacted in 2015, provides policies and funding levels for our nation’s Federal-aid Highway (and Mass Transit) programs including passenger rail, highway safety, motor carrier safety, and hazardous materials programs. The FAST Act expires September 30, 2020.

Action:

- VRE will partner with other stakeholders to advocate for appropriate funding levels and policies to support commuter rail and mass transit.
Watchlist: the following issues are being monitored for potential impacts to VRE.

Positive Train Control (PTC) Implementation

- The Surface Transportation Extension Act of 2015 provides railroads an extension until at least December 31, 2018, to implement PTC systems.

FAST Act Rulemaking

- On December 4, 2015, the FAST Act was signed into law which includes new policies and programs, and changes to existing programs, that require various agencies to go through the federal rule making process.

System Safety Program Final Rule

- Passenger rail service providers have until December 4, 2018 to develop and implement a system safety program. This deadline extension announced on November 29, 2017, was the fifth issued by the Federal Railroad Administration and it's possible there will be another. There is still not clear guidance on how to deal with aspects related to host/tenant relationships.

USDOT Rulemaking

- On August 15, 2017, the President signed an Executive Order on “Establishing Discipline and Accountability in the Environmental Review and Permitting Process for Infrastructure.” VRE will track and comment on proposed guidance, rulemakings, or requests for comment from USDOT helping to advance regulatory reforms applicable to VRE’s operations and Capital Improvement Program.

Amtrak On-Time-Performance

- The Passenger Rail Investment and Improvement Act (PRIIA) of 2008 Sections 207(a) and 213(a), intended to improve the on-time performance (OTP) of Amtrak passenger trains by allowing host freight railroads to be fined if found responsible for Amtrak delays.

- In service areas where host freight railroads have both Amtrak and commuter rail tenants, the host railroads could prioritize Amtrak trains over commuter rail trains to avoid fines. In doing so, commuter services like VRE face the possibility of substantial degradation of service due to these dispatching decisions.

- Rulemaking continues for PRIIA of 2008 Section 207(a), including who has the authority to set OTP metrics and enforcement of the regulation.
To: Chairman Nohe and the VRE Operations Board
From: Doug Allen
Date: October 19, 2018
Re: Spending Authority Report

VRE did not issue any purchase orders or task orders within the CEO’s reportable spending authority of $50,000 to $100,000 in September 2018.