Agenda Item 8-A
Consent Item

To: Chair Cristol and the VRE Operations Board
From: Doug Allen
Date: February 15, 2019
Re: Authorization to Issue an Invitation for Bids for Pavement Repairs and Striping at the Rippon and Leeland Road Stations and Fredericksburg Lot G

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for Pavement Repairs and Striping at the Rippon and Leeland Road Stations and Fredericksburg Lot G.

Summary:

This contract will allow for pavement repairs and striping at Rippon Station, Leeland Road Station and Parking Lot G in Fredericksburg.

Background:

The VRE station parking lots were recently assessed for necessary pavement repairs and striping. Rippon Station, Leeland Road Station and Fredericksburg Lot G were identified as being most in need of these services.

An Invitation for Bids is the preferred 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 milling and repaving the pavement sections in the worst condition, crack filling to minimize water intrusion and associated pavement degradation, and sealcoating, to be followed by restriping.

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

**Fiscal Impact:**

Funding is provided through FY 2019 and FY 2020 State of Good Repair formula grants (Section 5337), matched with state and local funds.
Virginia Railway Express
Operations Board

Resolution
8A-02-2019

Authorization to Issue an Invitation for Bids for Pavement Repairs and Striping at the Rippon and Leeland Road Stations and Fredericksburg Lot G

WHEREAS, the VRE station parking lots were recently assessed for necessary pavement repairs and striping; and,

WHEREAS, Rippon Station, Leeland Road Station and Fredericksburg Lot G were identified as being most in need of these services; and,

WHEREAS, the scope of work for the IFB includes milling and repaving, crack filling, sealcoating and restriping; and,

WHEREAS, funding is provided through FY 2019 State of Good Repair formula grants (5337), matched with state and local 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 Pavement Repairs and Striping at the Rippon and Leeland Road Stations and Fredericksburg Lot G.

Approved this 15th day of February 2019

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Katie Cristol
Chair

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John Cook
Secretary
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To: Chair Cristol and the VRE Operations Board

From: Doug Allen

Date: February 15, 2019

Re: Authorization to Issue an Invitation for Bids for Franconia-Springfield Station Painting 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 Franconia-Springfield Station Painting Services.

Summary:

This procurement will result in a contract for the painting of the various steel components of the Franconia-Springfield station, as part of VRE’s ongoing facilities maintenance program.

Background:

A recent assessment of VRE stations identified the Franconia-Springfield station as needing painting.

An Invitation for Bids is the preferred method of procurement when seeking bids to provide goods and services at a firm-fixed price. This method is used 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 painting of the Franconia-Springfield station canopy steel and underside of roof panels, handrails and guardrails, stair tower and pedestrian bridge.

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

**Fiscal Impact:**

The FY 2019 and FY 2020 operating budgets for Facilities Maintenance – Stations Non-Routine Maintenance include funding for this activity.
Virginia Railway Express
Operations Board

Resolution
8B-02-2019

Authorization to Issue an Invitation for Bids for
Franconia-Springfield Station Painting Services

WHEREAS, a recent assessment of VRE stations identified the Franconia-Springfield station as needing painting; and,

WHEREAS, the scope of work for the IFB includes painting of the Franconia-Springfield station canopy steel and underside of roof panels, handrails and guardrails, stair tower and pedestrian bridge; and,

WHEREAS, the FY 2019 and FY 2020 Operating budgets for Facilities Maintenance include funding for this activity;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for Franconia-Springfield Station Painting Services.

Approved this 15th day of February 2019

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Katie Cristol
Chair

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John Cook
Secretary
To: Chair Cristol and the VRE Operations Board  
From: Doug Allen  
Date: February 15, 2019  
Re: Authorization to Issue a Task Order for Access Control Installation and Integration

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Task Order to RPI Group Incorporated for installation and integration of an access control system at VRE Headquarters in Alexandria, under the Installation and Integration of Security Camera and Access Control System contract, in the amount of $129,141, plus a 10% contingency of $12,914, for a total not to exceed $142,055.

Summary:

This work will upgrade the current access control system for the VRE Headquarters suite and add the new office space under the same system.

Background:

On September 15, 2017, the Operations Board authorized the CEO to execute a contract with RPI Group Incorporated of Fredericksburg, Virginia for installation and integration services for an access control and security camera system.

The Scope of Services for this Task Order includes the design, installation and integration of access control for VRE's new combined headquarters office suite in Alexandria. The work will replace the legacy system currently in service at the VRE Headquarters suite, which is...
reaching the end of its useful life, and extend to the adjacent new office space currently under renovation.

**Fiscal Impact:**

Funding for this contract is provided through VRE’s Asset Management & State of Good Repair program within the CIP. The funding source for this asset management program is Federal formula funding (Sec. 5337 State of Good Repair) along with associated state and local match funds.
Virginia Railway Express  
Operations Board  

Resolution  
8C-02-2019  

Authorization to Issue a Task Order for  
Access Control Installation and Integration  

WHEREAS, the VRE Operations Board authorized the CEO to execute a contract on September 15, 2017 with RPI Group Incorporated of Fredericksburg, Virginia for installation and integration services for access control and security camera technology; and,  

WHEREAS, VRE’s Alexandria headquarters continues to operate a legacy access control system that is approaching the end of its useful life; and,  

WHEREAS, VRE is undertaking a headquarters office consolidation project that will provides an opportunity to transition away from the legacy access control system currently being used;  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Task Order to RPI Group Incorporated for installation and integration of an access control system at VRE Headquarters in Alexandria, under the Installation and Integration of Security Camera and Access Control Systems contract, in the amount of $129,141, plus a 10% contingency of $12,914, for a total not to exceed $142,055.  

Approved this 15th day of February 2019  

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Katie Cristol  
Chair  

___________________________________________  
John Cook  
Secretary
To: Chair Cristol and the VRE Operations Board  
From: Doug Allen  
Date: February 15, 2019  
Re: Authorization to Issue a GPC Task Order for FY 2019 National Transit Database Data Collection

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a General Planning Consulting (GPC) Services Task Order to Vanasse Hangen Brustlin, Inc. (VHB) for National Transit Database (NTD) ridership data collection for FY 2019 in the amount of $133,719, plus a 10% contingency of $13,372, for a total not to exceed $147,091.

Summary:

As a recipient of Federal Urbanized Area Formula (§5307, 5337) grant funds, VRE is required to report passenger trips, passenger miles and other performance data to the NTD. VRE does not collect 100% boarding and alighting counts of its passenger trips. Therefore, per NTD, it must use a sampling or survey method to estimate passenger trips and passenger miles for reporting. VRE conducts annual boarding/alighting counts on each train as part of its survey method.

Background:

The last NTD boarding/alighting survey was conducted in Spring 2018. This Task Order is for the FY 2019 data collection.
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 by train to determine boarding and alighting patterns by station; statistical analysis of the data to ensure it meets NTD requirements for precision and certification by a professional statistician; and documentation of the survey results in a technical memo. The boarding and alighting patterns are then used in the upcoming fiscal year to estimate VRE passenger trips and passenger miles for NTD reporting.

**Fiscal Impact:**

The FY 2019 operating budget for Project Development - Consulting and Professional Services includes funding for this activity.
Virginia Railway Express  
Operations Board  

Resolution  
8D-02-2019  

Authorization to Issue a GPC Task Order for FY 2019  
National Transit Database Data Collection  

WHEREAS, as a recipient of Federal Urbanized Area Formula (§5307, 5337) grant funds, VRE is required to report passenger trips, passenger miles and other performance data to the National Transit Database on an annual basis; and,  

WHEREAS, because VRE does not collect 100% boarding and alighting counts of its trips, a sampling or survey method is used to estimate passenger trips and passenger miles; 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 Consulting 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 Consulting Services Task Order to Vanasse Hangen Brustlin, Inc. for National Transit Database data collection for FY 2019 in the amount of $133,719, plus a 10% contingency of $13,372, for a total not to exceed $147,091.  

Approved this 15th day of February 2019  

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Katie Cristol  
Chair  

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John Cook  
Secretary
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Agenda Item 9-A  
Action Item

To: Chair Cristol and the VRE Operations Board  
From: Doug Allen  
Date: February 15, 2019  
Re: Authorization to Extend the Lease Agreement for Parking at the Rippon Station

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to extend a Lease Agreement with KP Big Crest Lane, LLC for parking at the Rippon Station in the amount of $182,036 for one year.

Summary:

This Lease Agreement is for 320 parking spaces that serve riders boarding at the Rippon Station. A lease agreement for these parking spaces has been in place since 2004 and the current extension of that agreement runs through February 2019. That agreement stipulates an annual two percent increase, which is included in this extension.

Background:

In May 2002, the Operations Board approved a three-year Lease Agreement with Hazel Land for 320 parking spaces at the Rippon VRE Station. These additional spaces were instrumental in reducing the parking shortage at the station where the parking lot was routinely 97% full. The lot was constructed by Hazel Land and opened in March 2004, which also commenced the term of the Lease Agreement. The Lease was subsequently assigned by Hazel Land to KP Big Crest Lane, LLC and extended annually for twelve years through the end of February 2019 with the approval of the Operations Board.
In March 2011, a Proffer Statement / Development Plan submitted by KP Big Crest Lane, LLC was approved by Prince William County, which includes the construction of a parking garage by KP Big Crest Lane, LLC on the County owned property on which the current parking lot for the VRE Rippon Station is located. The Plan further stipulates that until such time that the parking garage is constructed and available for use, KP Big Crest Lane, LLC shall continue to allow VRE to lease the surface parking directly adjacent to the County owned parking lot at an annual increase in rent of two percent.

VRE recommends extending the Lease Agreement for one year, at a cost not to exceed $182,036 during that period. The monthly rental cost per space is consistent with the cost paid for leased parking at other VRE stations and is thus deemed fair and reasonable.

**Fiscal Impact:**

The FY 2019 and FY 2020 operating budget for Facilities Maintenance – Station Parking Fees includes funding for this activity.
Authorization to Extend the Lease Agreement for Parking at the Rippon Station

WHEREAS, in May 2002, the Operations Board approved a three-year lease for 320 parking spaces at the Rippon Station; and,

WHEREAS, these additional spaces were instrumental in reducing the parking shortage at Rippon where the parking lot was routinely 97% full; and,

WHEREAS, the Lease has been renewed several times since with the current extension set to expire at the end of February 2019; and,

WHEREAS, VRE staff is requesting permission to extend the Lease Agreement for one additional year through February 29, 2020;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to extend the Lease Agreement with KP Big Crest Lane, LLC in the amount of $182,036 for one year.

Approved this 15th day of February 2019

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Katie Cristol
Chair

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John Cook
Secretary
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To: Chair Cristol and the VRE Operations Board  
From: Doug Allen  
Date: February 15, 2019  
Re: Authorization to Execute a Sole Source Contract for the Purchase of Railcar Door Control Switches  

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a Sole Source Contract with Vapor Stone Rail Systems for the purchase of Railcar Door Control Switches in the amount of $430,688, plus a 10% percent contingency of $43,069, for a total amount not to exceed $473,757.

Summary:

The existing Door Control Switches on VRE’s Gallery IV Railcars are approaching the end of their useful life. This authorization will allow VRE to purchase 142 new Railcar Door Control Switches to ensure compliance with the safety standards and requirements of the Federal Railroad Administration.

Background:

VRE railcars are equipped with Door Control Switches. The Door Control Switches are designed to allow conductors to open and close side loading doors for passenger boarding and detraining.

Since the Door Control Switches are reaching the end of their useful life, VRE’s lifecycle maintenance team recommends replacing them.
Vapor Stone Rail Systems is the Original Equipment Manufacturer (OEM) of the switches currently installed on VRE’s fleet of railcars and is the only manufacturer that produces Door Control Switches compatible with the Gallery IV Railcars.

This non-competitive purchase is in accordance with the following Section of the VRE Public Procurement Policy and Procedures Manual:

6.8.2.1 The item is available only from one responsible source because: (a) It involves a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted and is available to the recipient only from one source and has not in the past been available to the recipient from another source.

A sole source determination has been made in accordance with State and Federal requirements, and VRE Procurement Policies.

Once received, VRE’S maintenance provider, Keolis Rail Services, will install the Door Control Switches.

**Fiscal Impact:**

This project is included in the CIP under the Equipment Asset Management Program for FY 2019 and is funded through an annual allocation of FTA 5337 (State of Good Repair) grants, along with the associated state and local matching funds.
WHEREAS, VRE has a need for the purchase of Railcar Door Control Switches; and,

WHEREAS, Age and physical elements of the environment have caused the existing Door Control Switches to lose their effectiveness; and,

WHEREAS, VRE’s lifecycle maintenance team recommends replacing 142 existing Door Control Switches; and,

WHEREAS, in accordance with State and Federal requirements, and VRE Procurement Policies, a sole source determination has been made Vapor Stone Rail Systems is the only supplier able to produce Door Control Switches compatible with the Gallery IV Railcars;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Sole Source Contract with Vapor Stone Rail Systems for Railcar Door Control Switches, in the amount of $430,688, plus a 10% contingency of $43,069, for a total amount not to exceed $473,757.

Approved this 15th day of February 2019

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Katie Cristol
Chair

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John Cook
Secretary
To: Chair Cristol and the VRE Operations Board
From: Doug Allen
Date: February 15, 2019
Re: Adoption of VRE’s FY 2020-2025 Transit Development Plan

Recommendation:
The VRE Operations Board is asked to adopt the FY 2020-2025 Transit Development Plan.

Summary:
VRE is required by the Department of Rail and Public Transportation (DRPT) to prepare, adopt, and submit a Transit Development Plan (TDP) every six years as a condition of receiving state funding. VRE has completed a fiscally constrained FY 2020-2025 TDP and included a fiscally unconstrained FY 2020-2029 analysis. An Executive Summary of the TDP is attached.

Background:
In accordance with DRPT’s Transit Development Plan Minimum Requirements, dated February 2017, public transit operators receiving state funding are required to prepare, adopt, and submit a new transit development plan every six years.

VRE has completed the required TDP to include an overview of all major VRE projects and initiatives and an outline of VRE’s short-term priorities. Aspirations and constraints for the longer term are highlighted.

VRE’s TDP encompasses two timeframes:
- A six-year (FY 2020-2025) fiscally-constrained plan; and
- A ten-year minimum (FY 2020-2029) fiscally-unconstrained plan identifying longer-term capital and operating needs, especially in the latter years.

The TDP document is organized per DRPT's requirements as follows:

1. System Overview
2. Goals, Objectives, and Service Design Standards
3. Service and System Evaluation
4. Service and Capital Improvement Plan
5. Implementation Plan
6. Financial Plan
7. TDP Monitoring and Evaluation

In accordance with DRPT requirements, the VRE Operations Board is requested to formally adopt the TDP as the near-term vision for constrained and unconstrained VRE service needs and prioritization of system improvements as well as the foundation for requests for State funding.

The TDP findings were presented to the VRE Operations Board at the November 2018 meeting. This presentation, and the complete TDP document, can be downloaded at: www.vre.org/about/studies-and-reports/transit-development-plan

**Fiscal Impact:**

Adoption of the TDP will not result in any immediate fiscal impact. All projects in the six-year period FY2020-2025 are included in the Capital Improvement Program. Implementation of capital projects or service plans described in the TDP will be subject to future approvals and budgetary commitments by the Operations Board and Commissions.
Virginia Railway Express
Operations Board

Resolution
9C-02-2019

Adoption of VRE’s FY 2020-2025 Transit Development Plan

WHEREAS, the Department of Rail and Public Transportation requires public transit operators receiving state funding to prepare, adopt, and submit a Transit Development Plan every six years; and,

WHEREAS, VRE is required to adopt and submit a fiscally constrained Transit Development Plan to encompass the six-year period FY 2020-2025 and a ten-year fiscally unconstrained analysis of capital and operating needs for the period FY 2020-2029; and,

WHEREAS, VRE has completed the Transit Development Plan in accordance with DRPT’s Transit Development Plan Minimum Requirements;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby adopt the FY 2020-2025 Transit Development Plan and directs the Chief Executive Officer to submit it to the Department of Rail and Public Transportation.

Approved this 15th day of February 2019

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Katie Cristol
Chair

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John Cook
Secretary
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Executive Summary
VRE Transit Development Plan

Overview
VRE is required by the Virginia Department of Rail and Public Transportation (DRPT) to update its Transit Development Plan (TDP) every six years as a condition of receiving state funding. The TDP provides an overview of VRE’s major projects and initiatives, outlines short-term priorities as well as constraints and communicates aspirations for the longer term.

This TDP encompasses two timeframes:

- A six-year (FY 2020-2025) fiscally-constrained plan that documents the funded projects and programmed initiatives; and
- A fiscally-unconstrained plan (FY 2026-2029) identifying proposed projects as well as current and longer-term unmet capital and operating needs. The fiscally-unconstrained plan affords an opportunity to connect ongoing and planned improvements to the aspirations outlined in the System Plan 2040.

The TDP outlines four types of service needs that exist today and are expected to increase in the future. The needs are: expanded train capacity, adjusted train times, more frequent service and attracting new riders in accordance with the long-range vision for the system.

Ridership Forecasts and Capacity Analysis

FY2020 – FY2025

Although regional population and job growth are projected to increase, ridership forecasts over the FY2020 – FY2025 timeframe reflect very modest growth of 1 percent per year across the system.

FY2026 – FY2029

A capacity analysis indicates by FY2030 the anticipated demand for the Fredericksburg Line is expected to exceed capacity even if all trains are lengthened to eight-cars. If trains were lengthened to the ten-car maximum, three trains would still not have enough seats to match demand.

On the Manassas Line, the busiest trains already have seven or eight cars. The analysis showed that extending these consists to ten cars would be enough to meet forecasted demand in FY 2030.

FY2020 – FY2025 Fiscally Constrained Plan

In this timeframe VRE addresses the need for additional seats by adding cars to existing trains on both the Fredericksburg and Manassas Lines. VRE’s short-term service goal is to extend Fredericksburg Line trains to 8-car trains. This will increase seating capacity consistent with increasing demand. Funding to acquire the requisite 11 coaches, including spares, has been awarded from the Commonwealth of Virginia’s SmartScale program. On the Manassas Line, trains will be extended to 10 cars with funding for 10 coaches awarded through the I-66 Outside the Beltway Concessionaire Payment. Yard expansions to accommodate the additional coaches are funded through the same sources.
The FY2020 – FY2025 Capital Improvement Program (CIP) also includes a variety of station, parking, and storage yard expansion projects as well as the acquisition of rolling stock mentioned above. Given current cost estimates, full funding of the projects in the FY2020 – FY2025 CIP will require approximately $813.5 million, of which $703.7 million (86.5%) is already committed. That total does not account for the pending Commonwealth Rail Enhancement Fund grant application and local match that, if successful, would allocate $44.53 million to complete funding for the Crystal City Station Project. Elements of the Broad Run Expansion Project, Woodbridge Station Improvements, and the L’Enfant Station Improvements are substantially funded.

**FY2026 – FY2029 Fiscally Unconstrained Plan**

The VRE Operations Board decided to limit capacity expansion to lengthening existing trains until sufficient sources of operating and capital funding are in place. Additional revenue sources will be pursued, informed by the currently underway updated financial analysis. An update to the System Plan 2040 will include development of a long-term service plan and companion financial component that identifies enough operating support and funding for capital infrastructure requirements. The TDP recommends incremental service plan modifications to achieve the long-term plan.

Some service planning concepts explored during this TDP update will be brought to the Operations Board for future consideration. These could include:

- Short turning trains to provide an additional peak period trip for the segments with the highest ridership demand.
- Adjusting the timing of existing trains to respond to customer preferences
- Modifying the service plan for Fridays when peak demand is considerably lower
- Incentivizing passengers to make more use of Amtrak cross honor or “step-up” trains by further subsidizing certain trains that bridge gaps in the VRE schedule
- Coordinating with PRTC and other existing transit or mobility providers to enhance the commute options for VRE riders. This could include providing more midday, off-peak or reverse commute options, especially an evening “sweeper bus” service after the last evening VRE train has departed.
- Adjusting fares for boarding at stations traditionally considered destination stations. This may also allow VRE segments to complement the currently oversubscribed Metrorail service.

Potential Capital Projects referenced as part of the FY 2026 –2029 Fiscally Unconstrained Plan include:

- Third track projects south of the Occoquan river.
- Yard expansions to store future new trains.
To: Chair Cristol and the VRE Operations Board

From: Doug Allen

Date: February 15, 2019

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 January 31, 2019, VRE issued a Purchase Order in the amount of $66,664 to Granicus for use of a mass electronic communications platform for VRE to send broadcast communications in the form of emails, SMS text messages, Facebook and Twitter updates and RSS feeds to keep subscribers up to date about service delays and VRE service in general.
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