To: Chair Cristol and the VRE Operations Board
From: Doug Allen
Date: July 19, 2019
Re: Authorization to Issue a Request for Proposals for Final Design for the Broad Run Expansion Project

Recommendation:
The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for professional engineering consulting services for final design for the Broad Run Expansion project.

Summary:
This resolution will authorize the procurement process for final design activities necessary to advance the implementation of the Broad Run Expansion project.

Background:
Project Development, including Preliminary Engineering (PE) Design and National Environmental Policy Act (NEPA) review is underway for the Broad Run Expansion project and will be completed in 2019. This procurement will seek to retain a qualified final design consultant.

In accordance with Section 2.2-4303 of the Virginia Public Procurement Act, these services must be procured through a Request for Proposals (RFP) because they include Professional Services. Upon completion of evaluation of proposals, negotiations will be conducted with the highest ranked firm deemed to be fully qualified and best suited among those submitting Proposals, based on the factors specified in the evaluation criteria. Price is not a
criterion for evaluation of proposals for Professional Services. After receipt of the best and final offer from the top-ranked firm, a cost analysis will be performed to compare the proposed cost with the independent cost estimate to determine if the proposed cost is fair and reasonable.

The scope of work for the RFP includes the preparation of final design plans and specifications for the Broad Run Expansion project, including design of modifications to the station platform and access, expansion of station parking and the maintenance and storage facility (MSF), and a third main track within the Norfolk-Southern Railway (NS) right-of-way (ROW).

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

**Fiscal Impact:**

Funding for the final design effort is provided for in the VRE Capital Improvement Program under the Broad Run Expansion project. Funding sources include I-66 Outside the Beltway Concession Fee, Federal Congestion Mitigation Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) grants and associated state match, and the VRE Capital Reserve and Capital Planning Fund.
Virginia Railway Express
Operations Board

Resolution
8A-07-2019

Authorization to Issue a Request for Proposals for Final Design for the Broad Run Expansion Project

WHEREAS, Project Development, including Preliminary Engineering Design and National Environmental Policy Act review is underway for the Broad Run Expansion project and will be complete in 2019; and,

WHEREAS, once Preliminary Engineering and National Environmental Policy Act review are complete, final design for the project must be expeditiously initiated, and the services of a professional engineering consultant are necessary to complete the final design; and,

WHEREAS, in accordance with Section 2.2-4303 of the Virginia Public Procurement Act, these services must be procured through a Request for Proposals;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby acknowledge that competitive negotiation is required in accordance with the Virginia Public Procurement Act; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals for professional engineering consulting services for final design for the Broad Run Expansion project.

Approved this 19th day of July 2019

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Katie Cristol
Chair

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John Cook
Secretary