To: Chair Cristol and the VRE Operations Board
From: Doug Allen
Date: March 15, 2019
Re: Authorization to Issue a Request for Proposals for State Government Relations Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for State Government Relations Services for a base period of three years with an option to extend for up to two additional years.

Summary:

This action will authorize staff to issue an RFP for State Government Relations Services for the provision of government relations and legislative services required to assist VRE in its efforts to achieve specific state government relations objectives as identified by the VRE Operations Board and Chief Executive Officer and as incorporated in an annual Legislative Agenda approved by its parent Commissions. The current contract for State Legislative Services expires in December 2019.

Background:

VRE has found it more expedient and effective to contract for Government Relations Services at both the State and Federal level than to employ staff to attempt to monitor the myriad of government and legislative activities in Richmond and Washington, D.C. Professional government relations firms are also able to make and maintain the numerous contacts with elected officials and their staffs needed to effectively keep abreast of, analyze,
and engage on issues related to VRE, public transportation, and rail. VRE has chosen to contract separately for Government Relations services specific to State issues as distinct from Federal Executive Branch and Legislative issues. This procurement is for State Government Relations Services only. The current contract for State Legislative Services expires in December 2019.

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.

This procurement will be conducted as a joint solicitation with the Northern Virginia Transportation Commission (NVTC). However, VRE and NVTC will execute separate contracts and could award to different proposers. The Potomac and Rappahannock Transportation Commission has also been invited to be part of this procurement and is assessing if their participation would be advantageous to them. Upon completion of evaluation of proposals, negotiations will be 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 if the proposed cost is fair and reasonable.

The scope of work for the RFP includes providing government relations and legislative services required to assist VRE in its efforts to achieve specific state policy objectives. These objectives will be identified by the VRE Operations Board and Chief Executive Officer and incorporated in an annual Legislative Agenda approved by its parent Commissions. At the direction of VRE, the primary duty of the Contractor shall be to monitor, track, analyze and educate on rail or transit issues at the General Assembly, State agencies, the Commonwealth Transportation Board or the Office of the Governor. Services will also include representing VRE regarding state policy matters that may impact VRE, as well as developing and producing tangible materials to support VRE activities. Such activities shall include promoting rail transportation, future transit projects, efforts to gain funding for projects and other government relations activities.

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

**Fiscal Impact:**

The FY 2020 operating budget for Chief of Staff – Other Professional Services includes funding for this activity. Funding for future years will be included in each proposed annual budget.
Virginia Railway Express  
Operations Board  

Resolution  
8A-03-2019  

Authorization to Issue a Request for Proposals for  
State Government Relations Services  

WHEREAS, VRE contracts separately for Government Relations Services at the State and Federal level to provide government relations and legislative services required to assist VRE in its efforts to achieve specific policy objectives; and,  

WHEREAS, the current contract for State Legislative Services expires December 2019; and,  

WHEREAS, a procurement for State Government Relations Services will be conducted as a joint solicitation with the Northern Virginia Transportation Commission allowing VRE and NVTC to execute separate contracts with different proposers; and,  

WHEREAS, the Potomac and Rappahannock Transportation Commission has also been invited to be part of this procurement and is assessing if their participation would be advantageous to them;  

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 State Government Relations Services.  

Approved this 15th day of March 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: March 15, 2019

Re: Authorization to Issue a Request for Proposals for Engineering and Environmental Services for VRE Crystal City Station Improvements

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for Engineering and Environmental Services for VRE Crystal City Station Improvements.

Summary:

VRE would like to issue a Request for Proposals (RFP) for Engineering and Environmental Services. Task A of the RFP will be to prepare preliminary engineering plans and National Environmental Policy Act (NEPA) documentation for the proposed VRE Crystal City Station improvements. Preparation of final engineering plans and the provision of limited construction administration services will also be included in the RFP as Optional Task B, to be exercised pending funding availability and with the authorization of the Operations Board.

Background:

The VRE Crystal City station is one of the busiest in the system. However, the existing platform is only the length of about four railcars (400 feet) and serves one track. VRE trains currently have up to eight cars, and some trains will be extended to ten cars in the future. A
reconfigured station with an island platform approximately 850 feet in length served by two tracks would remove an operational bottleneck, expand train capacity, and improve convenience, safety, and reliability for VRE riders. Two grade-separated access points will be provided between the platform and Crystal Drive. The project will also enhance local and regional connectivity by optimizing multimodal access, especially to Metrorail, Crystal City-Potomac Yard Transitway, local buses and shuttles, and bicycle and pedestrian facilities.

The previous phase of the project funded by the Northern Virginia Transportation Authority identified a preferred station location about a quarter of a mile south of the existing station. On September 19, 2017, the Arlington County Board accepted this location as VRE’s preferred station location to advance into the next phase of project development. On October 20, 2017, the VRE Operations Board approved this location as the preferred station location to conduct more detailed design and evaluation. A concept design was developed for the new station and shared with project stakeholders, VRE riders, and the public.

The scope of work for the RFP includes Task A to advance the current concept design and develop preliminary engineering plans for the preferred station location. Task A also includes preparation of NEPA-compliant documentation to identify, and mitigate as necessary, the potential impacts of the proposed station improvements. A categorical exclusion (CE) is the expected NEPA class of action. The preparation of final engineering plans and provision of limited construction administration services will be included in the RFP as Optional Task B, to be exercised pending funding availability and with the authorization of the Operations Board.

The station design will be closely coordinated with a future fourth track currently under design by the Virginia Department of Rail and Public Transportation’s DC to Richmond VA (DC2RVA) project as well as the proposed pedestrian connection between Crystal City and Reagan National Airport (CC2DCA).

In accordance with Section 2.2-4303 of the Virginia Public Procurement Act, these services must be procured through an RFP because they include Professional Services. Upon completion of evaluation of proposals, negotiations are 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 is performed to compare the proposed cost with the independent cost estimate to determine the proposed cost is fair and reasonable.

Upon receipt and evaluation of the proposals, staff will return to the Operations Board to request authorization to award the contract for Task A, preliminary engineering and NEPA documentation. Staff will again return to the Operations Board upon completion of Task A, pending funding availability, to exercise Optional Task B for final design and limited construction administration services.
**Fiscal Impact:**

Funding to complete preliminary engineering and NEPA documentation is provided by a grant from the Commonwealth’s Rail Enhancement Fund (REF). Funding to complete the final engineering design and limited construction administration tasks of the project have been approved for FY 2020 in the NVTA’s Six-Year program.
Virginia Railway Express
Operations Board

Resolution
8B-03-2019

Authorization to Issue a Request for Proposals for Engineering and Environmental Services for VRE Crystal City Station Improvements

WHEREAS, the VRE Crystal City Station is one of the busiest in the system and has one of the shortest platforms; and,

WHEREAS, a longer island platform with grade-separated access would remove an operational bottleneck, expand train capacity, and improve convenience, safety, and reliability for VRE riders; and,

WHEREAS, a concept design was developed for an expanded station at a new location south of the existing station; and,

WHEREAS, the VRE Operations Board approved this location as the preferred station location to conduct more detailed design and evaluation;

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 Engineering and Environmental Services for VRE Crystal City Station Improvements.

Approved this 15th day of March 2019

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Katie Cristol
Chair

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John Cook
Secretary
Agenda Item 9-A
Action Item

To: Chair Cristol and the VRE Operations Board

From: Doug Allen

Date: March 15, 2019

Re: Adopt 2019 VRE Operations Board Meeting Schedule Change

Recommendation:

The VRE Operations Board is asked to approve changing the April VRE Operations Board meeting from April 19, 2019 to April 12, 2019 at 9:00 am.

Summary:

This action will officially change the VRE Operations Board meeting date from April 19, 2019 to April 12, 2019 per the VRE Operations Board Bylaws. The time and location for the meeting shall remain the same.

Background:

Article IV, Section 1 of the VRE Operations Board Bylaws states “The Operations Board shall hold regular meetings at the Potomac and Rappahannock Transportation Commission on the third Friday of each month ...” Section 2 states “The Operations Board may change the date, time or place of any regular meeting to another, when such meeting conflicts with any holiday, or any such change is otherwise deemed necessary by the Operations Board...”

The 2018 VRE Operations Board Meeting Schedule was approved by the Board at its January 18, 2019 meeting; however, it was observed the third Friday in April this year coincides with a number of religious observances and with the jurisdictions’ Spring Break week. Staff conducted a survey of the Operations Board Members to determine their
availability for meetings in April and it was determined that, while a quorum could be expected, a majority of the Board Officers would be unable to attend a meeting on April 19th.

The survey concluded a quorum could be expected for a meeting held on April 12, 2019, with a majority of the Board Officers also attending. Staff confirmed the PRTC Boardroom would be available on that date as well.

**Fiscal Impact:**

There is no fiscal impact.
Virginia Railway Express
Operations Board

Resolution
9A-03-2019

Adopt 2019 VRE Operations Board Meeting Schedule Change

WHEREAS, per the Bylaws of the VRE Operations Board, meetings are regularly held the third Friday of each month except July; and,

WHEREAS, the third Friday in April 2019 coincides with the observation of religious holidays; and,

WHEREAS, the third week of April 2019 coincides with Spring Break in all but one member jurisdictions; and,

WHEREAS, staff surveyed the Operations Board Members to determine potential attendance for dates in April; and,

WHEREAS, results of the survey reflect the best attendance of Members and Officers on April 12, 2019;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby change the April VRE Operations Board meeting from April 19, 2019 to April 12, 2019 at 9:00 am.

Approved this 15th day of March 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: March 15, 2019
Re: Authorization to Execute a Contract for Quantico Station Temporary Platform Construction

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with MCA Construction, Inc. of Alexandria, Virginia for Quantico Station Temporary Platform Construction in the amount of $110,900, plus a 20% contingency of $22,180, for a total amount not to exceed $133,080.

Summary:

A temporary platform at Quantico Station is needed while the permanent Quantico Station Improvements Project is completed. The temporary platform has been designed to comply with Federal Railroad Administration (FRA) requirements for lighting and ADA access. The temporary platform is expected to be completed and in service no later than mid-year 2019.

Background:

CSXT and the Virginia Department of Rail and Public Transportation (DRPT) are presently constructing a new third mainline track through Quantico Station as part of the Arkendale-Powells Creek Third Track Project. DRPT and VRE are also collaborating on the Quantico Station Improvements Project in conjunction with the third track project.
Most passenger boarding and alighting at Quantico Station (for both VRE and Amtrak) occurs on Track 2, which is next to the station building and is the easternmost of the two currently active tracks. However, passenger access is needed occasionally on Track 3 (the westernmost track). The original Track 3 platform at Quantico Station was removed as part of the Arkendale-Powells Creek project, and a temporary Track 3 platform needs to be constructed to comply with FRA requirements for lighting and ADA access.

At the conclusion of the Quantico Station Improvements Project, the temporary platform will be removed, and a new island platform will service trains on both the existing Track 3 and the new Track 4. The temporary platform has been designed and is expected to be completed and in service no later than mid-year 2019.

Preliminary construction cost estimates did not anticipate costs greater than $100,000, so authorization to issue an Invitation for Bids (IFB) was not sought from the Operations Board. A mailing list of fourteen prospective Bidders was established for the solicitation to ensure access to adequate sources of services. Additionally, the solicitation was advertised on eVA, Virginia’s e-procurement system.

On January 24, 2019, an IFB was issued and bids were due on February 22, 2019. Three responses were received.

The bid tabulation is as follows:

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MCA Construction, Inc.</td>
<td>$110,900</td>
</tr>
<tr>
<td>2. McLean Endeavors, LLC</td>
<td>$113,270</td>
</tr>
<tr>
<td>3. Athena Construction Group, Inc.</td>
<td>$114,321</td>
</tr>
</tbody>
</table>

After review of the bids, it was determined MCA Construction, Inc. was the lowest responsive-responsible bidder.

In accordance with VRE policy, a cost/price analysis was performed because the independent cost estimate was more than 10 percent below the lowest bid. Based on that analysis as well as the tight spread of bids, staff has certified the price is fair and reasonable.

**Fiscal Impact:**

Funding for the Quantico Station temporary platform is included as one component of the Intercity Passenger Rail Operating and Capital (IPROC) Funding Agreement with DRPT for Quantico Station Improvements and is reflected in VRE’s approved six-year CIP.
Virginia Railway Express
Operations Board

Resolution
9B-03-2019

Authorization to Execute a Contract for
Quantico Station Temporary Platform Construction

WHEREAS, CSXT and the Virginia Department of Rail and Public Transportation (DRPT) are presently constructing a new mainline track through Quantico Station as part of the Arkendale-Powells Creek Third Track Project; and,

WHEREAS, DRPT and VRE are also collaborating on the Quantico Station Improvement Project in conjunction with the Arkendale-Powells Creek Third Track Project; and,

WHEREAS, the temporary Track 3 platform at Quantico Station has been designed and needs to be constructed and installed to comply with FRA requirements for lighting and ADA access until the new platform, as part of the Quantico Station Improvements Project, is completed; and,

WHEREAS, on January 24, 2019, an Invitation for Bids was issued, and bids were received on February 22, 2019; and,

WHEREAS, it was determined MCA Construction, Inc. was the lowest responsive-responsible bidder and staff has certified the price is fair and reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with MCA Construction, Inc. of Alexandria, Virginia for Quantico Temporary Platform Construction in the amount of $110,900, plus a 20% contingency of $22,180, for a total amount not to exceed $133,080.

Approved this 15th day of March 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: March 15, 2019

Re: VRE’s Metro Shutdown Plan Update

VRE Staff will make a presentation and answer questions on VRE’s plans for the Summer 2019 Metro Shutdown of the Yellow and Blue Lines south of Reagan National Airport.
Agenda Item 10-B
Information Item

To: Chair Cristol and the VRE Operations Board
From: Doug Allen
Date: March 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 February 6, 2019, VRE issued a Blanket Purchase Order for an amount not to exceed $100,000 to Siemens Mobility, Inc. for services to repair automatic train control system enclosures on an as needed basis.

- On February 28, 2019, VRE issued a Task Order in the amount of $97,032 to STV, Inc., for Life Cycle Maintenance Team Support including research to identify alternate sources of supply for materials and services, review of service reports and documentation of maintenance requirements.