Agenda Item 9-C
Action Item

To: Chair Cristol and the VRE Operations Board
From: Doug Allen
Date: September 20, 2019
Re: Authorization to Execute a Contract for Preliminary Engineering and Environmental Services for the VRE Crystal City Station Improvements Project

Recommendation:
The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Vanasse Hangen Brustlin (VHB) of Watertown, MA for the Base Task of preliminary engineering and environmental services for the VRE Crystal City Station Improvements Project in the amount of $1,140,597, plus a 20% contingency of $228,119, for a total amount not to exceed $1,368,716. The Operations Board is also asked to authorize the use of the VRE capital reserve to fund any expenditures under this contract which exceed the approved grant funding currently available for this phase of the project.

Summary:
Approval of this item will authorize the Chief Executive Officer (CEO) to execute a contract for Preliminary Engineering and Environmental Services for the VRE Crystal City Station Improvements project. This is the Base Task in the Request for Proposals (RFP). If authorization to exercise the Optional Tasks (Final Engineering and Limited Construction Administration) of the RFP is desired, it will be requested separately.

Background:
The Crystal City station is one of the busiest in the VRE system. However, the existing side platform is only the length of about four railcars (400 feet) and serves only 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 will 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, the 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 (NVTA) identified a preferred station location approximately 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.

On March 15, 2019, the VRE Operations Board authorized the CEO to issue an RFP for Engineering and Environmental Services for VRE Crystal City Station Improvements. The environmental services will include work related to the National Environmental Policy Act. The scope of work for the Base Task of the RFP advances the current concept design and develops preliminary engineering plans for the preferred station location. The Base Task 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. Preparation of final engineering plans and the provision of limited construction administration services were also included in the RFP as Optional Tasks A and B, respectively.

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 Professional Services proposals. 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 mailing list of over 100 prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On May 29, 2019, an RFP was issued, and proposals were due on July 2, 2019. Five responses were received.

Evaluation of the Proposals received was performed by the Technical Evaluation Team (TET), which consisted of three VRE staff and one Virginia Department of Rail and Public Transportation staff.

The TET met to discuss and evaluate the Proposals using the following criteria:

1. Capability and Expertise of the Offeror and Proposed Team/Subcontractor(s)
2. Knowledge, Qualifications and Relevant Experience of the Proposed Project Manager and Key Personnel

3. Project Approach and Understanding

4. Contractor Organization and Management Plan

Interviews were conducted with the top two firms. It was determined the proposal from VHB 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 Engineering and Environmental Services for the VRE Crystal City Station Improvements.

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<th>Offerors</th>
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<td>1. Vanasse Hangen Brustlin, Inc.</td>
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<td>2. Dewberry Engineers, Inc.</td>
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<td>3. HDR Engineering, Inc.</td>
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<td>4. Gannett Fleming, Inc.</td>
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<td>5. Johnson, Mirmiran &amp; Thompson, Inc.</td>
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VRE staff conducted several rounds of negotiation with VHB in order to clarify assumptions and reach an agreement as to the level of effort required to complete preliminary engineering and environmental services for Crystal City. VHB's cost is approximately 35 percent higher than VRE's cost estimate, which was developed utilizing historical cost information from previous VRE contracts for preliminary engineering services for second platform design.

Through additional analysis of the cost elements included in VHB’s proposal, it is evident VRE's initial cost estimate did not fully account for the complexity and level of coordination required for the Crystal City Station improvements. In particular, the building information modeling (BIM), risk analysis, and utility investigation efforts are more extensive than anticipated by the cost estimate. The proposed team of key personnel and subconsultants also includes specific expertise and unique qualifications that will ensure the necessary capabilities for successful delivery of the project. These additional tasks and expenditures are an investment in prevention of more costly disconnects or problems in future phases of the Crystal City project. After taking these factors into account, VRE deems VHB’s cost for the Base Task to be fair and reasonable.

In consideration of the complexity of the project and level of required coordination with multiple stakeholders, VRE staff further recommends the Operations Board authorize a 20 percent contingency for this phase of the project, rather than VRE’s standard 10 percent.

The VRE Operations Board is requested to authorize the award of the contract for the Base Task of preliminary engineering and environmental services. Staff may return to the Operations Board upon satisfactory completion of the Base Task, pending funding availability, to exercise Optional Tasks A and B for final design and limited construction administration services, respectively.
The contract will be for 270 calendar days. This authorization allows work to begin upon execution of a contract.

**Fiscal Impact:**

Funding for the Base Task of preliminary engineering and environmental services is provided by the Virginia Department of Rail and Public Transportation (DRPT) through the Rail Enhancement Fund (REF). Total REF funding for this phase of the project is $1,010,000, which is comprised of $707,000 of state funding and a $303,000 local match from VRE.

The difference between the available REF funding and the not to exceed amount of this contract is $358,716. VRE has sufficient funds available in its capital reserve to fund expenditures under this contract which exceed the $1,010,000 REF grant value. The Operations Board is asked to authorize use of the capital reserve up to $358,716 for this contract, and if approved, this authorization will be reflected in the Amended FY 2020 budget that will be recommended to the Operations Board in December.

Funding of $4,000,000 for Optional Tasks A and B (final design and limited construction administration) has been approved by the NVTA and will be appropriated as part of their FY 2021 program.
Virginia Railway Express
Operations Board

Resolution
9C-09-2019

Authorization to Execute a Contract for Preliminary Engineering and Environmental Services for the VRE Crystal City Station Improvements Project

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

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

WHEREAS, a concept design was developed in the previous phase for a new station located approximately a quarter of a mile south of the existing station; and,

WHEREAS, the VRE Operations Board authorized the Chief Executive Officer to issue a Request for Proposals for Engineering and Environmental Services in March 2019; 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 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 Vanasse Hangen Brustlin of Watertown, MA for the Base Task of preliminary engineering and environmental services for the VRE Crystal City Station Improvements Project in the amount of $1,140,597, plus a 20% contingency of $228,119, for a total amount not to exceed $1,368,716; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the use of the VRE capital reserve to fund any expenditures under this contract which exceed the approved grant funding currently available for this phase of the project.
Resolution 9C-09-2019 continued

Approved this 20th day of September 2019

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Katie Cristol
Chair

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John Cook
Secretary